

Counseling Form

TRAINING
CONSULTING

Counseling Date: 23-1-2024

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|------------------------------------|-----------------------------------|
| Name of Employee: <u>سائلہ کور</u> | Job Title: <u>C-THW</u> |
| Supervisor Name: <u>پولیس</u> | Supervisor Title: <u>AS</u> |
| Job Location: <u>سہلی</u> | Incident Date/Performance Period: |

This counseling session is being held because of the following;

- Attendance/Absenteeism Insubordination Poor Performance
 Non Serious and Casual Attitude Tardiness and Late Comer Weak Supervision Skills
 Violation of leave policy Unprofessional Attitude Neglect of Duty
 Other (Specify) _____

Nature of Incident: counseling session uc samalt

Corrective Action: سہلی غلط فیضان اور سہلی سب نے ایک دو سم سے معافی مانگی

Employee Comments: میں اپنی مہارت سے اپنی حد تک سہلی

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.

سائلہ کور 23-1-2024
Signature of Employee / Date

[Signature]
Signature of Supervisor /

Date

Original to: Employee
Copies to: Employee's Official Personnel File in Human Resources
Immediate Supervisor