

## Counseling Form

Counseling Date: 23.1.24

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Name of Employee: <u>بیبی سادیہ</u>  | Job Title: <u>C.H.W</u>           |
| Supervisor Name: <u>مشیب خان A.S</u> | Supervisor Title: <u>A.S</u>      |
| Job Location: <u>سولہ</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: کو نسنڈہ سیشن کیے

Corrective Action: اپنے آفسر سے تعلق برقرار رکھیں

Employee Comments: بھائی دادیہ یہ ہے کہ ہم سب مل کر  
خوشی سے اپنا کام کر رہے ہیں اور کبھی سے لڑائی  
جملہ انہ کرکے شکر ہے

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.

Bibi Sadia

Signature of Employee / Date 23  
1  
24

M. Fird

Signature of Supervisor /

Date

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