

Counseling Form

TRAINING
CONSULT

Counseling Date: 22.7.24

Name of Employee: عارف	Job Title: C/W
Supervisor Name: شریا	Supervisor Title: AS
Job Location: مزارشہ (پریس روم)	Incident Date/Performance Period: June 2024

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: APPRaised Activity June 2024
Poor Performance.

Corrective Action: محمد اس مشن سے محمد پر پتہ چلانے میں وقت
پر فون نہ کھانڈانہ پر رپورٹ ہوتے ہوں؟
سید

Employee Comments: محمد اس وقت سے کہ یہ سہرا سہرا ہے
جس میں نے اسے سہرا سہرا کو وقت پر ہی ہوں
تیار ہے یہ سہرا سہرا سے رپورٹ کرنے پر دیا 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.

22-7-24
Signature of Employee / Date
Date

[Signature]
Signature of Supervisor /

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