

Dec 29th, 2020

Mr. Aamir Abbas,  
CNIC # 1220130605659,  
UCPO - Gara Baloch,  
Tank - KPK.

Subject: Warning Letter on account of Insulting behavior towards colleagues.

Dear Aamir Abbas,

This is with reference to the explanation letter issued to you dated Dec 14th, 2020 regarding your insulting behavior towards colleagues in your capacity as Union Council Polio Officer (UCPO) at Gara Baloch - Tank - Tank.

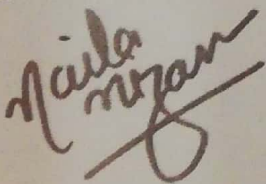
It is hereby to inform you that your response to the explanation letter is considered unsatisfactory. You have not only misbehaved with LHW but also instructed her not to work in her catchment area. Furthermore, you also forced her to work in other area. Instructing LHWs to work outside the catchment area is not part of your job descriptions. As per policy, insulting behavior towards colleagues falls under gross misconduct. Your actions are violations of the rules of the organization and show your lack of professional approach hence warrants strict action.

The above mentioned acts falls within the purview of "Insulting behavior" and shows your delinquency and willingness to compromise the esteemed standards of the organization.

The gravity of negligence committed by you is such that it warrants severe punishment but a lenient view is taken this time and a warning is awarded to you. Please note that this warning letter will remain active in your personal files for next three months and your attendance will be closely monitored by your supervisors during the said period.

Should there be any repetition of such kind of behavior; the management will determine the action appropriate to the infraction up to and including termination of your contract employment without notice, considering the severity of the issue (s).

Regards



Naila Nizam  
Project Manager

CC;  
Personal File.

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