

**From:** ALI, Asif [mailto:asifa@who.int]  
**Sent:** Tuesday, September 24, 2019 2:05 PM  
**To:** Imran Ali  
**Cc:** BELAYNEH, Asalif Demissie; naila@ctc.org.pk; ASLAM, Shaista; DUBE, Tafadzwa  
**Subject:** Re: UCPO SAMINA SHAH MATERNITY LEAVE

Dear Imran,  
Please proceed as required.

Regards  
Asif Ali

---

**From:** Imran Ali <imran.ali@ctc.org.pk>  
**Sent:** Tuesday, September 24, 2019 1:04 PM  
**To:** ALI, Asif <asifa@who.int>  
**Cc:** BELAYNEH, Asalif Demissie <belayneha@who.int>; naila@ctc.org.pk <naila@ctc.org.pk>; ASLAM, Shaista <aslams@who.int>; DUBE, Tafadzwa <dubet@who.int>  
**Subject:** FW: UCPO SAMINA SHAH MATERNITY LEAVE

Dear Dr.Asif,

Ms.Samina Shah UCPO-Islam Nagar Baldia town has applied for maternity leave. She has applied for 60 days leave while her leave will be approved for 48 days including 08 Pre-Natal days as the leave is starting from 25<sup>th</sup> Sep 2019 and will be approved till 13<sup>th</sup> Nov 2019. 20 days shall be unpaid as the leave was not applied on time with prior notice period.

We have total 03 UCPO's in this UC and UCPO Mr.Amir Mengal will be OIC in her absence.

Kindly endorse the leave at your end for further process.

Regards,  
Imran

**From:** Samina Shah [mailto:sami.ishf@gmail.com]  
**Sent:** Tuesday, September 24, 2019 11:54 AM  
**To:** Imran Ali  
**Cc:** MEMON, Junaid Gul; drharesh khiani; KUMAR, Haresh; Mohammad Raza; ZAIDI, Wajeeha  
**Subject:** Re: UCPO SAMINA SHAH MATERNITY LEAVE

Dear Sir,

Please find attached documents as required at your end to approve my maternity leave from 25th Sep till 25th Nov 2019.

Thank you.

Best Regards  
Samina Shah.  
UCPO West / UC-03 Islam Nagar.

On Mon, 23 Sep 2019 at 11:12, Imran Ali <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)> wrote:

Dear Dr.Haresh,

Please guide her to submit signed leave application along with EDD and Ultrasound reports to proceed her leave.

Below is the SOP for the cited leave;

Reason	Duration Leave Allowed	Approving Authority	Eligibility
Maternity	Up to 60 days 20 days – (Pre-Natal) 40 days – (post-Natal)-in addition to accrued leave balance	CTC	Six Months Service

Regards,  
Imran

**From:** MEMON, Junaid Gul [mailto:[memonj@who.int](mailto:memonj@who.int)]

**Sent:** Monday, September 23, 2019 9:20 AM

**To:** Samina Shah; drharesh khiani

**Cc:** [imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk); Mohammad Raza; KUMAR, Haresh; ZAIDI, Wajeeha

**Subject:** Re: UCPO SAMINA SHAH MATERNITY LEAVE

Dear Samina,

There is a confusion in your leave application, your email says leave starts from 25th September while your unsigned application says it starts from 25th October. If your leave is starting from 25th September then you have not applied this leave timely as Maternity leave has to be applied prior to ONE MONTH before EDD.

**Please note that 20 days prenatal leave is unpaid as per SOPs.**

Dr Junaid Gul Memon  
Area Coordinator WHO  
District West  
Cell no: 0345-7890123



---

**From:** drharesh khiani <[drhareshkhiani@yahoo.com](mailto:drhareshkhiani@yahoo.com)>  
**Sent:** Sunday, September 22, 2019 11:52 PM  
**To:** Samina Shah <[sami.ishf@gmail.com](mailto:sami.ishf@gmail.com)>  
**Cc:** [imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk) <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)>; Mohammad Raza <[mohammadraza.pk@hotmail.com](mailto:mohammadraza.pk@hotmail.com)>; KUMAR, Haresh <[kumarha@who.int](mailto:kumarha@who.int)>; MEMON, Junaid Gul <[memonj@who.int](mailto:memonj@who.int)>; ZAIDI, Wajeeha <[zaidiw@who.int](mailto:zaidiw@who.int)>  
**Subject:** Fw: UCPO SAMINA SHAH MATERNITY LEAVE

Ms Samina Shah,

Although your maternity leave approved at my level but need to approve from Area coordinator so please sign the leave application and send by scan that signed copy for further process

**Regards**

**Dr. Haresh Khiani**  
**MBBS DCPS (HCSM) MCPS (HCSM)**  
**Polio Eradication Officer,**  
**World Health Organization**  
**Badia Karachi Sindh.**  
**Cell no: 0333-7548810**  
**Official email :**  
**[kumarha@who.int](mailto:kumarha@who.int) [drhareshkhiani@yahoo.com](mailto:drhareshkhiani@yahoo.com)**

----- Forwarded Message -----

**From:** Samina Shah <[sami.ishf@gmail.com](mailto:sami.ishf@gmail.com)>  
**To:** drharesh khiani <[drhareshkhiani@yahoo.com](mailto:drhareshkhiani@yahoo.com)>  
**Sent:** Friday, September 20, 2019, 11:20:21 PM GMT+5  
**Subject:** UCPO SAMINA SHAH MATERNITY LEAVE

DEAR SIR  
KINDLY ATTACHED THIS FILE OF 60 DAYS(25 SEP TO 25 NOV MATERNITY LEAVE APPLICATION FORM FOR PTTTPP.



Virus-free. [www.avg.com](http://www.avg.com)