Khurram Shakeel

| From: | SAEED, Saira <saeeds@who.int></saeeds@who.int> |
|--------------|---|
| Sent: | 21 October 2024 09:54 |
| То: | Khurram Shakeel |
| Cc: | salman.khan@chipconsulting.org; 'Muhammad Arshad'; zahid.mehmoodkhan@chipconsulting.org |
| Subject: | RE: [EXT] RE: CTC Staff Integration for 3 Months |
| Attachments: | M Afzaal Contract.pdf |

Dear Khurram

Please cancel this contract and re- issue with Data Analyst Duty Station Islamabad – EPI FDI. If this can be done today ? and an email can be sent to the candidate for the re issuance of the contract, as we would like him to work in Islamabad from Tomorrow

Thanks

Saira Saeed Finance Assistant – EPI General Secretary - PAKSA MBA(FIN), MSPH(Health Financing) World Health Organization (WHO) P: ' +92 51 8432495**è**+92 302-5550379 **GPN:** 62495



From: Khurram Shakeel <Khurram.Shakeel@chipconsulting.org>

Sent: Monday, October 7, 2024 5:37 PM

To: SAEED, Saira < saeeds@who.int>

Cc: salman.khan@chipconsulting.org; 'Muhammad Arshad' <arshad.kadhar@chipconsulting.org>; zahid.mehmoodkhan@chipconsulting.org; HADI, Unaiza <hadiu@who.int>

Subject: RE: [EXT] RE: CTC Staff Integration for 3 Months

Dear Ms. Saira,

I hope this email finds you in good health.

I am writing to inform you that staff mentioned in below email have been granted employment contracts. The contract letters have been shared with both of them via email. Furthermore, Mr. Shahbaz (Lab Data Assistant) has also been informed about his extension till Dec 31st, 2024.

Please let us know if you have any further queries or concerns.

Best regards,

Khurram Shakeel Malik Project HR Officer CHIP Training & Consulting (Pvt) Ltd Cell: 0347-4100796

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Monday, October 7, 2024 10:59 AM
To: Salman Khan <<u>salman.khan@chipconsulting.org</u>>
Cc: HADI, Unaiza <<u>hadiu@who.int</u>>; BONIFACIO, Raul <<u>bonifacior@who.int</u>>; Muhammad Arshad <<u>arshad.kadhar@chipconsulting.org</u>>; zahid.mehmoodkhan@chipconsulting.org
Subject: RE: [EXT] RE: CTC Staff Integration for 3 Months

Dear Salman

Reference to the contracts of DMs, we have recently concluded. Please re initiate the contract of below mentioned staff as per following details

- Muhammad Afzal As DATA ANALAYST (attached cv)
- Duty Station: Rawalpindi
- Start date 8 October 2024 End date 31 December 2024
- Salary will remain the same as per other DAs
- **Mr Muhammad Youns** DDM Data Entry Operator for SINDH
- Duty station: Karachi
- Start Date 8 October End Date 31 December 2024
- Salary will remain same as per the Das

Please charge the attached PO

THANKS

Saira Saeed Finance Assistant – EPI General Secretary - PAKSA MBA(FIN), MSPH(Health Financing) World Health Organization (WHO) P: ' +92 51 8432495È+92 302-5550379 **GPN:** 62495



From: Salman Khan <<u>salman.khan@chipconsulting.org</u>>
Sent: Monday, August 5, 2024 4:52 PM
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; HADI, Unaiza <<u>hadiu@who.int</u>>; <u>irfan@chipconsulting.org</u>; 'Sarah Farooqui' <<u>sarah@chipconsulting.org</u>>;
zahid.mehmoodkhan@chipconsulting.org; 'sundas.tariq@chipconsulting.org>; 'Muhammad Arshad' <<u>arshad.kadhar@chipconsulting.org</u>>;
khurram.shakeel@chipconsulting.org
Subject: RE: [EXT] RE: CTC DM/COVID Status of the Staff JULY - December 2024

Dear Ms. Saira,

Thank you for your email. As discussed, Khurram is already working on it and will update you once all the contracts have been shared. I'm also copying Khurram in this email. He will respond to you for day-to-day communication.

If you need any further information regarding the same, please let us know.

BR,

Salman Khan

IT & Data Manager CHIP Training & Consulting (Pvt) Ltd. Plot 1, Street 9, G-8/2, Islamabad, Pakistan. Cell: <u>0343-5273877</u> From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Monday, August 5, 2024 4:32 PM
To: Salman Khan <<u>salman.khan@chipconsulting.org</u>>
Cc: JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; HADI, Unaiza <<u>hadiu@who.int</u>>; <u>irfan@chipconsulting.org</u>; 'Sarah Farooqui' <<u>sarah@chipconsulting.org</u>>; <u>zahid.mehmoodkhan@chipconsulting.org</u>; 'sundas.tariq@chipconsulting.org>; 'Muhammad Arshad' <<u>arshad.kadhar@chipconsulting.org</u>>; Subject: RE: [EXT] RE: CTC DM/COVID Status of the Staff JULY - December 2024

Dear Salman

What is the update on the below email

Thanks

Saira Saeed Finance Assistant – EPI General Secretary - PAKSA MBA(FIN), MSPH(Health Financing) World Health Organization (WHO) P: ' +92 51 8432495È+92 302-5550379 **GPN:** 62495



From: SAEED, Saira
Sent: Thursday, August 1, 2024 2:59 PM
To: Salman Khan <<u>salman.khan@chipconsulting.org</u>>
Cc: JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; HADI, Unaiza <<u>hadiu@who.int</u>>; <u>irfan@chipconsulting.org</u>; 'Sarah Farooqui' <<u>sarah@chipconsulting.org</u>>; zahid.mehmoodkhan@chipconsulting.org; 'sundas.tariq@chipconsulting.org>; 'Muhammad Arshad' <<u>arshad.kadhar@chipconsulting.org</u>>
Subject: RE: [EXT] RE: CTC DM/COVID Status of the Staff JULY - December 2024

Dear Salman

Reference to the attached list of COVID STAFF list, the technical unit has decided to discontinue all the DMs by 30 September 2024. I have updated the status of all existing staff. Please send a notice period of 2 months to all DMs for them to search for a better opportunity.

In addition, I have shared a profile of Dr Ahmed Babark to be recruited as Medical Officer for 1166 in Islamabad on the same salary as other medical officers until December 2024.

Consultants: Dr Riaz Nasrullah has joined WHO as consultant the extension we discussed, need not to be done, all his payments are already cleared and settled.

thanks

Saira Saeed Finance Assistant – EPI General Secretary - PAKSA MBA(FIN), MSPH(Health Financing) World Health Organization (WHO) P: ' +92 51 8432495**è**+92 302-5550379 **GPN:** 62495



From: Salman Khan <<u>salman.khan@chipconsulting.org</u>>
Sent: Thursday, July 25, 2024 11:49 AM
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; HADI, Unaiza <<u>hadiu@who.int</u>>; <u>irfan@chipconsulting.org</u>; 'Sarah Farooqui' <<u>sarah@chipconsulting.org</u>>; zahid.mehmoodkhan@chipconsulting.org; 'sundas.tariq' <<u>sundas.tariq@chipconsulting.org</u>>; 'Muhammad Arshad' <<u>arshad.kadhar@chipconsulting.org</u>>
Subject: RE: [EXT] RE: CTC DM/COVID Extension of the Staff JULY - December 2024

Dear Ms. Saira Saeed,

This is to inform you, Offer letter of Java Developer Consultant has been issued and shared with him.

Additionally, please find attached the updated list of COVID Staff as you requested.

If you need any further information regarding the same, please let us know.

BR,

Salman Khan

Project Manager CHIP Training & Consulting (Pvt) Ltd. Plot 1, Street 9, G-8/2, Islamabad, Pakistan. Cell: <u>0343-5273877</u>

From: Muhammad Arshad [mailto:arshad.kadhar@chipconsulting.org]
Sent: Thursday, July 25, 2024 11:01 AM
To: 'SAEED, Saira' <<u>saeeds@who.int</u>>
Cc: 'JISKANI, Shah Nawaz' <<u>jiskanis@who.int</u>>; 'HADI, Unaiza' <<u>hadiu@who.int</u>>; irfan@chipconsulting.org; 'Sarah Farooqui' <<u>sarah@chipconsulting.org</u>>; zahid.mehmoodkhan@chipconsulting.org; salman.khan@chipconsulting.org; 'sundas.tariq@chipconsulting.org>
Subject: RE: [EXT] RE: CTC DM/COVID Extension of the Staff JULY - December 2024

Respect Ms. Saira Saeed,

Aslaam o Alaikam,

Kindly refer to our telephonic conversation, Salaries of Dr. Urmani and Ms. Husna Jamal is being reinitiated by us, further Mr. Salman will be sharing complete list of COVID Staff onboard as per CTC record, whereas for DSA of Dr. Atta and Mr. Zeeshan Pasha is being added in the invoice as per your guidance and will be paid accordingly.

@Mr. Zahid: please share the revised Invoice after inclusion of DSA, as discussed.

@Mr. Salman: As discussed, please share the list of COVID Staff on board, w.e.f. 01-07-2024 onward.

With Respects & Regards,

Muhammad Arshad CFO-CTC

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Thursday, July 25, 2024 9:40 AM
To: Muhammad Arshad; salman.khan@chipconsulting.org
Cc: 'Naila Nizam'; JISKANI, Shah Nawaz; HADI, Unaiza; irfan@chipconsulting.org; 'Sarah Farooqui'; zahid.mehmoodkhan@chipconsulting.org
Subject: RE: [EXT] RE: CTC DM/COVID Extension of the Staff JULY - December 2024

Dear Arshad sb

Reference to the salary payment from August onwards for DMs and other covid staff including all the consultants. Please find attached the PO. Requesting @salman.khan@chipconsulting.org to share the complete list of staff with all the consultants.

Further, there are few staff members in field who didn't get their salary this month due to bank rejections. Please re initiate those

- Dr Umrani Sindh
- Ms Husna Jamal District Swabi

Two DSA payments for following are pending since long please have a look into that too

- Zeeshan Pasha (Lahore travel 2 days only DSA payments as per the standard rates shared
- Dr Atta (Karachi travel 2 days only DSA as per the standard rates shared)

Thanks

Saira Saeed Finance Assistant – EPI General Secretary - PAKSA MBA(FIN), MSPH(Health Financing) World Health Organization (WHO) P: ' +92 51 8432495**È**+92 302-5550379 **GPN:** 62495



From: Muhammad Arshad <arshad.kadhar@chipconsulting.org>
Sent: Wednesday, July 3, 2024 12:31 PM
To: SAEED, Saira <saeeds@who.int>
Cc: 'Naila Nizam' <naila.nizam@chipconsulting.org>; JISKANI, Shah Nawaz <jiskanis@who.int>; HADI, Unaiza <hadiu@who.int>; irfan@chipconsulting.org; 'Sarah Farooqui'
<sarah@chipconsulting.org>; salman.khan@chipconsulting.org; zahid.mehmoodkhan@chipconsulting.org
Subject: RE: [EXT] RE: CTC DM/COVID Extension of the Staff JULY - December 2024

Dear & Respected Ms. Saira Saeed,

Aslaam o Alaikam,

Would you kind enough to update us w.r.t. the PO of the subject period.

With Respects & Regards,

Muhammad Arshad CFO-CTC

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Friday, June 28, 2024 10:58 AM
To: Muhammad Arshad
Cc: 'Naila Nizam'; JISKANI, Shah Nawaz; HADI, Unaiza; irfan@chipconsulting.org; 'Sarah Farooqui'
Subject: RE: [EXT] RE: CTC DM/COVID Extension of the Staff JULY - December 2024

Dear Arshad and Naila,

Following the COVID Project staff, please find attached the approved memo from our WR for the extension of staff until December 2024. I will share the approved PO also to charge the salary of the staff. In the mean while please intimate the staff for the extension of the contracts until December 2024

Thanks

Saira saeed

From: Muhammad Arshad <arshad.kadhar@chipconsulting.org>
Sent: Wednesday, March 20, 2024 12:01 PM
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: 'Naila Nizam' <<u>naila.nizam@chipconsulting.org</u>>; JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; HADI, Unaiza <<u>hadiu@who.int</u>>; irfan@chipconsulting.org; 'Sarah Farooqui'
<<u>sarah@chipconsulting.org</u>>
Subject: RE: [EXT] RE: CTC DM/COVID Staff Signed PO No. 203392922 from Jan - June 2024

Dear & Respected Ms. Saira Saeed;

Aslaam o Alaikam,

Attached please find the Signed Version of PO No. 203392922 for your record please.

Can you please share the staff details for the same PO for our record purposes, as per following table;

| Title | No of Staff | PO Number | Monthly Salary Rates PKR | Total PKR |
|--------------------|-------------|-----------|--------------------------------|--------------|
| Consultant | | 203392922 | 560,000 | |
| Consultant | | | 427,000 | |
| Data Analyst | | | 165,965 | |
| District Monitor | | | 165,965 | |
| Medical Officer | | | 165,965 | |
| | | | | |
| Total Amount of PO | | | | |

Since the PO is not against any financial proposal, accordingly above data will help CTC to process the salaries and manage the budget accordingly.

With Respects & Regards,

Arshad

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Wednesday, March 20, 2024 10:27 AM
To: Muhammad Arshad
Cc: 'Naila Nizam'; JISKANI, Shah Nawaz; HADI, Unaiza; irfan@chipconsulting.org; Sarah Farooqui; zahid.mehmoodkhan@chipconsulting.org; anique.najam@chipconsulting.org
Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Arshad

Please find attached the contract extension with CTC until July. Please send the signed copy of the attached.

Thanks Saira From: Muhammad Arshad <arshad.kadhar@chipconsulting.org>
Sent: Friday, March 8, 2024 7:08 PM
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: 'Naila Nizam' <<u>naila.nizam@chipconsulting.org</u>>; JISKANI, Shah Nawaz <jiskanis@who.int</pre>
; HADI, Unaiza <<u>hadiu@who.int</u>>; irfan@chipconsulting.org; Sarah Farooqui
<<u>sarah@chipconsulting.org</u>>; zahid.mehmoodkhan@chipconsulting.org; anique.najam@chipconsulting.org
Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear & Respected Ms. Saira Saeed,

Aslaam o Alaikam,

In continuation of the following emails thread, ttached please find the signed PO.

With Respects & Regards,

Muhammad Arshad CFO-CTC

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Monday, February 12, 2024 4:06 PM
To: Zahid Mehmood
Cc: arshad.kadhar@chipconsulting.org; 'Naila Nizam'; JISKANI, Shah Nawaz; HADI, Unaiza
Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Arshad and Naila

Please find attached the PO for counter signatures.

Thanks Saira

From: SAEED, Saira
Sent: Wednesday, February 7, 2024 12:23 PM
To: Zahid Mehmood <<u>zahid.mehmoodkhan@chipconsulting.org</u>>

Cc: <u>arshad.kadhar@chipconsulting.org</u>; 'Naila Nizam' <<u>naila.nizam@chipconsulting.org</u>>; JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>> Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Zahid

I am waiting for the PDF copy from GSC, whereas the PO number has been assigned 203362931 with the total cost of PKR 46,305,464.00 for two months, I am extending the same until July that's in process. The total cost of the project until July will be PKR 86,139,522. Along with our consultants, MO, DMs and Data Analysts. I have kept some cushion in the budget for the new hires.

THANKS SAIRA SAEED

From: Zahid Mehmood <<u>zahid.mehmoodkhan@chipconsulting.org</u>>
Sent: Tuesday, 6 February 2024 11:03 am
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: arshad.kadhar@chipconsulting.org; 'Naila Nizam' <<u>naila.nizam@chipconsulting.org</u>>
Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Madam,

Please Share PO against which invoice will have to be initiated.

Regards, Zahid Mehmood

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Tuesday, February 6, 2024 10:08 AM
To: Zahid Mehmood
Cc: arshad.kadhar@chipconsulting.org; 'Naila Nizam'
Subject: RE: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Zahid

Please share the invoice for the month of Jan

Thanks

Saira saeed

From: Zahid Mehmood <<u>zahid.mehmoodkhan@chipconsulting.org</u>>
Sent: Thursday, January 11, 2024 12:49 PM
To: SAEED, Saira <<u>saeeds@who.int</u>>
Cc: <u>arshad.kadhar@chipconsulting.org</u>
Subject: [EXT] RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Madam,

Attached are Financial Proposal for DM,DA and Medical Officers From Jan 2024 to June 2024.

Regards, Zahid Mehmood

From: SAEED, Saira [mailto:saeeds@who.int]
Sent: Thursday, January 11, 2024 12:10 PM
To: 'Naila Nizam'; Muhammad Arshad
Cc: zahid.mehmoodkhan@chipconsulting.org; hina.qureshi@chipconsulting.org; HADI, Unaiza; JISKANI, Shah Nawaz; Khan, Muhammad Nauman
Subject: RE: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Zahid

As discussed, please find attached the updated with salary details and contract dates to be mentioned

Thanks Saira

From: SAEED, Saira
Sent: Wednesday, January 10, 2024 1:51 PM
To: 'Naila Nizam' <<u>naila.nizam@chipconsulting.org</u>>; Muhammad Arshad <<u>arshad.kadhar@chipconsulting.org</u>>
Cc: <u>zahid.mehmoodkhan@chipconsulting.org</u>; <u>hina.qureshi@chipconsulting.org</u>; HADI, Unaiza <<u>hadiu@who.int</u>>; JISKANI, Shah Nawaz <<u>jiskanis@who.int</u>>; Khan, Muhammad Nauman <<u>nakhan@who.int</u>>
Subject: CTC Contractual for the Year 2024 from Jan - June 2024

Dear Naila and Arshad sb

To initiate the contracts for the staff under EPI for the year 2024, please find attached the list to be contacted for the contracts. We have increased the salary bracket for the DMs to add the travel allowance within the salary. Now all the staff is under the category of Provincial Training officers (PTOs) as per the LTA.

Please share the proposal to initiate the PO, I would like to request that as we are getting the approvals for the PO and the final copy is shared, please share the intimation emails with the concerned staff for the extension and contracts to be shared from 1st January 2024 to June 2024

Thanks Saira saeed