

Ms. Naila Nizam

Project Manager

CHIP TRAINING & CONSULTING PVT LTD

ISLAMABAD

DATE: 9TH July 2020

SUBJECT: REPLY OF EXPLANATION LETTER ON ACCOUNT OF NON SERIOUS AND CASUAL ATTITUDE

Respected Ms/Sir,

With reference to your Explanation Letter EL-KPK-007 July 3rd 2020, I am doing my job Sincerely and Satisfactory, Facilitating and Supporting Teams Training, AIC,s Training, attending UPEC meeting, supporting AIC in Micro Plan, doing Field Validation, Monitoring during campaign, meetings with HCP and LHW orientation for AFP surveillance.

I am also reporting AFP Surveillance cases, in June 2020 I have reported an AFP case to respected DSO, on 19th June 2020 I have arranged Ice pack and stool carrier for context child of stool collection, as I collected stool of child I informed My respected supervisor and he said that he will visit to collect it, then I visit for EOA facilitation session to support and facilitate it, during this my supervisor visit to BHU and he contact on my Cell phone but unfortunately mobile was at my purse and I didn't listen ring tone of mobile. As I listen ring tone of my Mobile I have picked the call and respected supervisor said that bring the stool quickly to BHU, then I left the EOA facilitation session and move towards BHU, as I reached to BHU respected supervisor left BHU, then I call to him, he said that bring the stool to WHO Office Nowshera, after that I arranged the taxi and move to WHO Office Nowshera and handed over stool. Furthermore my mobile is switched on during duty time and I am present during duty time and by visits of supervisor.

When I was newly appointed some minor mistakes were found in Micro plan but with great support and guidance of respected PEO Mr. Gul Sartaj and Mr. Hameed Ullah I have learnt a lot and micro plan is 95% ok and passed since long. I am fully aware with the rules of program and I am honestly interested in my job responsibilities.

Furthermore I assure you that I will perform my duty as per Supervisor directions and will more improve my job role and responsibilities. I also assure you that no such type of mistakes will happen in future.

Thanks.

Regards



RANA MAROOF

UCPO

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