

From: KHAN, Najeeb Ullah [mailto:najkhan@who.int]

Sent: Monday, May 27, 2019 11:21 PM

To: Sabeela <sabeela@ctc.org.pk>

Cc: MOHAMED, Gedi <mohamedge@who.int>; SEIDA, Yahia <yseida@who.int>; MURSAL, Hassan Mohamed <mursalh@who.int>; 'Dr.Anwar bugti' <anwar_bugti@hotmail.com>; 'Naila ' <naila@ctc.org.pk>; 'Shamsullah Tareen' <shams@ctc.org.pk>; ZARKOON, Shahjahan <szarkoon@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>

Subject: RE: [SPAM] Re: FW: UCPOs Signed Leave application forms

Dear Sabeela,

Go ahead with the recommendations. Please also note that the said staff evaluation was marked unsatisfactory by PEO.

Regards.

Dr Najeeb

Area Coordinator Loralai Block WHO

On May 27, 2019 11:17 PM, Sabeela <sabeela@ctc.org.pk> wrote:

Dear Sir,

With reference to below placed email regarding Absenteeism of UCPO Mr. Manzoor Ahmed . the said staff took 12 Days leave without informing CTC in the month of April and also remained 6 days(1st-6th May) absent in the month of May 2019.

As per the telephonic conversation with said staff he said that he left the UC in emergency because his father was admitted in hospital in the month of April and May .he accepted that he did not took proper leave and did not inform CTC about his leave.

as per the below mentioned case it is recommended to issue him final warning with 13 days salary cut and keep him under probation period for 3 months. If he repeats the same mistake again , CTC will directly terminate him.

in the light of aforementioned statement your kind comments are required for our onward action.

Thanks and Regards

Sabeela Pasha

Regional Coordinator

Chip Training Consultant

0340-8442588

From: Sabeela [<mailto:sabeela@ctc.org.pk>]
Sent: Friday, May 24, 2019 11:06 AM
To: 'MOHAMED, Gedi' <mohamedge@who.int>
Cc: 'MURSAL, Hassan Mohamed' <mursalh@who.int>; 'Dr.Anwar bugti' <anwar_bugti@hotmail.com>; 'Naila ' <naila@ctc.org.pk>; 'Shamsullah Tareen' <shams@ctc.org.pk>; 'najkhan@who.int' <najkhan@who.int>; 'szarkoon@who.int' <szarkoon@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>
Subject: FW: [SPAM] Re: FW: UCPOs Signed Leave application forms

Dear Sir,

With reference to below placed email regarding absenteeism case of UCPO Mr.Manzoor Ahmed.

your kind remarks are awaited for our onward action.

Thanks and Regards

Sabeela Pasha
Regional Coordinator
Chip Training Consultant
0340-8442588

From: Sabeela [<mailto:sabeela@ctc.org.pk>]
Sent: Tuesday, May 21, 2019 1:49 AM
To: 'MOHAMED, Gedi' <mohamedge@who.int>
Cc: 'HASSANI, Shahzaman Hassani' <hassanis@who.int>; 'najkhan@who.int' <najkhan@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'Shamsullah Tareen' <shams@ctc.org.pk>; 'Naila ' <naila@ctc.org.pk>; 'szarkoon@who.int' <szarkoon@who.int>
Subject: FW: [SPAM] Re: FW: UCPOs Signed Leave application forms

Dear Sir,

With reference to below placed email regarding Absenteeism of UCPO Mr. Manzoor Ahmed . the said staff took 12 Days leave without informing CTC in the month of April and also remained 6 days(1st-6th May) absent in the month of May 2019.

As per the telephonic conversation with said staff he said that he left the UC in emergency because his father was admitted in hospital in the month of April and May .he accepted that he did not took proper leave and did not inform CTC about his leave.

as per the below mentioned case it is recommended to issue him final warning with 13 days salary cut and keep him under probation period for 3 months. If he repeats the same mistake again , CTC will directly terminate him.

in the light of aforementioned statement your kind comments are required for our onward action.

Thanks and Regards

Sabeela Pasha
Regional Coordinator
Chip Training Consultant
0340-8442588

From: Naila [<mailto:naila@ctc.org.pk>]
Sent: Monday, May 20, 2019 4:37 PM
To: 'KHAN, Najeeb Ullah' <najkhan@who.int>; 'Sabeela' <sabeela@ctc.org.pk>
Cc: 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'Shamsullah Tareen' <shams@ctc.org.pk>; 'ZARKOON, Shahjahan' <szarkoon@who.int>
Subject: RE: [SPAM] Re: FW: UCPOs Signed Leave application forms

Dear Dr.Najeeb,

With reference to your email, please be informed that previously no such disciplinary action has been taken against him, so we can't terminate him directly.

Therefore, we will issue him ***final warning with 13 days salary cut and keep him under probation period for 3 months***. If he repeats the same mistake again , CTC will directly terminate him.

Moreover, It is also requested to all the supervisors to intimate such issues timely, so we can take proper disciplinary actions as per policy.

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

Regards,
Naila Nizam
Project Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

From: KHAN, Najeeb Ullah [<mailto:najkhan@who.int>]
Sent: Monday, May 20, 2019 4:11 PM
To: Sabeela

Cc: 'Naila '; KASI, Arbab Niamat Ullah; 'Shamsullah Tareen'; ZARKOON, Shahjahan
Subject: [SPAM] Re: FW: UCPOs Signed Leave application forms

Dear Shabeela,

If someone is repeating the same mistake this means that the said staff is not concerned about rules regulations of the organisation'. What does CTC rules tell us about such circumstances?

Regards.

Dr Najeeb

On May 20, 2019 3:49 PM, Sabeela <sabeela@ctc.org.pk> wrote:

Dear Sir,

With reference to below placed email regarding Absenteeism of UCPO Mr. Manzoor Ahmed . the said staff took 12 Days leave without informing CTC in the month of April and also remained 6 days(1st-6th May) absent in the month of May 2019.

As per the telephonic conversation with said staff he said that he left the UC in emergency because his father was admitted in hospital in the month of April and May .he accepted that he did not took proper leave and did not inform CTC about his leave.

as per the below mentioned case it is recommended to issue him warning with 13th Days salary cut on account of uniformed absenteeism and casual behaviour.

Your kind comments are required so that appropriate action will be taken.

Thanks and Regards

Sabeela Pasha
Regional Coordinator
Chip Training Consultant
0340-8442588

From: Sabeela [<mailto:sabeela@ctc.org.pk>]

Sent: Thursday, May 16, 2019 3:27 PM

To: 'szarkoon@who.int' <szarkoon@who.int>

Cc: 'MURSAL, Hassan Mohamed' <mursalh@who.int>; 'najkhan@who.int' <najkhan@who.int>; 'Shamsullah Tareen' <shams@ctc.org.pk>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'Naila ' <naila@ctc.org.pk>

Subject: FW: UCPOs Signed Leave application forms

Dear PEO,

Please be informed that as per policy, an employee must be served with warning and final warning with a specific time to improve his performance under the supportive supervision of his supervisor .If no improvement is seen in the employee's performance during the given time then his contract will be terminate with immediate effect.

It is pertinent to notify that during the last 3 months neither we have received any complaint against the UCPO's absenteeism or performance nor we have issued any disciplinary action.

CTC just received the said staff complaint against absenteeism of 6 days in the month of May 2019.

Therefore, the said staff will receive a strict disciplinary action against his absenteeism in the month of May.

further as the said Staff availed 12 days leave without any intimation and approval from CTC. so his 7 days leave will be considered as un paid and 7 days salary will be deducted in the month of May.this is for your kind information and further communication with the concerned staff.

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

Thanks and Regards

Sabeela Pasha
Regional Coordinator
Chip Training Consultant
0340-8442588

From: ZARKOON, Shahjahan [<mailto:szarkoon@who.int>]

Sent: Wednesday, May 15, 2019 10:52 PM

To: Sabeela <sabeela@ctc.org.pk>

Cc: KHAN, Najeeb Ullah <najkhan@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; 'Shamsullah Tareen' <shams@ctc.org.pk>; 'Naila ' <naila@ctc.org.pk>

Subject: Re: UCPOs Signed Leave application forms

Thanks Mam for the information regarding SOPs of leaves of UCPOs .

Mam as I have already mentioned that UCPO Manzoor Ahmad Vialla 01 is not following the rules and regulations and leave the duty station without any leave application and he is chronic absentee and his performance is considered as unsatisfactory in the performance evolution form

due to his lack of interest in programme already shared with you ,So please take strict action against him otherwise we don't need such UCPOs just filling the posts and doing nothing mostly remains absent from the duty station.

Sent from my Samsung Galaxy smartphone.



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