

Project Manager  
CHIP Training and Consultant  
G-8/2 Islamabad, Pakistan

Dated: 24/07/2020

**Subject: Reply of explanation letter on account of Neglect of Duty**

Respected Concern,

Please find herewith a reply with reference No. EL-KPK-052/July/Y dated: 23/07/2020, It is stated that:

1. Being a resident of UC Narangi, I am well aware of dynamics and terrain so it is easy for me to perform duty .I always takes interest in my duty and responsibilities assigned to me by my Supervisors.
2. I always keep record and timely forward it to my immediate Supervisors, of all the visits and the tally sheets of teams on daily basis.
3. My team selection is based on risk assessment but due to hard terrain and majority of male teams it is difficult form to prioritize the teams for monitoring still I try my best to reach each and every team for monitoring during campaign.
4. The newly dormant case was timely reported on priority basis as the code of my duty without any delay to immediate Officers for further action/formalities.

Summary: Being a responsible UCPO UC Narangi, I am enthusiastic and I am doing my job for the future of my locality and nation with the help of your dynamic leadership. I hope, my this explanation will prove that I am trying my best to fulfill responsibilities assigned to me Hence due to difficult geographical terrain some time it is difficult to perform a certain task.

I greatly value the job assigned to me by my organization I will try my level best of rectify any mistakes observed.

Yours Obediently

**Jehan Afsar**  
CNIC# 1620249056669  
UCPO – Narangi,  
Swabi – KPK

Dated: 24/07/2020