

**From:** ALTAHER, Amel [mailto:aaltaher@who.int]

**Sent:** Saturday, August 8, 2020 3:55 PM

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

**Cc:** 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KAKAR, Shamsullah <kakars@who.int>; MANDOKHAIL, Afrasiab Khan <mandokhaila@who.int>; DEMEKE, Temesgen Atsedu <demeket@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>

**Subject:** Re: FW: Fw: [EXT] Fwd: Explanation letter required for UC Polio Officer Murda Karaiz.

Dear Sabeela ,

Go ahead as per SOPs . issue him a warning letter with one day salary cut please.

Regards ,

Amel

On Aug 8, 2020 2:23 PM, Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:

Dear Ma'am,

With reference to below placed email regarding complaint against UCPO Mr. Asfand yar UC Murda karez absenteeism in AS training.

as per PEO statement the said staff was absent from the AS training . he told to UC Operations Officer to start and continue the training and told him that he will join in between soon but he was unable to do so. he did not inform about his emergency to AC and neither took permission from him to take leave.

the said UCPO admitted his mistake and he send an applogoy email on which he admitted that he was absent from AS training on 06<sup>th</sup> August 2020.and he did not inform his supervisors about his absenteeism or any emergency .UCPO email is attached (for reference )

As per SOP it is recommended to issue a warning letter to staff with 1 day salary cut on account of absenteeism and Strictly intimate him to follow the SOPs and not to repeat this type of negligence again.

The email is being send to you for your kind information and kind remarks(if any).

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

Regards,

Sabeela Pasha

Regional Coordinator - PTPP

CHIP Training & Consulting (Pvt) Ltd.

0340-8442588

**From:** MANDOKHAIL, Afrasiab Khan [<mailto:mandokhaila@who.int>]

**Sent:** Friday, August 7, 2020 9:14 PM

**To:** KAKAR, Shamsullah <[kakars@who.int](mailto:kakars@who.int)>; [sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)

**Cc:** BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; [nageebullahkhan859@yahoo.com](mailto:nageebullahkhan859@yahoo.com); Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>

**Subject:** Re: Fw: [EXT] Fwd: Explanation letter required for UC Polio Officer Murda Karaiz.

Dear Dr Shams Sb and Miss Sabeela,

Wish you both at the best of your health. I am on Annual Leaves myself but I have investigated it till the best of my efforts.

1. The UC Polio Officer Murda Karez, Asfandyar was not present in the AS Trainings and he admits it himself. He had asked UC Operations Officer to start and continue the training and told to join in between soon but he was unable to do so. He had made mistake to attend something else in between the training and didn't bring it in the knowledge of Area Coordinator Dr Shamsullah and ask for his permission in my absence or communicated to Tehsil / District Operations Officer (It was communicated to all UC Polio Officers on 4th August to approve Leaves through AC and ask Tehsil / District Operations Officer for field related issues in my absence). He has assured to not commit and repeat such mistakes ahead.

2. He has made UC staff group, included all UCOO, UCCO, AS and SMs in that. He is timely communicating all the messages but any specific discrepancy pointed out by Tehsil Operations Officer will be addressed by him appropriately onwards.

@Recommendation:

I would recommend the salary cut for the absence and keep the conversation in his personal file for future reference to take appropriate action when needed.

I would recommend to provide a final chance to UC Polio Officer to improve himself before proceeding to any strong disciplinary action.

Thanks,

Dr. Afrasiab Khan Mandokhail  
PEO Killa Abdullah  
03327877599

On 7 Aug 2020 10:33 am, "KAKAR, Shamsullah" <[kakars@who.int](mailto:kakars@who.int)> wrote:

Dear Dr Afrasiab Sb

Kindly you investigate the issue and give your input please.

Regards

Dr Shams Ullah

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**From:** KAKAR, Shamsullah <[kakars@who.int](mailto:kakars@who.int)>  
**Sent:** Friday, August 7, 2020 10:03 AM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>; [nageebullahkhan859@yahoo.com](mailto:nageebullahkhan859@yahoo.com) <[nageebullahkhan859@yahoo.com](mailto:nageebullahkhan859@yahoo.com)>  
**Subject:** Fw: [EXT] Fwd: Explanation letter required for UC Polio Officer Murda Karaiz.

Dear Mss Sabeela

Kindly Issue the Explanation letter to the Staff.

Regards

Dr Shams Ullah

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**From:** Dr. Muhammad Abdullah <[abdullahnasar59@gmail.com](mailto:abdullahnasar59@gmail.com)>  
**Sent:** Friday, August 7, 2020 4:18 AM  
**To:** KAKAR, Shamsullah <[kakars@who.int](mailto:kakars@who.int)>; shamsullah86 <[shamsullah86@hotmail.com](mailto:shamsullah86@hotmail.com)>  
**Cc:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>; Arbab Niamatullah Kasi <[arbabniamat123@gmail.com](mailto:arbabniamat123@gmail.com)>; MUSHTAQ, Yasir <[mushtaqy@who.int](mailto:mushtaqy@who.int)>  
**Subject:** [EXT] Fwd: Explanation letter required for UC Polio Officer Murda Karaiz.

Dear Sir,

I agree with the first level supervisor (Mr Naqeebullah) for his absence during today's AS training and lack of interest in the pre-campaign.

Your kind remarks and further action against him required to process ahead.

Thanks

----- Forwarded message -----

From: **Naqeeb Ullah Khan** <[naqeebullahkhan859@yahoo.com](mailto:naqeebullahkhan859@yahoo.com)>

Date: Thu, Aug 6, 2020 at 2:41 PM

Subject: Explanation letter required for UC Polio Officer Murda Karaiz.

To: Muhammad Abdullah <[abdullahnasar59@gmail.com](mailto:abdullahnasar59@gmail.com)>

Cc: Yaseen Khan <[yaseenkhanahar@hotmail.com](mailto:yaseenkhanahar@hotmail.com)>, Shamsullah Ullah <[shamsullah86@hotmail.com](mailto:shamsullah86@hotmail.com)>, DPCR Killa Abdullah <[dpcr.killaabdullah@gmail.com](mailto:dpcr.killaabdullah@gmail.com)>, Asif Rehman <[asif.ka@ctc.org.pk](mailto:asif.ka@ctc.org.pk)>

Dear Dr Abdullah,

UC-polio Officer UC Murda Karaiz Asfand khan is not serious towards his job responsibilities ,

Important messages given by Tehsil are not communicated timely to UC staff .

Secondly today was UC Murda Karaiz Area Supervisors training and it was UC polio officer prime duty to train his AS but He was absent in his UC AS training and was also not attending my call.

Suggested action against him is to issue explanation letter as per CTC SOPs so he might explain his status.

Thanks.

Regards;

Naqeeb Ullah.

Operation Officer Chaman.

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Regards

Dr. Muhammad Abdullah

WHO / PEO

Killa Abdullah

0344-4444754