

NOTE FOR RECORD

From: Dr. Asif Ali ZARDARI
PPEO, Sindh
To: Dr. Asalif Demissie
POL PTL- Sindh
Att: DUBE, Tafadzwa
AFO-Sindh
Att: Ms Shaista Aslam
HR Assistant, Sindh
Date: 18/08/2020
18 AUG 2020
19-8-2020

Our Ref: Resignation of Ms. TAHIRA Naz, UCPO Baldia UC2, Karachi Division

SUBJECT: APPROVAL OF RESIGNATION WITHOUT SERVING NOTICE PERIOD, ON EXCEPTIONAL BASIS

With reference to resignation submitted by Ms Tahira Naz, Union Council Polio Officer, on 3rd August 2020, through email (See Annexure – I). According to her email resignation, her last working day would be 5th of August 2020. She reasoned her domestic problems for immediate resignation. Since, 5th August she is not coming to her duties till date.

Third Party (CTC) issued explanation to her on 29th July 2020, because she was not responding and was absent from her duties without formal approval (on 16th, 17th and 18th July). She submitted her response on August 9th, 2020 to the explanation issued from third party. (See Annexure – II)

She mentioned below reasons for her absence and no response:

1. She was positive for COVID-19 and was in home isolation (July 2nd – 15th)
2. She got Nikkah (Engagement)
3. Her mother was sick, and she was busy in looking after her mother during this period

Dr Wajiha, the Area Coordinator District West for Super High-Risk Union Councils, also explored the situation and validated that her domestic issues are genuine. (Her engagement and mother's sickness). (See Annexure - III)

Further, this is also to note that she (Ms Tahira) received her salary for the month of July 2020.

As an exceptional case and on humanitarian grounds, her resignation without serving notice period is being considered and:

1. She would not be entitled for salary for the 3 days worked in August 2020. These days will be netted off against the 3 days (16th, 17th and 18th July) that she got paid but did not report for duty in July 2020.
2. She would get formal experience certificate from the third party for her services (experience certificate)

This is submitted for your information and further perusal.

From: Tahira ucpo [mailto:tahiraucpo@gmail.com]
Sent: Monday, August 3, 2020 11:28 PM
To: kumarha@who.int
Cc: zaidiw@who.int; imran.ali@ctc.org.pk
Subject: Resignation letter

Respected Sir/madam

I am feeling really sorrow writing the lines and communicating that I will be no longer the part of your honorable organisation w.e.f 05/08/2020 due to the reasons of my domestic matters and concerns.

The time I have experienced during my professional period I found the colleagues much supportive, professional and as a good team.

Looking forward for the success and brilliant future of the organization as well as colleagues.

Thank you

UCPO
Tahira Naz
UC.2 Ittehad Town

Tahira
19/8/2020

From: Tahira ucpo [mailto:tahiraucpo@gmail.com]

Sent: Sunday, August 9, 2020 11:19 PM

To: imran.ali@ctc.org.pk

Cc: zaidiw@who.int; kumarha@who.int

Subject: Re: Resignation letter

Dear Sir /Madam

In response of warning letter it is stated that I got corona positive and had to get myself isolated for 14 days, during this period my mobile screen got shattered and i missed few calls from my supervisor later on i explained the situation but the reason was not accepted. Secondly my nikkah is planned and on the other side my mother is sick, in this circumstances i am unable to continue my job Kindly allow me to join the job again if ever i apply for the same post. so hereby with this mail i am giving resign, kindly accept it.

On Tue, Aug 4, 2020, 9:29 AM <imran.ali@ctc.org.pk> wrote:

First you need to submit your explanation response then we will look into this matter.

--

Regards

Imran Ali

Regional Coordinator

CTC- Sindh

Monday, 03 August 2020, 11:28PM +05:00 from Tahira ucpo tahiraucpo@gmail.com:

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UCPO

Tahira Naz

UC.2 Ittehad Town

Tahira
19/8/2020

Re: [EXT] RE: Resignation letter

ZAIDI, Wajeeha <zaidiw@who.int>

Tue 8/18/2020 9:28 AM

To: ALI, Asif <asifa@who.int>; DUBE, Tafadzwa <dubet@who.int>

Cc: ASLAM, Shaista <aslamsh@who.int>; SEID, Zahra <seidz@who.int>; DESTA, Kassahun Mitiku <destak@who.int>; BAIVATU, Manasa <baivat@who.int>

Dear All

I have had multiple discussions with UCPO Tahira about her resignation, she has stated that it is because of her mother's health that she is resigning - i have asked for her mother's medical reports, will share as soon as I receive. While she was away due to her COVID 19 leaves, her parents also decided to conduct her nikkah ceremony. She herself shared the pictures with me for her occasion.

I have tried to convince her to complete her notice period. Her only concern about it is that she won't be able to follow the work timings, as sometimes she stays up with her mother all night, or if her condition deteriorates she will have to leave the field to join her. Secondly, I feel that as she is from a tribal background, maybe she is not allowed to work after her nikkah.

Tahira has remained a responsible worker, needs a push every now and then but, gets the work done.

Regards

From: DUBE, Tafadzwa <dubet@who.int>**Sent:** Friday, August 14, 2020 12:08:51 PM**To:** ALI, Asif <asifa@who.int>**Cc:** ASLAM, Shaista <aslamsh@who.int>; SEID, Zahra <seidz@who.int>; DESTA, Kassahun Mitiku <destak@who.int>; BAIVATU, Manasa <baivat@who.int>; ZAIDI, Wajeeha <zaidiw@who.int>**Subject:** RE: [EXT] RE: Resignation letter

Dear Dr Asif,

My recommendation is that the issue be treated as resignation. If she did not serve her notice, we can go ahead an issue NFR and make deductions on her entitlements.

Best wishes,

Dube

From: ALI, Asif <asifa@who.int>**Sent:** Friday, August 14, 2020 11:47 AM**To:** DUBE, Tafadzwa <dubet@who.int>**Cc:** ASLAM, Shaista <aslamsh@who.int>; SEID, Zahra <seidz@who.int>; DESTA, Kassahun Mitiku <destak@who.int>; BAIVATU, Manasa <baivat@who.int>; ZAIDI, Wajeeha <zaidiw@who.int>**Subject:** Fw: [EXT] RE: Resignation letter

Dear Dube,

We need advise from your side on the below subject.

I have talked to Dr Wajiha on this matter. Dr Wajiha has contacted the lady UCPO and tried to explain her the outcome of her resignation without serving the notice period.

Shawid
17/8/2020

I am also copying Dr Wajiha here for her feedback on this.

Regards

Dr Asif Ali Zardari

PPEO / WHO / SINDH

asifa@who.int / +92 333 7080705

From: Imran Ali <imran.ali@ctc.org.pk>
Sent: Wednesday, August 12, 2020 8:24 AM
To: ALI, Asif <asifa@who.int>
Subject: [EXT] RE: Resignation letter

Dear Dr.Asif,

Please validate below action for further process.

Regards,
Imran

From: Imran Ali [<mailto:imran.ali@ctc.org.pk>]
Sent: Wednesday, August 5, 2020 5:55 PM
To: ASIF, Ali (asifa@who.int)
Cc: BELAYNEH, Asalif Demissie; naila@ctc.org.pk; ASLAM, Shaista
Subject: FW: Resignation letter

Dear Dr.Asif,

We have issued explanation letter to UCPO Ms.Tahira Naz Ittehad town UC-2 Baldia town. She has not submitted explanation response while also not responding on call to discuss the matter of her below submitted resignation.

In this regard we will terminate her employment contract. You are requested to kindly validate it for further process.

Regards,
Imran

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Sent: Monday, August 3, 2020 11:28 PM
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Handwritten signature and date:
19/8/2020

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Thank you

UCPO
Tahira Naz
UC.2 Ittehad Town



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Handwritten signature
12/8/2020