

**From:** DEMEKE, Temesgen Atsedu [mailto:[demeket@who.int](mailto:demeket@who.int)]  
**Sent:** Wednesday, September 16, 2020 1:14 PM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Subject:** RE: [EXT] RE: show cause letter on account of poor performance and absenteeism

Yes, please proceed based on SOPs  
Thanks  
Temesgen

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
Date: 9/16/20 12:45 PM (GMT+05:00)  
To: "DEMEKE, Temesgen Atsedu" <[demeket@who.int](mailto:demeket@who.int)>  
Subject: FW: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Sir,

With reference to below placed email regarding show cause reply of Mr. Naveed .

the said staff issued show cause on account of poor performance and absenteeism. the staff has shared his reply(which is attached too) in which he admitted that about his absenteeism and poor performance however he apologized on that and requested for one last chance to improve his self.

the PEO also shared remarks on said staff show cause reply and he stated that Please consider the show cause reply of Mr ,Naveed as satisfactory and give him final warning and if any complaint received against him from now onward then that will lead to the direct termination of the said UCPO without prior notice . AC also shared remarks and he suggesting to proceed as per SOP.

as the said staff issued explanation and final warning(feb 2020) on account of absenteeism before as well.

in the Light of aforementioned statement it is recommended to issue him final warning with 4 days salary cut on account of Poor performance and un approved absenteeism and strictly intimate him that it is the final chance if in future he repeat this type of negligence again. his contract will be terminated with immediate effect.

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:** Sabeela [<mailto:sabeela@ctc.org.pk>]  
**Sent:** Thursday, September 10, 2020 1:08 PM  
**To:** 'DEMEKE, Temesgen Atsedu' <[demeket@who.int](mailto:demeket@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; 'KASI, Arbab Niamat Ullah' <[kasia@who.int](mailto:kasia@who.int)>  
**Subject:** RE: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Sir,

With reference to below placed email regarding show cause reply of Mr. Naveed .

the said staff issued show cause on account of poor performance and absenteeism. the staff has shared his reply(which is attached too) in which he admitted that about his absenteeism and poor performance however he apologized on that and requested for one last chance to improve his self.

the PEO also shared remarks on said staff show cause reply and he stated that Please consider the show cause reply of Mr ,Naveed as satisfactory and give him final warning and if any complaint received against him from now onward then that will lead to the direct termination of the said UCPO without prior notice . AC also shared remarks and he suggesting to proceed as per SOP.

as the said staff issued explanation and final warning(feb 2020) on account of absenteeism before as well.

in the Light of aforementioned statement it is recommended to issue him final warning with 4 days salary cut on account of Poor performance and unapproved absenteeism and strictly intimate him that it is the final chance if in future he repeat this type of negligence again. his contract will be terminated with immediate effect.

The email is being send to you for your kind remarks and kind approval.

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:** Zarkoon, Safdar Khan [<mailto:zarkoons@who.int>]  
**Sent:** Sunday, September 6, 2020 3:18 PM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** [naila@ctc.org.pk](mailto:naila@ctc.org.pk); BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; AHMED, Mansoor <[manahmed@who.int](mailto:manahmed@who.int)>; DEMEKE, Temesgen Atsedu <[demeket@who.int](mailto:demeket@who.int)>  
**Subject:** RE: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Sabeela,

Please proceed as per SOPs.

Regards  
Dr Safdar

On 6 Sep 2020 15:16, "Zarkoon, Safdar Khan" <[zarkoons@who.int](mailto:zarkoons@who.int)> wrote:  
Agreed with the remarks of first line supervisor.

Regards

On 6 Sep 2020 14:21, Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:

Dear Sir,

With reference to below placed email regarding show cause reply of Mr .Naveed ahmed .

please find in the attached file he given the statement and PEO also given his remarks.

You remarks and comments are still awaited please share so that further action will be taken accordingly

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

**Sent:** Friday, September 4, 2020 11:38 AM

**To:** 'Zarkoon, Safdar Khan' <[zarkoons@who.int](mailto:zarkoons@who.int)>

**Cc:** 'naila@ctc.org.pk' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; 'BUGTI, Muhammad Anwar' <[bugtim@who.int](mailto:bugtim@who.int)>; 'Zarkoon, Safdar Khan' <[zarkoons@who.int](mailto:zarkoons@who.int)>; 'KASI, Arbab Niamat Ullah' <[kasia@who.int](mailto:kasia@who.int)>; 'AHMED, Mansoor' <[manahmed@who.int](mailto:manahmed@who.int)>

**Subject:** RE: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Sir,

With reference to below placed email regarding show cause reply of Mr .Naveed ahmed .

please find in the attached file he given the statement and PEO also given his remarks.

You are requested to share your remarks and comments so that further action will be taken accordingly

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:** AHMED, Mansoor [<mailto:manahmed@who.int>]  
**Sent:** Wednesday, September 2, 2020 5:37 PM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** [naila@ctc.org.pk](mailto:naila@ctc.org.pk); BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; Zarkoon, Safdar Khan <[zarkoons@who.int](mailto:zarkoons@who.int)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>  
**Subject:** Re: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Miss Sabeela,

Please consider the show cause reply of Mr Naveed as satisfactory and give him final warning and if any complaint received against him from now onward then that will lead to the direct termination of the said UCPO without prior notice

Regards  
Dr Mansoor

On 02-Sep-2020, at 4:14 PM, Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:

Dear Dr. Mansoor,

With reference to below placed email regarding show cause reply of Mr .Naveed ahmed . please find in the attached file he given the statement please share your remarks and comments so that further action will be taken accordingly.

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:** AHMED, Mansoor [<mailto:manahmed@who.int>]  
**Sent:** Tuesday, September 1, 2020 2:15 PM  
**To:** Naveed Ahmed <[roshaankhan333@gmail.com](mailto:roshaankhan333@gmail.com)>  
**Cc:** [naila@ctc.org.pk](mailto:naila@ctc.org.pk); BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; Zarkoon, Safdar Khan <[zarkoons@who.int](mailto:zarkoons@who.int)>; [sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)  
**Subject:** Re: [EXT] RE: show cause letter on account of poor performance and absenteeism

Dear Mr Naveed ,  
Please clarify your statement  
Regards  
Dr Mansoor

On 01-Sep-2020, at 9:57 AM, Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:

Dear Dr. Mansoor,

With reference to below placed email regarding show cause reply of Mr .Naveed ahmed . please share your remarks and comments so that further action will be taken accordingly.

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:** Naveed Ahmed [<mailto:roshaankhan333@gmail.com>]  
**Sent:** Saturday, August 29, 2020 10:11 PM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Subject:** Re: show cause letter on account of poor performance and absenteeism

Dear Sabeela  
I says that my absensy is emergence work and I already inform to my all staf for one day me absent so please and next time I not absent my job..  
Please accept my excuses  
Regard

Naveed Ahmed

On Thu, 27 Aug 2020, 6:03 pm Sabeela, <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:

Dear Mr. Naveed,

Please find in the attached file your show cause letter on account of poor performance and absenteeism.

kindly share your reply with in 48 hours.

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

<mime-attachment>