

Nadeem Jan

From: Shahid Ali <shahidali@ctc.org.pk>
Sent: Wednesday, August 28, 2019 5:56 AM
To: 'ABBAS, Waseem'; 'KHAN, Faizan'
Cc: 'HASSAN MOMAND, Hamid'; 'ADEM, Abdinasir'; 'MAZVIDZA, Simbarashe'; 'AFRIDI, Sarfaraz Khan'; 'Nazir AHMAD'; 'AHMED, Daffalla'; 'Nadeem Jan'
Subject: RE: Explanation from absent staff
Attachments: Disciplinary action report.xlsx

Dear Waseem/Faizan,

Please find attached detail report on explanation issued to PTPP staff on account of unapproved absenteeism in July 2019.

After acquiring their responses they are recommended for disciplinary actions as per below detail.

Response Status	Count	Action Recommended
Not Satisfactory	13	Warning with salary cut
Response not received	13	Warning with salary cut
Satisfactory	18	No action to be taken
Grand Total	44	

- 13 staff response to the explanation was not satisfactory, they are recommended for warning with salary cut.
- 13 staff responses to the explanation letters are not received within stipulated despite of several reminders, they are recommended for warning with salary cut
- 18 staff responses are marked as satisfactory, based on the evidences they provided with response or endorse by PEO.

Disciplinary action will be taken against 26 staff members as mentioned above. If provincial team have any comments/feedback regarding the same please let us know before 31st August 2019.

In case if you need any further assistance regarding the same, Please let us know.

Thanks & Regards,
Shahid Ali
Regional Coordinator KP & KPTD-PTPP
Chip Training & Consulting (Pvt) Ltd.

From: ABBAS, Waseem [mailto:wabbas@who.int]
Sent: Monday, August 5, 2019 11:45 AM
To: Shahid Ali <shahidali@ctc.org.pk>; KHAN, Faizan <khanfai@who.int>
Cc: HASSAN MOMAND, Hamid <hassanmomandh@who.int>; ADEM, Abdinasir <adema@who.int>; MAZVIDZA, Simbarashe <mazvidzas@who.int>; AFRIDI, Sarfaraz Khan <afridis@who.int>; Nazir AHMAD <ahmadnaz@who.int>; AHMED, Daffalla <alamd@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; 'Nadeem Jan' <nadeemjan@ctc.org.pk>
Subject: RE: Explanation from absent staff

Dear Shahid,

Thank you for email and information. You may share report, once you complete the explanation phase, for team lead consideration.

Regards

Waseem Abbas

From: Shahid Ali [<mailto:shahidali@ctc.org.pk>]

Sent: Friday, August 02, 2019 10:43 AM

To: KHAN, Faizan <khanfai@who.int>; ABBAS, Waseem <wabbas@who.int>

Cc: HASSAN MOMAND, Hamid <hassanmomandh@who.int>; ADEM, Abdinasir <adema@who.int>; MAZVIDZA, Simbarashe <mazvidzas@who.int>; AFRIDI, Sarfaraz Khan <afridis@who.int>; Nazir AHMAD <ahmadnaz@who.int>; AHMED, Daffalla <alamd@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; 'Nadeem Jan' <nadeemjan@ctc.org.pk>

Subject: Explanation from absent staff

Dear Faizan/Waseem,

This is with reference to weekly attendance of PTPP staff shared by PEOs for the month of July 2019. Forty one (41) staff members were absent without approval of PEO/CTC in July 2019.

As per SOPs they are recommended for explanation followed by warning if response is not satisfactory.

If you have any comments/feedback kindly share.

In case if you need any further assistance regarding the same, Please let us know.

Thanks & Regards,

Shahid Ali

Regional Coordinator KP & KPTD-PTPP

Chip Training & Consulting (Pvt) Ltd.