

**From:** DEMEKE, Temesgen Atsedu [mailto:demeket@who.int]  
**Sent:** Wednesday, September 11, 2019 2:58 PM  
**To:** Sabeela <sabeela@ctc.org.pk>; 'Dr.Shams Ullah' <shamsullah86@hotmail.com>  
**Cc:** Abdullah, Muhammad <mabdullah@who.int>; BUGTI, Muhammad Anwar <bugtim@who.int>; MURSAL, Hassan Mohamed <mursalh@who.int>; SEIDA, Yahia <yseida@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; khalid@ctc.org.pk  
**Subject:** Re: Explanation letter

Dear Sabeela,  
Kindly follow up the SOPs. Thank you Dr Shamsullah for the quick decision. There should be accountability measure for unauthorized absenteeism  
Thank you both of you.  
Temesgen

Sent from my Samsung Galaxy smartphone.

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

**From:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Date:** 9/11/19 2:11 PM (GMT+05:00)  
**To:** "Dr.Shams Ullah" <[shamsullah86@hotmail.com](mailto:shamsullah86@hotmail.com)>  
**Cc:** "Abdullah, Muhammad" <[mabdullah@who.int](mailto:mabdullah@who.int)>, "BUGTI, Muhammad Anwar" <[bugtim@who.int](mailto:bugtim@who.int)>, "MURSAL, Hassan Mohamed" <[mursalh@who.int](mailto:mursalh@who.int)>, "DEMEKE, Temesgen Atsedu" <[demeket@who.int](mailto:demeket@who.int)>, "SEIDA, Yahia" <[yseida@who.int](mailto:yseida@who.int)>, 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>, [khalid@ctc.org.pk](mailto:khalid@ctc.org.pk)  
**Subject:** RE: Explanation letter

Dear Sir,

Well noted.

as the staff admitted that he was absent from the training without taking leave and neither inform CTC about his absenteeism or leave.

as per SOP it is recommended to issue him warning with 2 days salary cut on account of absenteeism from training.

This email is being send to you for your kind information .

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:** Dr.Shams Ullah [<mailto:shamsullah86@hotmail.com>]  
**Sent:** Wednesday, September 11, 2019 11:14 AM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>; BUGTI, Mohammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>;  
DEMEKE, Temesgen Atsedu <[demeket@who.int](mailto:demeket@who.int)>; SEIDA, Yahia <[yseida@who.int](mailto:yseida@who.int)>  
**Subject:** Re: Explanation letter

Dear Sabeela  
Kindly Make deduction of Salary of Absent date and send a WARNING LETTER to him and for his record.  
Regards

**Dr Shams Ullah**  
**Area Coordinator**  
**WHO Killa Abdullah**  
**Mobile 0300-3982740**

---

**From:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Sent:** Wednesday, September 11, 2019 5:25 AM  
**To:** 'Shamsullah Ullah' <[shamsullah86@hotmail.com](mailto:shamsullah86@hotmail.com)>  
**Subject:** FW: Explanation letter

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:** Wednesday, September 11, 2019 9:48 AM

**To:** 'Shamsullah Ullah' <[shamsullah86@hotmail.com](mailto:shamsullah86@hotmail.com)>

**Subject:** FW: Explanation letter

Dear Sir,

With reference to below placed email regarding explanation reply of Mr . Habib Ur rehman.

the PEO comments are also mentioned below .

please share your kind remarks and confirmation on the absence of UCPO on mentioned date 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:** Abdullah, Muhammad [<mailto:mabdullah@who.int>]

**Sent:** Wednesday, September 11, 2019 5:40 AM

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

**Cc:** BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; KAKAR, Shamsullah <[kakars@who.int](mailto:kakars@who.int)>; [khalid@ctc.org.pk](mailto:khalid@ctc.org.pk)

**Subject:** RE: Explanation letter

Dear Miss Sabeela,

It is to bring into your kind notice that on 26-08-2019 UCPO Killa Abdullah 02 Habib Ur Rehman was not present during training and his phone was reachable. He has received calls but was not responding. I do not know him personally and could not confirm whether he was taking patient to doctor or paternal uncle was coming from Hajj. I kindly wanted to inform your kind self that he was not on duty and was not full filling his duty on 26-08-2019 and I also have not allowed him to go on leave on the 11<sup>th</sup> hour when there was an important training. Take action as per SOPs because every time I found someone absent there is death of someone or patient was taken to doctor.

I shall be thankful

*Kind Regards,*

*Dr. Muhammad Abdullah*

*Polio Eradication Officer*

*Killa Abdullah, WHO Balochistan.*

*Phone: +923444444754*

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

**Sent:** Wednesday, September 04, 2019 1:49 PM

**To:** Abdullah, Muhammad

**Cc:** BUGTI, Muhammad Anwar; 'Naila Nizam'; KASI, Arbab Niamat Ullah; KAKAR, Shamsullah; Abdullah, Muhammad; [khalid@ctc.org.pk](mailto:khalid@ctc.org.pk)

**Subject:** RE: Explanation letter

Dear Dr. Abdullah,

With reference to below placed email regarding explanation reply of UCPO Mr. Habib .your comments are still awaited.

please share your remarks so that further action will be taken timely.

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:** Monday, September 2, 2019 4:59 PM

**To:** 'mabdullah@who.int' <[mabdullah@who.int](mailto:mabdullah@who.int)>

**Cc:** 'BUGTI, Muhammad Anwar' <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; 'KASI, Arbab Niamat Ullah' <[kasia@who.int](mailto:kasia@who.int)>; 'KAKAR, Shamsullah' <[kakars@who.int](mailto:kakars@who.int)>; 'Abdullah, Muhammad' <[mabdullah@who.int](mailto:mabdullah@who.int)>; 'khalid@ctc.org.pk' <[khalid@ctc.org.pk](mailto:khalid@ctc.org.pk)>

**Subject:** RE: Explanation letter

Dear Dr. Abdullah,

With reference to below placed email regarding Explanation reply of UCPO Mr. Habib ur Rehman . please share your kind remarks on UCPO's reply 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:** Malak Habib ur rehman [<mailto:malakhabib705@gmail.com>]  
**Sent:** Monday, September 2, 2019 2:13 PM  
**To:** Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; KAKAR, Shamsullah <[kakars@who.int](mailto:kakars@who.int)>; Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>; [khalid@ctc.org.pk](mailto:khalid@ctc.org.pk)  
**Subject:** Re: Explanation letter

Dear Miss Sabeela Pasha,

It is pleased to inform you that I am the UCPO and as well native of UC Killa Abdullah 2 which is a G3 area Here Mobile signal is one of the issue .  
ma'am when I received text for training on 26 / 08 / 2019 at the same time I was having a patient and we were going to Doctor and I text Dr Abdullah PEO Killa abdullah too for Leave so that why make absentee on that Day.  
any way i assure you that next time I will not do same and insha Allah I will try my level best for betterment.  
I shall be very Thankful to you.

Regards  
Habib ur rehman  
UCPO KA2  
03111333403

On Thu, Aug 29, 2019, 1:42 PM Sabeela <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:  
Dear Mr. Habib ur Rehman,

Please find in the attached file your explanation letter on account absenteeism. please 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