

Nadeem Jan

From: Nadeem Jan <nadeemjan@ctc.org.pk>
Sent: Thursday, 26 November, 2020 10:27 AM
To: 'ABBAS, Waseem'; 'KHAN, Faizan'
Cc: 'Shahid Ali'; 'Naila Nizam'
Subject: FW: FW: Explanation letter on account of unapproved absenteeism

Dear Mr. Waeem,

An explanation letter was issued to UCPO Mr. Fazal Malik on account of unapproved absenteeism dated 18th November 2020, UCPO Mr. Fazal Malik dropped a voice message to his supervisor that he is on leave today due to the collection of his children certificates.

He has not followed proper leave procedure for planned leaves which shows his unprofessional attitude. In response he explained that first he did not have any intention to leave and then left in emergency for the collection of his children schools certificates, his supervisor feedback also received and considered unsatisfactory,

He is recommended for Warning letter on account of unapproved absenteeism with one day salary cut.

Regards,

Nadeem Jan
Project Officer-PTPP CTC

From: Mohammad Tahir [mailto:tahirsafi.poda@gmail.com]
Sent: Monday, 23 November, 2020 12:47 PM
To: Nadeem Jan
Cc: Shahid Ali; IQBAL, Ahsan
Subject: Re: FW: Explanation letter on account of unapproved absenteeism

Dear Nadeem,

Thank you for seeking my opinion on this matter, I would suggest showing a warning letter, as being the immediate supervisor of the concerned UC, he should take all the SOPs more seriously as compared to the rest of the staff. If he is lacking, then the rest of the staff will definitely follow the same pathetic approach towards their assigned TORs.

Thanks & Regards

Mohammad Tahir

Town Delivery, Operation and Supervision Officer (TDOS)

**Community Based Vaccination Program as part of
Polio Eradication Initiative Program (PEI) in Pakistan**

www.ctc.org.pk

CHIP House. Plot # 1.(Fayyaz Market)

St # 9. G-8/2, Islamabad-Pakistan.

Contact Info:

Cell Nos: **3455009718, 3035446687**

Skype Id: Mohammad Tahir

On Mon, Nov 23, 2020 at 11:28 AM Nadeem Jan <nadeemjan@ctc.org.pk> wrote:

Dear Mohammad Tahir,

Please find below explanation reply of UCPO Mr. Fazal Malik for your valuable feedback and comments.

Looking forward for your prompt response in this regard.

Regards,

Nadeem Jan

Project Officer-PTPP CTC

From: Fazal Malik [mailto:pakistanfirst9908@gmail.com]

Sent: Friday, 20 November, 2020 06:57 PM

To: Nadeem Jan

Subject: Re: Explanation letter on account of unapproved absenteeism

Dear Sir,

Reference to sent explanation letter on non approved leave against me, I want to explain my position, actually at that day I have no intention to take leave, as I contacted the concern office of UC Secretary I came to know that he might be not at office for 2 or 3 days. So I went after him to collect the birth certificate, as my kid was not allowing in school for sitting in exam. So unintentionally I went off from work as I was not well aware about it and that I marked domestic leave rather than emergency leave.

Insha Allah I will take care in future. I will try my best to remain under SOPs.

Fazal Malik
UCPO Mattani.

On Thu, 19 Nov 2020, 11:34 AM Nadeem Jan, <nadeemjan@ctc.org.pk> wrote:

Dear Mr. Fazal Malik,

Please find attached file of Explanation letter on account of unapproved absenteeism.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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