

## Nadeem Jan

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**From:** Shahid Ali <shahidali@ctc.org.pk>  
**Sent:** Friday, 20 November, 2020 10:18 AM  
**To:** 'IQBAL, Ahsan'; 'Nadeem Jan'  
**Cc:** 'KHURSHID, Muhammad Naveed'; ddpowho@gmail.com; 'AHMAD, Laeeq'  
**Subject:** RE: [EXT] FW: Explanation letter on account of weak monitoring

**Categories:** Yellow Category

Dear Dr. Ahsan,

Please be informed that we issued explanation letter to Mr. Nadeem on account of weak supervision skills which was recommended during the inquiry conducted against UCDO Ms. Zoma Mir.

Mr. Nadeem Khan has himself admitted in his response that he was aware of her act that she is instructing staff to update attendance in back dates however, being a supervisor he did not stop this act from happening and neither he reported this activity to his supervisor/CTC.

Additionally, we are very clear on the procedure and mechanism of leave management. AS per transformation UCPO is supervisor of all UC staff including UCO and UCDO, if they are violating SOPs, it is responsibility of UCPO to stop such activity and report to the concerned quarters.

Mr. Nadeem Khan has shown negligence and weak supervision skills for which he shall be served with warning letter.

Thanks & Regards,

Shahid Ali

Regional Coordinator KP & KPTD-PTPP  
Chip Training & Consulting (Pvt) Ltd.

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**From:** IQBAL, Ahsan [mailto:iqbalah@who.int]  
**Sent:** Friday, November 20, 2020 7:56 AM  
**To:** Nadeem Jan <nadeemjan@ctc.org.pk>  
**Cc:** 'Shahid Ali' <shahidali@ctc.org.pk>; KHURSHID, Muhammad Naveed <khurshidm@who.int>; ddpowho@gmail.com; AHMAD, Laeeq <ahmadl@who.int>  
**Subject:** RE: [EXT] FW: Explanation letter on account of weak monitoring

Dear CTC,

Thank you for your email. After transformation, there was confusion about many administrative tasks including leaves approval, attendance and reporting lines etc. The confusion was at all levels including even the CTC management, as is evident from our previous correspondences. Considering the current situation, I find the explanation of the said UCPO satisfactory.

I do however propose the following humble submissions to avoid similar issues in future;

1. Orientation of District, Town and UC Officers on the appropriate mechanism for maintaining and sharing attendance should be conducted as soon as possible by CTC
2. TORs of UC officers provided by CTC should be aligned with their roles in the transformed PEI structure as soon as possible and shared with all concerned

Regards,  
Dr. Ahsan Iqbal  
District Delivery, Operations and Supervision Officer,  
HRMP Focal Person,  
PEO-WHO,  
Peshawar

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**From:** Nadeem Jan <[nadeemjan@ctc.org.pk](mailto:nadeemjan@ctc.org.pk)>  
**Sent:** Thursday, November 19, 2020 1:48 PM  
**To:** IQBAL, Ahsan <[iqbalah@who.int](mailto:iqbalah@who.int)>  
**Cc:** 'Shahid Ali' <[shahidali@ctc.org.pk](mailto:shahidali@ctc.org.pk)>; KHURSHID, Muhammad Naveed <[khurshidm@who.int](mailto:khurshidm@who.int)>  
**Subject:** [EXT] FW: Explanation letter on account of weak monitoring

Dear Dr. Ahsan Iqbal,

An explanation letter was issued to UCPO Mr. Muhammad Nadeem Khan on account of weak monitoring and supervision skills (that the attendance register of the UC staff for the months of August and September 2020 updated in back dates on the instruction of UCDO Ms. Zoma Mir),

Being UC Supervisor Mr. Muhammad Nadeem Khan did not report/ communicated nor played any supervisory role to stop the act.

Please find his below response for your valuable comments/ feedback,

Regards,

Nadeem Jan  
Project Officer-PTPP CTC

**From:** Nadeem khan [<mailto:nk342075@gmail.com>]  
**Sent:** Tuesday, 17 November, 2020 06:15 PM  
**To:** Nadeem Jan  
**Cc:** 'Shahid Ali'; 'IQBAL, Ahsan'; 'ABBAS, Waseem'; 'KHAN, Faizan'  
**Subject:** Re: Explanation letter on account of weak monitoring

Respected,

I Have received an Explanation letter from the HR Peshawar in which it is stated.

- 1) Attendance Register is not maintain after March 2020.
- 2) Attendance is marked in back date's for the months of August & September.
- 3) And that it counts for my weak Supervision skills.

Dear HR Team I assumed my new role of UCPO after transformation from 1st June 2020 onward. Before 1st June it wasn't my domain to maintain daily attendance register, It was maintained by UCCSO & UPEC Chairman.

When I joined as a UCPO after transformation with new role & responsibilities on 1st June 2020, It was already work from home due to COVID-19 lockdown (Lockdown due to Covid-19 start From March to July 2020).

As a UCPO I already told to AIC's that marking attendance in back date's is violation of SOP's.

Similarly I also informed CTC Official Mr. Majed Amin about back date's attendance marking during his visit to UC Khalisa - 1 on October 2020.

Moreover the Attendance/Leave mechanism is not very much clear as no orientation session conducted from program side after transformation.

Likewise it is also not mentioned in UCPO TOR's.

Hence it is requested to conduct a Short training Session for UC Staff regarding attendance/Leave Mechanism. I am already focusing on my role & responsibilities upto the satisfaction of my senior.

Hence it is requested to consider the above mentioned explanation.

I shall be very thankful to you.

Muhammed Nadeem Khan  
UCPO khalsa-1 peshawar

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

From: Nadeem Jan <[nadeemjan@ctc.org.pk](mailto:nadeemjan@ctc.org.pk)>

Date: Mon, 16 Nov 2020, 7:11 pm

To: [nk342075@gmail.com](mailto:nk342075@gmail.com)

Cc: 'Shahid Ali' <[shahidali@ctc.org.pk](mailto:shahidali@ctc.org.pk)>, "'IQBAL, Ahsan'" <[iqbalah@who.int](mailto:iqbalah@who.int)>, "'ABBAS, Waseem'" <[wabbas@who.int](mailto:wabbas@who.int)>, "'KHAN, Faizan'" <[khanfai@who.int](mailto:khanfai@who.int)>

Subject: Explanation letter on account of weak monitoring

Dear Mr. Muhammad Nadeem Khan,

Please find attached file of Explanation letter on account of weak monitoring and supervision skills.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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