

Dear Hareem,

Please initiate warning.

Regards,  
Ayesha

**From:** DUBALE, Wendemagegn Kegne [mailto:dubalew@who.int]  
**Sent:** Tuesday, December 8, 2020 3:14 PM  
**To:** ayesha.naeem@ctc.org.pk  
**Cc:** AHMAD, Shakeel Muhammad Saleem; PARVEEN, Khalida; naila@ctc.org.pk; sarah@ctc.org.pk  
**Subject:** RE: FW: [EXT] FW: Response of UCPO Mr. Akmal Jamil to Explanation letter

Dear Ayesha,

The decision of the Area coordinator is appropriate and kindly issue the written warning.

Regards;  
Wende

----- Forwarded message -----

**From:** Ayesha Naeem <>  
**Date:** Tue, 8 Dec 2020, 12:03  
**Subject:** FW: [EXT] FW: Response of UCPO Mr. Akmal Jamil to Explanation letter  
**To:** <[wkegne@gmail.com](mailto:wkegne@gmail.com)>  
**Cc:** <[ahmadsh@who.int](mailto:ahmadsh@who.int)>, <[parveenk@who.int](mailto:parveenk@who.int)>, Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>, <[sarah@ctc.org.pk](mailto:sarah@ctc.org.pk)>

Dear Sir,

With reference to the explanation letter issued to UCPO I-8, Mr. Akmal Jamil on account of his poor performance, it is to bring to your kind information that the response of the staff member was considered unsatisfactory by the Area Coordinator - Dr. Nida.

As per policy a written warning letter will be issued to the staff member. Your approval is requested for further processing the same.

Best regards,  
Ayesha Naeem  
Project Coordinator - PTPP Project  
CHIP Training & Consulting (Pvt) Ltd.

-----Original Message-----  
**From:** Ali, Nida [mailto:[alini@who.int](mailto:alini@who.int)]

Sent: Tuesday, December 8, 2020 11:17 AM

To: Ayesha Naeem

Cc: AHMAD, Shakeel Muhammad Saleem; PARVEEN, Khalida; [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk);

Naila Nizam

Subject: RE: [EXT] FW: Response of UCPO Mr. Akmal Jamil to Explanation letter

Dear Ayesha

The response from concerned UCPO is received and read.

All the explanation points have been communicated to the undersigned verbally yesterday.

None of the explanations are valid if UCPO has been looking after just one UC and interacting with same people for last 1 year. Running the emergency program in the midst of pandemic requires all attention and energies of UCPOs in the field.

Despite investment in I-8 zone in terms of SMTs and UCPO, I-8 remains a low performing UC and the gaps identified in UCPO's performance could all be fixed before they came to light.

Official warning is recommended for the officer.

Regards

Dr Nida Ali

Area Coordinator

Islamabad

-----Original Message-----

From: Ayesha Naeem <[ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk)>

Sent: Tuesday, December 8, 2020 10:33 AM

To: Ali, Nida <[alini@who.int](mailto:alini@who.int)>

Cc: AHMAD, Shakeel Muhammad Saleem <[ahmadsh@who.int](mailto:ahmadsh@who.int)>; PARVEEN, Khalida <[parveenk@who.int](mailto:parveenk@who.int)>; [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>

Subject: [EXT] FW: Response of UCPO Mr. Akmal Jamil to Explanation letter

Dear Dr. Nida,

This is with reference to explanation letter issued to UCPO I-8, Mr. Akmal Jamil on account of his poor performance (explanation letter attached for ready reference).

The response of the staff member to the explanation letter issued is shared hereby. You are requested to provide your feedback as whether his response is satisfactory or not.

In case of any queries please feel free to contact the undersigned.

Best regards,

Ayesha Naeem  
Project Coordinator - PTPP Project  
CHIP Training & Consulting (Pvt) Ltd.

----- Original Message -----

Subject: Response to Explanation letter

Date: 2020-12-05 11:14

From: Akmal Jamil <[akmalhtc6@gmail.com](mailto:akmalhtc6@gmail.com)>

To: [hareem@ctc.org.pk](mailto:hareem@ctc.org.pk)

Respected madam,

This is with the reference to the explanation received dated Dec 4, 2020 regarding poor performance in my capacity as union council polio officer (UCPO) at I-8, CDA.

Firstly i will give response on the issue that Microplan was not Updated, I would like to tell you that microplan was Properly made and updated, this issue arises because the name of workers were not matched in microplan with the staff working, who were appointed at Shifa international hospital Fix site, and transit site , i want to let you know that before every campaign letter was given to Shifa International hospital for the provision of staff for Fix and transit site at Shifa hospital for polio campaign, but shifa hospital don't give staff whome we mention, they give staff randomly on the first day of campaign so names of last campaign workers were used in microplan, this issue is under the knowledge of previous PEO's, because of this names of workers were not matched with the names given in Microplan.

Secondly i want to explain the issue adress in explanation called that poor workload rationalization in microplan,

It is to inform you that microplan was made with rationale approach and workload was rationalized, Issue arises that why would there are only 6 house hold to visit in second day of team two of H-8 in microplan, i would like to adress that in H-8 there are lot of school where under 5 years childrens are present so team two do four school and and 6 houses on day 2, and there were also a target of 141 school childs was mentioned in micro plan at second day of team two, School get closed 2 days before the campaign so team was free only doing after 6 houses on day two, and it is not allowed to change any thing in microplan after once it was submitted to DPCR, and microplan was submitted to DPCR on 23 November 2020 and teams are not allowed to do the next day work as it is against the guidelines given so team was free.

now i will answer regarding the the issue of that staff was not properly

trained, Issue arises was that area incharge of H-8 Imtiaz was unable to explain the area Map to monitors, it is to inform you that area Incharge of H-8 Imtiaz was newly hired and he was doing first campaign in I-8 (H-8), old area incharge of H-8 Arifa Naseem didn't attended the area incharge training session because she was hospitalised and unable to do the campaign, so Area Coordinator of Islamabad DR. Nida intructed me to hire a new area incharge , I have arranged a new area incharge but she refused to do the job on 26 November 2020, so i have arraged this new area incharge on friday evening I have trained him on friday evening and saturday morning regarding microplan and all other neccessary things and have shown him the area according to map but he got confused when on the first day and first hour of his work he was questioned by international monitors.

After that I will come on a point that I didn't share Morning update, It is to inform you that on 30-11-20 morning when i have dispatched last team to the Field, immediately after that DR.Wende came to support Center of I-8 and I-9, CDA Medical center I-8/1, i was assisting DR. Wende regarding the operation of the UC of I-8 and I-9 because of that i have sent morning update late in whatsapp group, i have informed that to madam sumaira data analysit through voice note on whatsapp, and DR.Amna (PEO) on phone call that i have sent morning update late because of that, Screenshot of that voice note is attached, voice note can be provided when needed.

And lastly it was mentioned in the explanation that i haven't attended readiness meeting,

I want to let you know that i have attended the zoom online meeting called by Area Coordinator DR.Nida on november 27, I was fully prepare with all the necessary documents and joined the meeting on time, during the meeting some technical glitch happened at my side because of that i was unable to hear anything from other side, I have tried to fix the issue and rejoined the meeting but same problem happened again and i have informed that issue to madam sumaira data anaylist that some technical issue happened at my site and i have sent my readiness report through whatsapp, screen shot are attached.

It is my response on explantion letter recieved on 4-12-2020, i have answer all the objection mentioned in letter as per my best understanding. If anything needed further please let me know thankyou.

Regards,

Akmal Jamil,  
UCPO I-8.

On Fri, Dec 4, 2020, 2:58 PM Akmal Jamil <[akmalhtc6@gmail.com](mailto:akmalhtc6@gmail.com)> wrote:

> Acknowledged

>

> On Fri, Dec 4, 2020, 2:31 PM <[hareem@ctc.org.pk](mailto:hareem@ctc.org.pk)> wrote:

>

>> Dear Akmal Jamil,

>>

>> Please find the attached your Explanation letter on account of poor

>> performance and share your explanation within 48 hours.

>>

>> Acknowledge this email when you receive.

>>

>> Regards,

>>

>> Hareem Naz

>>

>> Project Officer

>>

>> CHIP Training & Consulting (Pvt) Ltd.

>>

>> 0346-8505598