Dear Saqib,

I am satisfied with the answer provided by Mr Inayat.

Sent from my iPhone

Regards

Dr Shumaila

On 16 Oct 2019, at 9:35 am, Saqib Atta <[saqib@ctc.org.pk](mailto:saqib@ctc.org.pk)> wrote:

﻿

Dear Dr Shumaila & Dr Nida,

Your comments are necessary for any further action, please comments on UCO Inayat response on explanation letter.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

[www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** Saqib Atta [<mailto:saqib@ctc.org.pk>]   
**Sent:** Friday, October 11, 2019 12:28 PM  
**To:** [alini@who.int](mailto:alini@who.int); [akbars@who.int](mailto:akbars@who.int); [syshah@who.int](mailto:syshah@who.int)  
**Cc:** 'naila@ctc.org.pk'  
**Subject:** RE: Explanation letter on account of unapproved absenteeism

Dear Dr Shumaila & Dr Nida,

Kindly comments on UCPO Inayat’s below mentioned response on explanation letter for further necessary action.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

[www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** inayat sameer [<mailto:inayatsameer0@gmail.com>]   
**Sent:** Friday, October 11, 2019 12:15 PM  
**To:** Saqib Atta  
**Cc:** [alini@who.int](mailto:alini@who.int); [akbars@who.int](mailto:akbars@who.int); [syshah@who.int](mailto:syshah@who.int); [naila@ctc.org.pk](mailto:naila@ctc.org.pk)  
**Subject:** Explanation letter on account of unapproved absenteeism

Dear sir,

            This is with reference to your letter No EL-Islamabad-011/October/Y on the subject cited above and to give my response.

2.         With utmost respect, I would like to state my position and the reasons behind the absentee on 15th and 16th August 2019. I was informed that an FIR was filed against my brother due to which I had to leave on emergency basis in order to do necessary arrangements. I couldn't inform in writing but my supervisor was verbally informed about the leave. I couldn't provide the information in writing because I was in a state of mental distress as my brother was in jail and my whole family was effected by this, after that I was busy in legal matters regarding the bail of my brother which was a tough and time consuming task and that’s why couldn’t applied for leave as per the protocol.

3.         It is further stated that this mistake was not done deliberately but circumstances was such that I was not able to follow the protocol but I would like to sincerely apologize for not informing on time and  deeply sorry for not being able to come up on the expectations of the concerned and give you my assurances that this practice would not be followed in future.

4.         I will be immensely grateful to my respected supervisor and concerned CTC officials for accepting my response as valid and take no further action against me.

Regards

Inayat Ur Rahman

UCPO, Rural-2, CDA

On Tue, Oct 8, 2019, 10:12 AM Saqib Atta <[saqib@ctc.org.pk](mailto:saqib@ctc.org.pk)> wrote:

Dear Inayat,

Please find attached Explanation letter, hard will dispatch you on given address. Kindly read it carefully and respond accordingly.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

[www.ctc.org.pk](http://www.ctc.org.pk/)