

FW: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

From **Ayesha Naeem**
To **hareem@ctc.org.pk**
Cc **Naila Nizam**
Date **Today 00:16**

Message Body

Dear Hareem,

Please initiate the actions in HRIS.

Best Regards,
Ayesha Naeem
Project Coordinator – PTPP Project
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell: 0346-1019451

From: DUBALE, Wendemagegn Kegne [mailto:dubalew@who.int]
Sent: Friday, December 18, 2020 10:55 AM
To: Ayesha Naeem
Cc: PARVEEN, Khalida; AHMAD, Shakeel Muhammad Saleem; sarah@ctc.org.pk; Naila Nizam; BHURT, Abdul Wahid; BASIT, Abdul
Subject: RE: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

Dear Ayesha,

The proposed actions approved from my side.

I encourage all to take matter seriously and UCPO must be followed with proper support.

Regards;
Wende

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Thursday, 17 December 2020 10:23 AM
To: DUBALE, Wendemagegn Kegne <dubalew@who.int>
Cc: PARVEEN, Khalida <parveenk@who.int>; AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; sarah@ctc.org.pk; Naila Nizam <naila@ctc.org.pk>
Subject: FW: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

Dear Sir,

This is with reference to the unapproved absenteeism of UCPO Doyan - Mr. Ayatullah (16 to 18 Nov, 2020) and UCPO Eidgah - Mr. Shams Ur Rehman (20 Nov, 2020). Given below is the track record of disciplinary actions taken against both UCPOs:

S.No.	Province	District	UC	Name	CNIC No.	Actions Taken	Performance Appraisal of June 2020
1	Gilgit Baltistan	Astore	Doyan	Mr. Ayatullah	7120171475753	1. Warning issued on 13-Jul-2020 on account of unprofessional attitude and 01 day absenteeism	Got 78% marks and his performance was marked satisfactory by his supervisor.
2	Gilgit Baltistan	Astore	Eidgah	Mr. Shams Ur Rehman	7150167937819	1. Warning issued on 8-Jan-2020 on account of poor performance 2. Warning issued on 11-Jul-2020 on account of unapproved absenteeism	Got 83% marks and his performance was marked satisfactory by his supervisor.

UCPO Eidgah - Mr. Shams Ur Rehman received warning on poor performance in Jan 2020 but during the performance appraisal activity in June 2020, his performance was marked satisfactory. In Jul 2020 he received warning on absenteeism only. Also from June 2020 till date no performance gap has been identified and reported to CTC by his supervisor. Therefore, final warning letter with 01 day salary cut is recommended. His performance will be closely observed by his line supervisor and if any negligence is found his contract will be closed.

UCPO Mr. Ayatullah is recommended for final warning letter with 03 days salary cut. He will also be monitored closely by his supervisor and his contract will be closed if any performance gaps are reported in future.

You are requested to share your kind feedback and approval regarding the same.

Best Regards,
Ayesha Naeem
Project Coordinator – PTPP Project
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell: 0346-1019451

From: BASIT, Abdul [<mailto:basita@who.int>]
Sent: Wednesday, December 16, 2020 9:58 PM
To: Ayesha Naeem; BAIG, Shakirullah
Cc: AHMED, Ayaz; Naila Nizam; hareem@ctc.org.pk; DUBALE, Wendemagegn Kegne; BHURT, Abdul Wahid
Subject: Re: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

Dear Ayesha,

Any UCPO if found Absent without prior. Action should be taken.

As far I remember, UCPO Doyan did receive two warnings. Considering that contract should be stopped.

Meanwhile for UCPO-Eidgah, performance is not satisfactory as well in past. We'll assess the situation and based on that we can take decide the best possible alternate

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Wednesday, December 16, 2020 2:35 PM
To: BASIT, Abdul <basita@who.int>; BAIG, Shakirullah <sbaig@who.int>
Cc: AHMED, Ayaz <ahmeday@who.int>; Naila Nizam <naila@ctc.org.pk>; hareem@ctc.org.pk <hareem@ctc.org.pk>
Subject: FW: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

Dear Mr. Shakir,
You are requested to share unapproved absenteeism cases in a timely manner with CTC so that required action may be initiated.

Dear Mr. Basit,
Your remarks are requested regarding absenteeism of 02 UCPOs - Mr. Ayatullah from 16 - 18 Nov, 2020 and Mr. Shams on 20 Nov, 2020.

Regards,
Ayesha Naeem
Project Coordinator
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Contact # 0346-1019451

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

From: BAIG, Shakirullah [<mailto:sbaig@who.int>]

Sent: Wednesday, December 16, 2020 12:01 PM

To: hareem@ctc.org.pk

Cc: BASIT, Abdul; AHMED, Ayaz; naila@ctc.org.pk; ayesha.naeem@ctc.org.pk

Subject: RE: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

Dear Hareem,

Mr Ayyatullah was on leaves form Monday 09th Nov to Friday 13th Nov-2020 . Next week Monday 16th Nov to Wednesday 18th Nov-2020 he was absent and not shared daily activity plan . Mr. Shams activity plan was not received and he was absent from office as per DHO office.

Thanks & regards,
Shakir Ullah Baig.
PEO Diamer-Astore

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

From: hareem@ctc.org.pk [<mailto:hareem@ctc.org.pk>]

Sent: Wednesday, December 16, 2020 11:22 AM

To: BAIG, Shakirullah <sbaig@who.int>

Cc: BASIT, Abdul <basita@who.int>; AHMED, Ayaz <ahmeday@who.int>;

naila@ctc.org.pk; ayesha.naeem@ctc.org.pk

Subject: [EXT] Re: Diamer-Astore Monthly Attendance sheet Nov-2020

reminder

On 2020-12-14 07:21, hareem@ctc.org.pk wrote:

> Dear Shakir Ullah shb,

>

> Greetings from CTC,

>

> As per your attached file, You have mentioned Absentees of 2 UCPOs of

> Astore:

>

> 1: Shams ur Rehman - UC Minimerg - CNIC# 71501-6793781-9 - Absent on

> Friday 20-November-2020

> 2: Ayyat Ullah - UC Doyan - CNIC# 71201-7147575-3 - Absent

on

> Monday to Wednesday 16, 17 & 18 November-2020.

>

> Kindly verify It so we can take disciplinary action against Them.

>

> Regards,

>

> Hareem Naz

> On 2020-12-08 02:49, BAIG, Shakirullah wrote:

>> Dear Hareem,

>>

>> Please find the attached file of Monthly Attendance sheet for
>> Nov-2020 of UCPO's Diamer & Astore for your record.
>>
>> Thanks & Regards,
>>
>> Shakir Ullah Baig
>>
>> PEO Diamer Astore.

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