

Nadeem Jan

From: KHAN, Faizan <khanfai@who.int>
Sent: Wednesday, 23 December, 2020 10:27 AM
To: nadeemjan@ctc.org.pk
Cc: 'Naila Nizam'; ABBAS, Waseem
Subject: FW: [EXT] FW: District Orakzai November absenteeism

Categories: Yellow Category

Dear Nadeem

Please proceed.

Regards
Faizan Khan

From: MOHAMED, Gedi
Sent: Wednesday, 23 December 2020 10:00 AM
To: KHAN, Faizan <khanfai@who.int>
Cc: ABBAS, Waseem <wabbas@who.int>; KAMRAN, Waheed <kamranw@who.int>; ANWAR, Rizwan <anwarr@who.int>
Subject: RE: [EXT] FW: District Orakzai November absenteeism

Please proceed as per SOP.

Regards,

Gedi

From: KHAN, Faizan <khanfai@who.int>
Sent: Wednesday, 23 December 2020 9:41 AM
To: MOHAMED, Gedi <mohamedge@who.int>
Cc: ABBAS, Waseem <wabbas@who.int>; KAMRAN, Waheed <kamranw@who.int>; ANWAR, Rizwan <anwarr@who.int>
Subject: FW: [EXT] FW: District Orakzai November absenteeism

Dear Sir

For unapproved absenteeism below mentioned UCPOs are recommended for warning and salary cuts. Feedback of PEO/AC has also acquired. Your kind approval required to proceed.

S. No	Name	CNIC	District	Staff Response Received	PEO Feedback and Recommendation	Final Recommendation
1	Nasir Hayat Orakzai	1410160901187	Orakzai	In response of the explanation letter, the subject staff member explained the	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary

				reason of no network facility in the region.	simple text message of the daily report and it is possible communication in the region).	
2	Dilnawaz	1410156635497	Orakzai	In response of explanation letter the mentioned staff member explained that he faced network issue during sharing daily headcount	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
3	Shahzada	1410103908329	Orakzai	In response of the explanation letter, the subject staff member explained the reason of no network facility in the region.	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
4	Aamir Abbas	2160345405869	Orakzai	In response the candidate explained that that he was present but due to no network facility could not share daily head count.	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
5	Shafqat Ullah Khan	1410175898037	Orakzai	In response the candidate explained that he was present but due no electricity and no network facility, he did not share the daily headcount	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
6	Zahid Ullah	1420380055719	Karak	In the response of Explanation letter, the subject candidate explained that he was not	Considered the response of subject staff member satisfactory	Considered Satisfactory

				feeling well, was suffering from fever and cough and he had informed DSO		
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Regards
Faizan Khan

From: KHAN, Faizan
Sent: Tuesday, 22 December 2020 4:33 PM
To: ANWAR, Rizwan <anwarr@who.int>
Cc: ABBAS, Waseem <wabbas@who.int>
Subject: FW: [EXT] FW: District Orakzai November absenteeism

FYI & and if any comments.

From: Nadeem Jan [<mailto:nadeemjan@ctc.org.pk>]
Sent: Tuesday, 22 December 2020 2:44 PM
To: ABBAS, Waseem <wabbas@who.int>; KHAN, Faizan <khanfai@who.int>
Cc: 'Ayesha Naeem' <ayesha.naeem@ctc.org.pk>; 'Naila Nizam' <naila@ctc.org.pk>; 'Sarah Farooqui' <sarah@ctc.org.pk>
Subject: [EXT] FW: District Orakzai November absenteeism

Dear Mr. Waseem,

With reference to the below email, explanation letters were issued to the subject staff members on account of Unapproved absenteeism, The following responses of staff members and concerned supervisor's feedback have received, and suggested for the following recommendation on account of unapproved absenteeism,

S. No	Name	CNIC	District	Staff Response Received	PEO Feedback and Recommendation	Final Recommendation
1	Nasir Hayat Orakzai	1410160901187	Orakzai	In response of the explanation letter, the subject staff member explained the reason of no network facility in the region.	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
2	Dilnawaz	1410156635497	Orakzai	In response of explanation letter the mentioned staff member explained that	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary

				he faced network issue during sharing daily headcount	had directed to share a simple text message of the daily report and it is possible communication in the region).	
3	Shahzada	1410103908329	Orakzai	In response of the explanation letter, the subject staff member explained the reason of no network facility in the region.	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
4	Aamir Abbas	2160345405869	Orakzai	In response the candidate explained that that he was present but due to no network facility could not share daily head count.	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
5	Shafqat Ullah Khan	1410175898037	Orakzai	In response the candidate explained that he was present but due no electricity and no network facility, he did not share the daily headcount	Considered the response of subject staff member unsatisfactory and recommended for Warning letter (As already PEO and AC had directed to share a simple text message of the daily report and it is possible communication in the region).	Recommended for Warning letter on account of Unapproved absenteeism with 1 day salary
6	Zahid Ullah	1420380055719	Karak	In the response of Explanation letter, the subject candidate explained that he was not feeling well, was suffering from fever and cough and he had informed DSO	Considered the response of subject staff member satisfactory	Considered Satisfactory

In case if you need any further assistance regarding the same, Please let us know.

Regards,

Nadeem Jan
Project Officer-PTPP CTC

From: Nadeem Jan [<mailto:nadeemjan@ctc.org.pk>]
Sent: Friday, 11 December, 2020 11:47 AM
To: 'Waseem'; 'Faizan'
Cc: 'Naila Nizam'; 'Ayesha Naeem'; 'Sarah Farooqui'
Subject: FW: District Orakzai November absenteeism

Dear Mr. Waseem,

With reference to the below email communication/ confirmation, it is hereby to inform you that It has been reported in monthly attendance sheet from District Orakzai, that the following mentioned staff members were absent without prior notice, information and approval during the month of November 2020.

Note: (S. No: 5- Mr. Syed Nouman Hassan was reported as typo mistake and considered present),

They are recommended for Explanation letter on account of unapproved absenteeism, if the response received unsatisfactory followed by warning letter with salary cut.

In case if you need any further assistance regarding the same, Please let us know.

Regards,

Nadeem Jan
Project Officer-PTPP CTC

From: Peo Orakzai-2 [<mailto:peoorakzai2@gmail.com>]
Sent: Friday, 11 December, 2020 10:15 AM
To: Nadeem Jan
Subject: Re: District Orakzai November absenteeism

Dear Nadeem Jan

As all of UC staff are directed to share daily head count with their work plan with PEO. In case of absentee they will be considered absent. The above mentioned list Syed Noman Hassan was added by Mistake rest are absent on the mentioned date.

Thanks

On Thu, Dec 10, 2020 at 11:59 AM Nadeem Jan <nadeemjan@ctc.org.pk> wrote:

Dear Dr. Fawad Ali,

It has been reported in monthly attendance sheet from District Orakzai that the following mentioned staff members were absent without prior notice, information and approval during the month of November 2020.

They are recommended for Explanation letter on account of unapproved absenteeism, if the response received unsatisfactory followed by warning letter with salary cut.

Looking forward for your prompt response and endorsement in this regard.

S. No	Name	CNIC	Date of absenteeism
1	Nasir Hayat Orakzai	1410160901187	2 nd November 2020
2	Fazal Khaliq	2160183191103	18 th November 2020
3	Dilnawaz	1410156635497	12 th November 2020
4	Shahzada	1410103908329	2 nd November 2020
5	Syed Nouman Hassan	1410148870225	17th November 2020
6	Aamir Abbas	2160345405869	12 th November 2020
7	Shafqat Ullah Khan	1410175898037	18 th November 2020

In case if you need any further assistance regarding the same, Please let us know.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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Dr Fawad Ali

PEO Orakzai-2

peorazai2@gmail.com

03349195048

03109195960

