

## Application tasks

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# Re: FW: [EXT] FW: FW: Reply to Explanation Letter on Account of Absenteeism from 16.11.20 to 18.11.2020.

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**Subject: Re: FW: [EXT] FW: FW: Reply to Explanation Letter on Account of Absenteeism from 16.11.20 to 18.11.2020.**

From [BUKHARI, Syed Gohar Sajjad](#)  
To [Ayesha Naeem](#)  
Cc [BAIG, Shakirullah](#) , [AHMED, Ayaz](#) , [hareem@ctc.org.pk](#)  
Date Today 06:48

## Message Body

Dear Ayesha  
Plz go ahead with disciplinary action as per SOPs.  
Regards  
Dr Gohar Sajjad  
WHO GB

On 28 Dec 2020 5:34 pm, Ayesha Naeem <ayesha.naeem@ctc.org.pk> wrote:

Dear Dr. Gohar,

You are requested to share your kind feed-back on below response of UCPO Mr. Ayatullah so that the required action may be initiated.

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:** BAIG, Shakirullah [mailto:sbaig@who.int]

**Sent:** Thursday, December 24, 2020 4:12 PM

**To:** Ayesha Naeem

**Cc:** AHMED, Ayaz; BASIT, Abdul

**Subject:** RE: [EXT] FW: FW: Reply to Explanation Letter on Account of Absenteeism from 16.11.20 to 18.11.2020.

Dear Ayesha Naeem,

He was absent from his duty station even he shared activity plan on 17<sup>th</sup> & 18<sup>th</sup> Nov-2020 , I got information from his duty station he only shared his activity plan but he was not physically present/visited. I will look for 16<sup>th</sup> Nov Local holydays notification and I will let you know.

Thanks & Regards,  
Shakir Ullah Baig.  
PEO Diامر.

**From:** Ayesha Naeem [mailto:ayesha.naeem@ctc.org.pk]

**Sent:** Tuesday, December 22, 2020 10:24 AM

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

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

**Subject:** [EXT] FW: FW: Reply to Explanation Letter on Account of Absenteeism from 16.11.20 to 18.11.2020.

Dear Mr. Shakir,

You are requested to share your feedback on below response of UCPO Doyan - Mr. Ayatullah regarding his absenteeism from 16 to 18 Nov, 2020.

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:** AYAT KHAN [mailto:ayatkhn149@gmail.com]

**Sent:** Monday, December 21, 2020 6:37 PM

**To:** Ayesha Naeem

**Subject:** Re: FW: Reply to Explanation Letter on Account of Absenteeism from 16.11.20 to 18.11.2020.

Respected Man!

On 16.11.20 there was local vacation due to provincial elections in GB. No one was on duty.  
On 18.11.20 I was on duty shared my work plan with PEO and he acknowledged it.  
On 17.11.20 I was absent from my duty and I am here for any decision from CTC for this one day absentee.

Best Regards

Ayat Ullah  
UCPO Doyan Astore

On 21-Dec-2020 5:22 pm, "AYAT KHAN" <[ayatkhn149@gmail.com](mailto:ayatkhn149@gmail.com)> wrote:

Sorry Mam some files couldn't be attached with last e-mail.  
Please find remaining screenshots of November leave.

Regards.  
Ayat Ullah

On 21-Dec-2020 5:08 pm, "AYAT KHAN" <[ayatkhn149@gmail.com](mailto:ayatkhn149@gmail.com)> wrote:

Respected Mam!

On 18.12.20 I was on bed and still on bed. In this connection I submitted leave application via E-mail to Dr. Ayaz and Miss Hareem CTC. I submitted the reason of late submission of leave application in the reply to explanation.

Best Regards.

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. .

Reply to Dr. Ayaz.

Dear Sir!

I was not absent a single day of November from my duty. I was on leave granted by My PEO from 10.11.20 to 13.11.20 and he had intimated my leave on our official what's app group on daily basis on reply to Dr. Burt.

I have attached screenshots of PEOs daily reporting with this mail for tor kind information and consideration.

Best Regards.  
Ayat Ullah  
UCPO Diامر Astore

On 21-Dec-2020 11:35 am, "Ayesha Naeem" <[ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk)> wrote:  
Dear Mr. Ayatullah,

Please be informed that explanation letter has been issued to you for your unapproved absenteeism from 16 to 18 November, 2020 while you have explained scenario of 16 and 17 December 2020 in your response (explanation letter

attached).

Kindly submit your response for your unapproved absenteeism from 16-18 November, 2020.

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

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

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

Sent: Sunday, December 20, 2020 6:54 PM

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

Cc: [ahmeday@who.int](mailto:ahmeday@who.int); [sbaig@who.int](mailto:sbaig@who.int); [basita@who.int](mailto:basita@who.int)

Subject: Fwd: Reply to Explanation Letter on Account of Absenteeism from 16.12.20 to 18.12.2020.

Respected Mam!

I am writing on reply to above subjected explanation letter on Absenteeism, but was absent from duty after informing supervisors so you can not say it absenteeism.

I was on my duty on 16.12.2020. According to our monthly work plan, on 16.12.20 there was online training of UCPOs on COBO and the responsible person was Dr. Ayaz DSO, all UCPOs contacted him but he was not reachable to us so I changed my plan and done the activity of

17.12.2020 on 16.12.20, shared my report with picture on official what's app group. In the evening after duty hours my right foot has sprained and ankle joint dislocated and fractured. I sent text message to PEO Diamer via sms. He replied me that he is on leave and I have to contact DSO Dr. Ayaz and yourself. I forwarded that text msg to Dr. Ayaz DSO who was not reachable. I come to gilgit city from Juglote (My Home)for orthopedic surgeon on 17.12.20 who after X-Ray, advised POP and advised bed rest.

Please find following documents for reference 1. Screen shot of 16.12.20 activity report on official what's app group.

2. Text message to PEO and DSO regarding the accident.

3. Orthopedic surgeon's advise on OPD ticket of city Hospital Gilgit on 17.12.20

4. Image of X-Ray

5. My picture while in OT of hospital.

I couldn't sent leave application due to non availability of leave

application form hard copy. I couldn't approach a printer to print out the application form due to my handicap position.

Keeping in view my miserable condition I hope you pardon me and give me a chance to survive and serve the humanity from your organization and WHO platform.

Best regards

Ayat Ullah UCPO Doyan Astore  
Gilgit- Baltistan.

On 18-Dec-2020 6:04 pm, <[hareem@ctc.org.pk](mailto:hareem@ctc.org.pk)> wrote:

> Dear Ayatullah,

>

> Please find the attached your Explanation letter on account of  
> absenteeism without prior approval 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