

From: Ayesha Naeem [mailto:ayesha.naeem@ctc.org.pk]
Sent: Monday, January 4, 2021 11:16 AM
To: hareem@ctc.org.pk
Subject: FW: [EXT] Unapproved absenteeism of UCPO Ms. Tasleem (Usman Khattar, Taxila)

Please initiate in HRIS

From: HAMMADI, Rusul Alaa Mohammed Ameen [mailto:aminr@who.int]
Sent: Monday, January 4, 2021 10:57 AM
To: Ayesha Naeem
Cc: FAROOQ, Zainab; AZIZ, Kalsoom; sarah@ctc.org.pk; Naila Nizam
Subject: RE: [EXT] Unapproved absenteeism of UCPO Ms. Tasleem (Usman Khattar, Taxila)

Dear Ayesha,

Please do the needful as per CTC SOPs.

Regards,

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Monday, January 4, 2021 10:54 AM
To: HAMMADI, Rusul Alaa Mohammed Ameen <aminr@who.int>
Cc: FAROOQ, Zainab <farooqz@who.int>; AZIZ, Kalsoom <azizk@who.int>; sarah@ctc.org.pk; Naila Nizam <naila@ctc.org.pk>
Subject: [EXT] Unapproved absenteeism of UCPO Ms. Tasleem (Usman Khattar, Taxila)

Dear Ms. Rusul,

With reference to the subject cited above, this is to bring to your kind information that UCPO Usman Khattar – Ms. Tasleem was absent without approval from 21st to 24th December, 2020 and during this period she was neither responding to the calls of her supervisor nor completed the assigned task. She was issued show cause in order to record her stance. She admitted her absenteeism, however, negated that she didn't respond to the calls. Remarks of her supervisor are also in below email trail.

The UCPO has no past disciplinary action in her record. Therefore, issuance of warning with 04 days salary deduction is recommended. Her attendance shall be closely monitored and will be dealt as per SOPs if in future she repeated such negligence.

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: AKBAR, Shumila [<mailto:akbars@who.int>]
Sent: Saturday, January 2, 2021 2:10 PM
To: Ayesha Naeem
Cc: ALI, Furqan; hareem@ctc.org.pk; Naila Nizam
Subject: Re: [EXT] FW: Show Cause Letter on Account of Unapproved Absenteeism

Dear Ayesha,

Thanks for the email.

In this email Ms Tasleem is unable to clarify her position regarding Leave without notice/email in-spite of email and reminders on WhatsApp.
She shall be dealt in accordance to SOP's for avoiding such things in future (working in one of high risk Uc of taxilla).

Regards
Dr Shumaila Akbar
AC WHO
Rawalpindi

On 01-Jan-2021, at 4:01 PM, Ayesha Naeem <ayesha.naeem@ctc.org.pk> wrote:

Dear Ms. Shumaila,

Your response to below email is awaited.

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: Ayesha Naeem [<mailto:ayesha.naeem@ctc.org.pk>]
Sent: Thursday, December 31, 2020 1:04 PM
To: 'akbars@who.int'
Cc: fuali@who.int; hareem@ctc.org.pk; Naila Nizam (naila@ctc.org.pk)
Subject: FW: Show Cause Letter on Account of Unapproved Absenteeism

Dear Ms. Shumaila,

You are requested to share your feedback on below response of UCPO Ms. Tasleem to the show cause letter issued to her on account of her unapproved absenteeism.

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

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

From: **Tasleem Bibi** <bibitasleem380@gmail.com>
Date: Tue, 29 Dec 2020, 11:58 AM
Subject: Re: Show Cause Letter on Account of Unapproved Absenteeism
To: Hareem Naz <hareem@ctc.org.pk>

Dear Mam

This is in reply to the notice served to me for absenteeism. I can't receive any call n messages from my peo before 24.12.2020 when she called I response her imitately.

I understand my absenteeism is reflecting poorly on my evaluation . I hope to correct this soon I will strive to be more punctual in the future.

Look forward to your cooperation.

Sincerely,

Ucpo

Tasleem bibi

On Tue, 29 Dec 2020, 10:52 AM Hareem Naz <hareem@ctc.org.pk> wrote:

Dear Tasleem Bibi,

Kindly find your Show Cause letter on account of Unapproved Absenteeism.

Regards,

Hareem Naz

Project Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Cell:[0346-8505598](tel:0346-8505598)



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