

Please initiate in HRIS

**From:** HAMMADI, Rusul Alaa Mohammed Ameen [mailto:aminr@who.int]  
**Sent:** Wednesday, January 6, 2021 3:03 PM  
**To:** Ayesha Naeem  
**Cc:** FAROOQ, Zainab; sarah@ctc.org.pk; Naila Nizam  
**Subject:** RE: [EXT] Unapproved absenteeism cases of UCPOs Mr. Naeem Ansari and Mr. Faiz Fareed (Lahore & Rajanpur)

Dear Ayesha,

Please go ahead as per CTC SOPs.

Regards,

**From:** Ayesha Naeem <ayesha.naeem@ctc.org.pk>  
**Sent:** Wednesday, January 6, 2021 3:01 PM  
**To:** HAMMADI, Rusul Alaa Mohammed Ameen <aminr@who.int>  
**Cc:** FAROOQ, Zainab <farooqz@who.int>; sarah@ctc.org.pk; Naila Nizam <naila@ctc.org.pk>  
**Subject:** [EXT] Unapproved absenteeism cases of UCPOs Mr. Naeem Ansari and Mr. Faiz Fareed (Lahore & Rajanpur)

Dear Ms. Rusul,

Your kind approval is requested for issuance of recommended actions to below staff members on account of their unapproved absenteeism:

S.No.	Province	District	UC	Name	CNIC #	Absenteeism Dates	Recommended Action
1	Punjab	Lahore	UC-143	Naeem Ansari	3740567520691	19-Dec-2020	Explanation followed by warning with 01 day salary cut in case of unsatisfactory response
2	Punjab	Rajanpur	Haji Pur	Faiz Fareed	3240396381287	31-Dec-2020	Explanation followed by warning with 01 day salary cut in case of unsatisfactory response

Communication trails are also attached for easy reference.

Best Regards,  
Ayesha Naeem

Project Coordinator – PTPP Project  
CHIP Training & Consulting (Pvt) Ltd.  
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