

Please initiate in HRIS

From: DUBALE, Wendemagegn Kegne [mailto:dubalew@who.int]
Sent: Wednesday, January 6, 2021 2:06 PM
To: Ayesha Naeem
Cc: AHMAD, Shakeel Muhammad Saleem; PARVEEN, Khalida; BASIT, Abdul; BHURT, Abdul Wahid; sarah@ctc.org.pk; Naila Nizam
Subject: Re: [EXT] Unapproved absenteeism of UCPO Doyan - Mr. Ayatuallah

Dear Ayesha

Kindly issue the show cause and we can not continue having such officer with behaviour which is not corrected over several occasions.

Regards,
Wende

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Wednesday, January 6, 2021 11:48 AM
To: DUBALE, Wendemagegn Kegne <dubalew@who.int>
Cc: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; PARVEEN, Khalida <parveenk@who.int>; BASIT, Abdul <basita@who.int>; BHURT, Abdul Wahid <bhurta@who.int>; sarah@ctc.org.pk <sarah@ctc.org.pk>; Naila Nizam <naila@ctc.org.pk>
Subject: [EXT] Unapproved absenteeism of UCPO Doyan - Mr. Ayatuallah

Dear Sir,

Greetings from CTC!

With reference to the subject cited above, this is to bring to your kind information that UCPO Doyan – Mr. Ayatuallah remained absent from his duty on 11th December, 2020 and also from 23rd to 26th December, 2020 without informing his supervisors or taking any prior approval. He has received warning on 13-Jul-2020 on account of his unprofessional attitude and absenteeism as well as final warning on unapproved absenteeism on 29th December, 2020. He was clearly communicated that he will be under observation for 03 months, however, the staff member failed to show improvement.

As per SOPs, issuance of show cause followed by his Contract Conclusion in case of unsatisfactory response is recommended. You are requested to share your kind approval and feedback in this regard.

Previous communication regarding his issues is also attached herewith for easy reference.

In case if you need any further information, please feel free to contact the undersigned.

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: Tuesday, January 5, 2021 5:41 PM
To: Hareem Naz
Cc: BASIT, Abdul; ayesha.naeem@ctc.org.pk; drayazshehzad87@gmail.com
Subject: RE: [EXT] RE: GB Attendance sheet - 15 December,2020 to 31 December 2020

Dear Hareem Naz,

I was on leave till 31st Dec 2020, during my absence DSO Diامر Dr Ayaz was looking matters.

As per discussion and attached whatsapp screen shoots, Mr ayyatullah was absent from his duty station . DSO Diامر Division contacted with Ayatullah on 24 December to join duty or extend sick leave but he did not send any leave application via any means of communication. Neither he joined duty nor he applied for any leave.

So Dr Ayaz sent him an email on 27 December to respond. But he did not respond.

Thanks and Regards
Shakir Ullah Baig

On Jan 4, 2021 1:50 PM, Hareem Naz <hareem@ctc.org.pk> wrote:

Dear Sir Shakir,

As per your attendance record, Kindly verify absenteeism of UCPO Ayaytullah – UC Doyan - CNIC# 7120171475753. Absent on date: 11 December,2020 and after availing medical leave from 17-22, December,2020 He is absent from his duty from 23rd to 26th December,2020 without any prior intimation.

From: BAIG, Shakirullah [mailto:sbaig@who.int]
Sent: Monday, January 4, 2021 1:09 PM
To: Hareem Naz
Cc: BASIT, Abdul; ayesha.naeem@ctc.org.pk
Subject: RE: [EXT] RE: GB Attendance sheet - 15 December,2020 to 31 December 2020

Respected Hareem Naz,

Please find the attached file of District Diamer & Astore UCPO's attendance sheet of Month of Dec-2020 for your record .

Thanks & Regards,

Shakir Ullah Baig

Immunization Officer Diamer Astore.

From: Hareem Naz [mailto:hareem@ctc.org.pk]
Sent: Monday, January 04, 2021 11:30 AM
To: BAIG, Shakirullah <sbaig@who.int>
Cc: BASIT, Abdul <basita@who.int>; ayesha.naeem@ctc.org.pk
Subject: [EXT] RE: GB Attendance sheet - 15 December,2020 to 31 December 2020

Respected Sir Shakir,

Gentle reminder for Attendance record of UCPO.

From: Hareem Naz [mailto:hareem@ctc.org.pk]
Sent: Friday, January 1, 2021 10:16 AM
To: 'sbaig@who.int'; 'syedhussain@who.int'; 'syehussain@who.int'
Cc: 'basita@who.int'; 'ayesha.naeem@ctc.org.pk'
Subject: RE: GB Attendance sheet - 15 December,2020 to 31 December 2020

Dear Sir shakir and Shehzad Hussain shb,

Kindly share attendance record of remaining days of December 2020

From: Hareem Naz [<mailto:hareem@ctc.org.pk>]
Sent: Tuesday, December 29, 2020 11:45 AM
To: 'sbaig@who.int'; 'syedhussain@who.int'; 'syehussain@who.int'
Cc: 'basita@who.int'; 'ayesha.naeem@ctc.org.pk'
Subject: GB Attendance sheet - 15 December,2020 to 31 December 2020

Dear Concerns,

Greetings from CTC,

It is requested to share your concerned staff attendance of remaining days of December 2020 on attached format Also Verify the leave/ Absenteeism of Staff for the month of December,2020

We will be oblige on your cooperation.

If you need any further information regarding the same, please let us know.

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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