

WHO

CTC

Subject: Reply for Explanation Letter

Respected Manager,

With the reference of your explanation letter received on Date 26 Jan 2021 with regard to my negligence of duty and was asked to write an explanation letter. I am really sorry for my unacceptable behavior and know that there is no explanation that would justify my negligence but I am actually going through a really tough time.

On the day dated 13 Jan 2021 my cozen Asif had passed away and I am the only standard-bearer of my family. I took him to my paternal village Banda Central Kurram. All colleagues had come for condolence. (Amin Gul TCSP, Sham Ul Haq UCPO, Muhammad Abid UCPO, Muhammad Sharif UCPO, M Shafiq TCSP, Fazal Jan UCPO etc). The thing which happened with me that I didn't inform my 1st level supervisor because of signal problem. There is no signal in Banda Dar.

Secondly, in the same day I came back to field on 11:30am to conduct the clusters. In this time on 11:45am IO Mr Sher Afgan visited to my UC and wants to verify my cluster. First of all I was so intense, secondly this UC is new UC which assigned to me on Dec 2020. Therefore, I was unable to identify my cluster location.

Sir, this is on the record that I have worked on very hard area UC Banda/Dar even in security compromised area. I have always worked with full dedication and enthusiasm. Some time as a human being we face some challenges which are unavoidable. I assure you that you will not hear such complain again. I will put all my focus on work.

I hope you consider this explanation letter favorable.

PICTURES



Previous Work



Previous Work



**Late Cozen Asif Khan
Date 13 Jan 2021**



Arif Khan Picture