

Nadeem Jan

From: AHMAD SHAH, Mumtaz Khan <muahmad@who.int>
Sent: Wednesday, October 9, 2019 12:39 AM
To: Nadeem Jan
Cc: drmohammadsaleem02@gmail.com; HABIB, Muhammad; 'Shahid Ali'
Subject: Re: FW: Explanation letter on account of unapproved absenteeism

Dear Nadeem Jan sb salam.

Thank you very much for your support and cooperation in management of HR in our districts. As the said officer left his duty station with out informing his supervisor hence he should be issued a formal warning to remain careful in future and pay deduction for absent days.

On 7 Oct 2019 11:16 a.m., Nadeem Jan <nadeemjan@ctc.org.pk> wrote:
Dear Dr. Muhammad Saleem and Muhammad Habib Sb,

Please I forward the below response of Javid UCPO, and looking forward for your feedback/ comments.

Regards,

Nadeem Jan
Project Officer-PTPP CTC

From: Javed khan [mailto:ucpokhadikheel@gmail.com]
Sent: Saturday, October 5, 2019 10:03 AM
To: Nadeem Jan
Cc: Shahid Ali; wabbas@who.int; khanfai@who.int; muahmad@who.int; musaleem@who.int; mhabib@who.int; mohammad saleem
Subject: Re: Explanation letter on account of unapproved absenteeism

In reference to your email dated.3/10/2019.I have the following explanation.
On dated 29 on time 4:32 PM I received an SMS about my Master examination papers which was held on 30 and 31 August 2019. I got this sms/information in so haste and without any prior preparation, despite that I informed my PEO about the examination schedule and asked for the leave. However, it is noteworthy that PEO did not accept my application for leave with the reason that it was too lately informing the concerned PEO about leave. As per rules it was at least to be a week earlier to ask for the leave but my issue was that I got the information about my exams schedule too late. Keeping in view the above facts of my excuse,It is humbly requested that kindly accept my apology for the explanation. Hopefully, your esteemed office will accept the explanation.
Once again i assure that I will always be devoted and committed to my duty and will certainly support in eradication polio from Pakistan.
Please find the Attached my Date sheet.

Looking forward

Thanks and kind regards

Thanks and kind regards

Javed UCPO UC khadi khel

On Thu, Oct 3, 2019 at 11:38 PM Nadeem Jan <nadeemjan@ctc.org.pk> wrote:

Dear Mr. Javid,

Please find attached file of Explanation letter on account of unapproved absenteeism.

Regards,

Nadeem Jan
Project Officer-PTPP CTC



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