

From: Sabeela [mailto:sabeela@ctc.org.pk]
Sent: Thursday, October 3, 2019 1:56 PM
To: 'KHAN, Najeeb Ullah' <najkhan@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; 'BUGTI, Muhammad Anwar' <bugtim@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'khalid@ctc.org.pk' <khalid@ctc.org.pk>; 'ZARKOON, Shahjahan' <szarkoon@who.int>
Subject: RE: FW: Explanation letter of UCPO saddam - Page 1

Dear Sir,

Well Noted.

thanks for your prompt response and kind remarks.

As per SOP the said UCPO will be issued warning with 3 days salary cut on account of absenteeism.as he left from the field without any approval.so next time he will not perform this type of casual attitude again.

This email is being send to you for your kind information.

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

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: KHAN, Najeeb Ullah [mailto:najkhan@who.int]
Sent: Thursday, October 3, 2019 11:13 AM
To: Sabeela <sabeela@ctc.org.pk>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; khalid@ctc.org.pk; ZARKOON, Shahjahan <szarkoon@who.int>
Subject: Re: FW: Explanation letter of UCPO saddam - Page 1

Dear Sabeela,

PEO comments are well justified. Go ahead for explanation for the said staff member.

Regards.

Dr Najeeb

On Oct 3, 2019 10:30 AM, Sabeela <sabeela@ctc.org.pk> wrote:

Dear Sir,

With reference to below placed email regarding explanation reply of UCPO Mr. Saddam. as per his statement he stated that he submitted his application and forgot to mention date.

further PEO comments also mentioned he stated that the said staff has not used any official source of communication to convey his message therefore should be considered as absent and absentee days salary should be deducted so that for the next time he may not repeat the same mistake.

your kind comments and remarks are required in this regard so appropriate action will be taken accordingly.

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

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: ZARKOON, Shahjahan [<mailto:szarkoon@who.int>]
Sent: Wednesday, October 2, 2019 7:16 PM
To: Sabeela <sabeela@ctc.org.pk>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; KHAN, Najeeb Ullah <najkhan@who.int>; BUGTI, Muhammad Anwar <bugtim@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; khalid@ctc.org.pk
Subject: Re: Explanation letter of UCPO saddam - Page 1

Thanx Madam for the information, as he has not used any official source of communication to convey his message therefore should be considered as absent and absentee days salary should be deducted so that for the next time he may not repeat the same mistake.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Sabeela <sabeela@ctc.org.pk>
Date: 02/10/2019 2:48 pm (GMT+05:00)

To: "ZARKOON, Shahjahan" <szarkoon@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>, "KHAN, Najeeb Ullah" <najkhan@who.int>, "BUGTI, Muhammad Anwar" <bugtim@who.int>, "KASI, Arbab Niamat Ullah" <kasia@who.int>, khalid@ctc.org.pk
Subject: Explanation letter of UCPO saddam - Page 1

Dear Dr. Shahjahan,

With reference to below placed email regarding Explanation reply of UCPO Mr. Saddam. as per his statement he stated that he submitted his application and forgot to mention date.

your comments and remarks are required so that appropriate action will be taken accordingly.

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

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Sadam Hussain [<mailto:www.sadamnm14488@gmail.com>]
Sent: Wednesday, October 2, 2019 2:03 PM
To: Sabeela <sabeela@ctc.org.pk>
Subject: Re: FW: Explanation letter of UCPO saddam - Page 1

Respected Maam.

Maam i have forwarded the application for leaves,but i did not mention the date,i forget it because i was in emergency.

Maam i did not received your email,that's why i did not reply you.

On Wed, 2 Oct 2019, 1:52 PM Sabeela, <sabeela@ctc.org.pk> wrote:

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

Regards,

Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Sabeela [mailto:sabeela@ctc.org.pk]

Sent: Tuesday, October 1, 2019 4:49 PM

To: 'sadamnm14488@gmail.com' <sadamnm14488@gmail.com>

Cc: 'Naila Nizam' <naila@ctc.org.pk>; 'bugtim@who.int' <bugtim@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'ZARKOON, Shahjahan' <szarkoon@who.int>; 'KHAN, Najeeb Ullah' <najkhan@who.int>; 'khalid@ctc.org.pk' <khalid@ctc.org.pk>

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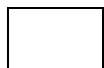
Dear Mr. Saddam,

Please find in the attached file your explanation letter on account of unapproved absenteeism .

please share your reply within 48 hours otherwise disciplinary action will be taken if no response received.

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

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588



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