

## Shahid Ali

---

**From:** Shahid Ali <shahidali@ctc.org.pk>  
**Sent:** Monday, October 14, 2019 1:00 PM  
**To:** 'ABBAS, Waseem'  
**Cc:** 'MOHAMED, Gedi'; 'MAZVIDZA, Simbarashe'; 'KHAN, Faizan'; 'KAMRAN, Waheed'; 'Naila Nizam'; 'Nadeem Jan'  
**Subject:** FW: Transitional plan presentation and SOPs - PTPP

Dear Mr. Waseem,

Greetings!

With reference to below email from WHO Federal Office, please be informed that Mr. Rabnawaz (UCPO Wazir-S) has reached to the age of 63 years and 8 months. We are closing his contract by making 31<sup>st</sup> October 2019 his last working day.

In case if you need any further assistance regarding the same, Please let us know.

Thanks & Regards,  
Shahid Ali  
Regional Coordinator KP & KPTD-PTPP  
Chip Training & Consulting (Pvt) Ltd.

---

**From:** Naila Nizam [mailto:naila@ctc.org.pk]  
**Sent:** Thursday, October 3, 2019 1:53 PM  
**To:** 'PARVEEN, Khalida' <parveenk@who.int>  
**Cc:** 'MUTUKU, Tom' <mutukut@who.int>; 'AHMAD, Shakeel Muhammad Saleem' <ahmadsh@who.int>; 'ZAHEER, Bilal' <zaheerbi@who.int>  
**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Khalida,

Well noted. We will conclude the said staff contract by making 31<sup>st</sup>Oct, 19 his last working date.

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

Regards,  
Naila Nizam  
Project Manager - PTPP  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

---

**From:** PARVEEN, Khalida [<mailto:parveenk@who.int>]  
**Sent:** Thursday, October 3, 2019 1:37 PM  
**To:** Naila <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)> ([naila@ctc.org.pk](mailto:naila@ctc.org.pk))  
**Cc:** MUTUKU, Tom; AHMAD, Shakeel Muhammad Saleem; ZAHEER, Bilal  
**Subject:** FW: Transitional plan presentation and SOPs - PTPP

Dear Naila,

Please don't extend contract of Mr Rub Nawaz as per the recommendation of NTL.

Best Regards,  
khalida

---

**From:** MAHAMUD, Abdirahman Sheikh  
**Sent:** Thursday, 3 October 2019 10:51 AM  
**To:** PARVEEN, Khalida  
**Cc:** MUTUKU, Tom; YALAHOW, Ibrahim; ZAHEER, Bilal; AHMAD, Shakeel Muhammad Saleem  
**Subject:** Re: Transitional plan presentation and SOPs - PTPP

Dear Khalida and colleagues,

Good morning. My recommendation is we stick to the SOPs on the retirement age. We will not be able to issue waivers to all PTPP in future.

Best regards,  
Abdi

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

From: "PARVEEN, Khalida" <[parveenk@who.int](mailto:parveenk@who.int)>  
Date: 03/10/2019 06:21 (GMT+00:00)  
To: "MAHAMUD, Abdirahman Sheikh" <[mahamuda@who.int](mailto:mahamuda@who.int)>  
Cc: "MUTUKU, Tom" <[mutukut@who.int](mailto:mutukut@who.int)>, "YALAHOW, Ibrahim" <[yalahowi@who.int](mailto:yalahowi@who.int)>, "ZAHEER, Bilal" <[zaheerbi@who.int](mailto:zaheerbi@who.int)>, "AHMAD, Shakeel Muhammad Saleem" <[ahmadsh@who.int](mailto:ahmadsh@who.int)>  
Subject: FW: Transitional plan presentation and SOPs - PTPP

Dear Dr Abdi,

Reference to the attached letter and below email from CTC your kind advice is requested to extend/or not to extend the PTPP contract of Mr Rub Nawaz (UCPO). Since he is **63 years and 8 months** old now and as per the SOP agreed with CTC "Employees shall be subject to compulsory retirement on reaching the age of 60. However, on an exceptional basis personnel may continue thereafter based on their extraordinary performance and a strong written justification from the PTL, to be reviewed and endorsed by the NTL, with the final approval to be officially communicated to CTC by the HWCO."

Your approval will be used as a justification for further extension.

Best Regards,  
khalida

---

**From:** Naila Nizam [<mailto:naila@ctc.org.pk>]  
**Sent:** Wednesday, 2 October 2019 12:55 PM  
**To:** PARVEEN, Khalida; AHMAD, Shakeel Muhammad Saleem  
**Cc:** MUTUKU, Tom; [shahidali@ctc.org.pk](mailto:shahidali@ctc.org.pk)  
**Subject:** FW: Transitional plan presentation and SOPs - PTPP

Dear Khalida and Shakeel,

Greetings from CTC!

As per the below email, please guide whether we extend Mr. Rub Nawaz contract or take PTL comments on his performance and take decision accordingly.

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

Regards,  
Naila Nizam  
Project Manager - PTPP  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

---

**From:** PARVEEN, Khalida [<mailto:parveenk@who.int>]  
**Sent:** Monday, February 18, 2019 1:13 PM  
**To:** Naila  
**Cc:** RAFIQUE, Muhammad Nauman; ZAHEER, Bilal; LHERISSON, Christian; MAHAMUD, Abdirahman Sheikh; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); [majid@ctc.org.pk](mailto:majid@ctc.org.pk)  
**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Naila,

Enclosed please find the exceptional approval letter (scanned copy) in respect of Mr Rub Nawaz Khan as highlighted in below email.

I have dispatched you the original copy of the said letter.

Best Regards,

Khalida

---

**From:** MUTUKU, Tom  
**Sent:** Wednesday, 13 February 2019 11:33 PM  
**To:** Naila ; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); [majid@ctc.org.pk](mailto:majid@ctc.org.pk)  
**Cc:** PARVEEN, Khalida; RAFIQUE, Muhammad Nauman; ZAHEER, Bilal; LHERISSON, Christian; MAHAMUD, Abdirahman Sheikh; MUTUKU, Tom  
**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Naila,

Below are the decisions taken by the management team; a letter will be prepared and send to your good office meanwhile sharing the context below;

After consultation with NEOC coordinator & UNICEF team and considering the program critically at this juncture, I would like to propose the following:

- For PTPP staff over sixty years of age shall not insured or given EOBI. This should be mentioned in their contracts.
- Exceptional approval is to be taken from WHO for continuing with staff over sixty. And the decision to extend those shall be based on extraordinary performance and strong justification from PTL that will be reviewed and endorsed by NTL for HWCO final approval.
- Above SOPs shall apply after full transition of APW-contract holders to 3<sup>rd</sup> party. Since Rab Nawaz Khan reached 60 years before the transition he's been recommended exceptional approval for his PTPP without insurance or EOBI.

Regards  
Tom

**From:** Naila <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>

**Sent:** Tuesday, February 12, 2019 7:33 PM

**To:** MUTUKU, Tom <[mutukut@who.int](mailto:mutukut@who.int)>; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); [majid@ctc.org.pk](mailto:majid@ctc.org.pk)

**Cc:** PARVEEN, Khalida <[parveenk@who.int](mailto:parveenk@who.int)>; RAFIQUE, Muhammad Nauman <[rafiquem@who.int](mailto:rafiquem@who.int)>; ZAHEER, Bilal <[zaheerbi@who.int](mailto:zaheerbi@who.int)>; LHERISSON, Christian <[LHERISSONCH@who.int](mailto:LHERISSONCH@who.int)>; MAHAMUD, Abdirahman Sheikh <[mahamuda@who.int](mailto:mahamuda@who.int)>

**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Tom,

Greetings!

Please be informed that PTPP staff ( TCSPs and UCPOs) insurance has been commenced from today Feb 12,2019. However, one of our UCPO as mentioned in the table below has been identified as an over age.

Province	Name	Title	CNIC	DOB	Age
KP-TD	Rab Nawaz Khan.	UCPO	2170872352813	5/2/1956	62

Moreover, insurance company charges extra premium against staff who are above the age of 60. Following are the premium details per annum.

Staff Age limit	Per Unit Cost
60 and below	2,920
Above 60	26,487

Therefore, your guidance and comments are requested on the below options:

1. Insure the staff with extra premium charges.
2. Issue non-insurance and EOBI contract.

3. Conclude his contract on account of overage.

Regards,  
Naila Nizam  
Project Coordinator - PTPP  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

---

**From:** Naila [<mailto:naila@ctc.org.pk>]  
**Sent:** Tuesday, February 12, 2019 6:46 PM  
**To:** 'MUTUKU, Tom'; 'irfan@ctc.org.pk'; 'sarah@ctc.org.pk'; [majid@ctc.org.pk](mailto:majid@ctc.org.pk)  
**Cc:** 'PARVEEN, Khalida'; 'RAFIQUE, Muhammad Nauman'; 'ZAHEER, Bilal'; 'LHERISSON, Christian'; 'MAHAMUD, Abdirahman Sheikh'  
**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Tom,

Greetings!

With reference to your email below, please be informed that **UCPOs and TCSPs** are entitled for insurance and EOBI as per details mentioned in the table below. However, PSTFs have been given consultancy agreement(part time Contract) so they're neither eligible for insurance nor EOBI.

Staff details	Eligibility criteria for EOBI & Insurance	Remarks
Female staff	<b>EOBI:</b> They are eligible till age of 54 and <b>for Insurance:</b> their eligibility criteria is till age of 60	Can be insured over age of 60, subject to extra and heavy insurance premium e.g if 2,900 is the basic insurance premium for age 59 & below then it will be 8 times higher than normal premium Rs. 26,487
Male staff	<b>EOBI:</b> They are eligible till age of 59 and <b>for Insurance:</b> their eligibility criteria is till age of 60	

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

Regards,  
Naila Nizam  
Project Coordinator - PTPP  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

---

**From:** MUTUKU, Tom [<mailto:mutukut@who.int>]

**Sent:** Tuesday, February 12, 2019 5:33 PM

**To:** Naila ; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk)

**Cc:** PARVEEN, Khalida; RAFIQUE, Muhammad Nauman; ZAHEER, Bilal; LHERISSON, Christian; MAHAMUD, Abdirahman Sheikh

**Subject:** RE: Transitional plan presentation and SOPs - PTPP

Dear Naila and Sarah,

We need some clarification on the below SOP as we see that its linked to insurance and EOBI beyond the stipulated age brackets; kindly lets have the specifics as pertains to the different categories of PTPPs.

- UCPO
- TCSP
- PSTF

Highlight also the number of people who are falling above the categories.

***As a general rule, no female beyond 55 years and male beyond 59 years are allowed to work in the polio programme keeping in view the extensive field work required in the project and their disentanglement for the insurance coverage. However, an exception has been given for the areas where it is difficult to identify females or where females are not easily available. The rule is relaxed for females only and does not apply to male employees. These females who are exempted under this rule are given non-insurance/EOBI contract owing to the fact that as per the policy of insurance company, they are not entitled for any medical insurance both death as well as injury.***

Regards

Tom

-----Original Message-----

From: MUTUKU, Tom

Sent: Tuesday, February 12, 2019 10:18 AM

To: Naila <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>

Cc: LHERISSON, Christian <[LHERISSONCH@who.int](mailto:LHERISSONCH@who.int)>; ZAHEER, Bilal <[zaheerbi@who.int](mailto:zaheerbi@who.int)>; RAFIQUE, Muhammad Nauman <[rafiquem@who.int](mailto:rafiquem@who.int)>; PARVEEN, Khalida <[parveenk@who.int](mailto:parveenk@who.int)>; HUSSAIN, Syed Mohammad <[hussainsyed@who.int](mailto:hussainsyed@who.int)>; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); [mahamuda@who.in](mailto:mahamuda@who.in)

Subject: RE: Transitional plan presentation and SOPs - PTPP

Dear Naila,

By end week we should be able to share, sorry for the delay.

Regards

Tom

-----Original Message-----

From: Naila <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>

Sent: Tuesday, February 12, 2019 10:09 AM

To: MUTUKU, Tom <[mutukut@who.int](mailto:mutukut@who.int)>

Cc: LHERISSON, Christian <[LHERISSONCH@who.int](mailto:LHERISSONCH@who.int)>; ZAHEER, Bilal <[zaheerbi@who.int](mailto:zaheerbi@who.int)>; RAFIQUE, Muhammad Nauman <[rafiquem@who.int](mailto:rafiquem@who.int)>; PARVEEN, Khalida <[parveenk@who.int](mailto:parveenk@who.int)>; HUSSAIN, Syed Mohammad <[hussainsyed@who.int](mailto:hussainsyed@who.int)>; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); [mahamuda@who.in](mailto:mahamuda@who.in)

Subject: RE: Transitional plan presentation and SOPs - PTPP

Dear Tom,

Greetings!

With reference to below email, please share your comments and feedback on SOPs.

Good day!

Regards,

Naila Nizam

Project Coordinator - PTPP

CHIP Training & Consulting (Pvt) Ltd. Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Tel: +92-51-111-111-920, Cell: Cell:0345-8566181

-----Original Message-----

From: Naila [<mailto:naila@ctc.org.pk>]

Sent: Thursday, January 24, 2019 10:38 PM

To: 'mutukut@who.int'

Cc: 'LHERISSONCH@who.int'; 'zaheerbi@who.int'; 'rafiquem@who.int'; 'parveenk@who.int';

'hussainsyed@who.int'; [irfan@ctc.org.pk](mailto:irfan@ctc.org.pk); [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk); 'mahamuda@who.in'

Subject: Transitional plan presentation and SOPs - PTPP

Dear Mr. Tom,

Greetings from CTC!

As requested in the meeting, Please find the attached following documents for you perusal.

- 1) Transitional plan presentation for PTPP-WHO Project
- 2) CTC comments on PTPPSR
- 3) CTC contract signing plan for PTPP staff
- 4) CTC offices location
- 5) Field structure-CTC for PTPP
- 6) Operational structure-CTC for PTPP
- 7) CTC focal person contact details for PTPP
- 8) Performance management framework (PMF)

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

Regards,

Naila Nizam

Project Coordinator-PTPP

CHIP Training & Consulting (Pvt) Ltd. Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Tel: +92-51-111-111-920, Cell: Cell:0345-8566181

<< File: SOPs from CTC for PTPP@7 feb 2019 (FCL edits).docx >>