

From: DEMEKE, Temesgen Atsedu [mailto:demeket@who.int]

Sent: Friday, November 8, 2019 4:50 PM

To: Sabeela <sabeela@ctc.org.pk>

Cc: HUSSAIN, Nasir <nahussain@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; KHAN, Najeeb Ullah <najkhan@who.int>

Subject: Re: An Apology Request for Leaving Station

I agree with the suggested actions. Warning letter with salary cut for the days of absence

Thanks

Temesgen

Sent from my Samsung Galaxy smartphone.

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

From: Sabeela <sabeela@ctc.org.pk>

Date: 11/8/19 2:28 PM (GMT+05:00)

To: "DEMEKE, Temesgen Atsedu" <demeket@who.int>

Cc: "HUSSAIN, Nasir" <nahussain@who.int>, 'Naila Nizam' <naila@ctc.org.pk>, "BUGTI, Muhammad Anwar" <bugtim@who.int>, "KASI, Arbab Niamat Ullah" <kasia@who.int>, "KHAN, Najeeb Ullah" <najkhan@who.int>

Subject: RE: An Apology Request for Leaving Station

Dear Sir,

With reference to below placed email regarding apology email of UCPO Mr. Roman. the said staff 8 days absenteeism (17th-24th Oct 2019) was reported by PEO in the attached attendance sheet.

The said staff accepted his mistake that he was remained absent from 17 - 24 October 2019 due to family relative emergency illness and he did not inform his supervisor /CTC about his absences. he apologized and promise not to repeat this type of negligence again as it's his first time. PEO Dr. Nasir hussain and AC coordinator remarks are also mentioned below. they also requested to accept his apology as it's his first time . and suggested to issue him warning with salary cut(on absent days).

as per the SOP it is recommended to issue him warning with 8 days salary cut on account of uninformed absenteeism and his performance and attendance will be keenly observe if he repeat this type of act again strict

disciplinary action will be taken against him(show cause lead to termination).

This email is being forwarded to you for your kind information and kind remarks(if any).

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, November 7, 2019 11:46 PM
To: Sabeela <sabeela@ctc.org.pk>
Cc: HUSSAIN, Nasir <nahussain@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>
Subject: RE: An Apology Request for Leaving Station

Dear Sabeela,

The PEO remarks are endorsed.As the UCPO is new to the system.Give him oreintation for availing of any kind of leave.

Regards.
Dr.Najeeb

On 7 Nov 2019 21:29, Sabeela <sabeela@ctc.org.pk> wrote:
Dear Dr.Nasir,

Thanks for your kind remarks and comments.

Dear Sir,

With reference to below placed email regarding apology email of UCPO Mr.Roman. the said staff accepted his mistake that he was remained absent

from 17 -24 October 2019 due to family relative emergency illness. he apologized and promise not to repeat this type of negligence again. PEO Dr.Nasir hussain remarks are also mentioned below he suggested to issue hi warning with salary cut(on absent days).

Your kind remarks are required so that further 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: HUSSAIN, Nasir [<mailto:nahussain@who.int>]
Sent: Thursday, November 7, 2019 8:54 PM
To: sabeela@ctc.org.pk
Cc: KHAN, Najeeb Ullah <najkhan@who.int>
Subject: Fwd: An Apology Request for Leaving Station

Dear Sabeela

Please accept the apology of Mr Roman (find in attachment) but issue him warning letter with salary cut so that this negligence may not be repeated in future.

Regards
Dr Nasir Hussain
PEO Musakhel

----- Forwarded message -----

From: Ruman Khan <enr.rumankhan@gmail.com>
Date: Nov 7, 2019 12:33 PM
Subject: An Apology Request for Leaving Station
To: "HUSSAIN, Nasir" <nahussain@who.int>
Cc: Sabeela <Sabeela@ctc.org.pk>, najeebmarwat11@gmail.com