

NOTE FOR THE RECORD

TO: Sharukh Khan, UCPO, UC-5 Jaffar E Tayyar Malir Town
FROM: Sultana Shaheen PEO, Malir Town (UC 5 to 8),
ATTENTION: Area Coordinator Dr. Liaquat (WHO), Mr. Imran Regional Coordinator CHIP Training and Consulting (Pvt) limited, DHCSO Mr. Kashif Comnet
DATE: 30TH September 2019
SUBJECT: **WARNING LETTER**

This NFR is being issued in response to observations and complains from your seniors. It has been reported that your attitude towards work is non-serious and you have not been following directives from your seniors.

Prior to this warning letter, In July the UCPO was given Verbal Warning by Area Coordinator and PEO in DPCR at the issues raised by Dr. Ayaz because UCPO was unable to reach the destination to support Dr. Ayaz PEO in still missed children validation exercise and UCPO did not respond to Dr. Ayaz phone call.

Moreover, the same UCPO failed to submit the Report of Market Survey to PEO Sultana and DPCR Malir even after taking almost weeks.

Now this written warning is given to Mr. Sharukh for his late arrival, 9 Times, to duty station in September. Mr. Sharukh says that he will perform the task assigned by seniors but later on, he is not obeying to his seniors command such as,

Responsibility was given to Sharukh to bring White Board from UC 5 to Malir for 2 days Refresher Training of UCPOs arranged by DPCR and to pick board after training he agreed to do the task but on the training date he didn't obeyed to his seniors.

The contact numbers of Surveillance team on AFP Surveillance material displayed at Fix Center of SGD UC-5 Jaffar-e-Tayyar was not updated even after giving time to update all the material. TSC Dr. Muddasir provided the IEC material but he failed to distribute the IEC material to HFs. Moreover, Weekly Zero Report of the same HF was filled and signed in advance for October and UCPO didn't informed PEO and many times, UCPO shared live location from this center as well. In addition, to this Mr. Sharukh and Mr. Ammar arrived late in Monthly Surveillance Review Meeting and EPI Review Meeting by stating that they were doing case investigation with TSC Dr. Mudassir but it was noticed by PEO that Dr. Mudassir arrived in meetings prior to the start. Moreover, without informing PEO the UCPO was not available in TCV training of 1st and 2nd level supervisors arranged at THO office.

Keeping in view the above all facts, you are hereby issued a formal warning letter. Failure to improve your performance and attitude towards work in future would result in strict action.

Dated: 30th September, 2019

CC: Dr. Liaquat, Area Coordinator, District Malir, Karachi

Mr. Imran Regional Coordinator CHIP Training and Consulting (Pvt) limited.

Mr. Kashif DHCSO, Malir Town.