To

HR Chip Training & Consultant

From: Mr Zia ur Rehman

(TCSP) Salarzai, District Bajaur.

**Reply to Explanation Letter on account of Neglect of Duty vide letter no. Ref: EL-KP-TD-049/October/Y dated: 30, October, 2019.**

This is with reference to Explanation letter dated above that your honor has issued regarding negligence in my capacity as “Tehsil campaign support person (TCSP)” at “Salarzai District Bajaur”.

Respected sir,

It is stated with great honor that I have been serving at different positions, UCPO and TCSP with my respectable organization for the last five years. Up till now i have never shown any negligence and inactivity. This time I am supervising 2 Ucs of tehsil khar and 3 Ucs of tehsil salarzai comprising 33 areas .The cumulative target of all these Ucs is 26,402 exactly of under five years children’s, 93 mobile teams.

According to the tour plan in each campaign, I am visiting the said UC for one day with consensus of UCMO in which I have identified minute issues and gaps and shared data with DPCR for appropriate actions which is present on record. In SNID Aug in tour plan I was visiting UC Dehrakai on Catch Up day but DPCR focal person for salarzai changed my plan for catchup day in evening meeting for verification of another Issue of covering 9 refusals in uc raghagan. I have been minutely observing all the field activities, ucpo, vaccination teams and AICs of this UC.As per your honor’s timely information I have reported any issue related to UCPO, teams and AICs during campaign.

Sir! During my service duration as Tehsil campaign support person (TCSP) the monitoring plan shared by District Polio Control Room (DPCR) has been strictly followed during the last 7 campaigns. It is admitted that it is a serious matter but I have to follow DPCR instructions.

Besides these I am responsible for lot of activities like, AFP surveillance, Lot Quality Assurance Sampling (LQAS), Market survey, district field validation, monthly and weekly reports of the UCPOs, and verification monitoring of UCPOs during field activities. Weekly zero reports submission and meeting with concerned staff. I have done all these with spirit and enthusiasm. In future, I will remain more vigilant about the organizational behavior.

Optimistic for favorable consideration

Thanks