

**From:** NISAR, Omar [mailto:nisaru@who.int]  
**Sent:** Thursday, March 11, 2021 9:30 PM  
**To:** ALI, Asif  
**Cc:** SEID, Zahra; Imran Ali; ASLAM, Shaista; ALI, Syed Imran  
**Subject:** RE: [EXT] FW: Emergency leave

Dear Dr Asif,

1. UCPO Maryam was issued a written warning by CTC on performance related issues on 4<sup>th</sup> Feb 21 (for forcing the area in-charges to conduct tally sheet analysis during campaign, even after clear directions of the DDOSO for discontinuing the malpractice)
2. Severe performance issues were reported in her recently conducted performance appraisal.
3. Following non-approval of her leave request on 6<sup>th</sup> March 21, she submitted her resignation without considering the required notice period.

The above-mentioned issues are reflective of her non serious attitude toward work. Since the criticality of the program can ill afford such casual behavior, it is therefore suggested that necessary action may kindly be taken as per the organizational rules and program accountability framework.

Reagrds,

**Dr. Omar Nisar Qureshi**

*Deputy District Polio Officer, KHI WEST  
(Area Coordinator-WHO)*

Cell: [0345-8401591](tel:0345-8401591)

Email: [nisaru@who.int](mailto:nisaru@who.int)

**From:** ALI, Asif <asifa@who.int>  
**Sent:** Thursday, March 11, 2021 8:57 PM  
**To:** NISAR, Omar <nisaru@who.int>  
**Cc:** SEID, Zahra <seidz@who.int>; Imran Ali <imran.ali@ctc.org.pk>; ASLAM, Shaista <aslamsh@who.int>; ALI, Syed Imran <alisyed@who.int>  
**Subject:** Fwd: [EXT] FW: Emergency leave

Dear Omar,

Need you feedback on below for concluding the matter.

Regards

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**From:** Imran Ali <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)>  
**Sent:** Thursday, March 11, 2021 8:49:59 PM  
**To:** ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>  
**Cc:** SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>; Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; Ayesha Naeem <[ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk)>; DUBE, Tafadzwa <[dubet@who.int](mailto:dubet@who.int)>; ASLAM, Shaista <[aslamsh@who.int](mailto:aslamsh@who.int)>  
**Subject:** [EXT] FW: Emergency leave

Dear Dr.Asif,

Ms.Mariam Rafiq UCPO UC-4 Metroville SITE town West Karachi is absent from field without leave approval as I have a detail discussion with her on call to resume field and ensure program activities in her assigned UC but she is not willing to continue her job. She has submitted resignation without prior notice period in below email.

You are requested to kindly share your feedback so that we can proceed the case accordingly.

Regards,  
Imran

**From:** Imran Ali [<mailto:imran.ali@ctc.org.pk>]  
**Sent:** Tuesday, March 9, 2021 5:44 PM  
**To:** 'Mariam Rafiq'  
**Cc:** 'MANDOKHAIL, Nadia Khan'; 'nisaru@who.int'  
**Subject:** RE: Emergency leave

Dear Mariam,

Leave endorsement shall be always decided by first level supervisor keeping in view leave nature and programmatic activities. For resignation you need to serve one month prior notice period in other case we will conclude your contract.

Regards,  
Imran

**From:** Mariam Rafiq [<mailto:mariamrafiq037@gmail.com>]  
**Sent:** Saturday, March 6, 2021 7:56 PM  
**To:** Imran Ali  
**Cc:** MANDOKHAIL, Nadia Khan; [ayaz9736@gmail.com](mailto:ayaz9736@gmail.com); [nisaru@who.int](mailto:nisaru@who.int); [soomrom@who.int](mailto:soomrom@who.int); [ejazkhalid311@gmail.com](mailto:ejazkhalid311@gmail.com); [faisalnadeem.bhi@gmail.com](mailto:faisalnadeem.bhi@gmail.com)  
**Subject:** Re: Emergency leave

Respected Concerns,

I am Maryam Rafique writing to notify you that I applied for one week leave for an emergency which was not approved. I called so many times to DDOSO Dr Nadia Mandokhail for requesting but she did not give any response. Because I have to leave for my Village at night . So in a very compulsion and an emergency condition. Due to this I am not able to continue and pay my duty so therefore i am resigning from my post of union council polio officer post uc4 Metroville site.

I appreciated the opportunity and enjoyed working for CTC over the last 1.5years. The support and the personal development you have provided has helped my career immensely.

sincerely,

Maryam Rafique

UC Polio Officer

UC Metroville Site, Kemari.

On Sat, 6 Mar 2021 at 16:06, Marium Rafiq <[mariumrafiq037@gmail.com](mailto:mariumrafiq037@gmail.com)> wrote:

Dear Concern (s),

It is requested to you that my grandmother is in critical condition. I, along with my mother going to village in emergency. Kindly allow me one week leaves from 8th March 2021 to 15th March 2021.

I will be grateful to you for this.

Thanking you,  
Ucpo Maryam Rafiq  
Metrovile uc4  
Date:6/3/2021

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Regards  
Maryam Rafiq  
Union Council Polio Officer  
Metrovile Uc 4 SITE Town  
Cell : 0345.2790733