

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

Sent: Monday, March 29, 2021 9:27 PM

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

Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; Zarkoon, Safdar Khan <zarkoons@who.int>; KHAN, Farmanullah <khanfarmanullah@who.int>; NAWAZ, Najeeb <nawazn@who.int>; m.usman@ctc.org.pk; KASI, Arbab Niamat Ullah <kasia@who.int>

Subject: RE: [EXT] RE: Re.explanation letter

I agree with the decision. Thank you for sharing
Temesgen

Sent from my Galaxy

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

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

Date: 3/29/21 10:12 AM (GMT+05:00)

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

Cc: 'Naila Nizam' <naila@ctc.org.pk>, "BUGTI, Muhammad Anwar" <bugtim@who.int>, "Zarkoon, Safdar Khan" <zarkoons@who.int>, "KHAN, Farmanullah"

<khanfarmanullah@who.int>, "NAWAZ, Najeeb" <nawazn@who.int>, m.usman@ctc.org.pk,

"KASI, Arbab Niamat Ullah" <kasia@who.int>

Subject: RE: [EXT] RE: Re.explanation letter

Dear Sir,

With reference to below placed email regarding Explanation reply of Mr. Masood. The staff has issued explanation letter on account of absenteeism.

The said staff has stated that he took leave from TDO however as per SOPs leave approving authority is only CTC with supervisor endorsement who are IO and AC.

However in several SOP sessions in policy which was also shared by all the staff it is clearly mentioned that leave approving authority is CTC with the endorsement of IO/AC. The staff did not follow the SOPs and got absent too.

The IO also share his reply and suggested action as per SOPs.

As per the SOPs staff who admit his absenteeism and did not follow the leave SOPs liable for disciplinary action.

It is recommended to issue him Warning with one day salary cut and intimate him to not to repeat this type of negligence and follow the SOPs otherwise next time strict action will be taken against him.

The email is being send to you for your kind information and kind remarks(If any)

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

Thanks and Regards
Sabeela Pasha
Regional coordinator(Balochistan)

From: NAWAZ, Najeeb [<mailto:nawazn@who.int>]
Sent: Friday, March 26, 2021 10:13 PM
To: Sabeela Pasha <sabeela@ctc.org.pk>
Subject: RE: [EXT] RE: Re.explanation letter

Dear Sabeela

I recommend action as per SOPs.

Regards
Dr. Najeeb ullah
IO Pishin.

On Mar 24, 2021 9:15 PM, Sabeela Pasha <sabeela@ctc.org.pk> wrote:

Dear Dr. Najeeb ,

Thanks for the email.

The said staff did not make excuse nor he apologized on their mistake to not inform your good self or CTC about their absenteeism and did not take leave from their concern authority. However several times in SOP sessions they intimated again and again to follow the SOPs and take leave as per the protocol.

As per the SOPs staff who admit his absenteeism and did not follow the leave SOPs liable for disciplinary action.

Dear Dr. Safdar ,

Please share your kind remarks and comments so that further action will be taken accordingly.

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

Thanks and Regards

Sabeela Pasha

Regional coordinator(Balochistan)

From: NAWAZ, Najeeb [<mailto:nawazn@who.int>]

Sent: Wednesday, March 24, 2021 7:53 PM

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

Cc: KHAN, Farmanullah <khanfarmanullah@who.int>; Zarkoon, Safdar Khan <zarkoons@who.int>

Subject: Re: [EXT] RE: Re.explanation letter

Dear Sabeela

I accept the excuse of concern UCPO and recommend no action against him.

Regards

Dr. Najeeb ullah

IO Pishin.

On Mar 24, 2021 10:53 AM, Sabeela Pasha <sabeela@ctc.org.pk> wrote:

Dear Dr. Najeeb ,

With reference to below placed email regarding Show cause reply of Mr. Masood.

The said staff has stated that he took leave from TDO however as per SOPs leave approving authority is only CTC with supervisor endorsement who are IO and AC.

However in several SOP sessions in policy which was also shared by all the staff it is clearly mentioned that leave approving authority is CTC with the endorsement of IO/ AC. The staff did not follow the SOPs and got absent too.

Please share your remarks so that further process will be taken accordingly.

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

Thanks and Regards

Sabeela Pasha

Regional coordinator(Balochistan

From: Sabeela Pasha [<mailto:sabeela@ctc.org.pk>]

Sent: Monday, March 22, 2021 9:23 AM

To: 'masood khan' <masood27fr@gmail.com>

Cc: 'KHAN, Farmanullah' <khanfarmanullah@who.int>; 'Zarkoon, Safdar Khan' <zarkoons@who.int>;

'nawazn@who.int' <nawazn@who.int>

Subject: RE: Re.explanation letter

Dear Mr. Masood ,

Leave Approving authority is with CTC after the endorsement from your IO or AC.

Please share that approval from your (IO/AC or CTC) if you have. Otherwise you will consider absent .

Thanks and Regards

Sabeela.Pasha

From: masood khan [<mailto:masood27fr@gmail.com>]

Sent: Saturday, March 20, 2021 6:42 PM

To: sabeela@ctc.org.pk

Subject: Re.explanation letter

Dear mam,

it is stated that ,on 11th march i was on leave which is approved by Tehsil delivery officer .I also attached the screen shot on my approval leave

Regards ,

UCPO kaza vila

masood khan