

From: DEMEKE, Temesgen Atsedu [mailto:demeket@who.int]
Sent: Wednesday, April 21, 2021 5:03 PM
To: Sabeela Pasha <sabeela@ctc.org.pk>
Subject: RE: [EXT] FW: Document from Shazia Abdullah

Agreed. Follow the SOPs pls. Thanks

With Kind Regards

Temesgen A Demeke
Team Leader Balochistan
Polio Eradication initiative - WHO Pakistan
Serena Bazaar, Quetta
Email: demeke@who.int
Phone: +923003400530



From: Sabeela Pasha <sabeela@ctc.org.pk>
Sent: Wednesday, April 21, 2021 10:11 AM
To: DEMEKE, Temesgen Atsedu <demeket@who.int>
Subject: RE: [EXT] FW: Document from Shazia Abdullah

Dear Sir,

With reference to below placed email regarding explanation reply of Ms. Shazia on account of absenteeism and fake attendance

your kind remarks and comments are awaited.

It is requested to share your remarks and approval 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: Tuesday, April 13, 2021 10:04 AM

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

Cc: 'Dehani, Aasiya Bano' <dehaniam@who.int>; 'israrmalik2@hotmail.com' <israrmalik2@hotmail.com>; 'naila@ctc.org.pk' <naila@ctc.org.pk>; 'm.usman@ctc.org.pk' <m.usman@ctc.org.pk>; 'AHMED, Mansoor' <manahmed@who.int>; 'BUGTI, Muhammad Anwar' <bugtim@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>

Subject: RE: [EXT] FW: Document from Shazia Abdullah

Dear Sir,

With reference to below placed email regarding explanation reply of Ms. Shazia on account of absenteeism and fake attendance .

The staff has shared her reply , in her reply she admitted that she was absent on the mentioned day and told he UCDO to mark her present on the attendance sheet. Further she stated that she informed you about her emergency and took permission from his supervisor (IO).

IO has shared his remarks and stated that the staff told him about her absences but despite of that she told to UCDO to mark her present in UPEC meeting attendance . IO recommended warning for the said staff

That clearly shown the staff did this negligence intentionally(mis- leaded the other staff by marking her present through UCDO further CTC has intimated the staff again and again in sessions that follow the Leave SOPs and shared the SOPs with staff as well. However staff did not follow the leave SOPs and not informed CTC about his absences.

As the staff did both mistakes first time as per SOPs it is recommended to issue her warning with one day salary cut on account of fake attendance(misleading staff) and unapproved absenteeism. And strictly intimate her to not to do this type of negligence again otherwise strict action will be taken next time.

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: AHMED, Mansoor [<mailto:manahmed@who.int>]
Sent: Tuesday, April 13, 2021 12:32 AM
To: sabeela@ctc.org.pk
Cc: Dehani, Aasiya Bano <dehania@who.int>; israrmalik2@hotmail.com; naila@ctc.org.pk; m.usman@ctc.org.pk
Subject: Re: [EXT] FW: Document from Shazia Abdullah

Dear Sabeela

I had granted one extra day leave to UCPO due to her emergency , therefore here the matter is not absenteeism, here the matter is fake attendance in UPEC meeting , kindly issue warning to the staff for fake attendance

Regards

Dr Mansoor

Sent from my iPhone

On 12-Apr-2021, at 5:58 PM, Mohammad Usman Khan <m.usman@ctc.org.pk> wrote:

From: Sabeela Pasha [<mailto:sabeela@ctc.org.pk>]
Sent: Monday, April 12, 2021 5:32 PM
To: 'Mansoor'
Cc: 'Naila Nizam'; 'KASI, Arbab Niamat Ullah'; 'BUGTI, Muhammad Anwar'; 'Mansoor'; 'israr malik'; m.usman@ctc.org.pk; 'Dehani, Aasiya Bano'
Subject: RE: Document from Shazia Abdullah

Dear Dr. Mansoor,

With reference to below placed email regarding explanation reply of Ms. Shazia on account of absenteeism and fake attendance .

The staff has shared her reply , in her reply she admitted that she was absent on the mentioned day and told he UCDO to mark her present on the attendance sheet. Further she stated that she informed you about her emergency and took permission from you.

Please share your remarks on the reply of said staff weather you gave her permission or not 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: Shazia Rahimi [<mailto:rahimishazia6@gmail.com>]

Sent: Friday, April 9, 2021 4:57 PM

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

Cc: Naila Nizam <naila@ctc.org.pk>; KASI, Arbab Niamat Ullah <kasia@who.int>; BUGTI, Muhammad Anwar <bugtim@who.int>; Mansoor <maahmed@who.int>; israr malik <israrmalik2@hotmail.com>; m.usman@ctc.org.pk; Dehani, Aasiya Bano <dehania@who.int>

Subject: Re: Document from Shazia Abdullah

Dear Sabeela,

With due respect I am replying against the show cause issued to me, as my leave was approved from 11 to 16 March 2021 and I took my sister to Karachi for her treatment. Due to my sister's medical reports collection from hospital on 17 I was unable to come to Quetta. So I contacted my supervisor Dr Mansoor for 01 day (17-March-2021) leave on whatsapp, and he replied "OK". And I forgot to ask my supervisor whether show myself I leave or present. And on this confusion I told UCDO Razia Batool to mark me present on UPEC meeting.

I know it's my mistake, I must have confirmed it from my Supervisor Dr Mansoor before telling UCDO to mark me present.

On UPEC meeting UCDO didn't take attendance and signature on hard copy. So she only forwarded the soft copy of UPEC minutes.

I accept my mistake and I assure you 100% that such mistake won't happen again. And I will perform my task with full responsibility.

Shazia Abdullah
UCPO hazara town

On Thu, Apr 8, 2021, 1:02 PM Shazia Rahimi <rahimishazia6@gmail.com> wrote:
Acknowledged.

On Thu, Apr 8, 2021, 12:57 PM Sabeela Pasha <sabeela@ctc.org.pk> wrote:

Dear Ms .Shazia ,

Please find in the attached file your Explanation letter on account of absenteeism and fake attendance.

Please share your reply with in 48 hours.

Kindly acknowledge as you receive the email.

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

Thanks and Regards

Sabeela Pasha

Regional coordinator(Balochistan)



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