

**From:** UDDIN, Farhaj [mailto:sheikhf@who.int]  
**Sent:** Wednesday, April 21, 2021 4:31 PM  
**To:** Naila Nizam  
**Cc:** SEID, Zahra; ASLAM, Shaista  
**Subject:** RE: [EXT] RE: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Naila ,

Please proceed with the suggested actions

Regards

Sent from my Galaxy

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

From: Naila Nizam <naila@ctc.org.pk>  
Date: 21/04/2021 4:29 pm (GMT+05:00)  
To: "UDDIN, Farhaj" <sheikhf@who.int>  
Cc: "SEID, Zahra" <seidz@who.int>, "ASLAM, Shaista" <aslamsh@who.int>  
Subject: RE: [EXT] RE: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Dr. Farhaj,

In continuation to below email, Your kind approval is requested to proceed with the disciplinary action against Mr. Waseem.

If you need any further information regarding the same, please let us know.

Regards,  
Naila Nizam  
Project Manager  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

**From:** Naila Nizam [mailto:naila@ctc.org.pk]  
**Sent:** Wednesday, 21 April 2021 2:47 pm  
**To:** 'ASLAM, Shaista' <aslamsh@who.int>

**Cc:** 'SEID, Zahra' <seidz@who.int>; 'UDDIN, Farhaj' <sheikhf@who.int>; 'ALI, Asif' <asifa@who.int>; 'ALI, Syed Imran' <alisyed@who.int>; 'irfan@ctc.org.pk' <irfan@ctc.org.pk>; 'Sarah Farooqui' <sarah@ctc.org.pk>; 'majid@ctc.org.pk' <majid@ctc.org.pk>

**Subject:** RE: [EXT] RE: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Ms. Shaista,

With reference to the below email and keeping the track record of Mr. Waseem unprofessional behavior , it is suggested to issue him showcause letter followed by final warning.

In addition to this , his conduct shall be closely monitored by his supervisor and if he failed to improve his behavior then CTC shall take immediate action as per policy.

If you need any further information regarding the same, please let us know.

Regards,  
Naila Nizam  
Project Manager  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0345-8566181](tel:0345-8566181)

**From:** ASLAM, Shaista [<mailto:aslamsh@who.int>]

**Sent:** Wednesday, 21 April 2021 8:57 am

**To:** Imran Ali <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)>

**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>; UDDIN, Farhaj <[sheikhf@who.int](mailto:sheikhf@who.int)>; ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>; ALI, Syed Imran <[alisyed@who.int](mailto:alisyed@who.int)>

**Subject:** RE: [EXT] RE: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Imran,

Please see my response in red highlighted text.

Dear Naila,  
For your intervention please.

Regards,

**Shaista Aslam** | Prov.HR Assistant | WHO PEI Sindh | Cell: 03008384732

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**From:** Imran Ali <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)>  
**Sent:** Friday, April 16, 2021 4:15 PM  
**To:** ASLAM, Shaista <[aslams@who.int](mailto:aslams@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>; UDDIN, Farhaj <[sheikhf@who.int](mailto:sheikhf@who.int)>; ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>; ALI, Syed Imran <[alisyed@who.int](mailto:alisyed@who.int)>  
**Subject:** [EXT] RE: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Shaista,

Thank you for the email.

1. Action has been taken in October 2020 as an explanation is issued to UCPO Mr. Waseem. The issue is also discussed with Dr.Asalif and Dr.Asif in a meeting and agreed on action of explanation letter but UCPOs shall not be accountable in CBV committee as per SOPs as we have our own disciplinary actions mechanism. It is also important to mention that before taking action against Mr.Waseem he was also reported the same issue against TDOSO Mr.Akhter on 22<sup>nd</sup> Aug 2021 as email is attached here. **(Please share what was the outcome of that explanation letter? What actions were taken? Were they communicated to the Area Coordinator? Please note the first level supervisor DDOSO and 2<sup>nd</sup> level supervisor Area Coordinator of the UCPO were part of the CBV Committee their presence and endorsement on the recommendations of the whole committee is meaningful and demands an action to be taken by CTC as per the SOPs agreed between WHO Management and CTC – see screenshot below from the SOP)**

7. SECTION – VII: DISCIPLINARY ACTIONS
<b>7.1. Monitoring &amp; Performance Evaluation</b>
In order to ensure contracts for the following quarter are issued only to personnel that maintain a satisfactory performance. Key areas for personnel to focus on are as follows:
<ul style="list-style-type: none"><li>• Follow up through supportive supervision by the supervisor on the personnel's performance gaps identified in the third party reports.</li><li>• Supervisors to flag disciplinary and capacity issues of personnel to CTC provincial focal points in case these are beyond their capacity to manage.</li><li>• Persistent under-performance may result in warning or termination.</li></ul>

2. His reference was checked very well as he has one warning letter in back June 2019 and his DOJ is 15<sup>th</sup> Aug 2020. Furthermore the 08<sup>th</sup> CBV committee minutes reveal administrative cases (multi issues) for Mr.Waseem while there is only one warning letter. **(Please let us no if any appropriate action was taken and communicated to WHO federal and/or provincial HR as per below SOP regarding CBV committee findings that involved both level supervisors? In all the emails shared only Dr Asif is copied PTL, Operations Officer or HR were not taken in loop)**

#### 7.4. Dismissal / Disciplinary Action

The Company has a right to dismiss without right of benefits or notice, terminate, discharge or otherwise punish an Employee/Probationer found guilty of misconduct. **If any concerned department establishes a reasonable doubt, CTC shall investigate the matter and share the findings with WHO federal office. Nevertheless CTC shall be the final authority for matters related to administration, finance and general conduct.**

3. UCPO Rubina shared a picture of UCMO Ibrar and an AS in a group and later deleted while during a call conversation UCPO Rubina blamed that UCPO Waseem and UCPO Naheeda for the distributed of cited picture of UCMO and AS. This is well admitted by UCPO Rubina as Dr.Asma is copied and well aware on it as email attached here. The details of the matter was shared with PPEO on email as attached here. **(Again was PTL and federal and provincial HR were involved? Does the policy justify two staff members visiting a 3<sup>rd</sup> staff members residence to meet the father regarding official complaint? Let us know if below SOP was followed)**

- **The comments of the supervisor (who has reported the issues) shall be required to share their comments on the response only where the worker has denied the charges and the issues reported are of programmatic nature. No comments of the personnel (supervisory tier) shall be required where the issues have been investigated by CTC staff. WHO Provincial Team Leads shall be informed about all the disciplinary action letters CTC is going to issue. Three days' time shall be given to WHO for a response, if any. Otherwise, CTC shall share the proposed disciplinary action taken list with PTL on regular basis and proceed further if no response received within 03 days.**

Furthermore it is also important to mention that CTC has a proper disciplinary actions mechanism and shall be followed for the company employees under the PTPP project to ensure accountability of program staff instead calling their direct explanations or call them in CBV committee for disciplinary actions or performance issues. **(I am reattaching the SOPs that were finalized between WHO and CTC management and emphasis on a proper procedure action to be taken on the issue reported by the Area Coordinator for persistent issue with the UCPO)**

Regards,

Imran

**From:** ASLAM, Shaista [<mailto:aslamsh@who.int>]

**Sent:** Friday, April 16, 2021 10:01 AM

**To:** 'Imran Ali'

**Cc:** Naila Nizam; SEID, Zahra; UDDIN, Farhaj; ALI, Asif; ALI, Syed Imran

**Subject:** FW: Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

**Importance:** High

Dear Imram,

In continuation to below email from Dr Asma – AC South and the attachments with this email. Please address the concerns raised on priority and also let us know,

1. why any actions have not been taken in the first place as the issue dates back to October 2020?
2. for UCPO Waseem why his information was not verified from ComNet prior to onboarding?

Not doing due diligence while recruitment is very serious and results in serious issues on field that hinder program objectives.

Regards,

**Shaista Aslam** |Prov.HR Assistant |WHO PEI Sindh|Cell: 03008384732

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**From:** ARAIN, Asma Waheed <[araina@who.int](mailto:araina@who.int)>

**Sent:** Thursday, April 15, 2021 2:27 PM

**To:** ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>; UDDIN, Farhaj <[sheikhf@who.int](mailto:sheikhf@who.int)>

**Cc:** SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>; ASLAM, Shaista <[aslamsh@who.int](mailto:aslamsh@who.int)>; ALI, Syed Imran <[alisyed@who.int](mailto:alisyed@who.int)>

**Subject:** Persistence Behavioral Issue of UCPO Waseem & Non-Responsiveness of CTC on Action

Dear Sir,

Hope this email finds you well,

I regret to inform you about persistent behavioral issues of UCPO Waseem(UC-3 Kharadar) who has very been documented to CTC but no action has been taken yet.

1. First complaint was sent to CTC on 9<sup>th</sup>- Oct-2020 due to behavioral issue with TDOSO Akhtar Ali. The ADC-1 has chaired the meeting. He was very aggressive throughout meeting so the chair recommended strict action but no action has been taken. (email with meeting minutes attached).
2. Second time UCPO Waseem went to house of female colleagues UCPO Rubina to make her complaint to the father. UCPO Rubina has given written complaint of harassment against Waseem but no action has been taken.(email attached).
3. On 14<sup>th</sup> April, UCPO Waseem got in arguments with UCCO Sumaira during meeting which created chaos in TSC. (both have been given explanation).

As initial issues were not taken up seriously so his behavioral issues are increased.

We(DEOC Team including District Polio Officer) have also concern over reference check before hiring since he has been given warning while he was working as UCCO with SMHA due to similar nature of issues but he has been hired by CTC without proper reference check(warning attached).

I request Provincial team to please look into matter since he has caused huge distraction throughout his period of service due to offensive language. District administration has also raised concern over hiring mechanism of CTC.(letter attached).

Regards  
Dr. Asma