

## Majid Amin

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**From:** Ayesha Naeem <ayesha.naeem@ctc.org.pk>  
**Sent:** Thursday, May 6, 2021 10:10 AM  
**To:** majid.amin@ctc.org.pk  
**Subject:** FW: [EXT] FW: Absentee of Salman UCPO Lachi

Please initiate in HRIS

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**From:** ABBAS, Waseem [mailto:wabbas@who.int]  
**Sent:** Thursday, May 6, 2021 10:08 AM  
**To:** Ayesha Naeem  
**Cc:** KHAN, Faizan; Naila Nizam  
**Subject:** FW: [EXT] FW: Absentee of Salman UCPO Lachi

Dear Ayesha,

Kindly proceed as per agreed SOP.

Thank you

Waseem Abbas

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**From:** MOHAMED, Gedi <mohamedge@who.int>  
**Sent:** Thursday, 6 May 2021 10:07 AM  
**To:** ABBAS, Waseem <wabbas@who.int>  
**Cc:** KAMRAN, Waheed <kamranw@who.int>; KHAN, Faizan <khanfai@who.int>  
**Subject:** RE: [EXT] FW: Absentee of Salman UCPO Lachi

Approved.

Regards,

Gedi

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**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Sent:** Thursday, 6 May 2021 10:05 AM  
**To:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Subject:** RE: [EXT] FW: Absentee of Salman UCPO Lachi

Dear Sir,

Unapproved absenteeism was reported against Mr. Salman Rasheed, UCPO Lachi Urban, Kohat. CTC after investigation found him guilty and recommended “**Warning Letter with 02 days Salary cut**” on account of unapproved absenteeism. Your approval is requested.

Thank you

Waseem Abbas

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**From:** Ayesha Naeem <[ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk)>  
**Sent:** Tuesday, 4 May 2021 8:21 PM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Cc:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>; KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; KHATTAK, Rabail <[khattakr@who.int](mailto:khattakr@who.int)>; ANWAR, Rizwan <[anwarr@who.int](mailto:anwarr@who.int)>; Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; [majid.amin@ctc.org.pk](mailto:majid.amin@ctc.org.pk)  
**Subject:** FW: [EXT] FW: Absentee of Salman UCPO Lachi

Dear Mr. Waseem and Mr. Faizan,

This is with reference to below complaint received from concerned IO against unavailability of UCPO Lachi Urban, Kohat – Mr. Salman Rasheed. According to the field supervisor, UCPO Mr. Salman has not shared any activity details after 16<sup>th</sup> Apr, 2021 and was also not available on duty when the IO visited the UC on 20<sup>th</sup> Apr, 2021. The field supervisors tried to reach him telephonically but his contact number was coming off.

The said staff member was issued explanation in order to record his stance. In response, he stated that he had attended EOA sessions and took RCA in the field on the aforementioned dates, however, his cell phone was not charged and he couldn't share the details of the activities with field supervisors due to power outage in his village. On 20<sup>th</sup> April, 2021, he was in field when supervisor visited.

The concerned IO's feedback was requested regarding the response received from the UCPO Mr. Salman. According to her, the staff member didn't report any EOA in his facility neither had given any update regarding failure of EOA. She asked him for his RCAs and EOA monitoring form which he couldn't provide. Despite of calling him, he didn't respond to any of his supervisor about power outage (email trail attached).

Keeping in view the feedback of the field supervisor, issuance of warning is recommended to UCPO Mr. Salman Rasheed on account of unapproved absenteeism with 02 days salary cut. Feedback and approval of WHO PO is requested for proceeding with the recommended action.

In case of any further information, please contact the undersigned.

Best Regards,  
Ayesha Naeem  
Project Coordinator – PTPP Project  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: 0346-1019451

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**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]  
**Sent:** Friday, April 23, 2021 5:33 PM  
**To:** Ayesha Naeem  
**Cc:** KHAN, Faizan; MOHAMED, Gedi; KAMRAN, Waheed; KHATTAK, Rabail; [majid.amin@ctc.org.pk](mailto:majid.amin@ctc.org.pk); Awais Khan  
**Subject:** Re: [EXT] FW: Absentee of Salman UCPO Lachi

Dear Ayesha,

Kindly investigate the matter and share report along with recommendations for management review.

Thank you

Waseem Abbas

On Apr 23, 2021, at 1:05 PM, Ayesha Naeem <[ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk)> wrote:

Dear Mr. Waseem and Mr. Faizan,

With reference to the subject matter, below email from IO Kohat regarding unavailability of UCPO Lachi Urban – Mr. Salman is shared hereby for your kind information. According to the field supervisor, UCPO Mr. Salman has not shared any activity details after 16<sup>th</sup> Apr, 2021 and was also not available on duty when the IO visited the UC on 20<sup>th</sup> Apr, 2021. The field supervisors tried to reach him telephonically but his contact number was coming off.

After receiving below email, CTC team contacted the said staff member and according to him, there was power outage in his village due to which his cell was not charged. However, issuance of written explanation is recommended in order to record his stance and further action shall be decided on the basis of his response received.

Approval of WHO PO is requested in this regard.

In case of any further information, please contact the undersigned.

Best Regards,  
Ayesha Naeem  
Project Coordinator – PTPP Project  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: 0346-1019451

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**From:** KHATTAK, Rabail [<mailto:khattakr@who.int>]  
**Sent:** Friday, April 23, 2021 11:51 AM  
**To:** [majid.amin@ctc.org.pk](mailto:majid.amin@ctc.org.pk)  
**Cc:** [naila@ctc.org.pk](mailto:naila@ctc.org.pk); [ayesha.naeem@ctc.org.pk](mailto:ayesha.naeem@ctc.org.pk); ANWAR, Rizwan  
**Subject:** Absentee of Salman UCPO Lachi

Good morning sir !

It is to inform you that UCPO Lachi Salman khattak is noticed to be absent from the duty , his last activity shared was on 16th April, then onwards till now he is out of reach .I visited RHC Lachi on 20th of this april and found salman absent from his work.

On 23th of this month our Area coordinater visited RHC lachi and again he was found absent and his phone was out of reach .

Kindly deduct his salary and take disciplinary action against him .

Regards