

Majid Amin

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Tuesday, May 18, 2021 3:26 PM
To: wabbas@who.int
Cc: MOHAMED, Gedi; kamranw@who.int; khanfai@who.int; khurshidm@who.int; kamalmu@who.int; majid.amin@ctc.org.pk; Naila Nizam
Subject: FW: [EXT] FW: Mr.Muhammad Yahya-Explanation letter

Dear Mr. Waseem,

UCPO Nothia Qadeem – Mr. Yahya Rokhani was issued explanation for not timely sharing staff attendance with the supervisor. In the light of the below feedback of the concerned IO, his response is considered unsatisfactory and issuance of warning is recommended to the said staff member. 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

From: KAMAL, Muhammad [mailto:kamalmu@who.int]
Sent: Tuesday, May 18, 2021 3:15 PM
To: Ayesha Naeem
Subject: RE: [EXT] FW: Mr.Muhammad Yahya-Explanation letter

Dear Ayesha Naeem,
UCPO is the team leader at UC level. It's the responsibility of UCPO to share attendance at time. If due to any reason he cannot send attendance on time due to multiple activities going on in UC, he must assign this task to UCDO. Explanation is not satisfactory and I recommend a warning letter to be issued.

Regards
Dr. Kamal

From: Majid Amin [mailto:majid.amin@ctc.org.pk]
Sent: Tuesday, May 18, 2021 11:31 AM
To: kamalk@who.int
Cc: 'KHURSHID, Muhammad Naveed'; ayesha.naeem@ctc.org.pk
Subject: FW: Mr.Muhammad Yahya-Explanation letter

Dear Dr.Kamal,

Your kind feedback is requested on below reposne received.

Regards,
Majid Amin

Project Officer -PTPP

From: Yahya Rokhani [<mailto:rokhaniims31@gmail.com>]

Sent: Tuesday, May 18, 2021 10:33 AM

To: Majid Amin <majid.amin@ctc.org.pk>

Subject: Re: Mr.Muhammad Yahya-Explanation letter

Respect Sir,

With immense reverence and respect it is stated that I have received a explanation latter regarding not sharing attendance on time.

Sir as UC head I am handle major tasks and responsible for major duties in UC. I also keen to perform my duty on time but due to multiple tasks I forget to share attendance.

Therefore I am assured you that next time I will be prudent and vigilant regarding my responsibilities.

Thank you

Muhammad Yahya Rokhani

UCPO

Nothia Qadeem

On Wed, May 12, 2021, 8:52 PM Majid Amin <majid.amin@ctc.org.pk> wrote:

Dear Mr.Muhammad Yahya,

Greetings!

Kindly find the attached explanation letter on account of Neglect of Duty .

Please share your response within stipulated time.

Regards,



Majid Amin

Project Officer -PTPP

CHIP Training & Consulting Pvt. Ltd

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Contact:0345-5009732

