



Naveed Haider <naveedhaider.ctc@gmail.com>

Resignation letter

16 messages

Saveeta Khiani <khianisaveeta@gmail.com>

Sun, May 16, 2021 at 11:58 AM

To: "araina@who.int" <araina@who.int>, Naveed Haider <naveedhaider.ctc@gmail.com>

Date : 16/ 5/ 2021

Dr. Asma
Area Coordinator
WHO

Dear DR. Asma,

Please accept this letter as formal notification that I am resigning from my position with UCPO on Sunday, May 16, 2021. I have already been informed on 2nd April 2021. However, personal circumstances require that I leave my position at this company by the end of today.

Thank you for the opportunities for professional and personal development that you have provided me during the last one year nine month.

I have enjoyed working for the NGO and appreciate the support provided me during my tenure with the organization.

Sincerely,

Saveeta Khiani
UCPO UC 5 Nanak wara
District south, Saddar Town

Naveed Haider <naveedhaider.ctc@gmail.com>

Mon, May 17, 2021 at 11:49 AM

To: Saveeta Khiani <khianisaveeta@gmail.com>

Cc: "araina@who.int" <araina@who.int>

Dear Saveeta,

With reference to your resignation received on dated: 16/05/2021, please note that you have not served prior notice while as per policy, the staff members may resign from the service of the company after providing one month's prior notice in writing or, in lieu of notice, pay to the Company an amount equal to one month's gross pay for the notice period.

In case on non-compliance, your contract shall be closed and you shall not be paid any remuneration for your services during the month of May 2021.

Moreover, as per our telephonic discussion, if you have any genuine medical issue, please share your complete medical reports, after which your case shall be taken up with quarters concerned.

[Quoted text hidden]

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Regards,
Naveed Haider
Project Associate
CTC - Sindh
Cell: 03408444500

Saveeta Khiani <khianisaveeta@gmail.com>
To: Naveed Haider <naveedhaider.ctc@gmail.com>
Cc: "araina@who.int" <araina@who.int>

Tue, May 18, 2021 at 12:06 AM

Hello Naveed,

Thanks for your email. I already informed my immediate boss / manager Dr . Asma, Area coordinator on 2nd April so I consider that as a prior notice. She did not say anything that I must inform in writing at that time.

So with the above information I believe I should be paid remuneration for my services during the month of May 2021 (1st May to 15th May).

Best regards
Saveeta Khiani
[Quoted text hidden]

Naveed Haider <naveedhaider.ctc@gmail.com>
To: Naila Nizam <naila@ctc.org.pk>

Tue, May 18, 2021 at 12:16 PM

Madam,

Kindly review the response of UCPO MS Saveeta in the appended mail and suggest.

[Quoted text hidden]

Naveed Haider <naveedhaider.ctc@gmail.com>
To: Ayesha Naeem <ayesha.naeem@ctc.org.pk>

Tue, May 18, 2021 at 12:47 PM

Madam, review the below response to saveeta email.

As per SOP & HR policy you need to inform CTC in writing about your resignation with one month prior notice period. You have been well oriented about the resignation process and procedure.

Otherwise your resignation will be treated as a 24 hour resignation and your contract will be closed.

[Quoted text hidden]

Ayesha Naeem <ayesha.naeem@ctc.org.pk>
To: naveedhaider.ctc@gmail.com

Tue, May 18, 2021 at 1:05 PM

As per SOP & HR policy you need to inform CTC in writing about your resignation with one month prior notice period. You have been well oriented about the resignation process and procedure not only by CTC but also by concerned supervisors. In case of failure to serve 01 month prior notice, your contract shall be closed as per policy and you shall not be given any remuneration.

[Quoted text hidden]

Naveed Haider <naveedhaider.ctc@gmail.com>
To: Saveeta Khiani <khianisaveeta@gmail.com>
Cc: "araina@who.int" <araina@who.int>, "ALI, Asif" <asifa@who.int>

Tue, May 18, 2021 at 1:34 PM

Dear Saveeta,

As per SOP & HR policy you need to inform CTC in writing about your resignation with one month prior notice period. You have been well oriented about the resignation process and procedure not only by CTC but also by concerned supervisors. In case of failure to serve 01 month prior notice, your contract shall be closed as per policy and you shall not be given any remuneration.

[Quoted text hidden]

Saveeta Khiani <khianisaveeta@gmail.com>
To: Naveed Haider <naveedhaider.ctc@gmail.com>
Cc: "araina@who.int" <araina@who.int>, "ALI, Asif" <asifa@who.int>

Wed, May 19, 2021 at 2:10 AM

Hello again Naveed,

You wrote that I have been well oriented about the resignation process and procedure not only by CTC but also by concerned supervisors, but during these sessions neither CTC nor concerned supervisor have ever told me or oriented me or provided info about this resignation procedure that the prior notice must be given in "**written**" form. The information which is passed to me and known to me through these sessions is that prior notice has to be given one month in advance, which I have already given by informing the same to Dr. Asma.

Even when I discussed resignation with dr. Asma a few months back during an orientation seminar and told her about giving a resignation letter, she said no need to send that now and instead said that when you get a new job then you can inform me and resign and join a new job. So with above it is evident that **written** prior notice is not mandatory rather verbal prior notice is enough.

Also in the contract point 9. (Notice Period and Notice Extension) There is no mention that the prior notice must be given in **written** form.

As CTC is working together with WHO which is a world recognised global organisation so I want to highlight why I am resigning, so that it gets attention with concerned people in WHO.

I was supposed to work 6 days a week from 8am to 5pm, i.e 48 hours a week which may sometimes include weekends. But since the last 8-10 months I have been pressured to work during day and nights and without any further time compensation to get some break from work, so this had become a kind of "work all the time" job which resulted in my family relations got worse. This is also evident from the fact that on many occasions filed-persons/area-incharges have been sitting at my home to complete the work with my help till 12:00 midnight. I did notify all above this extra work burden and night work to dr. Asama but no actions were taken by her to mitigate this situation.

I am entitled to 20 days leave per year (5 days per quarter). I have worked in CTC since August 2019. On numerous occasions, just to get a break from work, I have requested for leave but have been denied the same. This is evident from the fact that till now I have been able to go on leave

only for a total of 7 days in 22 months of my service, this is due to the fact that most of my leave requests never got approved by my immediate supervisors and even HR department.
So with this situation I still have around 31 days of leaves remaining.

So with all the above situations, I simply need a break as I am currently burnout from work, I have no energy at all, sleep disturbance and so on. Currently I have no other option than to resign to make my life better and hope that my remaining remuneration will be paid to me.

Sincerely,
Saveeta Khiani.

[Quoted text hidden]

Naveed Haider <naveedhaider.ctc@gmail.com>
To: Naila Nizam <naila@ctc.org.pk>

Wed, May 19, 2021 at 11:29 AM

----- Forwarded message -----

From: **Saveeta Khiani** <khianisaveeta@gmail.com>

Date: Wed, May 19, 2021 at 2:10 AM

Subject: Re: Resignation letter

To: Naveed Haider <naveedhaider.ctc@gmail.com>

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[Quoted text hidden]

[Quoted text hidden]

ARAIN, Asma Waheed <araina@who.int>
To: "ALI, Liaquat" <noonaril@who.int>
Cc: "ALI, Asif" <asifa@who.int>, Naveed Haider <naveedhaider.ctc@gmail.com>

Wed, May 19, 2021 at 12:47 PM

Adding Dr. Liaquat.

From: Saveeta Khiani <khianisaveeta@gmail.com>

Sent: Wednesday, May 19, 2021 2:10 AM

To: Naveed Haider <naveedhaider.ctc@gmail.com>

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Ayesha Naeem <ayesha.naeem@ctc.org.pk>
To: khianisaveeta@gmail.com
Cc: asifa@who.int, araina@who.int, Naila Nizam <naila@ctc.org.pk>, naveedhaider.ctc@gmail.com

Wed, May 19, 2021 at 3:05 PM

Dear Ms. Saveeta,

As discussed telephonically, if you have any grievances against your supervisor (as mentioned in your below email), CTC team shall address those as per policy in case if you revert your resignation. However, if still your decision of resignation is final, you need to serve notice period because resignation with immediate effect will lead to your contract closure and your salary shall be on hold.

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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Saveeta Khiani <khianisaveeta@gmail.com>

Wed, May 19, 2021 at 10:50 PM

To: Ayesha Naeem <ayesha.naeem@ctc.org.pk>

Cc: "ALI, Asif" <asifa@who.int>, "araina@who.int" <araina@who.int>, Naila Nizam <naila@ctc.org.pk>, Naveed Haider <naveedhaider.ctc@gmail.com>

Hello madam Ayesha,

Thanks for your call.

Before we go further I want to know if I take back my resignation then will I get my saved leaves/vacation which according to my calculation are 31 days as I have served ca. 22 months in CTC? Answer to this query is very important for me to further think over working in the same role with CTC.

Apart from most of my vacation requests not getting approved, I don't have any direct grievance against my supervisor personally.

The work issues I highlighted are probably because when there were changes in the work 10 months back the everybody got pressured due to workload to serve much more than the contractual 48 hours per week. For example, most of the time the deadlines have been very short and the work which was supposed to be done in two or more weeks, now has to be done in one week, and this was not an exception or one time thing but has been the norm since the changes which were done 10 months back.

Also as I mentioned during our call and in my emails that I am not resigning with immediate effect, as I already informed my immediate supervisor one and half month before that is on 2nd april.

In case if I decide not to take back my resignation then I should get paid remuneration for the days I worked in May as I consider that I have served prior notice to my supervisor on 2nd April hence you can't deny my right of getting paid for the days I worked in May.

Sincerely
Saveeta Khiani

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Ayesha Naeem <ayesha.naeem@ctc.org.pk>

Fri, May 21, 2021 at 10:59 AM

To: Saveeta Khiani <khianisaveeta@gmail.com>

Cc: "ALI, Asif" <asifa@who.int>, araina@who.int, Naila Nizam <naila@ctc.org.pk>, Naveed Haider <naveedhaider.ctc@gmail.com>

Dear Ms. Saveeta,

As informed earlier, you can take leave as per policy for a few days but not for 01 month. Moreover, keeping in view the nature of your case, CTC shall take up the matter with quarters concerned if you agree to perform duty regularly in field till 31-May-2021 and share revised resignation letter with us.

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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Saveeta Khiani <khianisaveeta@gmail.com>

Sat, May 22, 2021 at 6:53 PM

To: Ayesha Naeem <ayesha.naeem@ctc.org.pk>

Cc: "ALI, Asif" <asifa@who.int>, "araina@who.int" <araina@who.int>, Naila Nizam <naila@ctc.org.pk>, Naveed Haider <naveedhaider.ctc@gmail.com>

Hello,

I have decided now that I am not taking back my resignation as I need a little break to recover myself from burnout due to stressful and overloaded work.

CTC and WHO are internationally recognized organizations and they work for human beings and I am pretty sure that i will get my remaining dues back i.e my 16 days salary of May month and even my paid holidays dues, experience certificate and so on.

Best regards

Saveeta Khiani

[Quoted text hidden]

Naila Nizam <naila@ctc.org.pk>

Mon, May 24, 2021 at 1:22 PM

To: "ALI, Asif" <asifa@who.int>

Cc: Naveed Haider <naveedhaider.ctc@gmail.com>, Ayesha Naeem <ayesha.naeem@ctc.org.pk>, "SEID, Zahra" <seidz@who.int>, Shaista <aslamsh@who.int>

Dear Dr. Asif,

In light of our below discussion with Ms. Saveeta, it is to inform you that she has refused to serve one month prior. Therefore, as per SOPs, it is suggested to conclude her contract and she shall not be paid the 16 days salary for May 2021.

5.3. Last Minute Resignation

If any staff tendered resignation without serving prior one month notice shall not be paid remuneration for the month.

The employee whose contract shall be concluded under the above rule shall neither be issued any reference letter nor eligible for rehiring.

Your kind approval and feedback is requested in this regard.

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, Cell: [Cell:0345-8566181](tel:0345-8566181)

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ALI, Asif <asifa@who.int>

Mon, May 24, 2021 at 1:28 PM

To: Naila Nizam <naila@ctc.org.pk>

Cc: Naveed Haider <naveedhaider.ctc@gmail.com>, Ayesha Naeem <ayesha.naeem@ctc.org.pk>, "SEID, Zahra" <seidz@who.int>, "ASLAM, Shaista" <aslamsh@who.int>

Dear Naila,

Thanks for sharing the feedback and proceed as required.

Regards

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From: Naila Nizam <naila@ctc.org.pk>

Sent: Monday, May 24, 2021 1:22:18 PM

To: ALI, Asif <asifa@who.int>

Cc: 'Naveed Haider' <naveedhaider.ctc@gmail.com>; 'Ayesha Naeem' <ayesha.naeem@ctc.org.pk>; SEID, Zahra <seidz@who.int>; ASLAM, Shaista <aslamsh@who.int>; ASLAM, Shaista <aslamsh@who.int>

Subject: [EXT] RE: FW: Resignation letter

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