

**From:** DEMEKE, Temesgen Atsedu [mailto:demeket@who.int]  
**Sent:** Monday, May 24, 2021 5:09 PM  
**To:** Sabeela Pasha <sabeela@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>  
**Cc:** 'Naila Nizam' <naila@ctc.org.pk>; KASI, Arbab Niamat Ullah <kasia@who.int>; m.usman@ctc.org.pk  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Sabeela,  
I think warning letter based on SOPS can be served.  
Thanks  
Temesgen

Sent from my Galaxy

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

**From:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Date:** 5/24/21 11:35 AM (GMT+03:00)  
**To:** "BUGTI, Muhammad Anwar" <[bugtim@who.int](mailto:bugtim@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>, "KASI, Arbab Niamat Ullah" <[kasia@who.int](mailto:kasia@who.int)>, [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk), "DEMEKE, Temesgen Atsedu" <[demeket@who.int](mailto:demeket@who.int)>  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Sir ,

With reference to below placed email regarding Explanation reply of Mr. Zareef the Staff has issued explanation letter on account of late comer and tardiness.

Your kind remarks are still awaited please share your remarks so that further action 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](mailto:sabeela@ctc.org.pk)]  
**Sent:** Tuesday, May 18, 2021 9:53 AM  
**To:** 'BUGTI, Muhammad Anwar' <[bugtim@who.int](mailto:bugtim@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; 'KASI, Arbab Niamat Ullah' <[kasia@who.int](mailto:kasia@who.int)>;

'm.usman@ctc.org.pk' <[m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk)>; 'MUSHTAQ, Yasir' <[mushtagy@who.int](mailto:mushtagy@who.int)>; 'Temesgen Atsedu' <[demeket@who.int](mailto:demeket@who.int)>; 'Abdullah, Muhammad' <[mabdullah@who.int](mailto:mabdullah@who.int)>; 'KAKAR, Ibrahim' <[kakari@who.int](mailto:kakari@who.int)>

**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Sir ,

With reference to below placed email regarding Explanation reply of Mr. Zareef the Staff has issued explanation letter on account of late comer and tardiness.

In the response of letter he Shared his reply which is mentioned below .

In his reply he denied the allegation levelled against him in letter he stated that he got late just for 5 minutes and he called back his monitor within 5 minutes.

The IO also shared his remarks he did not satisfied the reply from UCPO and stated that the staff reached late and did not inform him about his late arrival .

AC also shared his remarks and he is agree with the comments of 1st line supervisor.

As staff did not inform his supervisor about his late arrival ,neither his show any evidence related to his statement nor he shared any relevant reason of his late arrival and not attending the calls of his supervisor .

As per SOPs it is recommended to issue him warning on account of late comer and tardiness and strictly intimate him not to repeat this type of negligence again otherwise strict action will be taken against him 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:** KAKAR, Ibrahim [<mailto:kakari@who.int>]

**Sent:** Tuesday, May 18, 2021 9:39 AM

**To:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>

**Cc:** BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk); MUSHTAQ, Yasir <[mushtagy@who.int](mailto:mushtagy@who.int)>;

Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Sabeela,  
Agreed with comments of 1<sup>st</sup> level supervisor  
Dr Ibrahim

**From:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Sent:** Tuesday, 18 May 2021 9:36 am  
**To:** KAKAR, Ibrahim <[kakari@who.int](mailto:kakari@who.int)>  
**Cc:** KAKAR, Ibrahim <[kakari@who.int](mailto:kakari@who.int)>; BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk); MUSHTAQ, Yasir <[mushtaqy@who.int](mailto:mushtaqy@who.int)>; Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Dr. Ibrahim ,

With reference to below placed email regarding Explanation reply of Mr. Zareef the Staff has issued explanation letter on account of late comer and tardiness.

Your kind remarks is still awaited please share your remarks so that further action 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, May 4, 2021 2:07 PM  
**To:** 'Ibrahim' <[kakari@who.int](mailto:kakari@who.int)>  
**Cc:** 'KAKAR, Ibrahim' <[kakari@who.int](mailto:kakari@who.int)>; 'BUGTI, Muhammad Anwar' <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; 'KASI, Arbab Niamat Ullah' <[kasia@who.int](mailto:kasia@who.int)>; 'm.usman@ctc.org.pk' <[m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk)>; 'MUSHTAQ, Yasir' <[mushtaqy@who.int](mailto:mushtaqy@who.int)>; 'Abdullah, Muhammad' <[mabdullah@who.int](mailto:mabdullah@who.int)>  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Dr. Ibrahim ,

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The IO also shared his remarks he did not satisfied the reply from UCPO and stated that the staff reached late and did not inform him about his late arrival .

Please share your remarks and comments 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:** Abdullah, Muhammad [<mailto:mabdullah@who.int>]  
**Sent:** Saturday, May 1, 2021 3:40 PM  
**To:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** KAKAR, Ibrahim <[kakari@who.int](mailto:kakari@who.int)>; BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk); MUSHTAQ, Yasir <[mushtaqy@who.int](mailto:mushtaqy@who.int)>  
**Subject:** Re: [EXT] RE: Response to Explanation letter

Dear Sabeela,  
As per my knowledge, he was late for 30 minutes and was called by the lead monitor. He came back to the Team support center at 10;45 am.  
I do not recall what had happened on the telephonic call between UCPO and the Lead monitor. He did come to the field late and worked on that day.  
Thanks

**Best Regards,**

**Dr. Muhammad Abdullah**  
**Immunization Officer / District Delivery Operation and Supervision Officer**  
**Killa Abdullah**

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**From:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Sent:** Tuesday, April 27, 2021 1:28 PM

**To:** Abdullah, Muhammad <[mabdullah@who.int](mailto:mabdullah@who.int)>  
**Cc:** KAKAR, Ibrahim <[kakari@who.int](mailto:kakari@who.int)>; BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk) <[m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk)>; MUSHTAQ, Yasir <[mushtaqy@who.int](mailto:mushtaqy@who.int)>  
**Subject:** RE: [EXT] RE: Response to Explanation letter

Dear Dr. Abdullah ,

Thanks for the email .

AS the said staff has mentioned that he did not late and he reached with in 5 minutes and informed monitor too.

Please confirm that when he reached on the field and did he inform about his absences to you or monitor?

Please share your remarks and comments 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:** Abdullah, Muhammad [<mailto:mabdullah@who.int>]  
**Sent:** Tuesday, April 27, 2021 1:12 PM  
**To:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Cc:** KAKAR, Ibrahim <[kakari@who.int](mailto:kakari@who.int)>; BUGTI, Muhammad Anwar <[bugtim@who.int](mailto:bugtim@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; KASI, Arbab Niamat Ullah <[kasia@who.int](mailto:kasia@who.int)>; [m.usman@ctc.org.pk](mailto:m.usman@ctc.org.pk); MUSHTAQ, Yasir <[mushtaqy@who.int](mailto:mushtaqy@who.int)>  
**Subject:** Re: [EXT] RE: Response to Explanation letter

Dear Madam

Please proceed as per ctc policy.

Thanks

On 27 Apr 2021 10:42 am, Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:  
Dear Dr. Abdullah ,

With reference to below placed email regarding Explanation reply of Mr. Zareef the Staff has issued explanation letter on account of late comer and tardiness.

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Please share your remarks and comments 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:** zareef Khan [<mailto:zareef8180458@gmail.com>]  
**Sent:** Monday, April 26, 2021 6:47 PM  
**To:** Sabeela Pasha <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)>  
**Subject:** Re: Response to Explanation letter

Respected madam!

In response to your mail regarding late coming on campaign last day. I was just late only five mintes and i called back the monitor within five minutes.Indeed i should not be late even five minutes but you know it was ramazan and i woke up little late on this day. I assure you i will perform on the best of my ability and will give you no chance of complain again.

with regards  
Muhammad Zarif  
UCPO GPI

On Mon, 26 Apr 2021, 10:25 am Sabeela Pasha, <[sabeela@ctc.org.pk](mailto:sabeela@ctc.org.pk)> wrote:  
Dear Mr. Zarif ,

Please find in the attached file your Explanation letter .

Please share your response within 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)