Awais, please issue his non-extension of contract letter.

**From:** FAROOQ, Zainab [mailto:farooqz@who.int]
**Sent:** Thursday, June 3, 2021 4:21 PM
**To:** Ayesha Naeem
**Cc:** ADEM, Abdinasir; NAZEER, Qaesar
**Subject:** FW: [EXT] FW: Resignation of UCPO from Position without Prior intimation

Dear Ayesha,

As per the advice of PTL, we endorse the decision of AC Lahore regarding Ms. Maira request.

Regards

**From:** NAZEER, Qaesar <nazeerq@who.int>
**Sent:** Wednesday, June 2, 2021 5:59 PM
**To:** FAROOQ, Zainab <farooqz@who.int>
**Cc:** ayesha.naeem@ctc.org.pk
**Subject:** Re: [EXT] FW: Resignation of UCPO from Position without Prior intimation

Respected Zainab

I disagree with relocation of mentioned UCPO Maira to this current vacant position.

She is already under show cause with needs improvement score in latest performance appraisal, so for the best interest of program I as Area Coordinator can't afford this.

On Jun 2, 2021 17:16, Ayesha Naeem <ayesha.naeem@ctc.org.pk> wrote:

Dear Ms. Zainab,

With reference to below email from concerned Area Coordinator, UCPO of UC 118 - Mr. Muhammad Safwan Ul Haq (CNIC 3310085035659) has requested to not extend his contract after 31st May, 2021. CTC team tried to contact the said staff several times but he is not receiving calls neither has submitted his written statement. The contract of the staff member has already been expired on 31st May, 2021 and he has not signed his extension contract as well. Moreover, another UCPO UC 145 Nishter Town - Ms. Maira Aslam has requested for her transfer to the vacant position of UC 118 as according to her the travel distance from her home to the currently assigned UC is around 25 KM and it is getting difficult for her to manage.

Feedback and approval of WHO PO is requested for proceeding with the same.

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:** NAZEER, Qaesar <nazeerq@who.int>
**Sent:** Tuesday, June 1, 2021 12:23 PM
**To:** FAROOQ, Zainab <farooqz@who.int>
**Cc:** QASIM, Areej <qasimar@who.int>; EHSAN, Aamir <ehsanam@who.int>; ADEM, Abdinasir <adema@who.int>; PERVEZ, sadaf <pervezs@who.int>; awais@ctc.org.pk
**Subject:** Resignation of UCPO from Position without Prior intimation

Respected Zainab

Greetings from Lahore District Office

Please note that 01 UCPO Mr. Muhammad Safwan-ul-Haq working at UC 118 of Allama Iqbal Town bearing CNIC                 3310085035659 has informed telephonically to Immunization Officer Dr. Sadaf and PDA Ms. Areej that he doesn’t want to continue his job any further as his contract has concluded by 31st May ,2021.

As this intimation is on the last hours without any prior official notice; so please update what the process and SoPs in such scenario.

***Regards***

***Q Nazeer***

***Area Coordinator Lhr***

***+92-333-8561888***