Dear Awais,

With reference to our discussion, the said staff was called for face to face meeting.

The following AOR were discussed in detailed followed by training session.

1. Duty timings
2. AFP Surveillance contribution
3. Essential immunization support
4. SIAs activity timeline and responsibility
5. Activity reports and staff meeting

Kind Regards,

*Dr. Sardar Alam*

*Area Coordinator, WHO*

*Office of The Commissioner DI Khan Division*

*Contact# +92-334-914-2143*

**From:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk) <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)>   
**Sent:** Tuesday, 3 August 2021 10:00 AM  
**To:** ALAM, Sardar <[salam@who.int](mailto:salam@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; RASHID, Mamoon <[mrashid@who.int](mailto:mrashid@who.int)>; SHAKEEL, Samiullah <[shakeels@who.int](mailto:shakeels@who.int)>  
**Subject:** RE: [EXT] Counseling Session

Dear Sir,

Greetings!!

Please share proper document, that which area were covered during the counseling sessions.

Best Regard

Awais Malik

**From:** ALAM, Sardar <[salam@who.int](mailto:salam@who.int)>   
**Sent:** Monday, July 19, 2021 2:39 PM  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; RASHID, Mamoon <[mrashid@who.int](mailto:mrashid@who.int)>; SHAKEEL, Samiullah <[shakeels@who.int](mailto:shakeels@who.int)>  
**Subject:** Re: [EXT] Counseling Session

Dear Awais,

Counseling session with both TPO Wana Mr. Usman and UCPO Mr. Saif Ur Rehman in last week.

IO has session with the UCPO whereas, Area Coordinator held session with the TPO

Kind Regards  
Dr. Sardar Alam  
AC DI Khan Division  
WHO-KP, Pakistan  
Contact # 0334-9142143

**From:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk) <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)>  
**Sent:** Wednesday, 7 July 2021, 7:19 pm  
**To:** ALAM, Sardar  
**Cc:** 'Naila Nizam'  
**Subject:** [EXT] Counseling Session

Dear Dr. Farman

Greetings from CTC!!

It is hereby informed you that the staff member Mr. Saif ur Rehman CNIC# 2170835159573 designation UCPO were marked as need improvement in the latest appraisal activity. As agreed with WHO PO, CTC has issued them a need improvement letter while you are requested to conduct a counseling session with the said staff to discuss how to improve their grey areas of performance. This session shall be properly documented and signed by both of them for future reference.

Please ensure the activity shall be conducted with in a week and shared with CTC so we can notify WHO PO accordingly.

Your kind support and response will be highly appreciated in this regard.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9,  G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92%2051%20111%20111%20920), Cell: Cell:0340-8442573