Issue warning

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]   
**Sent:** Thursday, 5 August 2021 2:45 pm  
**To:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Cc:** KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Subject:** FW: [EXT] RE: Explanation Letter on Account of Professional Misconduct

FYI Please.

**From:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>   
**Sent:** Thursday, 5 August 2021 2:44 PM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Subject:** RE: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Kindly go ahead.

Regards,

Gedi

**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>   
**Sent:** Thursday, 5 August 2021 2:40 PM  
**To:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Subject:** RE: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Sir,

Negligence of Work and Absenteeism was reported against Mr. Zahoor, UCPO UC Bangi Wala, South Waziristan. CTC investigated the matter and Recommended “**Second Warning**” with one day Salary Cut against absence.

Your approval is requested.

Thank you

Waseem Abbas

**From:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>   
**Sent:** Thursday, 5 August 2021 2:19 PM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>; KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>; [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** RE: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Mr. Waseem,

His first warning was issued in 2019 and later on, no disciplinary action has been taken against him. Additionally, in lasted performance appraisal activity, he has secured 86% and is marked as “satisfactory”.Therefore,  a second warning is recommended as it is not a persistent issue.

If you need any further information regarding the same, please let us know.

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](tel:+92%2051%20111%20111%20920), Cell: Cell:0345-8566181

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]   
**Sent:** Thursday, 5 August 2021 12:52 pm  
**To:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Cc:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>; KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>; [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** FW: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Naila,

Mr. Zahoor Ahmad has got Warning previously, would recommendation be for Second Warning or Final Warning?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Conduct** | **Names** | **Designation** | **UC** | **Reason** | **Further Action Taken Yes/ NO** | **Action Taken** |
| Warning | Zahoor Ahmed | UCPO | Bangi Wala | ABSENTEEISM DURING ORDINARY DAYS |  |  |
| Explanation | Zahoor Ahmed | UCPO | Bangi Wala | NEGLECT OF DUTY | No |  |
| Explanation | Zahoor Ahmed | UCPO | Bangi Wala | ABSENTEEISM FROM TRAINING/ MEETING | No |  |
| Explanation | Zahoor Ahmed | UCPO | Bangi Wala | ABSENTEEISM FROM TRAINING/ MEETING | No |  |
| Explanation | Zahoor Ahmed | UCPO | Bangi Wala | ABSENTEEISM DURING ORDINARY DAYS | Yes | Warning |

Thank you

Waseem Abbas

**From:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>   
**Sent:** Wednesday, 4 August 2021 6:02 PM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>; MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** FW: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Mr. Waseem,

With reference to the subject matter, it is to bring in your kind notice that UCPO Mr. Zahoor has denied all the allegations leveled against him in response to the explanation letter issued on account of professional misconduct. Keeping in view the supervisor’s feedback, the said staff response has been found to be unsatisfactory. *(UCPO Mr. Zahoor's response and Supervisor’s feedback are mentioned in the email trail below for reference.)*

Therefore, it is recommended to issue a warning letter to UCPO Mr. Zahoor on account of professional misconduct. Feedback and approval of WHO PO is requested in this regard.

If you need any further information regarding the same, please let us know.

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](tel:+92%2051%20111%20111%20920), Cell: Cell:0345-8566181

**From:** ALAM, Sardar [<mailto:salam@who.int>]   
**Sent:** Wednesday, 4 August 2021 10:25 am  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Subject:** Re: [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Awais,

This is very illogical if a supervisor task a staff how come the next day he would call explanation from the very same staff member.

It was all in knowledge.

Do not agree with the explanation of the staff.

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, August 4, 2021 10:11:13 AM  
**To:** ALAM, Sardar <[salam@who.int](mailto:salam@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Subject:** [EXT] RE: Explanation Letter on Account of Professional Misconduct

Dear Sir,

Your remarks is still awaited.

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

**From:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk) <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)>   
**Sent:** Friday, July 30, 2021 11:51 AM  
**To:** 'salam@who.int' <[salam@who.int](mailto:salam@who.int)>  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Subject:** FW: Explanation Letter on Account of Professional Misconduct

Dear Sir,

Your remarks is requested on the below explanation reply .

Best Regards

Awais Malik

**From:** Zahoor Ahmad <[zahooorahmad22@gmail.com](mailto:zahooorahmad22@gmail.com)>   
**Sent:** Wednesday, July 28, 2021 9:48 PM  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** Re: Explanation Letter on Account of Professional Misconduct

Subject: Reply to Explanation Letter.

R/Sir,

In reply to subject letter I would like to explain that on 11th June after conducting AIC training at DEOC TANK I was assigned with data compilation process by the concerned authorities as a result of which I have to leave the office on 9:00 PM late at night which made me stayed at Tank as there was no transport for Sararogha at that time. Tomorrow Dated:12/07/2021 I joined my field on 1:00 PM on account of coming from Tank.

Regards

Zahoor ahmad Ucpo Bangiwala

On Tue, Jul 27, 2021, 6:48 PM <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)> wrote:

Dear Mr. Zahoor,

Please find attached the explanation letter on account of Professional Misconduct and share your response in this regard.

In case if you need any further information or assistance regarding the same, Please let us know.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

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