



Naveed Haider <naveedhaider.ctc@gmail.com>

Reply to Explanation letter

8 messages

Sikandar Khoso <sikandarkhoso2@gmail.com>
To: Naveed Haider <naveedhaider.ctc@gmail.com>

Fri, Jul 30, 2021 at 7:00 PM

Respected Sir,
Assalam Alaikum,

Dear sir on 19th July 2021 by 4:00 Am I had gone home in emergency, my brother's condition was serious and sir in this sudden situation I lost my senses and could not inform my immediate supervisor IO Dr Farhat, dear sir I confess my blunder but my brother's condition got worse and in this situation I double minded and did not find time to inform my supervisor.

Respected sir, my brother is lecturer and he met an accident in 2015 while going to duty, and lost his leg after that his condition sometimes remains serious and worsening, and he is under treatment and taking medicine still.

Respected sir I know I did wrong but sir please forgive me this time inshallah next time I will never repeat this mistake again.

Your's sincerely
Sikandar
UCPO-GUJRO-4 Zone B

On Fri, 30 Jul 2021, 4:09 pm Naveed Haider, <naveedhaider.ctc@gmail.com> wrote:

Dear Sikandar,

Find the attached explanation letter issued by the competent authority. Share your response to the same email within the given time frame.

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

Naveed Haider <naveedhaider.ctc@gmail.com>
To: "JABEEN, Farhat" <jabeenf@who.int>
Cc: "KHAN, Khalid Khurram" <kkhan@who.int>, Naila Nizam <naila@ctc.org.pk>

Mon, Aug 2, 2021 at 10:16 AM

Dear Dr Farhat,

Kindly share your feedback on the response of the UCPO Sikandar in the appended email.

[Quoted text hidden]

Naveed Haider <naveedhaider.ctc@gmail.com>
To: "JABEEN, Farhat" <jabeenf@who.int>
Cc: "KHAN, Khalid Khurram" <kkhan@who.int>, Naila Nizam <naila@ctc.org.pk>

Fri, Aug 6, 2021 at 12:19 PM

Dear Dr Farhat,

A soft Reminder to share your feedback.

[Quoted text hidden]

JABEEN, Farhat <jabeenf@who.int>
To: Naveed Haider <naveedhaider.ctc@gmail.com>
Cc: "KHAN, Khalid Khurram" <kkhan@who.int>, Naila Nizam <naila@ctc.org.pk>

Fri, Aug 6, 2021 at 11:17 PM

Dear Naveed

As per discussion with UCPO sikander he was apologize for his negligence behavior and he promised that he will not do it again in future.

I hope he will keep in mind and will follow the all SOPs of organization as a employee.

Further Area coordinator will decided that what Action / warning/ counselling can be taken against him.

Regards

Dr.Farhat

[Quoted text hidden]

[Quoted text hidden]

KHAN, Khalid Khurram <kkhan@who.int>
To: "JABEEN, Farhat" <jabeenf@who.int>, Naveed Haider <naveedhaider.ctc@gmail.com>
Cc: Naila Nizam <naila@ctc.org.pk>

Tue, Aug 10, 2021 at 1:43 PM

Dear Naveed,

Thank you for your prompt actions in the case.

Kindly follow that the SOPs for deduction of number of absent days or deduction in leave balance for absent days in this case.

Also kindly warn the staff verbally to avoid such behavior in future. We at ERU will also be doing a counselling session and sharing the record of the meeting with you as well for record

Best regards,

-

Dr Khalid Khurram

DDPO ERU East SHRUCs

World Health Organization – Polio Eradication Initiative

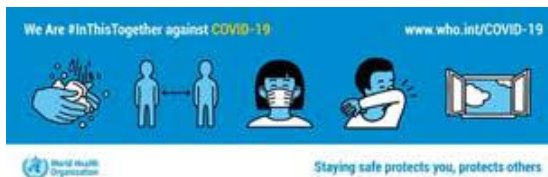
Karachi, Pakistan

Mob: 03002100467

Web: www.who.int

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

Tue, Aug 10, 2021 at 1:48 PM

Madam,

Please find below the recommendation of AC for UCPO Sikandar for his absence from duty without prior notice.

Since he is newly joined UCPO, so there is no disciplinary action found against him.

[Quoted text hidden]

Naila Nizam <naila@ctc.org.pk>

Tue, Aug 10, 2021 at 3:07 PM

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

Cc: "ASLAM, Shaista" <aslamsh@who.int>, Zahra <seidz@who.int>, alisyed@who.int, Naveed Haider <naveedhaider.ctc@gmail.com>

Dear Dr. Asif,

It is to bring in your kind notice that UCPO Mr. Sikandar's response against the explanation letter on account of unapproved absenteeism has been reviewed and found to be satisfactory by the supervisor. (UCPO Response and Supervisor's feedback is mentioned in trail below for reference)

Therefore, it is recommended to issue him verbal warning as a reminder that future lapses/weaknesses will not be tolerated and may result in stern disciplinary actions.

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

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ALI, Asif <asifa@who.int>

Tue, Aug 10, 2021 at 4:22 PM

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

Cc: "ASLAM, Shaista" <aslamsh@who.int>, "SEID, Zahra" <seidz@who.int>, "ALI, Syed Imran" <alisyed@who.int>, Naveed Haider <naveedhaider.ctc@gmail.com>

Copied. Thanks

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

Sent: Tuesday, August 10, 2021 3:07:10 PM

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

Cc: ASLAM, Shaista <aslamsh@who.int>; SEID, Zahra <seidz@who.int>; ALI, Syed Imran <alisyed@who.int>; 'Naveed Haider' <naveedhaider.ctc@gmail.com>

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