Issue warning letter

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]   
**Sent:** Monday, 16 August 2021 10:07 pm  
**To:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Cc:** AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Subject:** Fwd: [EXT] RE: Explanation letter on account of Professional Misconduct

﻿  
FYI please

**From:** "MOHAMED, Gedi" <[mohamedge@who.int](mailto:mohamedge@who.int)>  
**Date:** August 16, 2021 at 10:00:19 PM GMT+5  
**To:** "ABBAS, Waseem" <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** "KHAN, Faizan" <[khanfai@who.int](mailto:khanfai@who.int)>, "AURANGZEB KHAN, Mazhar" <[zebma@who.int](mailto:zebma@who.int)>, "KAMRAN, Waheed" <[kamranw@who.int](mailto:kamranw@who.int)>  
**Subject:** **Re: [EXT] RE: Explanation letter on account of Professional Misconduct**

﻿

Kindly go ahead.

Regards,

Gedi

Get [Outlook for iOS](https://aka.ms/o0ukef)

**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Sent:** Monday, August 16, 2021 9:23 PM  
**To:** MOHAMED, Gedi  
**Cc:** KHAN, Faizan; AURANGZEB KHAN, Mazhar; KAMRAN, Waheed  
**Subject:** Re: [EXT] RE: Explanation letter on account of Professional Misconduct

﻿ Dear Sir,  
  
Mr. Zakir Khan working as UCPO in Mohmand was found absent for two days without proper approval. CTC has recommended warning with non payment of salary against days not worked.  
  
Your approval is requested   
  
Thank you   
  
Waseem Abbas

On Aug 16, 2021, at 9:47 AM, Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)> wrote:

﻿

Dear Mr. Waseem,

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

Therefore, it is recommended to issue a warning letter to UCPO Mr. Zakir on account of professional misconduct ( on account of  non-serious attitude and absenteeism on 16 & 17 July).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | CNIC | District | Tehsil | UC | Previous Disciplinary Action | Previous Performance Appraisal Scoring | Remarks |
| Zakir Khan | 1730193457285 | Mohmand | Baizai | Ghanam Shah | Nill | 83.33% | 1st warning Recommended |

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:** ALI KHAN, Adnan <[aliad@who.int](mailto:aliad@who.int)>   
**Sent:** Thursday, August 12, 2021 8:05 PM  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Cc:** [ucpozakirkhan1992@gmail.com](mailto:ucpozakirkhan1992@gmail.com); KHAN, Saifullah <[skhan@who.int](mailto:skhan@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Subject:** Re: [EXT] RE: Explanation letter on account of Professional Misconduct

Dear awais,

AOA,

Response of the ucpo MR Zakir is not satisfactory as the incident he mentioned is not recent.

Kindly take action accordingly.

Regards:  
  
  
Dr. Adnan Ali Khan   
  
Immunization officer   
  
World Health Organization  
  
District Mohmand  
  
Cell-03179552797  
  
Email: [aliad@who.int](mailto:aliad@who.int)

On Aug 4, 2021 12:46 PM, [awais@ctc.org.pk](mailto:awais@ctc.org.pk) wrote:

Dear Mr. Zakir,

Your response against explanation is still awaited, Please share your response ASAP.

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:** Tuesday, July 27, 2021 6:43 PM  
**To:** 'ucpozakirkhan1992@gmail.com' <[ucpozakirkhan1992@gmail.com](mailto:ucpozakirkhan1992@gmail.com)>  
**Cc:** 'skhan@who.int' <[skhan@who.int](mailto:skhan@who.int)>; 'aliad@who.int' <[aliad@who.int](mailto:aliad@who.int)>; 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Subject:** Explanation letter on account of Professional Misconduct

Dear Mr. Zakir,

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.

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

<mime-attachment>