Dear Mr Awais,

It is to inform that on 23 July, 2021,  UCPO Mr Sajjad failed to share his daily activity report. Although he did share 'Eid mubarak' message on Watsapp at 09:13 AM that day but failed to share the official required task and was marked absent.

Moreover, the concerned TPO had also reported him absent on 23rd July.

Therefore, his explaination doesnt hold much ground.

I hope he will focus on his punctuality in future.

Regards,

Dr Mamoon,

I.O, SWTD

Regards,

**From:** awais@ctc.org.pk <awais@ctc.org.pk>
**Sent:** Monday, August 16, 2021 10:13:51 AM
**To:** ALAM, Sardar <salam@who.int>
**Cc:** 'Naila Nizam' <naila@ctc.org.pk>; RASHID, Mamoon <mrashid@who.int>; UR RASHEED, Haroon <urh@who.int>; SHAKEEL, Samiullah <shakeels@who.int>; ABBAS, Waseem <wabbas@who.int>
**Subject:** [EXT] FW: Explanation on Account of Unapproved Absenteesim

Dear Sir,

Your kind feedback is requested on the below explanation response.

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, Cell: Cell:0340-8442573

**From:** Sajjad Wazir <sajjadwazir86@gmail.com>
**Sent:** Sunday, August 15, 2021 10:11 PM
**To:** awais@ctc.org.pk
**Cc:** Naila Nizam <naila@ctc.org.pk>; ALAM, Sardar <salam@who.int>
**Subject:** Re: Explanation on Account of Unapproved Absenteesim

Respected Sir!

Salaam

               Dear Sir I am not absent at the said day(Friday) 23rd July ,I have done my activities that day but Unfortunately I have forgot daily activity Sms to supervise.Except that I have sent EPI weekly Report to TPO Jan Muhammad and Weekly Zero Report to TPO Usman at that day.

Dear Sir I was on the field that day and I was not absent.

                                    Thanks and regards

                                    Sajjad Ahmad                                                UCPO Ghawa

                                    khawa/Wana/SWTD.

On Fri, Aug 13, 2021, 2:59 PM <awais@ctc.org.pk> wrote:

Dear Sajjad Ahmad

Greetings!

Kindly find the attached explanation letter on account of unapproved absenteeism

Please share your response within stipulated time.

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, Cell: Cell:0340-8442573