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Sent from myMail for Android

-------- Forwarded Message --------  
From: "MOHAMED, Gedi" [mohamedge@who.int](mailto:mohamedge@who.int)  
To: "KHAN, Faizan" [khanfai@who.int](mailto:khanfai@who.int)  
Cc: "ABBAS, Waseem" [wabbas@who.int](mailto:wabbas@who.int), "KAMRAN, Waheed" [kamranw@who.int](mailto:kamranw@who.int), "AURANGZEB KHAN, Mazhar" [zebma@who.int](mailto:zebma@who.int), Naila Nizam [naila@ctc.org.pk](mailto:naila@ctc.org.pk), [awais@ctc.org.pk](mailto:awais@ctc.org.pk), "ALAM, Sardar" [salam@who.int](mailto:salam@who.int), "RASHID, Mamoon" [mrashid@who.int](mailto:mrashid@who.int)  
Date: Wednesday, 18 August 2021, 02:04pm +05:00  
Subject: RE: [EXT] FW: Wazir-s Absent staff Details

Dear Faizan,

It is approved.

Regards,

Gedi

**From:** KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>   
**Sent:** Wednesday, 18 August 2021 12:16 PM  
**To:** MOHAMED, Gedi <[mohamedge@who.int](mailto:mohamedge@who.int)>  
**Cc:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>; KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; [awais@ctc.org.pk](mailto:awais@ctc.org.pk); ALAM, Sardar <[salam@who.int](mailto:salam@who.int)>; RASHID, Mamoon <[mrashid@who.int](mailto:mrashid@who.int)>  
**Subject:** FW: [EXT] FW: Wazir-s Absent staff Details

Dear Sir

Explanation letters were issued to Nine UCPOs/TPOs of Wazir-S  on account of unapproved absenteeism, Response of six are marked as unsatisfactory and disciplinary actions are recommend as per CTC SOPs.

Your kind approval is requested to proceed.

Regards

Faizan Khan

**From:** Naila Nizam [<mailto:naila@ctc.org.pk>]   
**Sent:** Wednesday, 18 August 2021 11:38 AM  
**To:** KHAN, Faizan <[khanfai@who.int](mailto:khanfai@who.int)>  
**Cc:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk); ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Subject:** RE: [EXT] FW: Wazir-s Absent staff Details

Dear Mr. Faizan,

Sorry for the inconvenience.

Please be informed that  UCPO Mr. Badshah Response has been received and the same is updated in the table below. While 01 staff ( Mr. Zahoor Khan) didn’t respond even after being given reminder.

A detailed staff summary with recommended actions are mentioned in the table below and supervisors' feedbacks are also attached for reference.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **Employee** | **CNIC** | **Title** | **District** | **UC** | **Supervisor Remarks** | **Satisfactory/ Unsatisfactory** | **Previous Disciplinary Actions** | **Recommended Actions** |
| 1 | Noor Hassan | 2170843652423 | UCPO | Wazir-S | Wacha Khura | Explanation is accepted. Error on my behalf is regretted ( Annex 1) | Satisfactory | Nill | No Action Recommended |
| 2 | Hafeez Ullah | 2170854382797 | UCPO | Wazir-S | Doag | UCPO Mr Hafeez was reported absent because he failed to share his report on the official channel. However, as the evidence suggest he did submit his report to TPO Usman in private. Therefore, explanation is accepted.( Annex 2 ) | Satisfactory | Nill | No Action Recommended |
| 3 | Sajjad Ahmad | 2170858547281 | UCPO | Wazir-S | Ghawa Khawa | UCPO Mr Sajjad failed to share his daily activity report. Although he did share 'Eid mubarak' message on WhatsApp at 09:13 AM that day but failed to share the official required task and was marked absent. ( Annex 3) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 4 | Saif Ur Rehman | 2170492422725 | UCPO | Wazir-S | Spinkai Raghzai | This is not a valid explanation for their absentee. Health facilities were open on Saturday dated 24/07/21 but still, they were unable to collect zero reports. Everyone was informed through Text messages and WhatsApp as well that if a facility is closed, report them as closed and zero reports not collected but except Mr.Noor Hassan and MR.Saif UCPO wana all didn't respond. ( Annex 4) | Unsatisfactory | Warning on Account of Unapproved absenteeism w.e.f 01 April-2019 | Warning with one day salary  deduction |
| 5 | Zahoor Ahmed | 1210153834963 | UCPO | Wazir-S | Bangi Wala | The said staff didn’t responded to the show cause after giving reminder. Therefore, he is recommended for the disciplinary action. ( Annex 5) | Unsatisfactory | 1) Warning on account of absenteeism w.e.f 10 Aug-2021. 2) Warning on account of absenteeism w.e.f 04 Sep-2019 | Final Warning with one day salary deduction |
| 6 | Tahir Muhammad | 2170306365227 | UCPO | Wazir-S | Makeen | TPO Mr Tahir Mohammad was reported absent on 23 July, 2021 due to non-sharing of any activity report. As a supervisor, I am bound to expect timely report sharing from the field staff.  Mr Tahir, being a local is expected to find efficient ways of timely and regular reporting for the better working of Polio program in his tehsil. Explanation not accepted  ( Annex 6) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 7 | Sher Badshah | 1210168027339 | UCPO | Wazir-S | Makeen | keeping in view his track record, his response is valid and accepted.  But still, as he failed to communicate the issue to this office timely, he will be marked absent with the promise this will be not repeated  in future.(Annuex-07). | Satisfactory | Warning on Account of Unapproved absenteeism w.e.f 04 April-2019 | Verbal Warning with one day salary deduction |
| 8 | Sajid Ullah | 1210165650475 | TPO | Wazir-S | Sarwakai | TPO Sajidullah is a dedicated worker but he failed to share his daily activity report on 23 July, 2021. Despite the fact that most of the health facilities were closed but still he failed to report the same to his supervisor. Therefore, he was marked absent. Moreover there might be communication issues in his tehsil but still as a supervisor, I am bound to expect timely reporting from staff due to polio program needs. Therefore, explanation not accepted. ( Annex 8) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 9 | Jan Muhammad | 2170168455119 | TPO | Wazir-S | Birmal | TPO Mr Jan Mohammad's leave on 16 July, 2021 was approved by myself.  He was mistakenly reported absent by the data entry person which is regretted. ( Annex 9) | Satisfactory | Warning on account of neglect of duty w.e.f 24 Sep-2019 | No Action Recommended |

Approval of WHO PO is requested to proceed with the recommended 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](tel:+92%2051%20111%20111%20920), Cell:0345-8566181

**From:** KHAN, Faizan [<mailto:khanfai@who.int>]   
**Sent:** Wednesday, 18 August 2021 9:44 am  
**To:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**Cc:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk); ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Subject:** RE: [EXT] FW: Wazir-s Absent staff Details

Dear Naila

Can you please check entry 09. His response is marked satisfactory but still recommended for warning.

**From:** Naila Nizam [<mailto:naila@ctc.org.pk>]   
**Sent:** Tuesday, 17 August 2021 2:20 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:** RE: [EXT] FW: Wazir-s Absent staff Details

Dear Mr. Waseem,

In continuation to the below email, it is to bring in your kind notice that explanation letters were issued to the 09 UCPOs on account of unapproved absenteeism . Out of 9, only 7 UCPOs responded to the explanation letters while 02 staff didn’t respond even after being given reminder.

A detailed staff summary with recommended actions are mentioned in the table below and supervisors' feedbacks are also attached for reference.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **Employee** | **CNIC** | **Title** | **District** | **UC** | **Supervisor Remarks** | **Satisfactory/ Unsatisfactory** | **Previous Disciplinary Actions** | **Recommended Actions** |
| 1 | Noor Hassan | 2170843652423 | UCPO | Wazir-S | Wacha Khura | Explanation is accepted. Error on my behalf is regretted ( Annex 1) | Satisfactory | Nill | No Action Recommended |
| 2 | Hafeez Ullah | 2170854382797 | UCPO | Wazir-S | Doag | UCPO Mr Hafeez was reported absent because he failed to share his report on the official channel. However, as the evidence suggest he did submit his report to TPO Usman in private. Therefore, explanation is accepted.( Annex 2 ) | Satisfactory | Nill | No Action Recommended |
| 3 | Sajjad Ahmad | 2170858547281 | UCPO | Wazir-S | Ghawa Khawa | UCPO Mr Sajjad failed to share his daily activity report. Although he did share 'Eid mubarak' message on WhatsApp at 09:13 AM that day but failed to share the official required task and was marked absent. ( Annex 3) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 4 | Saif Ur Rehman | 2170492422725 | UCPO | Wazir-S | Spinkai Raghzai | This is not a valid explanation for their absentee. Health facilities were open on Saturday dated 24/07/21 but still, they were unable to collect zero reports. Everyone was informed through Text messages and WhatsApp as well that if a facility is closed, report them as closed and zero reports not collected but except Mr.Noor Hassan and MR.Saif UCPO wana all didn't respond. ( Annex 4) | Unsatisfactory | Warning on Account of Unapproved absenteeism w.e.f 01 April-2019 | Warning with one day salary  deduction |
| 5 | Zahoor Ahmed | 1210153834963 | UCPO | Wazir-S | Bangi Wala | The said staff didn’t responded to the show cause after giving reminder. Therefore, he is recommended for the disciplinary action. ( Annex 5) | Unsatisfactory | 1) Warning on account of absentissem w.e.f 10 Aug-2021. 2) Warning on account of absentssem w.e.f 04 Sep-2019 | Final Warning with one day salary  deduction |
| 6 | Tahir Muhammad | 2170306365227 | UCPO | Wazir-S | Makeen | TPO Mr Tahir Mohammad was reported absent on 23 July, 2021 due to non-sharing of any activity report. As a supervisor, I am bound to expect timely report sharing from the field staff.  Mr Tahir, being a local is expected to find efficient ways of timely and regular reporting for the better working of Polio program in his tehsil. Explanation not accepted  ( Annex 6) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 7 | Sher Badshah | 1210168027339 | UCPO | Wazir-S | Makeen | The said staff didn’t responded to the show cause after giving reminder. Therefore, he is recommended for the disciplinary action. ( Annex 7) | Unsatisfactory | Warning on Account of Unapproved absenteeism w.e.f 04 April-2019 | Warning with one day salary  deduction |
| 8 | Sajid Ullah | 1210165650475 | TPO | Wazir-S | Sarwakai | As per Supervisor, TPO Sajidullah is a dedicated worker but he failed to share his daily activity report on 23 July, 2021. Despite the fact that most of the health facilities were closed but still he failed to report the same to his supervisor. Therefore, he was marked absent. Moreover there might be communication issues in his tehsil but still as a supervisor, I am bound to expect timely reporting from staff due to polio program needs. Therefore, explanation not accepted. ( Annex 8) | Unsatisfactory | Nill | Warning with one day salary  deduction |
| 9 | Jan Muhammad | 2170168455119 | TPO | Wazir-S | Birmal | TPO Mr Jan Mohammad's leave on 16 July, 2021 was approved by myself.  He was mistakenly reported absent by the data entry person which is regretted. ( Annex 9) | Satisfactory | Warning on account of neglect of duty w.e.f 24 Sep-2019 | Warning with one day salary  deduction |

Approval of WHO PO is requested to proceed with the recommended 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](tel:+92%2051%20111%20111%20920), Cell:0345-8566181

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]   
**Sent:** Wednesday, 11 August 2021 2:51 pm  
**To:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>  
**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:** RE: [EXT] FW: Wazir-s Absent staff Details

Dear Naila,

Thank you for your email. Kindly share a report for management review after investigating the matter.

Regards

Waseem Abbas

**From:** Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>   
**Sent:** Wednesday, 11 August 2021 2:50 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:** [EXT] FW: Wazir-s Absent staff Details

Dear Waseem,

With reference to the SWA attendance sheet shared by AC Mr. Sardar Alam, the following 09 UCPOs were found absent in the month of July. WHO PO approval is requested for the issuance of explanation letters to the said employees to take their stance, followed by disciplinary action in case of unsatisfactory responses received.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **Name** | **CNIC** | **Designation** | **District** | **Tehsil** | **UC** | **Absenteeism Date** |
| 1 | Jan Muhammad | 2170168455119 | TPO | Wazir-S | Birmal |  | 16-Jul-21 |
| 6 | Sajid Ullah | 1210165650475 | TPO | Wazir-S | Sarwakai |  | 23-Jul-21 |
| 2 | Sher Badshah | 1210168027339 | UCPO | Wazir-S | Makeen | Makeen | 23-Jul-21 |
| 3 | Tahir Muhammad | 2170306365227 | UCPO | Wazir-S | Makeen | Wadan | 23-Jul-21 |
| 4 | Zahoor Ahmed | 1210153834963 | UCPO | Wazir-S | Sararogha | Bangi Wala | 23-Jul-21 |
| 5 | Saif Ur Rehman | 2170492422725 | UCPO | Wazir-S | Sararogha | Spinkai Raghzai | 23-Jul-21 |
| 7 | Sajjad Ahmad | 2170858547281 | UCPO | Wazir-S | Wana | Ghwa Khwa | 23-Jul-21 |
| 8 | Hafeez Ullah | 2170854382797 | UCPO | Wazir-S | Wana | Doag | 23-Jul-21 |
| 9 | Noor Hassan | 2170843652423 | UCPO | Wazir-S | Wana | Wacha Khura | 23-Jul-21 |

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