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## Fwd: [EXT] Re: UCPO Osama Leave Application Request

1 message

ALI, Asif <asifa@who.int>

Sun, Oct 17, 2021 at 11:18 PM

To: "naveedhaider.ctc@gmail.com" <naveedhaider.ctc@gmail.com>

Cc: "SEID, Zahra" <seidz@who.int>, "DURRANI, Saima" <durrانى@who.int>, "UDDIN, Farhaj" <sheikhf@who.int>, "naila@ctc.org.pk" <naila@ctc.org.pk>

Dear Naveed,  
please proceed with required action.  
Regards

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**From:** DURRANI, Saima <durrانى@who.int>

**Sent:** Sunday, October 17, 2021 11:09:28 PM

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

**Cc:** SEID, Zahra <seidz@who.int>

**Subject:** Fw: [EXT] Re: UCPO Osama Leave Application Request

Dear Asif,

Please find below email and do needful.

**Best Regards.**

**Saima Durrani | Team Assistant - PEER HELPER | WHO-PEI | Cell + 92 303 2896549 | [durrانى@who.int](mailto:durrانى@who.int) | [saimadurrانى2011@hotmail.com](mailto:saimadurrانى2011@hotmail.com) | Karachi**

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**From:** Naveed Haider <naveedhaider.ctc@gmail.com>

**Sent:** Thursday, October 14, 2021 11:33 AM

**To:** DURRANI, Saima <durrانى@who.int>

**Cc:** ALI, Asif <asifa@who.int>; Naila Nizam <naila@ctc.org.pk>

**Subject:** Fwd: [EXT] Re: UCPO Osama Leave Application Request

Dear Ms Saima,

It has been reported by the IO of Central Karachi that the below-mentioned UCPOs were found absent from the field without prior approval of their supervisor on 11th October, 2021.

Therefore, it is recommended to issue an explanation letter to acquire their stance, followed by a warning letter with a salary cut if their responses are found to be unsatisfactory.

S.No	Name	CNIC	UC	District
1	Syed Osama Tauqir	4210177973789	Nasirabad - 5	Central Karachi
2	Syeda Sadia Adnan	4210129563094	<a href="#">Ancholi - 4</a>	Central Karachi

Kindly take approval for further action.

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

----- Forwarded message -----

From: **UDDIN, Farhaj** <[sheikhf@who.int](mailto:sheikhf@who.int)>  
Date: Tue, Oct 12, 2021 at 11:41 AM  
Subject: RE: [EXT] Re: UCPO Osama Leave Application Request  
To: ASLAM, Shaista <[aslamsh@who.int](mailto:aslamsh@who.int)>, Naveed Haider <[naveedhaider.ctc@gmail.com](mailto:naveedhaider.ctc@gmail.com)>  
Cc: SIDDIQUI, Farhan Ahmed <[siddiquif@who.int](mailto:siddiquif@who.int)>, uzma khalid <[uzma.kkhan@yahoo.com](mailto:uzma.kkhan@yahoo.com)>, CHOUDHRY, Sadia Raza <[choudhrys@who.int](mailto:choudhrys@who.int)>, SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>

Dear Shahista,

Please find below trail of email regarding 2 UCPOs of Gulberg subdivision who are found absent and availed leave without approval their supervisor

The details has been shared with Mr Naveed , for issues of Warning letter as these both staff have other behavioural issues

This is for your information and necessary follow up with CTC

Regards

Sent from my Galaxy

----- Original message -----

From: Naveed Haider <[naveedhaider.ctc@gmail.com](mailto:naveedhaider.ctc@gmail.com)>  
Date: 12/10/2021 11:24 am (GMT+05:00)  
To: "UDDIN, Farhaj" <[sheikhf@who.int](mailto:sheikhf@who.int)>  
Cc: "SIDDIQUI, Farhan Ahmed" <[siddiquif@who.int](mailto:siddiquif@who.int)>, uzma khalid <[uzma.kkhan@yahoo.com](mailto:uzma.kkhan@yahoo.com)>, "CHOUDHRY, Sadia Raza" <[choudhrys@who.int](mailto:choudhrys@who.int)>  
Subject: Re: [EXT] Re: UCPO Osama Leave Application Request

Dear Dr Farhaj,

As per SOP we will issue an explanation to them on account of unapproved absenteeism and if their response is found unsatisfactory then will issue a warning letter to them. This will be done with the approval of WHO PO.

On Tue, Oct 12, 2021 at 11:09 AM UDDIN, Farhaj <[sheikhf@who.int](mailto:sheikhf@who.int)> wrote:

Dear Naveed

Thank you for prompt response , please process the warning letter for both UCPOs

Dear Dr Farhan

Please call both staff and inform them they need to join duty by today

Regards

Sent from my Galaxy

----- Original message -----

From: Naveed Haider <naveedhaider.ctc@gmail.com>

Date: 12/10/2021 11:05 am (GMT+05:00)

To: "SIDDIQUI, Farhan Ahmed" <siddiquif@who.int>

Cc: uzma khalid <uzma.kkhan@yahoo.com>, "UDDIN, Farhaj" <sheikhf@who.int>, "CHOUDHRY, Sadia Raza" <choudhrys@who.int>

Subject: Re: [EXT] Re: UCPO Osama Leave Application Request

Dear Dr. Farhan,

As per SOP he has to apply for leave 15 days before the date of leave, as the wedding is a planned ceremony. Applying for a leave application on the 24th hour is not acceptable.

On Tue, Oct 12, 2021 at 10:53 AM SIDDIQUI, Farhan Ahmed <siddiquif@who.int> wrote:

Dear Uzma,

The leave request of UCPO Usama is declined from DEOC as this practice of availing leave without formal prior approval is not acceptable so you are instructed to ask him to join duty immediately from today. DEOC Central will consider this act as warning for the coming evaluation as well.

Dear Naveed,

Take this matter as per SOPs, this is for your information and necessary action.

Regards,

Dr Farhan Ahmed,

IO-Central.

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**From:** uzma khalid <uzma.kkhan@yahoo.com>

**Sent:** Monday, October 11, 2021 2:06 PM

**To:** SIDDIQUI, Farhan Ahmed <siddiquif@who.int>

**Cc:** UDDIN, Farhaj <sheikhf@who.int>

**Subject:** [EXT] Re: UCPO Osama Leave Application Request

Dear Sir

Kindly see attached leave request of UCPO Osama (UC-31) for his sister's marriage ceremony for further process as per SOP.

Regards

TCO Gulberg

Sent from Yahoo Mail on Android

On Mon, Oct 11, 2021 at 5:03 AM, Syed Osama Tauqir <saam745@gmail.com> wrote:

This is to inform you that I am applying for leave for dates 11-10-2021 to 16-10-2021 on the occasion of my sister's wedding. I have completed my given tasks and kindly grant me leave and accept my request as I am responsible for this ongoing wedding of my sister.

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Thanks & regards,

**Syed Osama Tauqir**

**UCPO**

**UC- 5 (Naseerabad)**

**Gulberg Town**

**District Central**

**Cell # 0332-3833030**

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

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