

From: Sabeela [mailto:sabeela@ctc.org.pk]
Sent: Monday, December 23, 2019 3:40 PM
To: 'DEMEKE, Temesgen Atsedu' <demeket@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; 'BUGTI, Muhammad Anwar' <bugtim@who.int>; 'KHAN, Farmanullah' <khanfarmanullah@who.int>; 'KAKAR, Ibrahim' <kakari@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'ULLAH, Izzat' <iullah@who.int>
Subject: FW: FW: [SPAM] Re: Explanation letter

Dear Sir,

With reference to below placed email regarding explanation reply of UCPO Mr. Sibghat ullah. the said staff issued explanation on account of absenteeism.

The PEO Comments are also mentioned as he stated that the said UCPO has accepted his mistake and apologized for his negligence. So please accept his apology and give him warning with salary cut that he may not repeat the same non serious behavior . the AC also agree with the comments of PEO.

As said staff admitted his mistake and apologized on that so as per SOP it is recommended to issue him warning with 3 days salary cut(11th -13th Dec 2019). and instruct him to not to repeat the same non serious behavior again.

This email is being send to you for your kind information and remarks(if any)

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: KAKAR, Ibrahim [mailto:kakari@who.int]
Sent: Monday, December 23, 2019 3:29 PM
To: Sabeela <sabeela@ctc.org.pk>

Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KHAN, Farmanullah <khanfarmanullah@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; ULLAH, Izzat <iullah@who.int>

Subject: Re: FW: [SPAM] Re: Explanation letter

Agree with comments of 1st line supervisors
Dr ibrahim

On 23 Dec 2019 3:21 pm, Sabeela <sabeela@ctc.org.pk> wrote:

Dear Sir,

With reference to below placed email regarding explanation reply of UCPO Mr.Sibghat ullah. the said staff issued explanation on account of absenteeism.

Your comments/remarks are still awaited please share your kind remarks so that further process will be doe accordingly.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Sabeela [<mailto:sabeela@ctc.org.pk>]

Sent: Friday, December 20, 2019 12:17 PM

To: 'KAKAR, Ibrahim' <kakari@who.int>

Cc: 'Naila Nizam' <naila@ctc.org.pk>; 'BUGTI, Muhammad Anwar' <bugtim@who.int>; 'KAKAR, Ibrahim' <kakari@who.int>; 'KHAN, Farmanullah' <khanfarmanullah@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'ULLAH, Izzat' <iullah@who.int>

Subject: RE: [SPAM] Re: Explanation letter

Dear Dr. Ibrhaim,

With reference to below placed email regarding explanation reply of UCPO Mr.Sibghat ullah. the said staff issued explanation on account of absenteeism.

The PEO Comments are also mentioned as he stated that the said UCPO has accepted his mistake and apologized for his negligence. So please accept his apology and give him warning with salary cut that he may not repeat the same non serious behavior

Your comments/remarks are required so that further process will be done accordingly.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: ULLAH, Izzat [<mailto:iullah@who.int>]
Sent: Friday, December 20, 2019 9:39 AM
To: Sabeela <sabeela@ctc.org.pk>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KAKAR, Ibrahim <kakari@who.int>; KHAN, Farmanullah <khanfarmanullah@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>
Subject: [SPAM] Re: Explanation letter

Dear Sabeela

As the UCPO's stated that he was not well and couldn't inform due to network issue.
As per SOP's he is needed to inform concerned supervisor but he failed to do the same.
As the said UCPO has accepted his mistake and apologized for his negligence. So please accept his apology and give him warning with salary cut that he may not repeat the same non serious behaviour

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

From: Sabeela <sabeela@ctc.org.pk>
Date: 20/12/2019 9:05 am (GMT+05:00)
To: "ULLAH, Izzat" <iullah@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>, "BUGTI, Muhammad Anwar" <bugtim@who.int>, "KAKAR, Ibrahim" <kakari@who.int>, "KHAN, Farmanullah" <khanfarmanullah@who.int>, "KASI, Arbab Niamat Ullah" <kasia@who.int>
Subject: FW: Explanation letter

Dear Dr.Izat ullah,

Please find below the explanation reply of UCPO Mr.Sibghat ullah. the said staff issued explanation on account of absenteeism.

Your comments/remarks are required so that further process will be doe accordingly.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: SIBGHAT ULLAH [<mailto:ullahsibghat720@gmail.com>]

Sent: Wednesday, December 18, 2019 11:21 PM

To: Sabeela <sabeela@ctc.org.pk>

Subject: Re: Explanation letter

Respected madam

On that occasion my health condition was very poor .i could not inform the staff because of acute shortage of network for the purpose to contact some one has to go near to the tower of network.the poor condition of my health did not sustain me to contact them for three days .resultantly.i was considered abscent though .i had peformed field work duty .

On Wed, 18 Dec 2019, 5:16 PM Sabeela, <sabeela@ctc.org.pk> wrote:

Dear Mr. Sibghat ,

Please find in the attached file your explanation letter on account of professional negligence.

please share your reply within 48 hours. otherwise strict disciplinary action will be taken accordingly.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588