

MEMORANDUM

From: Dr. Abdinasir ADEM
Provincial Team Leader
Punjab
DR JAMAL A. AHMED
Team Leader Polio- WHO Pakistan
Through: Dr. Jamal AHMED
Team Leader Polio- WHO Pakistan

To: Dr. Palitha MAHIPALA
Head of WHO Office
Islamabad

Date: December 09, 2019

Attn: Mr. Hassan MURSA
FOO, Polio Pakistan

Originator : Ms. Rusul AMEEN
OO, Polio Pakistan

Subject: Relocation of UCPOs-Punjab/Lahore.

Reference is made to the above mentioned subject and management discussion end of November 2019, Punjab provincial is requesting your kind support with relocation of the following UCPOs for the duration of 06 months from non-high risk to high risk UCs under Lahore district.

S. No.	District	Town	Current UC	Name	Relocation plan
1	LAHORE	SAMANABAD TOWN	104	Ms Ayaas AROOSHA	From UC 104 to UC 136, NISHTAR TOWN
2	LAHORE	SAMANABAD TOWN	92	Mr Ahmed RIZWAN	From UC 92 to UC 139, NISHTAR TOWN
3	LAHORE	DGBT	68	Mr Naeem MUHAMMAD ANSARI	From UC 68 to UC 143, NISHTAR TOWN
4	LAHORE	GULBERG	130	Mr Usman Khan MUHAMMAD	From UC 130 to UC 145, NISHTAR TOWN
5	LAHORE	RAVI TOWN	26	Mr Ali Khan ANDAZ	From UC 26 to UC 10, RAVI TOWN
6	LAHORE	RAVI TOWN	2	Mr Nadeem MUBASHAR	From UC 2 to UC 11, RAVI TOWN
7	LAHORE	RAVI TOWN	1	Mr Abbas AKBAR	From UC 1 to UC 26, RAVI TOWN
8	LAHORE	RAVI TOWN	11	Mr Ramzan MUHAMMAD	From UC 11 to UC 27, RAVI TOWN
9	LAHORE	RAVI TOWN	27	Mr Hussain FARMAN	From UC 27 to UC 28, RAVI TOWN
10	LAHORE	SAMANABAD TOWN	88	Mr Azhar Farooq MUHAMMAD	From UC 88 to UC 104, SAMNABAD TOWN
11	LAHORE	RAVI TOWN	28	Mr Hasan HAMZA	From UC 28 to UC 16, SHALIMAR TOWN
12	LAHORE	RAVI TOWN	10	Mr Azeem Khan MUHAMMAD	From UC 10 to UC 20 SHALIMAR TOWN

This is in the in the context of sensitive period characterized by persistent circulation of the wild polio virus circulation and identification of 20 high risk union councils which need laser focus.

Please note that both first and second line supervisors along with provincial team leader are in agreement of this request. Reference, correspondence through e-mail dated December 02 , 2019.

This memo supported by related e-mail and consent forms is submitted for your kind perusal and approval.

Many thanks and best regards,

HAMMADI, Rusul

From: ALVI, Mohsin Rafique
Sent: Monday, December 2, 2019 10:30 AM
To: ADEM, Abdinasir
Cc: EHSAN, Aamir; HAMMADI, Rusul; QASIM, Areej; ALAM, Muhammad; CHAUDHRY, Muhammad
Subject: Relocation of UCPOs
Attachments: Consent Letter UCPO.pdf; Signed Consent Forms of UCPOs.pdf; UCPOs Relocation Final.xlsx

Respected Sir

As we know district Lahore has continuous positive ES from June 2018 with 4 confirmed polio cases in 2019*. In the light of this WPV circulation other than previously identified high risk UCs and as per TAG recommendation 20 SHRUCs have been identified and approved by EOCs in district Lahore. To give the technical support by partners staff some UCPOs are being relocated. For this relocation their duly signed consent have been taken to avoid any unwanted situation.

Please find below the list of relocated UCPOs along with their consent forms. This is for your kind information and approval.

Regards

Dr Mohsin

AC-WHO

Lahore

DATA BASE

Sr #	Province	District	Tehsil	UC	Tier_IDI MS	Position	Position Status	Name	Relocation Plan UC
1	PUNJAB	LAHORE	SAMANABAD TOWN	UC 104	3	UCPO	Filled	AROOSHA AYAAS MS	Nishter Town 136
2	PUNJAB	LAHORE	SAMANABAD TOWN	UC 92	3	UCPO	Filled	RIZWAN HABIB AHMED MR	Nishter Town 139
3	PUNJAB	LAHORE	DATA GUNJBUX TOWN	UC 68	3	UCPO	Filled	MUHAMMAD NABEEM ANSARI MR	Nishter Town 143
4	PUNJAB	LAHORE	GULBERG TOWN	UC 130	3	UCPO	Filled	MUHAMMAD USMAN KHAN MR	Nishter Town 145
5	PUNJAB	LAHORE	RAVI TOWN	UC 26	4	UCPO	Filled	ANDAZ ALI KHAN MR	Ravi Town 10
6	PUNJAB	LAHORE	RAVI TOWN	UC 2	4	UCPO	Filled	MUBASHAR NADEEM MR	Ravi Town 11
7	PUNJAB	LAHORE	RAVI TOWN	UC 1	4	UCPO	Filled	AKBAR ABBAS MR	Ravi Town 26
8	PUNJAB	LAHORE	RAVI TOWN	UC 11	4	UCPO	Filled	MUHAMMAD RAMZAN MR	Ravi Town 27
9	PUNJAB	LAHORE	RAVI TOWN	UC 27	4	UCPO	Filled	FARMAN HUSSAIN MR	Ravi Town 28
10	PUNJAB	LAHORE	SAMANABAD TOWN	UC 88	3	UCPO	Filled	MUHAMMAD AZHAR FAROOQ MR	Samanabad Town 104
11	PUNJAB	LAHORE	RAVI TOWN	UC 28	4	UCPO	Filled	HAMZA HASAN MR	shahmar Town 15
12	PUNJAB	LAHORE	RAVI TOWN	UC 10	4	UCPO	Filled	MUHAMMAD AZEEM KHAN MR	shahmar Town 20



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. Farman Hussain hereby declare that my duty station is being changed by my consent. Previously I was working in UC 27 now I will be joining UC 28 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'Farman Hussain', with a long horizontal stroke underneath.

Name: **Mr. Farman Hussain**

Designation: Union council Polio Officer

Dated: 29/11/2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. M. Naeem Ansari hereby declare that my duty station is being changed by my consent. Previously I was working in UC 68 now I will be joining UC 143 as a Union council Polio Officer and I have no objection on this change.

Regards,

Name: **Mr. M. Naeem Ansari**

Designation: Union council Polio Officer

Dated: 19.11.2019

A handwritten signature in black ink, appearing to read 'M. Naeem Ansari', written over a horizontal line.




WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. AKBAR ABBAS hereby declare that my duty station is being changed by my consent. Previously I was working in UC-1 now I will be joining UC-26 as a Union council Polio Officer and I have no objection on this change.

Regards,

Name: Mr. AKBAR ABBAS 

Designation: Union council Polio Officer

Dated: 20/11/2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. Humza Hassan hereby declare that my duty station is being changed by my consent. Previously I was working in UC 28 now I will be joining UC 16 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'Humza Hassan', written over a horizontal line.

Name: **Mr. Humza Hassan**

Designation: Union council Polio Officer

Dated: 19.11.2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. *Muhammed Ramzan* hereby declare that my duty station is being changed by my consent.

Previously I was working in *11* now I will be joining *27* as a Union council Polio Officer and I have no objection on this change.

Regards,

Name: Mr. *Muhammed Ramzan*

Designation: Union council Polio Officer

Dated: *20/11/2019*



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. *Mubashar Naadeem* hereby declare that my duty station is being changed by my consent.

Previously I was working in *02* now I will be joining *11* as a Union council Polio Officer and I have no objection on this change.

Regards,

Name: Mr. *MUBASHAR NADEEM*

Designation: Union council Polio Officer

Dated: *20-11-2019*

A handwritten signature in black ink, appearing to read 'M Naadeem', written over a horizontal line.



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. Azeem Khan hereby declare that my duty station is being changed by my consent. Previously I was working in UC 10 now I will be joining UC 20 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'A. Khan', written over a horizontal line.

Name: **Mr. Azeem Khan**

Designation: Union council Polio Officer

Dated: 20/11/2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. Andaz Ali Khan hereby declare that my duty station is being changed by my consent. Previously I was working in UC 26 now I will be joining UC 10 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'Andaz Ali Khan', with a large circular flourish at the end.

Name: **Mr. Andaz Ali Khan**

Designation: Union council Polio Officer

Dated: 19.11.2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. Rizwan Habib Anwar hereby declare that my duty station is being changed by my consent. Previously I was working in UC 92 now I will be joining UC 139 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'Rizwan Habib Anwar', written over a horizontal line.

Name: **Mr. Rizwan Habib Anwar**

Designation: Union council Polio Officer

Dated: 19.11.2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Ms. Aroosha Ayyas hereby declare that my duty station is being changed by my consent. Previously I was working in UC 104 now I will be joining UC 136 as a Union council Polio Officer and I have no objection on this change.

Regards,

Name: **Ms. Aroosha Ayyas**

Designation: Union council Polio Worker

Dated: 19.11.2019

A handwritten signature in black ink, appearing to read 'Aroosha Ayyas', with a small asterisk at the end.



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. M. Usman Khan hereby declare that my duty station is being changed by my consent.

Previously I was working in UC 130 now I will be joining UC 145 as a Union council Polio

Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'M. Usman Khan', written over a horizontal line.

Name: **Mr. M. Usman Khan**

Designation: Union council Polio Officer

Dated: 19.11.2019



WORLD HEALTH ORGANIZATION

PEI/EPI Lahore, Punjab

CONSENT LETTER

I, Mr. M. Azhar Farooq hereby declare that my duty station is being changed by my consent. Previously I was working in UC 88 now I will be joining UC 104 as a Union council Polio Officer and I have no objection on this change.

Regards,

A handwritten signature in black ink, appearing to read 'Azhar Farooq', written over a horizontal line.

Name: **Mr. Azhar Farooq**

Designation: Union council Polio Officer

Dated: 22/11/2019

4. SECTION - IV: POST APPOINTMENT MATTERS

4.1. Joining Report

At the time of assumption of duties, an employee must submit a joining report to the respective CTC HR/regional focal person. This report essentially confirms that he/she is fully aware that there is no legal, ethical or other reason on account of which he/she should not be joining the employment of this company and he/she is not employed by any other organization on whatsoever terms and conditions.

4.2. False or Misleading Statements

If any applicant makes a false or misleading statement when applying for a position with the company, at the time of his/her interview/test, or after securing appointment with the Company, he/she will be liable to instant dismissal, without benefits, on discovery of such falsehood or misrepresentation.

4.3. Confirmation

Upon satisfactory completion of the probationary period, CTC shall issue a confirmation letter.

If an employee does not receive a confirmation letter on completion of his probationary period or an evaluation does not take place for whatsoever reason, it would be understood that the probationary period has been indefinitely extended. Completion of probationary period alone shall not be taken as an evidence of an employee's confirmation.

4.4. Transfers

A Polio Third Party Employee/Probationer of the company is recruited to serve in the UC where they have been appointed on account of the fact that they are residents of that UC, however under exceptional circumstances they may be requested to serve elsewhere within the Tehsil. Their refusal to be reassigned would constitute a reason for termination, since presumably the post would no longer be required in the UC where they had initially been recruited for.

Exceptionally due to programme needs and lack of experienced third party personnel in certain locations; WHO may request CTC to transfer experienced PTPP from one location to another outside of their respective Tehsil. In such cases they will be entitled to DSA/transportation in accordance with WHO rate card.

In case any or certain positions are to be abolished, respective personnel being made redundant can be considered for another similar posts on the condition that they meet the following criteria:

- The new position is within the same geographic area to which the position is mapped .
- The individual under consideration is meeting all the eligibility requirements of the newly created or vacant post (s)
- His/her past performance has been deemed as satisfactory

- In case of failure to provide a valid CNIC within the given time period by the selected personnel, their contracts shall not be awarded.