

Subject **Re: [EXT] Re: Absenteeism from work**
From ALI, Asif <asifa@who.int>
To Naveed Haider <naveed@ctc.org.pk>, DURRANI, Saima <durrانى@who.int>
Copy Naila <naila@ctc.org.pk>, SEID, Zahra <seidz@who.int>
Date 2021-11-23 02:37



Dear Mr. Naveed,
Please proceed as required.

Regards
Dr Asif Ali Zardari
PPEO / WHO / SINDH
asifa@who.int / +92 333 7080705

From: Naveed Haider <naveed@ctc.org.pk>
Sent: Tuesday, November 23, 2021 1:10 PM
To: DURRANI, Saima <durrانى@who.int>
Cc: ALI, Asif <asifa@who.int>; Naila <naila@ctc.org.pk>
Subject: Re: [EXT] Re: Absenteeism from work

Dear Ms Saima,

With reference to the below email, as per SOP it is recommended for issuing of a warning letter with two (2) days salary cut to UCPO Misbah, as she remained absent from field activities for 2 days without approval. Her IO has marked her response unsatisfactory as she was citing that she was late due to non availability of tickets. The response of UCPO and IO feedback is attached with this email for your reference.

Kindly proceed with it for approval.

On 2021-11-16 06:17, DURRANI, Saima wrote:

Dear Mr. Naveed,

Kindly investigate the matter and shar the report for management.

Best Regards,

Saima

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FROM: Naveed Haider <naveed@ctc.org.pk>
SENT: Tuesday, November 16, 2021 5:05:32 PM
TO: DURRANI, Saima <durrانى@who.int>
CC: ALI, Asif <asifa@who.int>; Naila <naila@ctc.org.pk>
SUBJECT: Fwd: Re: [EXT] Re: Absenteeism from work

Dear Ms Saima,

With the reference to the below email, as per IO Dr Attaullah report, UCPO Ms Misbah remained absent from her field activities on 15th and 16th November,2021. Therefore, it is recommended to issue her explanation letter to get her stance on the subject matter.

Kindly proceed with it for approval.

----- Original Message -----

Subject: Re: [EXT] Re: Absenteeism from work
Date: 2021-11-16 05:03
From: "BAIG, Attaullah" <abaig@who.int>
To: Naveed Haider <naveed@ctc.org.pk>

Copy: "SOHO, Ambreen Ibrahim" <sohoa@who.int>

Dear Naveed,
Please proceed as per SOPs. Quality of MR campaign is compromised due to her absence.

Regards

On 16 Nov 2021 14:31, Naveed Haider <naveed@ctc.org.pk> wrote:

Dear Dr Attaullah,

Kindly share your feedback, do you want CTC to initiate disciplinary action against the UCPO Ms Misbah.

On 2021-11-15 22:33, BAIG, Attaullah wrote:

Dear Misbah,

It has been noticed that you have not resumed duty station after leaves. You are absent from your assigned duty station for last three days without any information. You were supposed to resume duty station on November 13, 2021. As you are aware that MR campaign has started from November 15, 2021 and your presence is mandatory for the success of campaign.

Absenting yourself from your assigned roles without any information is a careless behavior and misconduct. No staff is allowed to take any leaves during campaign days. You are directed to immediately report to your duty station and give written explanation for your careless behavior.

Failure to report to your duty station will result in disciplinary action.

Regards

AB

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Naveed Haider
Project Officer
CTC - Sindh
Cell# 03408444500

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Naveed Haider
Project Officer
CTC - Sindh
Cell# 03408444500

Links:

[1] <https://aka.ms/AAb9ysg>

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Naveed Haider
Project Officer
CTC - Sindh
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