



Ref: SL-KPK-015/November/R

Nov 8th, 2021

Mr. Zahoor Ahmed,
CNIC # 1210153834963,
UCPO - Bangi Wala,
Wazir-S - KPK.

Subject: Show Cause Letter on account of Unapproved Absenteeism

Dear Zahoor Ahmed,

This is with reference to the complaint received dated Oct 11th, 2021 regarding your unapproved absenteeism in your capacity as Union Council Polio Officer (UCPO) at Bangi Wala - Sararogha - Wazir-S.

It has been reported that you are not serious towards your job responsibilities and taking the same in a very casual and unprofessional manner. You have remained absent from UCMOs and AICs training dated 9th October, 2021 without showing any sufficient cause or taking any prior approval from the concerned supervisor. Although you were informed regarding this training activity through various channels but you paid no heed. As per the policy, unapproved absenteeism is gross misconduct and your absenteeism clearly shows your irresponsible attitude towards your job and lack of commitment for the noble cause of polio eradication thus necessitates strict action.

Hence, the undersigned hereby issued a show-cause letter to you for your unacceptable behavior. You are required to reply within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards

HR Department

CHIP Training & Consulting