



[CTC - HRO - PTPP - Disciplinary - 7.8.5-g-016 - IF/MA/SA]
[Termination Letter - KPK - Dec-2021]

Ref: TL-KPK-002/December/R

Dec 9th, 2021

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

Subject: Termination of Employment Contract on account of Un-professionalism

Dear Zahoor Ahmed,

This is with reference to the show-cause notices issued to you dated Oct 12th and Nov 8th, 2021 regarding your professional negligence & absenteeism from training in your capacity as Union Council Polio Officer (UCPO) at Bangi Wala - Sararogha - Wazir-S.

It is hereby to inform you that your responses to the show-cause notices were reviewed and found not to be satisfactory. You have failed to submit PTP coverage data in the stipulated time. Due to which the whole district's performance was affected. In addition, 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 authorities. You have been already served with a warning and final warning letters on account of absenteeism. Your actions are violations of the SOPs which shows your lack of interest in your duties thus warrants strict action.

Therefore, it has been decided to terminate your employment contract with immediate effect; hence making Dec 9th, 2021 your last day of employment with CTC.

Please note that you will be paid remuneration against your services for 9 days in the month of Dec-2021. You are directed to return Company's properties that you still have in your possession to your supervisor.

Regards

HR Department
CHIP Training & Consulting

CC;
Personal File.

CHIP TRAINING & CONSULTING (PVT) LTD

CHIP House. Plot # 1, (Fayyaz Market) St # 9, G-8/2, Islamabad - Pakistan
Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

www.ctc.org.pk