

## Nadeem Jan

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**From:** Nadeem Jan <nadeemjan@ctc.org.pk>  
**Sent:** Wednesday, January 15, 2020 7:27 PM  
**To:** 'ASIF, Muhammad Fahad'  
**Cc:** 'drilyaskhansafi8@gmail.com'; 'Shahid Ali'; 'MUFTI, Amir'  
**Subject:** RE: respond to explanation letter of unapproved absenteeism. Dated 6th January 2020

Dear Dr. Muhammad Fahad Asif Sb,

Great thanks for your valuable and comprehensive feedback in this regard.

Regards,

Nadeem Jan  
Project Officer-PTPP CTC

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**From:** ASIF, Muhammad Fahad [mailto:masif@who.int]  
**Sent:** Monday, January 13, 2020 11:19 PM  
**To:** Nadeem Jan  
**Cc:** drilyaskhansafi8@gmail.com; Shahid Ali; MUFTI, Amir  
**Subject:** Re: respond to explanation letter of unapproved absenteeism. Dated 6th January 2020

Dear Nadeem,

Apologies for a late reply because of ongoing campaign activities.

Thank you for adding comments of my office in the chain of emails.

It is being submitted that according to the register of attendance placed in my office where Miss. Poonam has been directed to sign her attendance twice a day, she remained absent on 23-12-2019 (complete day), 24-12-2019 (complete day), 30-12-2019 (no evening attendance) and 31-12-2019 (complete day). Copy of attendance register has been attached with the email.

Furthermore, an application was received in my office in my absence signed by Miss. Poonam upon which “no date” was mentioned. Therefore, approval of the leave could not be completed. Please find attached copy of her leave application with the email.

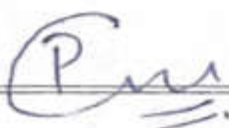

Regards.

Dr. Muhammad Fahad Asif,  
Polio Eradication Officer,  
World Health Organization,  
District Mardan, KPK.  
+92 310 5400008

22	SUNDAY				
23	8:45	Wing	2:pm	Wing	Absent
24	8:45	Wing	2:15	Wing	Absent
25	HOLIDAY				
26	9:am	Wing	2:pm	Wing	9:30 <u>Pu</u>
27	9:am	Wing	2:pm	Wing	9:30 <u>Pu</u>
28	9:am	Wing	1:30	Wing	9:00 <u>Pu</u>
29	SUNDAY				
30	9:am	Wing	2:pm	Wing	9:am <u>Pu</u>
31	9:am	Wing	3:pm	Wing	Absent

**CHIP Training and Consulting (Pvt) Ltd**  
**LEAVE APPLICATION FORM-PTPP Project**

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Poonam
Designation	UCPO
CNIC No.	16101-0713933-0
District/UC	Mardan Basicham
Leave application date	

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Iwali
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input checked="" type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for	
Leave start date	Leave end date
OIC Name and designation:	
Employee signature: 	Date: 23
PEO endorsement: 	Date:
PTL endorsement: For more than Two weeks	Date:

On 10 Jan 2020, at 5:36 pm, Nadeem Jan <[nadeemjan@ctc.org.pk](mailto:nadeemjan@ctc.org.pk)> wrote:

Dear Dr. Muhammad Ilyas and Dr. Muhammad Fahad Asif Sb,

Please find attached communication of Ms. Poonam Kaur response regarding her absenteeism, Looking forward for your valuable feedback in this regard.

Regards,

Nadeem Jan  
Project Officer-PTPP CTC

**From:** Yaseen Khan [<mailto:yaseen.ur.rehman69@gmail.com>]

**Sent:** Thursday, January 9, 2020 11:10 AM

**To:** [nadeemjan@ctc.org.pk](mailto:nadeemjan@ctc.org.pk)

**Subject:** respond to explanation letter of unapproved absenteeism. Dated 6th January 2020

Dear sir,

Kindly find the attached files.

<DADKKWPOGJKA.png>

<IMG-20200109-WA0025.jpg>

<IMG-20200109-WA0024.jpg>

<IMG-20200109-WA0022.jpg>

<WHO Communication-Poonam Kaur-Mardan.pdf>