

From: ALTAHER, Amel [mailto:aaltaher@who.int]
Sent: Tuesday, January 7, 2020 12:29 PM
To: Sabeela <sabeela@ctc.org.pk>; amel2.epi@hotmail.com; DEMEKE, Temesgen Atsedu <demeket@who.int>
Cc: Zarkoon, Safdar Khan <zarkoons@who.int>; NAGI, Rizwan Mehmood <nagir@who.int>; BUGTI, Muhammad Anwar <bugtim@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; KASI, Arbab Niamat Ullah <kasia@who.int>
Subject: RE: Explanation on absentee

Dear Sabeela,
Thank you for the email .well noted
Amel

From: Sabeela <sabeela@ctc.org.pk>
Sent: Tuesday, January 07, 2020 12:17 PM
To: amel2.epi@hotmail.com; ALTAHER, Amel <aaltaher@who.int>; DEMEKE, Temesgen Atsedu <demeket@who.int>
Cc: Zarkoon, Safdar Khan <zarkoons@who.int>; NAGI, Rizwan Mehmood <nagir@who.int>; BUGTI, Muhammad Anwar <bugtim@who.int>; 'Naila Nizam' <naila@ctc.org.pk>; KASI, Arbab Niamat Ullah <kasia@who.int>
Subject: FW: Explanation on absentee

Dear Sir,

With reference to below placed email of PEO Dr. Rizwan Nagi regarding the absenteeism of his UCPO Ms. Ghazala.

the said staff were remained absent from the meeting on 3rd Jan 2020 without informing CTC and without taking leave. PEO asked her about her absenteeism she shared an apology letter in which she stated she was absent due to some urgent piece of work at my home and she admitted that neither she took leave nor informed CTC about her absences. the apology email is attached as well.

all the staff were given SOP session in Nov and Dec month. but after this staff is not following the SOPs.

in the light of aforementioned statement it is recommended to give him **warning on account of absenteeism with 2 days salary cut** and strictly intimate her not to repeat this type of mistake again.

This email is being send to you for your kind information and kind remarks (if any)

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: NAGI, Rizwan Mehmood [<mailto:nagir@who.int>]
Sent: Monday, January 6, 2020 12:11 AM
To: ghazala kakar <ghazalakakar777@gmail.com>
Cc: Zarkoon, Safdar Khan <zarkoons@who.int>; sabeela@ctc.org.pk
Subject: Re: Explanation on absentee

Dear Ghazala,
Your reply is not satisfactory. If you had work at home then you should had applied for leave prior notice.

Dear Sabeela,
Plz proceed according to SOP.

Best regards,
Dr. Rizwan Nagi
PEO Quetta
Cell # 0300 8380422

On Jan 5, 2020 23:45, ghazala kakar <ghazalakakar777@gmail.com> wrote:
Respected sir,

As I have already explained it to you that I will not be able to come to that important meeting just because at the mean time I had an urgent piece of work at my home.

On Sat, 4 Jan 2020, 11:27 am NAGI, Rizwan Mehmood, <nagir@who.int> wrote:

Dear Ghazala,
UCPO Kuchlak-C,

Yesterday you were found absent without information for an important activity i-e; collection of weekly zero reports for your assigned Surveillance Sites.

You are directed to explain your position within 2 days otherwise disciplinary action can be taken against you.

Best regards,
Dr. Rizwan Nagi
PEO Quetta
Cell # 0300 8380422