

Counseling Form

TRAINING
CONSULTING

Counseling Date: 3-1-2022

Name of Employee: <u>Muhammad Inam-ul-Haq</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Harsh Kumar</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC 8 Baldia</u>	Incident Date/Performance Period: <u>July 21 To Dec-21</u>

This counseling session is being held because of the following:

- Attendance/Absenteeism Insubordination Poor Performance
 Non Serious and Casual Attitude Tardiness and Late Comer Weak Supervision Skills
 Violation of leave policy Unprofessional Attitude Neglect of Duty
 Other (Specify) _____

Nature of Incident: Performance variable related to microplanning,
Trainings & Attributes From July to Dec-21 were
discussed in details.

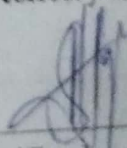
Corrective Action: 1) Focus on Quality microplan
2) Focus on team Trainings & particular areas of weakness

Employee Comments:

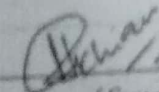
Insha Allah I try to improve my skills and
week points till given time.

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.



Signature of Employee / Date


2/1/21

Signature of Supervisor / Date

Original to: Employee

Counseling Form

Counseling Date: 3-1-2022

Name of Employee: <u>Musfirah Jameel</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Harish Kumar</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC 4 Baldia</u>	Incident Date/Performance Period: <u>July 21 To Dec 21</u>

This counseling session is being held because of the following:

- Attendance/Absenteeism Insubordination Poor Performance
 Non Serious and Casual Attitude Tardiness and Late Comer Weak Supervision Skills
 Violation of leave policy Unprofessional Attitude Neglect of Duty
 Other (Specify) _____

Nature of Incident: Performance verriable related to microplanning, trainings & Attributes from July to Dec 21 were discussed in details along with Attitude issues discussed

Corrective Action: 1) Focus on Quality microplan
2) Focus on team trainings & particular areas of weakness. 3) Attitude with all should be polite

Employee Comments: will be Improve All points

Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your conduct/performance may lead to further administrative action including discipline.

Musfirah 3/1/22
Signature of Employee / Date

Signature of Supervisor / Date

Original to: Employee