



Counseling Form

Counseling Date: 05-Jan-2022

Name of Employee: <u>Nabira Malik</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr Muneeba Hashmi</u>	Supervisor Title: <u>DDOSO</u>
Job Location: <u>UC 02 - Manzoor colony</u>	Incident Date/Performance Period:

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: Field issues regarding AICs/teams, coordination with colleagues, compliance for data submission & verification of required data.

Corrective Action: The staff is counselled regarding all of the above mentioned issues and guided accordingly that how to maintain the integrity, coordination

Employee Comments: Dear Concern i agree all issues and appraisal activity next time I will hundred % accurate data submission and on time and solve all field issues. inshallah.

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.

5/1/2022
Signature of Employee / Date

M. Hashmi 05/01/22
Signature of Supervisor / Date

Original to: Employee
Copies to: Employee's Official Personnel File in Human Resources
Immediate Supervisor