

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 10th January 2022

Name of Employee: Muhammad Farooq	Job Title: Union Council Polio Officer
Supervisor Name: Dr. Nisar Ahmad Khan	Supervisor Title: Immunization Officer
Job Location: Union Council Malana	Incident Date/Performance Period: Previous 6 Month Evaluation

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: Visited by IO Dr. Nisar Ahmad khan in EOA and found that the concerned monitor did not follow his supervision plan. UCSP Zaheer Ahmad took the cluster in the village as per request of DHO and found a lot of missed children which was not recorded. While the concerned monitor shows his poor supervisory skills and does not report TVBMC in the said village.s

Recently visited by PEOC monitor Mr. Tahir Afridi, and found poor IPC skills of the said monitor.

Corrective Action: Counsel with Mr. Farooq and guide on all mistakes. He accepted his mistakes and make a promise to cover all deficiencies.

Employee Comments: I have accepted my all mistakes and will be covering all my deficiencies.

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.

M Farooq 10/01/2022
Signature of Employee / Date

Dr. Nisar
Signature of Supervisor / Date

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

Dr. Nisar
10-01-2022