

To

The HR Department
CHIP Training & Consulting

Subject: Reply to Explanation Letter

Dear Ma'am,

Reference to your letter dated 29th December 2021 regarding Professional Negligence on account of not submitting data within the stipulated timeline. Thank you for providing me the Opportunity to explain my position.

It is stated that on 23rd December the assignment was assigned by my supervisor to collect the data of COVID vaccination from schools within the vicinity of Uc Musazai and the deadline of completing and submission of this task was 28/12/2021.

Uc Musazai is very densely populated and is also geographically very extensively expanded. During initial analysis a total of 23 Schools were identified for collecting of said data. I was able to reach half of them through different channels on 24th December Friday. The following two days Schools were closed on account of Public Holiday and weekend off. It is worth mentioning here that I was performing my duty of Visiting Covid vaccination teams and data re conciliation in the evening during the Public Holiday and weekend off day which can also be confirmed by my Incharge Health Facility Dr.Asif.

On 27th and 28th December remaining Schools were reached and their data was duly compiled and was shared on 29th December 2021 early in the morning with my supervisor.

I will Try my level best to meet all the deadlines for the task Assigned and Hope my explanation may be considered for clearing my Position .

Malik Asim
UCPO UC Musazai
Dated: 30/12/2021