**Inquiry Report**

**On**

**Unprofessional Attitude and Misuse of Authority of UCPO – Peshawar-SMT-Yakatoot-1**

**Inquiry Report by:**

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**Submitted to:**

**WHO PO-KP**

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# **Background:**

A complaint was received from the program team dated 17 November 2021 ***(Complaint attached as Annex-A)***, in which the following allegations have been leveled against UCPO Mr. Muhammad Javed;

1. UCPO Muhammad Javed uses abusive language and frequently disrespects the staff.
2. He rejects the leaves of staff members after they are being approved by their first-level supervisors, and also marks them absent.
3. He does not provide the support requested by staff members and insults them even when they ask work-related questions.
4. He does not allow the staff members to leave the premises until late hours even when they have finished all their assigned work.
5. During the session of IMPACT, the staff had made their complaints against UCPO Mr. Muhammad Javed on forms distributed among them, however, UCPO Mr. Muhammad Javed not only forced them to change those forms but also asked them to rewrite them in his favor.

# **Methodology:**

In order to probe the allegations leveled against UCPO Mr. Muhammad Javed, the CTC team (*PTPP*) and People’s team (*CBV*) visited UC Yakatoot-1 on 3rd December 2021 and conducted individual meetings with UC staff. During the meetings we were able to obtain the below-listed staff’s written statements;

1. AS Maab Noor written statement (Annex-C)
2. CHW Sana written statement (Annex-D)
3. AS Rukhsana written statement (Annex-E)
4. AS Sidra written statement (Annex-F)
5. HTH Nazma Yasmeen written statement (Annex-G)

An explanation letter was issued to UCPO Mr. Muhammad Javed on account of the allegations leveled against him in the complaint and his response was recorded. **(attached as Annex-B)**

# **Key findings:**

Following were the key findings of the inquiry.

* According to the complaint **(attached as Annex-A)** and AS Rukhsana’s written statement **(attached as Annex-E)** UCPO Mr. Muhammad Javed has a harsh temperament and often scolds and disrespects them. He does not provide the support required to the team and insults them when he found any discrepancy in their data.

* During the investigation, AS Maab Noor, CHW Sana, AS Rukhsana, AS Sidra and HTH Nazma Yasmeen claimed that **(their written statements are attached as Annex-C, D, E, F, and G respectively)** UCPO Muhammad Javed demonstrated rigidness regarding leaves and often rejects leave requests and mark them absent. However, after careful examination of the attendance register **(Screenshots of staff attendance for the month of Oct and Nov 2021 is attached as Annex-H),** it was found that the UC staff has obtained a fair share of their leaves which were approved by UCPO and none of them were marked absent. Following are the number of leaves the staff members availed: CHW Sana availed 6 days of leave, AS Maab Noor 5 days, Nazma Yasmeen 2 days, and Sidra availed 1 day leave during Oct and Nov 2021.
* In addition, the above-mentioned staff also complained that **(their written statements are attached as Annex-C, D, E, F, and G)** the working hours of UC are unspecified and UCPO Mr. Muhammad Javed forces them to stay until late hours even when the tasks are completed. The attendance register also showed that the staff leaves at different times mostly after 2:30 PM, and during the pre-campaign, campaign, and post-campaign days 5 to 6 PM. **(ScreenShots of staff attendance for the month of Oct and Nov 2021 is attached as Annex-H)**.
* During the meeting UCPO, Mr. Muhammad Javed claimed that the staff members frequently ask him for leaves which negatively impacts the work efficiency. He further mentioned in his written statement **(the written statement of UCPO Muhammad Javed is attached as Annex-B),** CHW and HTH normally visit 10 HH till 12 PM and when they returned to the Support center they start requesting early leave which is against the leave time communicated by ERU. On normal days the team leaves the support center at 2 pm and during campaign days their leave timing depends on the collection and compilation of data.

Moreover, he mentioned in his written statement that he had rejected some CHW leaves when it was not approved by the first-level supervisor **(Ex-UCDO Ms. Meherunisa)** and marked them absent based on unapproved absenteeism.

* During the course of investigation, the inquiry team asked the UC staff regarding the allegation leveled against UCPO in the complaint **(attached as Annex-A)** that he changed the forms *(given by the IMPACT team for recording complaints)* and force them to rewrite in his favor. All of them denied this allegation during the meeting.
* UCPO Muhammad Javed’s first-level supervisor’s feedback (Dr. Muhammad Kamal) was also obtained **(Dr. Muhammad Kamal's feedback is attached as Annex-I).** Dr. Muhammad Kamal recommended a warning and counseling session for UCPO Muhamamd Javed as he has also received the same complaints from UC staff.

# **Conclusion:**

During the course of investigation, following conclusions have been derived:

1. Based on the facts and findings, the complainant staff has obtained a fair share of their designated leaves which were approved by the UCPO. However, as far as the matter of retaining the staff till late hours is concerned the UCPO Muhammad Javed was not able to provide any justified reason, the staff leave support center mostly after 3 PM and during campaign days after 5:30 PM.

1. It has been observed during the investigation that there is no one team approach in the UC and UCPO Muhammad Javed not only lacks supervisory skills but also has harsh temperament issues, he often insults and scolds his staff if there arises any work related issue which shows his unprofessional attitude.
2. The inquiry team does not find any evidence or witness that proves the allegations that UCPO Muhammad Javed has forced the staff to write in his favor or change the forms during the IMPACT session.

# **Suggestions and Recommendations:**

Based on the finding and conclusion, UCPO Muhammad Javed is recommended for a warning letter on account of professional misconduct and a counseling session should be done on work environment and ethics.

**Thank You**