

Counseling Form

Counseling Date: 21, 12, 2021

Name of Employee: <u>Waheed Ullah</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Ahsan Iqbal</u>	Supervisor Title: <u>IO</u>
Job Location: <u>Ward 4 - City - Peshawar</u>	Incident Date/Performance Period: <u>Oct 2021</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: Immoral jokes, use of inappropriate language and unprofessional attitude.

Corrective Action: Deal with staff within the professional boundaries and in accordance with the work ethics.

Employee Comments: My Seniors supervisors and my co staff which work at UC level all those are always respected for me. I always support and help them in every tasks.

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.

WU
Signature of Employee / Date

Ahsan
Signature of Supervisor / Date

Waheed Ullah
20-12-2021