

## Counseling Form

Counseling Date: 10-Jan-2021

Name of Employee: <u>Muhammad Javed</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Muhammad Kamal</u>	Supervisor Title: <u>IO</u>
Job Location: <u>Yakatoot-1, Peshawar</u>	Incident Date/Performance Period:

This counseling session is being held because of the following:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Attendance/Absenteeism          | <input type="checkbox"/> Insubordination                    | <input type="checkbox"/> Poor Performance        |
| <input type="checkbox"/> Non Serious and Casual Attitude | <input type="checkbox"/> Tardiness and Late Comer           | <input type="checkbox"/> Weak Supervision Skills |
| <input type="checkbox"/> Violation of leave policy       | <input checked="" type="checkbox"/> Unprofessional Attitude | <input type="checkbox"/> Neglect of Duty         |
| <input type="checkbox"/> Other (Specify) _____           |   |  |

**Nature of Incident:** It has been reported during the investigation that Mr. Muhammad Javed has harsh temperament issues, he often insults and scolds his staff if they arise any work related issue. In addition, he retain the staff till late hours, the staff leave support center mostly after 3 PM and during campaign days after 5:30 PM.

**Corrective Action:** During the counseling session, Mr. Muhammad Javed was advised to display a more tolerant behavior towards his subordinates and provide professional support to the staff. In case, a staff member misbehave or does not complete the assigned task, he should file a formal complaint against them, instead of showing aggression. He was also advised to allow the staff early if he/she completed the assigned task.

Employee Comments: I agree with my seniors I will be safe until half time

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.

[Signature]  
Signature of Employee / Date

[Signature]

[Signature] 10.1.22  
Signature of Supervisor / Date

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