

Counseling Form

TRAINING &
CONSULTING

Counseling Date: 14th Mar 2022

Name of Employee: Riaz Ali	Job Title: Union Council Polio Officer
Supervisor Name: Dr Jahangir Korai	Supervisor Title: Area Coordinator WHO Thatta Region
Job Location: UC Golarchi District Badin	Incident Date/Performance Period: Feb 2022

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:

UCPO was alleged for misconduct and harassment by a coworker, later enquiry revealed false allegation of sexual exploitation but on the other hand, poor supervision skills, improper team mobilization and lack of professional attitude found on the part of UCPO.

Corrective Action:

1. Counselling session arranged with UCPO by Area Coordinator.
2. A quick session done on supervision skills and management at UC level. Highlighting issues with way forward actions timely with supervisor and track progress.
3. Agreed on the SOPs implementation and progress against required improvements
4. Further agreed on improving social behavior and learn interaction skills

Employee Comments:

I will improve my work.

I will try my best performance in future.

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.

[CTC - HRO - PTPP - Staff Matters - 7.8.5-w-056]
[Counseling Form - Dec 2021]

Failure to correct your conduct/performance may lead to further administrative action including discipline.

Ria Ahmed - 14/3/2022

Signature of Employee / Date

[Signature] 14-03-2022

Signature of Supervisor / Date

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