

Well noted

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Friday, March 18, 2022 6:39 PM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>; ADEM, Abdinasir <adema@who.int>; raazia.rehman@ctc.org.pk; EHSAN, Aamir <ehsanam@who.int>; NAZEER, Qaesar <nazeerq@who.int>
Subject: RE: [EXT] FW: Show Cause

Dear Ms. Zainab,

In reference to the below email and your telephonic discussion with Ms. Naila, this is to inform you that we have already issued a final warning to her on account of poor performance shown in the campaign on 9 March, 2022. The 2nd show cause was issued in continuation to the issues reported in same the campaign . Therefore, it is suggested to monitor her performance from now on and if any issue reported against her again then we will take action accordingly. As It is clearly mentioned in her final warning letter that her performance will be closely monitored for next three months.

Taking into consideration her last performance appraisal in which she secured 90% marks and has no disciplinary record till now . As per SOPs and management view, it is recommended to give her verbal warning by highlighting the issues to her as we have recently served her final warning letter. If she failed to show any improvement then will terminate her. (screenshot of her last performance appraisal and final warning has been attached for your reference)

For now we recommend to closely monitor her performance for a while and in case of any future lapses she will face appropriate consequences.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: NAZEER, Qaesar [<mailto:nazeerq@who.int>]
Sent: Thursday, March 17, 2022 3:12 PM
To: FAROOQ, Zainab
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom; ADEM, Abdinasir; raazia.rehman@ctc.org.pk; EHSAN, Aamir
Subject: RE: [EXT] FW: Show Cause

Respected Zainab !

Can you update the status regarding UCPO issue.

From: FAROOQ, Zainab <farooqz@who.int>
Sent: Wednesday, March 9, 2022 11:05 AM

To: Raazia <raazia.rehman@ctc.org.pk>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>; NAZEER, Qaesar <nazeerq@who.int>; ADEM, Abdinasir <adema@who.int>
Subject: RE: [EXT] FW: Show Cause

Dear Raazia,

Please proceed as per the SOP's and reservations raised by the Area coordinator.

Regards

From: Raazia <raazia.rehman@ctc.org.pk>
Sent: Wednesday, March 9, 2022 11:00 AM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org
Subject: [EXT] FW: Show Cause

Dear Ms. Zainab,

On the basis of the below reply we received from Maira (UCPO Lahore) against the show cause, we are issuing a final warning to her. As she admitted all the negligences mentioned in the initial complaint.

Waiting for your feedback/approval, so we can proceed with it.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: Maira Jutt [<mailto:mairajutt39@gmail.com>]
Sent: Friday, March 4, 2022 10:52 PM
To: Raazia
Cc: Qaesar NAZEER; areej.who@gmail.com; tahmad@who.int
Subject: Re: Show Cause

Dear Sir/ Madam,

I am writing in response to the show cause letter issued to me regarding poor performance and casual attitude towards my job on 3rd March, 2022. 1st of all, there are 87 teams, 3 UCMOs and 15 AICs in my UC. No doubt this is a huge and vast UC. Some HR issues are also there. In this campaign some teams change or left their area by themselves without informing anyone that caused the issues. Later I also identified such area of some teams and covered it. I apologize for all my another negligences mentioned in the letter. I assure you that I will improve my performance and such attitude will not be repeated again.

Yours truly,
Maira Aslam
UCPO UC 145 Nishtar Town Lahore

On Thu, Mar 3, 2022, 10:37 AM Raazia <raazia.rehman@ctc.org.pk> wrote:

Dear Maira,

This is with reference to the complaint we received regarding you about poor performance in your capacity as UCPO. Please find the attached Show Cause Letter and share your response within the stipulated time.

Please acknowledge this email.

Looking forward to your prompt response.

Regards,

Syeda Raazia Rehman

Project Associate

CHIP Training & Consulting