

Mar 16th, 2022

Mr. Muhammad Ilyas,  
CNIC # 2160426147309,  
UCPO - Spaidar Ali Khel,  
Orakzai - KPK.

Subject: Show Cause Letter on account of Persistent Absenteeism and Dual Job

Dear Muhammad Ilyas,

This is with reference to the complaint received dated Mar 16th, 2022 regarding your unapproved absenteeism and dual job in your capacity as Union Council Polio Officer (UCPO) at Spaidar Ali Khel - Upper Orakzai - Orakzai.

It has been reported that you remained absent from the field activities since 7th March 2022 without showing any sufficient cause or taking prior approval from the concerned authorities. In addition, we have learned from some reliable sources that you have joined your new job position before the completion of your notice period. As per policy, joining a new job before the conclusion of the current employment contract and unapproved absenteeism for more than 03 days are serious misconducts. Your absenteeism clearly shows your irresponsible attitude towards your job and lack of commitment to the noble cause of polio eradication thus necessitating strict action.

Hence, the undersigned hereby issued a show-cause letter to you for your unacceptable behavior. You are required to reply within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards



HR Department  
CHIP Training & Consulting

CC;  
Personal File.

**CHIP TRAINING & CONSULTING (PVT) LTD**

CHIP House, Plot # 1, (Fayyaz Market) St # 9, G-8/2, Islamabad - Pakistan  
Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

[www.ctc.org.pk](http://www.ctc.org.pk)