Dear Saqib

Thanks for the follow up and following the SOP. kindly proceed as per the SOP with provision of the warning.

Regards

Wende

On Jan 2, 2020 4:03 PM, Saqib Atta <[saqib@ctc.org.pk](mailto:saqib@ctc.org.pk)> wrote:

Respected Sir,

Greetings from CTC!

Please find attached performance evaluation report of GB & AJK (3) UCPOs for your perusal . The said UCPOs were marked as “Need Improvement” by their supervisors due to this they were given contract till 31st December, 2019 based on their previous performance evaluation.

Their recent performance evaluation for the period of Oct to Dec, 19 has been completed and is duly filled by their 1st and 2nd level supervisors.

Summary of GB & AJK PTPP staff performance evaluation is mentioned in the below table;

|  |  |  |
| --- | --- | --- |
| Staff Performance Status | UCPO | Recommendation |
| Satisfactory | 0 | Contracts will be extended for 3 month, warning letters will be issued |
| Need Improvement | 3 |
| Grand Total | 3 |  |

Kindly share your comments/feedback ( If any), so we can proceed with their extensions.

If you need any further information regarding the same, please let us know.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

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