

Well noted. Please proceed as per SOP's

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Tuesday, March 29, 2022 5:28 PM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>
Subject: RE: [EXT] Fwd: Sick Leave application Form Rizwan UCPO 139

Dear Ms. Zainab,

This is concerning the issue of Mr. Rizwan Habib Currently working as UCPO in Lahore. In response to his explanation letter we issued to him on account of unapproved absenteeism, he presented with his explanation which is attached above for your reference.

He stated that he didn't avail any unapproved leave instead he informed his IO Dr. Tanzeela via message about his health situation and that he will be taking off (*screen shot is attached*). After going through the details, we came to conclusion that we would give him a verbal warning for this with salary cut (as suggested by his AC Dr. Qaiser).

Your kind approval is awaited in this regard.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: FAROOQ, Zainab [<mailto:farooqz@who.int>]
Sent: Thursday, March 24, 2022 3:42 PM
To: Raazia Rehman
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom
Subject: RE: [EXT] Fwd: Sick Leave application Form Rizwan UCPO 139

Please go ahead as per protocols

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Thursday, March 24, 2022 2:34 PM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>
Subject: FW: [EXT] Fwd: Sick Leave application Form Rizwan UCPO 139

Dear Ms. Zainab,

In reference to the below email, Rizwan Habib UCPO Lahore, remained absent from the field for 4 days. His area coordinator Dr. Qaiser has suggested to deduct his salary against those days, as he submitted his application after he has availed leave against those days (which is against the SOPs).

We would recommend calling his explanation on the matter and if he is not able to state any valid reason for his action then appropriate actions should be considered along salary deduction.

Waiting for your approval on the matter.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: NAZEER, Qaesar [<mailto:nazeerq@who.int>]
Sent: Thursday, March 24, 2022 9:19 AM
To: raazia.rehman@ctc.org.pk; Naila Nizam
Cc: AHMAD, Tanzeela; rizwan habib; QASIM, Areej; FAROOQ, Zainab; EHSAN, Aamir
Subject: RE: [EXT] Fwd: Sick Leave application Form Rizwan UCPO 139

Dear CTC Team

Please consider UCPO Rizwan Habib Absent from 14th to 17th March 2022, and deduct his days salary. As he applied for leave on completion of that particular illness which is against the SoPs.

Respected Dr. Tanzeela is also requested to consider the dates applied by UCPO and then approve. CTC Team is requested to ensure the application of recommendations.

From: Dr Tanzeela <drtanzeelaahmad@yahoo.com>
Sent: Wednesday, March 23, 2022 11:57 PM
To: NAZEER, Qaesar <nazeerq@who.int>
Cc: Areej <areej.naeem@gmail.com>
Subject: [EXT] Fwd: Sick Leave application Form Rizwan UCPO 139

Respected sir,
Leave is recommended and forwarded for your approval

Regards

Dr Tanzeela Ahmad

IO-WHO

----- Forwarded message -----

From: rizwan habib <razi.habib@hotmail.com>
Date: Mar 17, 2022 12:04 AM
Subject: Sick Leave application Form Rizwan UCPO 139
To: Dr Tanzeela <drtanzeelaahmad@yahoo.com>
Cc:

Assalam o Alikum,

Respected Madam,

I'm suffering from Stomach infection, loose motion Diarrhea, abdominal pain and vomiting, so ma'am unable to perform my duty.

Please grant me leave from 14.03.22 to 18.03.22

I attached my Application form with this email, I shall be very thankful to you

Thanks & Regards

Rizwan Habib

UCPO 139

Nishter Town