

Naveed Haider

From: Naila Nizam [naila.nizam@chipconsulting.org]
Sent: Wednesday, April 6, 2022 10:53 AM
To: 'Naveed Haider'
Subject: FW: PTPPs Appraisal Report(Jan to Mar) and Contract Extension
Attachments: Overall Performance Appraisal Report - Mar 2022.xlsx; FW: [EXT] FW: Sindh Appraisal Activity Jan-Mar 22 (27.3 KB); [EXT] Need Improvement Staff Performance Appraisal Activity March-2022 (56.8 KB); [EXT] Performance Appraisal Jan-Mar,2022 (10.2 KB)

From: Naila Nizam [mailto:naila.nizam@chipconsulting.org]
Sent: Tuesday, 29 March 2022 3:05 pm
To: 'PARVEEN, Khalida' <parveenk@who.int>
Cc: 'Raazia' <raazia.rehman@ctc.org.pk>; 'AHMAD, Shakeel Muhammad Saleem' <ahmadsh@who.int>; 'ZAHEER, Bilal' <zaheerbi@who.int>; 'majid@ctc.org.pk' <majid@ctc.org.pk>; 'irfan@ctc.org.pk' <irfan@ctc.org.pk>
Subject: RE: PTPPs Appraisal Report(Jan to Mar) and Contract Extension

Dear Ms. Khalida,

In continuation to the below email, 18 UCPO's contracts were extended till Mar 2022 based on their performance appraisal.

Currently, 15 UCPOs are working, and their performance appraisal activity has been conducted for the period of Jan to March 2022. The appraisal reports have been duly endorsed by their PTLs and attached for your information.

| Performance Status | No. of TPOs | No. of UPOs | CTC Remarks |
|--------------------|-------------|-------------|--|
| Satisfactory | 1 | 13 | Contract Extension is recommended from April to June |
| Unsatisfactory | 0 | 2 | Based on their Dec 2021 performance evaluation, they need improvement letter and counseling session. There to issue a warning letter with 3 month's contract extension. If they fail to improve their performance within the stipulated period, disciplinary action shall be taken against them as per the rules. Extension is recommended from April to June |
| Total Staff | 1 | 15 | |

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

Regards,
Naila Nizam
Project Manager
CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell:[0345-8566181](tel:0345-8566181)

From: PARVEEN, Khalida [<mailto:parveenk@who.int>]
Sent: Wednesday, 22 December 2021 3:28 pm
To: Naila Nizam <naila@ctc.org.pk>
Cc: faysal@ctc.org.pk; AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; ZAHEER, Bilal <zaheerbi@who.int>
Subject: FW: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Dear Naila,

You are requested to extend the contracts of PTPP staff (983 in number) effective from 1st Jan 2022- 30th June 2022.

P.S: As discussed over phone, those 18 whose performance were marked as needs improvement; their performance reports (re-evaluation) would be shared with us in March 2022. In case of no improvement in their performances, the disciplinary action should be taken as per SOP.

Best Regards,

khalida

From: KHAN, Zainul Abedin <khanzai@who.int>
Sent: Wednesday, December 22, 2021 12:54 PM
To: ZAHEER, Bilal <zaheerbi@who.int>
Cc: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; PARVEEN, Khalida <parveenk@who.int>
Subject: RE: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Go ahead. Zain

From: ZAHEER, Bilal <zaheerbi@who.int>
Sent: Wednesday, December 22, 2021 9:44 AM
To: KHAN, Zainul Abedin <khanzai@who.int>
Cc: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; PARVEEN, Khalida <parveenk@who.int>
Subject: RE: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request
Importance: High

Dear Dr Zainul,

As discussed; proposed period of extension will be 6-months

Regards,

Bilal

From: KHAN, Zainul Abedin <khanzai@who.int>
Sent: Wednesday, 22 December 2021 8:54 AM
To: ZAHEER, Bilal <zaheerbi@who.int>
Cc: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; PARVEEN, Khalida <parveenk@who.int>
Subject: RE: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Let me know the duration of extension. Zainul

From: ZAHEER, Bilal <zaheerbi@who.int>
Sent: Wednesday, December 22, 2021 8:19 AM
To: KHAN, Zainul Abedin <khanzai@who.int>
Cc: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>; PARVEEN, Khalida <parveenk@who.int>
Subject: Fwd: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Dear Dr Zainul,

This is to seek your concurrence to proceed further with PTPPs extension through CTC. Standard procedure was followed for evaluation for the proposed extensions effective 1 January 2022.

Regards,

Bilal

From: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>
Sent: Tuesday, December 21, 2021 10:26:58 AM
To: ZAHEER, Bilal <zaheerbi@who.int>
Cc: PARVEEN, Khalida <parveenk@who.int>; KHAN, Zainul Abedin <khanzai@who.int>
Subject: FW: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Dear Bilal Sb ,

Please find attached appraisal report of PTPP Staff (UCPO, TPO, PSTF members) for the period of (1 July to 31 Dec ,2021). Kindly find below the total summary of PTPP staff whose contracts would be extended from 1st Jan 2022 till 31st March 2022 upon your advice and approval.

1. Total 985 staff contracts will expire on 31st Decemeber,21 . Out of which **983 staff are recommended for further extension (1 UCPO is recommended for non-extension of contract and 1 has reached to his due age of retirement upon reaching the age of 60 years)**
2. Out of 918 (UCPOs and TPOs) 18 Staff are marked as “need improvement” in during appraisal activity
3. 1 TPO & 3 UCPO who have not been evaluated in recent appraisal activity due to their joining in the month of December 2021. Their performance will be evaluated in next appraisal activity.

4. CTC has conducted performance appraisal activity for the period of July to Dec 2021, All province appraisals report and PTLs approvals are attached

| PTPP Staff Contract Extension Summary - Dec 2021 | | | | | |
|--|---------------|-------------|------------|-------------|---|
| Province | No. of PSTFMs | No. of TPOs | No. UCPOs | Grand Total | |
| BAL | 9 | 21 | 150 | 180 | *Total 983 *01 UCPO employe Earlier, he account of *01 UCPO SOPs he is contract. |
| GB | | 8 | | 8 | |
| AJK | | 1 | | 1 | |
| ISB | | 4 | 21 | 25 | |
| KP | 43 | 54 | 278 | 375 | |
| PUNJAB | | 31 | 51 | 82 | |
| SINDH | 10 | 23 | 281 | 314 | |
| Grand Total | 62 | 142 | 781 | 985 | |

Regards,
Shakeel Ahmad

From: AHMAD, Shakeel Muhammad Saleem
Sent: Thursday, December 16, 2021 3:11 PM
To: ZAHEER, Bilal <zaheerbi@who.int>
Cc: KHAN, Zainul Abedin <khanzai@who.int>; PARVEEN, Khalida <parveenk@who.int>
Subject: PTPPs Appraisal Report(July 21 - December 21) and Contract Extension request

Dear Bilal Sb ,

Please find attached appraisal report of PTPP Staff for the period of (1 July to 31 Dec ,2021).Kindly find below the total summary of PTPP staff whose contracts would be extended from 1st Jan 2022 till 31st March 2022 upon your advice and approval.

1. Total 985 staff contracts will expire on 31st Decemeber,21 of which **983 staff are recommended for further extension**
2. Out of 918 (UCPOs and TPOs) 18 Staff are marked as “need improvement” in during appraisal activity, Out of which **1 UCPO** from Sindh is recommended for “Non Extension of Contract” because of not showing any

improvement in his performance and **01 UCPO** has reached his age of retirement however, No further Contract Extended.

3. 1 TPO & 3 UCPO who have not been evaluated in recent appraisal activity due to their joining in the month of December 2021. Their performance will be evaluated in next appraisal activity.
4. CTC has conducted performance appraisal activity for the period of Oct to Dec 2021", All province appraisals report and PTLs approvals are attached.

| PTPP Staff Contract Extension Summary - Dec 2021 | | | | | |
|--|---------------|-------------|------------|-------------|---|
| Province | No. of PSTFMs | No. of TPOs | No. UCPOs | Grand Total | |
| BAL | 9 | 21 | 150 | 180 | |
| GB | | 8 | | 8 | |
| AJK | | 1 | | 1 | *Total 983 |
| ISB | | 4 | 21 | 25 | *01 UCPO employe Earlier, he account of |
| KP | 43 | 54 | 278 | 375 | |
| PUNJAB | | 31 | 51 | 82 | *01 UCPO further |
| SINDH | 10 | 23 | 281 | 314 | |
| Grand Total | 62 | 142 | 781 | 985 | |

Regards,
Shakeel Ahmad

From: faysal@ctc.org.pk <faysal@ctc.org.pk>
Sent: Thursday, December 16, 2021 1:47 PM
To: PARVEEN, Khalida <parveenk@who.int>; AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>
Cc: naila@ctc.org.pk; ZAHEER, Bilal <zaheerbi@who.int>; irfan@ctc.org.pk; majid@ctc.org.pk
Subject: FW: RE: [EXT] contract expiry query

Dear Ms. Khalida & Mr. Shakeel,

Reference to the Dec performance appraisal activity, CTC has conducted performance appraisal activity for the period of July to Dec 2021 against the 777 UCPOs and 141 TPOs and the appraisal report has been duly

endorsed by respective PTLs. All province appraisals report and PTLs approvals are attached for your reference.

Out of 918 (UCPOs & TPOs) , 18 staff have been marked as “need improvement” or “ work performed inadequately”. Therefore, they shall be re-evaluated after 3 months and if they fail to improve their performance within the stipulated time, strict disciplinary action shall be taken against them as per SOPs. Also, 62 PSTFM Performance feedback has been taken from the PSTFM focal persons and also approved by PTL(s)

Additionally, 985 staff contracts will expire on 31st dec,21 out of which 984 staff are recommended for further extension. A summary sheet of TPOs and UCPOs Appraisals and PTPP staff contract extension summary is also attached for your perusal and approval.

| PTPP Staff Contract Extension Summary - Dec 2021 | | | | | |
|--|---------------|-------------|------------|-------------|---|
| Province | No. of PSTFMs | No. of TPOs | No. UCPOs | Grand Total | |
| BAL | 9 | 21 | 150 | 180 | |
| GB | | 8 | | 8 | |
| AJK | | 1 | | 1 | *Total 984 |
| ISB | | 4 | 21 | 25 | *01 UCPO employee Earlier, he account of |
| KP | 43 | 54 | 278 | 375 | |
| PUNJAB | | 31 | 51 | 82 | *01 UCPO Sindh has |
| SINDH | 10 | 23 | 281 | 314 | |
| Grand Total | 62 | 142 | 781 | 985 | |

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

Regards,

Faysal
Project Coordinator - PTPP
CHIP Training & Consulting
Cell Number: 03458581630

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

From: PARVEEN, Khalida <parveenk@who.int>

To: Naila Nizam <naila@ctc.org.pk>

Cc: ZAHEER, Bilal <zaheerbi@who.int>, irfan@ctc.org.pk <irfan@ctc.org.pk>, majid@ctc.org.pk <majid@ctc.org.pk>, AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>, PERCL, Matthias <perclm@who.int>

Date: Wednesday, 10 November 2021, 4:21 PM +0500

Subject: RE: [EXT] contract expiry query

Dear Naila,

Please proceed for one month extension in contracts of 84 UCPOs whose contracts are ending on 30th November, 2021. Also please conduct Performance appraisal of all PTPP staff in December,2021 and share with Federal Office maximum by 15th December 2021.

Best Regards,

khalida

From: Naila Nizam <naila@ctc.org.pk>

Sent: Wednesday, November 3, 2021 12:04 PM

To: AHMAD, Shakeel Muhammad Saleem <ahmadsh@who.int>

Cc: ZAHEER, Bilal <zaheerbi@who.int>; PARVEEN, Khalida <parveenk@who.int>; irfan@ctc.org.pk; majid@ctc.org.pk; faysal@ctc.org.pk

Subject: [EXT] contract expiry query

Dear Mr. Shakeel,

It is to bring in your kind notice that 84 UCPOs contracts will expire on 30th Nov 2021 while 901 UCPOs/TPOs/PSTFMs contracts will expire on 31st Dec 2021. Your kind guidance is requested; shall we conduct performance appraisal activity of all the staff in Dec or shall we proceed with the appraisal activity w.r.t contract expiry?

Curently, we have two contract expiry dates in the PTPP project, it is proposed to extend the 84 UCPOs contracts for a month, so all the PTPP staff contract status will be uniform.

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

Regards,

Naila Nizam

Project Manager

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Tel: +92-51-111-111-920, Cell:0345-8566181