

Agreed as commented by Mr. Shahzad (Supervisor of TPO)

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Tuesday, 12 April 2022 11:47 AM
To: BHURT, Abdul Wahid <bhurta@who.int>
Cc: naila.nizam@chipconsulting.org
Subject: [EXT] FW: FW: Official explanation (Mr. Manzoor, TPO Gilgit)

Dear Dr. A Wahid,

This is to bring in your kind notice that as discussed with Mr. Shahzad regarding TPO Manzoor, we are issuing him a verbal warning for his delinquencies so that in future these lapses can be avoided.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: Syed Shahzad Hussain [<mailto:shaz.aku@gmail.com>]
Sent: Tuesday, April 12, 2022 10:37 AM
To: Raazia Rehman
Cc: BASIT, Abdul; naila.nizam@chipconsulting.org
Subject: Re: FW: Official explanation (Mr. Manzoor, TPO Gilgit)

Dear Ms. Raazia,

Thanks for the email.

The response by Mr. Manzoor is satisfactory and i think verbal warning at this point would be enough.

Thanks
Shahzad

On Mon, Apr 11, 2022, 21:50 Raazia Rehman <raazia.rehman@chipconsulting.org> wrote:

Dear Mr. Shahzad,

Below is the response of Manzoor Alam – TPO Gilgit for your reference. He has admitted his negligence in his response, we recommend to issue him a verbal warning for his delinquencies.

Please share your views on this so we can proceed with the next action accordingly.

Regards,

Syeda Raazia Rehman

Project Associate

CHIP Training & Consulting

From: manzoor alam [mailto:manzooralam.kiu121@gmail.com]

Sent: Saturday, April 9, 2022 11:18 AM

To: Raazia Rehman

Cc: BHURT, Abdul Wahid; BASIT, Abdul; Raazia; naila.nizam@chipconsulting.org; Syed Shahzad Hussain

Subject: Re: Official explanation (Mr. Manzoor, TPO Gilgit)

Dear Madam .

Hope you are doing well and in good state of mind and health. Yesterday I received a warning letter from you with regard to my negligence of duty and was asked to write an explanation letter.

I am really sorry for my unacceptable behavior and I know that there is no explanation that would justify my negligence but I am actually going through a really rough time .On that day I was with fastings and feelings not well so that I went earlier and not able to communicate with my supervisor.

I am really sorry that I disappointed you but I assure that you will not hear such complaints again.I will put all my focus on work and try to follow office timings.

I hope you accept my apology.

Best Regards.

Manzoor Alam

TPO Gilgit

On Fri, 8 Apr 2022, 4:03 pm Raazia Rehman, <raazia.rehman@chipconsulting.org> wrote:

Dear Manzoor,

Please find the attached Explanation Letter on account of Tardiness and Late Comings.

Regards,

Syeda Raazia Rehman

Project Associate

CHIP Training & Consulting

From: Syed Shahzad Hussain [mailto:shaz.aku@gmail.com]

Sent: Thursday, April 7, 2022 2:45 PM

To: manzoor alam

Cc: BHURT, Abdul Wahid; BASIT, Abdul; Raazia; naila.nizam@chipconsulting.org

Subject: Official explanation (Mr. Manzoor, TPO Gilgit)

Dear Mr. Manzoor,

It has been observed on multiple occasions that you are not complying with official timings. I have given you multiple verbal warnings but your punctuality is not improving.

Today you left the office at 1 pm and never came back. When I called you, you were at home and behaved ill professionally.

It has been observed that your behavior and attitude towards work are getting poor day by day.

Requesting CTC colleagues for an official warning letter.

Thanks

Shahzad