

# Counseling Memorandum

Counseling Date: 31-05-2022

Name of Employee: Imran Khan	Job Title: UCPO
Supervisor Name: Dr. M Kamal	Supervisor Title: IO
Job Location: Yakatoot 2	Incident Date/Performance Period:

This counseling session is being held because of the following;

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Attendance/Absenteeism   | <input type="checkbox"/> Insubordination          | <input type="checkbox"/> Poor Performance        |
| <input type="checkbox"/> Non Serious and Casual Attitude                                  | <input type="checkbox"/> Tardiness and Late Comer | <input type="checkbox"/> Weak Supervision Skills |
| <input type="checkbox"/> Violation of leave policy  | <input type="checkbox"/> Unprofessional Attitude  | <input type="checkbox"/> Neglect of Duty         |
| <input checked="" type="checkbox"/> Other (Specify) Concealment of Subordinate Misconduct |   |  |

**Nature of Incident:** Based on the inquiry conducted dated 20th April 2022, the behavior of UCDO Ms. Sumaira is highly unprofessional. She makes derogatory remarks and insults the staff. UCPO Mr. Imran Khan was aware of her behavior but instead of reporting her to high ups he was supporting her.

**Corrective Action:** Mr. Imran Khan should play his role neutral and unbiased with all UC staff. He should report his subordinates if he/she misbehave with CHWs OR AS.

**Employee Comments:** In future I will try my best to maintain a good working atmosphere for all the cadres and will Report each and everything to my Super.

*Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.*

**Failure to correct your conduct/performance may lead to further administrative action including discipline.**

Imran Khan  
31/5-2022/-  
Signature of Employee / Date

Sumaira  
Signature of Supervisor / Date

Original to: Employee  
Copies to: Employee's Official Personnel File in Human Resources  
Immediate Supervisor