

Please proceed as per SOPs.

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Monday, June 13, 2022 3:12 PM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>
Subject: FW: [EXT] FW: Explanation Letter

Dear Ms. Zainab,

In reference to the Disciplinary case of UCPO Rawalpindi Ms. Saira Syed, keeping in view her stance on the explanation letter issued to her previously we would like to advance with warning as recommended by her first level supervisor Dr. Najeeb.

Your kind feedback/approval is requested on the matter in order to proceed further.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: ULLAH, Najeeb [<mailto:nullah@who.int>]
Sent: Thursday, June 9, 2022 11:13 AM
To: Raazia Rehman
Cc: AKBAR, Shumila; MASOUD-UL-HASSAN, Muhammad; naila.nizam@chipconsulting.org
Subject: Re: [EXT] FW: Explanation Letter

Dear Miss.Raazia,

Thank you for your prompt actions.

Saira Ucpo is no doubt handling the most difficult Uc and try giving her best.Yet,after discussion with worthy Area Coordinator the undersign recommend written warning on using Old formats of the Micro plan,as the subject matter has been under discussion in Dc office many a times and cant be ignored.

Thank you with Best Regards.

On 8 Jun 2022 11:23 am, Raazia Rehman <raazia.rehman@chipconsulting.org> wrote:
Dear Dr. Najeeb,

Please find the below reply of Ms. Saira Syed over the explanation issued to her. According to her the process smooth flow disturbed while copying the plan and said that she will stay more vigilant from next time. The complaint we received against her is also attached for your reference.

Kindly provide us with your valuable insight about what should be the next course of action in your opinion if any.

Waiting for your kind response.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: Saira Shah [<mailto:sairasyed09@gmail.com>]

Sent: Wednesday, June 8, 2022 10:34 AM

To: Raazia Rehman

Cc: akbars@who.int; nullah@who.int; masoudulhassanm@who.int; naila.nizam@chipconsulting.org

Subject: Re: Explanation Letter

Aoa

Respected Ma'am,

First of all i apologize for this issue. It is great owner for me to serve a national cause and i always try my best to serve this. I have prepared complete micro plan for said campaign and gave it to AIC's of my UC as they made copies for themselves but they did some mistakes while copying plan provided by me. I will force them in future to complete their copies before time so i can double check their copies and i will try my best under the guidelines of my supervisors to avoid that issue in future.

Regards,

Saira Syed

UCPO-GIRJA

Rawalpindi