

Dear Ms. Zainab,

This is to bring in your notice that we received a complaint against UCPO Ma. Laila from her supervisor on account of absenteeism. In order to move forward, we are first issuing her an explanation letter to take her stance on the matter, after that we will move forward with the next suitable action depending upon her reply.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: MASOUD-UL-HASSAN, Muhammad [mailto:masoudulhassanm@who.int]
Sent: Wednesday, June 15, 2022 9:35 AM
To: raazia.rehman@ctc.org.pk
Cc: AKBAR, Shumila; ALI, Furqan
Subject: Un informed/ un notified absence from Duty (Ms Laila UCPO IC 10)

Dear Ms Raazia,

I hope this email finds you in best.

This is to inform you Ms Laila ICPO UC-10 was found absent from her duty without notifying on 13th June 2022. On that day we had a very important training of UCPOs as we being high risk District are in Pre-campaign phase.

This is not first time, she'd been informed verbally previously to get leaves as per SOPS. You're hereby requested to proceed accordingly for strict disciplinary action.

Thanks

Dr M.Masoud-ul-Hassan
Immunization Officer -WHO Rawalpindi
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Email:- masoudulhassanm@who.int