

## Shahid Ali

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**From:** Shahid Ali <shahidali@ctc.org.pk>  
**Sent:** Tuesday, January 21, 2020 12:40 PM  
**To:** 'KHAN, Faizan'; 'ABBAS, Waseem'  
**Cc:** 'MOHAMED, Gedi'; 'KAMRAN, Waheed'; 'MAZVIDZA, Simbarashe'; 'Nadeem Jan'  
**Subject:** RE: UCPOs Attendance December 2019 (Mardan Division)

Dear Faizan/Waseem,

Greetings!

With reference to below email, an explanation letter was issued to Ms. Poonam Kaur on account of absenteeism. According to her response, on 23<sup>rd</sup> and 24<sup>th</sup> December 2019 she was present in field however, due to work burden she was unable to mark her attendance at Office (DHO Office). On 31<sup>st</sup> December she had requested for leave due to death of her aunt but her leave was not approved that's why she had been marked absent.

Her response is considered unsatisfactory. She has clear instruction from PEO and Area Coordinator that she will mark her attendance twice a day at DHO office, she has shown negligence in marking attendance and nor she had share her live location with supervisor. She is recommended for warning letter with salary cut.

In case of any comment/feedback regarding the same please let us know.

Thanks & Regards,  
Shahid Ali  
Regional Coordinator KP & KPTD-PTPP  
Chip Training & Consulting (Pvt) Ltd.

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**From:** Shahid Ali [mailto:shahidali@ctc.org.pk]  
**Sent:** Monday, January 6, 2020 10:51 AM  
**To:** 'KHAN, Faizan' <khanfai@who.int>; 'ABBAS, Waseem' <wabbas@who.int>  
**Cc:** 'MOHAMED, Gedi' <mohamedge@who.int>; 'KAMRAN, Waheed' <kamranw@who.int>; 'MAZVIDZA, Simbarashe' <mazvidzas@who.int>; 'Nadeem Jan' <nadeemjan@ctc.org.pk>  
**Subject:** FW: UCPOs Attendance December 2019 (Mardan Division)

Dear Faizan/Waseem,

Greetings!

With reference to below email UCPO Ms. Poonam Kaur was absent on 23<sup>rd</sup> to 24<sup>th</sup> December and 30<sup>th</sup> to 31<sup>st</sup> December 2019 without approval of concern authorities.

She is recommended for explanation on account of unapproved absenteeism followed by warning letter if response is not satisfactory.

In case of any comments/feedback regarding the same please let us know.

Thanks & Regards,  
Shahid Ali  
Regional Coordinator KP & KPTD-PTPP  
Chip Training & Consulting (Pvt) Ltd.

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**From:** Leaves KP [<mailto:leaves.kp@ctc.org.pk>]  
**Sent:** Monday, January 6, 2020 10:44 AM  
**To:** [shahidali@ctc.org.pk](mailto:shahidali@ctc.org.pk)  
**Cc:** [nadeemjan@ctc.org.pk](mailto:nadeemjan@ctc.org.pk)  
**Subject:** FW: UCPOs Attendance December 2019 (Mardan Division)

FYI

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**From:** MUFTI, Amir [<mailto:muftia@who.int>]  
**Sent:** Friday, January 3, 2020 2:16 AM  
**To:** Leaves KP  
**Cc:** ASIF, Muhammad Fahad; KHAN, Ilyas  
**Subject:** Re: UCPOs Attendance December 2019 (Mardan Division)

Dear Ms. Saima Gul,

Please find attached the revised attendance sheet of UCPO of District Mardan for the month of December 2019. **Please note that Ms. Pooram Kaur has been marked absent for FOUR days in the month of December.**

Regards,

Amir Mufti  
Program Data Assistant - Mardan Division  
Polio Eradication Initiative  
WHO PEI Field Office in Mardan, Pakistan  
Office: +92 937 923 0302  
Mobile: +92 313 914 1987  
Email: [muftia@who.int](mailto:muftia@who.int)  
Follow us on Twitter: @WHOPakistan



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**From:** MUFTI, Amir  
**Sent:** Friday, January 3, 2020 10:36 AM  
**To:** Leaves KP <[leaves.kp@ctc.org.pk](mailto:leaves.kp@ctc.org.pk)>  
**Cc:** ASIF, Muhammad Fahad <[masif@who.int](mailto:masif@who.int)>; KHAN, Ilyas <[khanil@who.int](mailto:khanil@who.int)>; KHAN, Najeeb Ullah Sher <[khannaje@who.int](mailto:khannaje@who.int)>; MANZOOR, Mussawir <[manzoom@who.int](mailto:manzoom@who.int)>  
**Subject:** UCPOs Attendance December 2019 (Mardan Division)

Regards,

Amir Mufti

Program Data Assistant - Mardan Division

Polio Eradication Initiative

WHO PEI Field Office in Mardan, Pakistan

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