



[CTC - HRO - PTPP - Disciplinary - 7.8.5-g-011 - IF/NN/IH]
[Explanation Letter - KPK - Jul-2022]

Ref: EL-KPK-010/July/O

Jul 13th, 2022

Mr. Akhtar Ali Khan,
CNIC # 2150628041249,
UCPO - Miran Shah 3,
Wazir-N - KPK.

Subject: Explanation Letter on account of professional misconduct

Dear Akhtar Ali Khan,

This is with reference to the complaint received dated Jun 30th, 2022 regarding your Professional misconduct in your capacity as Union Council Polio Officer (UCPO) at Miran Shah 3 - Miranshah - Wazir-N.

It has been reported that you are not performing your role and responsibilities in accordance with your TORs. During the SNID June campaign, it has been observed by the external monitors that you were not performing your responsibilities in a satisfactory manner and also were found absent from your field duties dated 27-06-22. Furthermore, this was not the first time you have been previously warned by your supervisor to improve your performance. Your actions are against the rules of the program and show your commitment to the noble cause of polio eradication thus warrants explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

HR Department
CHIP Training & Consulting

CC;

Personal File.

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