

Counseling Form

TRAINING &
CONSULTING

Counseling Date: _____

14 July 2022 _____

Name of Employee: Usman khan	Job Title: T.p.o
Supervisor Name: Dr Asmatullah khan	Supervisor Title: Immunization officer swtd
Job Location: Tehsil wana	Incident Date/Performance Period: 1 Jan 2022 to 30 June 2022

This counseling session is being held because of the following;

- Attendance/ Absenteeism Insubordination Poor Performance
 Non Serious and Casual Attitude Tardiness and Late Comer Weak Supervision Skills
 Violation of leave policy Unprofessional Attitude Neglect of Duty
 Other (Specify) _____ poor supervision and documentation of data _____

Nature of Incident: ___ delay in data reporting _____

Corrective Action: _____ session conducted from 8 a.m till 2 p.m, addressed all shortcomings and shared corrective measures ,oriented to his assigned task _____

Employee Comments: ___ I am thankful to i.O Dr Asmatullah khan for timely addressing my shortcomings, and _for orienting me to assigned task. _____

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.

[CTC - HRO - PTPP - Staff Matters - 7.8.5-w-056]
[Counseling Form - Dec 2021]

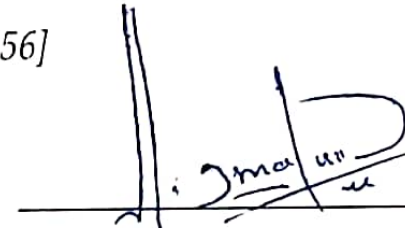


14/7/2022

Signature of Employee / Date

Date

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



14/7/2022

Signature of Supervisor /