

Please proceed as per SOPs

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Wednesday, July 13, 2022 10:50 AM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>
Subject: RE: [EXT] RE: Reply Of Explanation Letter

Dear Ms. Zainab,

Your response on the below email is much awaited.

Regards,

Syeda Raazia Rehman
Project Associate

From: Raazia Rehman [<mailto:raazia.rehman@chipconsulting.org>]
Sent: Wednesday, July 6, 2022 1:05 PM
To: farooqz@who.int
Cc: naila.nizam@chipconsulting.org; AZIZ, Kalsoom (azizk@who.int)
Subject: FW: [EXT] RE: Reply Of Explanation Letter

Dear Ms. Zainab,

This is in regarding the explanation letter issued to Ms. Laila UCPO Rawalpindi. As per her IO her response is marked unsatisfactory due to several reasons. Her IO stated that this was not the first time she was late and this time she took off without any prior notice. Below is the detailed email for your reference.

Her IO recommended to take strict action and give her Warning to discourage such behavior.

Your kind feedback/approval is awaited on the matter.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training 7 Consulting

From: MASOUD-UL-HASSAN, Muhammad [<mailto:masoudulhassanm@who.int>]
Sent: Sunday, July 3, 2022 11:47 AM
To: Raazia Rehman
Cc: naila.nizam@chipconsulting.org; AKBAR, Shumila
Subject: Re: [EXT] RE: Reply Of Explanation Letter

Dear Ms Raazia,
I hope this email finds you in best.
This is to bring into your knowledge that,

- 1) I never turned off my cell phone (especially while on duty).
- 2) She is often late for the last 6 months, as she comes from G6-7 Islamabad (after her marriage), for which she has been called several times verbally.
- 3) On that day (under discussion) she sent a message through WhatsApp to the worthy Area Coordinator Dr. Shumaila that she has some family problem due to which she wants to resign and I was instructed by the Area Coordinator to follow with Ms Laila regarding resignation, It was not about late coming. (Although sending a message via WhatsApp has nothing to do with the fact that if my mobile was inaccessible, so she could have notified me on WhatsApp too and also, this is not the official way). So this is completely misleading/disinformation.

Therefore, I am in favor of strict disciplinary action. A “WARNING” should be given, so she will adhere to punctuality, update under sign on Activities regularly and also avoid misreporting.

Thanks.

Dr M.Masoud-ul-Hassan
Immunization Officer -WHO Rawalpindi
Mobile:- [0333- 5969151](tel:0333-5969151)
Email:- masoudulhassanm@who.int

On 22-Jun-2022, at 9:40 AM, Raazia Rehman <raazia.rehman@chipconsulting.org> wrote:

Dear Dr. Masoud,

Please find the below reply of Ms. Laila over the explanation issued to her on account of uninformed absenteeism from training. According to her she tried to inform you but unfortunately your number was out of reach so she intimated the Area Coordinator. Below is her detailed reply over the explanation 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: fiza sahar [<mailto:fizasahar88@gmail.com>]
Sent: Wednesday, June 22, 2022 12:28 AM
To: Raazia Rehman
Cc: naila.nizam@chipconsulting.org; masoudulhassanm@who.int
Subject: Re: Reply Of Explanation Letter

Dear madam,

I have received an explanation letter from CTC on account of uninformed absence from training. I want to inform you that my absence was not uninformed. I had a personal emergency at home and I immediately tried to inform my supervisor but his number was out of reach. Therefore, I sent a text message to the area coordinator who acknowledged my absence.

I also went to the office to clarify my position to the area coordinator after I received the explanation letter but madam was not in office. I am working very hard to meet the expectations of my supervisors and the needs of the program.

I request you to kindly withdraw the explanation letter issued to me.

Regards

Laila(UCPO)

UC-10 Rwp(City)

On Fri, Jun 17, 2022, 5:21 PM Raazia Rehman <raazia.rehman@chipconsulting.org> wrote:

Dear Laila,

Please find attached your explanation letter on account of Absenteeism during Training. You are required to revert back within the given time span.

Regards,

Syeda Raazia Rehman

Project Associate

CHIP Training & Consulting