



## Counseling Form

Counseling Date: 18<sup>th</sup> July 2022

Name of Employee: Liaqat Ali	Job Title: TPO Ghanche
Supervisor Name: Sultana Shaheen	Supervisor Title: DSO-Baltistan
Job Location: Ghanche	Incident Date/Performance Period: Jan-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) \_\_\_\_\_

**Nature of Incident:**

1. Lack of capacity to complying/ deliver a given task/ direction without multiple/ constant reminders.
2. DSC Ghanche have repeatedly compliant about TPO Ghanche for not coordinating with him for smoothly execution of his job responsibilities in team working environment.
3. Didn't provided required AFP stool sampling facilitation regarding the stool sampling of AFP case reported from DHQ Khaplu.
4. During recent internal surveillance review, he demonstrated lack of teamwork.
5. Not doing timely validation and reporting of Zero dose coverage verification as per his TORs.
6. Not had been submitting progress report against periodical plans as of issuance of this warning/ explanation.

**Corrective Action:**

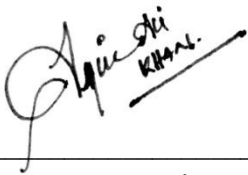
- Already had detailed discussions regarding his aforementioned areas of improvement with reference to his TORs. Also thoroughly guided him about how to improve his performance and teamwork by clearly understanding a given task and deliver the same in team working environment through coordinated effort. Also guided him through formal training and informal mentorship to smoothly execute job responsibilities as per TORs through coordinate with line manager if and whenever feel the need to consult and get guidance and timely support accordingly.
- His performance is under observation for next three months according to final written warning issued lately.

**Employee Comments:**

- As per our conversation Supervisor discussed my TORs. I will improving my performance in next three month and will do working as teamwork.
- I will report in my all activity wise mail my supervisor as proof.

*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.**



\_\_\_\_\_  
Signature of Employee / Date

Date



\_\_\_\_\_  
Signature of Supervisor /

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