

Counseling Form

Counseling Date: 21-07-2022

Name of Employee: Asad Gandro	Job Title: UCPO karampur
Supervisor Name: Dr Laiqa	Supervisor Title: Immunization officer
Job Location: Thatta	Incident Date/Performance Period: JAN to JUNE.

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- Tardiness and Late Comer, 2- Weak Supervision Skills
3- Poor Performance 4- Unprofessional Attitude

Corrective Action: After conducting motivational and encouraging session, he is committed to hard work and give 100 % compliance in future.

Employee Comments: I will perform best in future and I am agreed with my supervisor.

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.

Asad
Signature of Employee / Date 21/7/2022

Dr Laiqa
Signature of Supervisor /

Date

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