

## Counseling Form

Counseling Date: 20-July-2022

Name of Employee: <u>Nabila Malik</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr Muneeba Hashmi</u>	Supervisor Title: <u>DDSO</u>
Job Location: <u>UC 02 - Manzoor colony</u>	Incident Date/Performance Period: <u>Apr 22 - June 22</u>

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: Field issues regarding AECs & teams,  
Supervision issues.

Corrective Action: Staff needs to take serious actions / corrections  
on program guidelines & SOPs.

Employee Comments: I had a counselling session which was taken by  
the supervisor after my evaluation. I shared the issues and problems  
related to my UC to Supervisor. Hope it will be better in future  
onwards.

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]  
Signature of Employee / Date  
Date

[Signature]  
Signature of Supervisor /

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