

### Counseling Form

TRAINING & CONSULTING

Counseling Date: 22 / 7 / 22

Name of Employee: <u>ABDUL GAFFAR</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. FARHAN</u>	Supervisor Title: <u>JO</u>
Job Location: <u>Hydr:</u>	Incident Date/Performance Period: <u>Jan - June 2022</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) Need Improvement in Performance.

Nature of Incident: Need Imptment in Perfomce required specially in Misplais, Traing, Marking.

Corrective Action: Counseling done at DSC, disand point in detail, more score will be give during Training in uperis MA.

Employee Comments: Bosho Allah I will improve my performance.

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 22/07/22

Signature of Supervisor /

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

## Counseling Form

TRAINING &  
CONSULTING

Counseling Date: 21-July-22

Name of Employee: <u>GHULAM FARHAN</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. FARHAN</u>	Supervisor Title: <u>IO</u>
Job Location: <u>UC-1, Shahr Nawaz N.K-T-Contract</u>	Incident Date/Performance Period: <u>Jan to June 2022</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) Need Improvement in Performance.

Nature of Incident: Need to improve overall performance to work  
on specific UC indicators that need to be improved.

Corrective Action: Counseling conducted before & after the  
evaluation. More focus will be given individually during  
coming days to get improved results.

Employee Comments: As per Guidance my supervisor &  
I will do as discussed.

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]  
21/7/22  
Signature of Employee / Date

[Signature] 21/7/22  
Signature of Supervisor /

Date

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

## Counseling Form

Counseling Date: 21 / JULY / 2022

Name of Employee: Hira Kiran Siddiqui	Job Title: Union Co-ord Polio officer.
Supervisor Name: DR. Farhan	Supervisor Title: DO
Job Location: New Kotechi	Incident Date/Performance Period: Jan - Jun 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) Need Support in Patience.

Nature of Incident: Need improvement in overall Patience required.  
UC indication including Micro planning, Training & Marking  
need more focus.

Corrective Action: Counseling done during per & part evaluation  
phase. Also special focus will be done during Training.

Employee Comments: Respected Sir I will try my best with your's  
Support Inshallah.

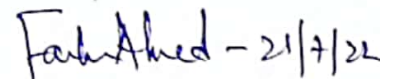
Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

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

## Counseling Form

Counseling Date: 21/7/2022

Name of Employee: <u>Kausar Rehman</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr-Farhan Ahmed</u>	Supervisor Title: <u>IO</u>
Job Location: <u>New Karachi</u>	Incident Date/Performance Period: <u>Jan to June-2022</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) Need Improvement in Performance.

Nature of Incident: Need Improvement in overall Performance required.  
UC indicators including M.P, Training & Marking must  
be improved.

Corrective Action: Counseling session done & with action during  
Training session.

Employee Comments: In future I will improve my all above  
mention gaps as per program need - I will try  
my best in future & agree 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.

[Signature]  
21/7/2022

Signature of Employee / Date

Date

[Signature] - 21/7/22

Signature of Supervisor /

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

## Counseling Form

TECHNICAL  
CONSULTING

Counseling Date: 22-07-2022

Name of Employee: <u>Umer Riaz</u>	Job Title: <u>Union Council Polio officer</u>
Supervisor Name: <u>Dr. Farhan Siddiqui</u>	Supervisor Title: <u>Immigration Officer</u>
Job Location: <u>Kharlu Goth - 21</u>	Incident Date/Performance Period: <u>Jan to June 2022</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) Need Improvement Category

Nature of Incident: Evaluation is in need improvement category, main focus will be given on Misplais, Training & Mentoring

Corrective Action: Counseling session done, discuss regarding indicators. Overall Improvement in balance shown Janis 2022-June-22. Need to sustain performance.

Employee Comments: I am satisfied 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.

[Signature]  
22-7-2022

Signature of Employee / Date

Date

[Signature] - 22/7/22

Signature of Supervisor /

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