

Counseling Form

Counseling Date: 22/07/2022

Name of Employee: <u>Minkaj Ahmed.</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kanwal Shakeel</u>	Supervisor Title: <u>Immunization Officer.</u>
Job Location: <u>Reta Plot UC-09 SFT</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) _____

Nature of Incident: Microplan, Training, Reporting of issues and gaps. Documentation.

Corrective Action: Need to improve quality of microplan, and training. Documentation of issues/gaps through email.

Employee Comments: Inshallah I will improve all little these issues. will do better 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.

Minkaj

Signature of Employee / Date

Date 22/07/2022

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

Kanwal
22/07/2022
Signature of Supervisor /

Counseling Form

Counseling Date: 21/07/2022

Name of Employee: <u>Maha</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kamwal Shakeel</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC-08 PAF</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): _____

Nature of Incident: Microplanning, training and reporting of identified gaps and issues

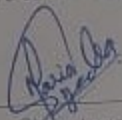
Corrective Action: She need to improve Quality of microplan & training and should report identified issues timely. Need to document things through email. Be punctual.

Employee Comments:

I agree and I'll try my best to improve.

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Signature of Employee / Date

Date

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

[Signature] 21/07/2022
Signature of Supervisor /

Counseling Form

Counseling Date: 21/07/2022

Name of Employee: <u>Erum Fatima</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kanwal Shakeel</u>	Supervisor Title: <u>Immunization Officer.</u>
Job Location: <u>UC-03 Drug Colony</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) _____

Nature of Incident: Microplanning, training, documentation of issues and gaps. Reliability and trustworthiness.

Corrective Action: Need to work on quality of microplanning and training. Pre, intra and post campaign identification of gaps and issues, should take corrective measures.

Employee Comments: I agree.

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Erum 21/7/22
Signature of Employee / Date

Kanwal 21/07/2022
Signature of Supervisor

Date

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

Counseling Form

Counseling Date: 19/07/2022

Name of Employee: <u>Malik Saad</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kamwal Shakeel</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC-10 Burmi Colony</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) _____

Nature of Incident: Microplanning, training and documented of issues/gaps.

Corrective Action: Need to improve microplanning and training. Should report issues and gaps and take corrective measures to improve performance

Employee Comments:

Insha Allah I prove myself

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Malik Saad

Signature of Employee / Date

Date

Kamwal
19/07/2022

Signature of Supervisor

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

Counseling Form

Counseling Date: 19/07/2022

Name of Employee: <u>Saleem Khan</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kanwal Shakeel</u>	Supervisor Title: <u>Immunitization Officer</u>
Job Location: <u>UC-08 Landhi</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): _____


Nature of Incident: Microplanning, training and documentation of issues and gaps during all phases of Campaign. Punctuality

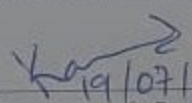
Corrective Action: Need to improve microplanning, training and should document the issues and gaps and report timely & take corrective action. Should be punctual.

Employee Comments: I will be more hard. All gaps will be improve all gaps.

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Signature of Employee / Date


Signature of Supervisor /

Date

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

Counseling Form

Counseling Date: 21/07/2022

Name of Employee: <u>S. Majid Ali</u>	Job Title: <u>UC PO</u>
Supervisor Name: <u>Dr. Kamal Shakeel</u>	Supervisor Title: <u>Immunitation Officer -</u>
Job Location: <u>UC-12 Sherabad</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): _____

Nature of Incident: Microplanning, training and data compilation -
Identification of gaps and reporting issues.

Corrective Action: Need to improve quality of microplan
& processing. He should report timely issues/gaps identified
in pre, inter and Post-campaign phases. Focus on
documentation.

Employee Comments: I improved quality of Microplanning and
Training and Identifical gaps.

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.

Syed Majid Ali

Signature of Employee / Date

Date: 21/07/2022

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

Kamal
21/07/2022

Signature of Supervisor /

Counseling Form

Counseling Date: 21/07/2022

Name of Employee: <u>S. Majid Ali</u>	Job Title: <u>UC PO</u>
Supervisor Name: <u>Dr. Kamal Shakeel</u>	Supervisor Title: <u>Immigration Officer</u>
Job Location: <u>UC-12 Sherabad</u>	Incident Date/Performance Period: <u>From 10 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): _____

Nature of Incident: Microplanning, training and data compilation -
Identification of gaps and reporting issues.

Corrective Action: Need to improve quality of microplan
& training. He should report timely issues/gaps identified
in Pre, inter and Post-campaign phases. Focus on
documentation.

Employee Comments: I improved quality of MicroPlan and
Training and Identified gaps.

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Syed Majid Ali

Signature of Employee / Date

Kamal Shakeel
21/07/2022

Signature of Supervisor /

Date: 21/07/2022

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

Counseling Form

Counseling Date: 19/07/2022

Name of Employee: <u>Mazhar Ahmed</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kamran Shakeel</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC-06 Gulzar Colony</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) _____

Nature of Incident: Microplanning, training, Pre, intra and Post campaign issues and gaps identification and taking corrective action timely. Reporting to senior level and documenting it. Punctuality.

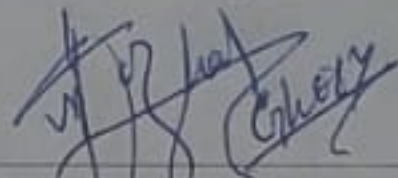
Corrective Action: Need to improve quality of microplanning training and overall performance of UC-06 Gulzar Colony. Need to report on time and document all the identified gaps and take corrective action.

Employee Comments:

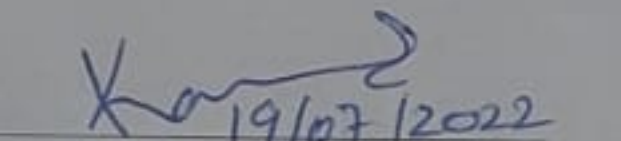
I will more focus in highlighted gaps in future InshaAllah.

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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: 19/07/2022

Name of Employee: <u>Muhammad Shalid Aslam</u>	Job Title: <u>UC PO</u>
Supervisor Name: <u>Dr. Karnal Shakeel</u>	Supervisor Title: <u>Immunization Officer</u>
Job Location: <u>UC-07 Korang, 33</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) _____

Nature of Incident: Training, microplanning, identification of pre-campaign, intra-campaign and post-campaign gaps and taking corrective action

Corrective Action: Need to focus on training of teams, microplanning and should report issues or gaps in Pre-intra-campaign and Post-campaign phases. Should be Punctual.

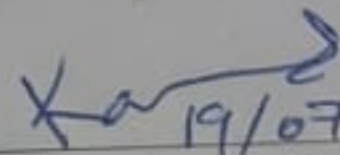
Employee Comments: (I agree focused to improve my performance regarding highlighted issues)

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Signature of Employee / Date

Date


19/07/2022
Signature of Supervisor /

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

Counseling Form

Counseling Date: 19/07/2022

Name of Employee: <u>M. Naveed</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr. Kamwal Shakeel</u>	Supervisor Title: <u>Immunisation Officer</u>
Job Location: <u>UC-02 Nazir Colony</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): _____

Nature of Incident: Need to improve quality of microplan and training of UC to perform better.

Corrective Action: Quality of Microplan and training should be improved and issue identified intra campaign should be timely reported with corrective action.

Employee Comments: I am committed to improve my performance regarding highlight issues also seen after appraisal I am continuously focusing on reporting issues to better

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[Signature] / 19/7/2022
Signature of Employee / Date

[Signature] / 19/07/2022
Signature of Supervisor

Date

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