[CTC-HRO-PTPP-Staff Matters-7,8.5-to-056][Counseling Form - Dec 2021]

Counseling Form

Counseling Date: 22/07/2022

Name of Employee: Minhaj Ahmed. Supervisor Name: Do Kanno Shakeel	Job Title: UCPO
Supervisor Name:	Supervisor Title:
Dr. Kanwal Shakeel	Supervisor Title: Immunication Officer.
Job Location:	Incident Date/Performance Period: Jan to June 2022.
Reta Plot UC-09 SFT	3.00
This counseling session is being held because of	f the following;
Attendance / Absenteeism	□ Poor Performance
Non Serious and Casual Attitude Tardiness a	and Late Comer Weak Supervision orms
□Violation of leave policy □Unprofession	al Attitude
Other (Specify)	
11. 12-1- 70	aiming, Reporting of issues
Nature of Incident: Will oplan	and the second
and gaps. Documentation	
a win red to imp	nove aprealty of microplan atron of issues/gaps through
Corrective Action.	an recurs lagge Shrone
and training. Documents	ason of .3300 1 4- 3
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emay.	I will improve all lille
Employee Comments: In shallah	I will improve an ins
these issues will do	better performance.
these issues. will all	500-70
	aggist way to identify discuss and remedy aspects of your job
Counseling is intended to be a constructive process to	assist you to identify, discuss and remedy aspects of your job ed above, these aspects have been discussed with you and require
performance or conduct that need improvement. As now	
your immediate attention.	to the anadministrative action including discipline.
Failure to correct your conduct/performance may I	ead to further administrative action including discipline.
10 C C C C C C C C C C C C C C C C C C C	X 22/07/2022
· Jeg.	
	Signature of Supervisor
Signature of Employee / Date	
Date 22/07/2022	

Employee

Immediate Supervisor

Employee's Official Personnel File in Human Resources

Original to:

Copies to:

[CTC - HRO - PTPP - Staff Matters - 7,8,5-w-956] (Courseling Form - Dec 2021)

Counseling Form

Counseling Date: 21 | 07 | 2022

	Job Title:
Name of Employee:	ucpo
Mana	Supervisor Title:
Supervisor Name: Dr. Kommal Shakeel	Timmunization Office
Dr. Komwa Sreger	Incident Date/Performance Period:
Job Location: 11C-68 PAF	Jan to June 2022.
	CONTRACTOR IN CONTRACTOR
This counseling session is being held becau	ation Poor Performance
- Alexandraires Inculardin	ation Latout Citotata
Mon-Serious and Casual Attitude Tardi	ness and Late Comer Weak Supervision Skills
□Violation of leave policy □Unprofe	essional Attitude
Other epoly.	1 to man dono
10	- training and pepiering
Nature of Incident: 10 LCON please	0 10 25000
or identified gaps	and issues
7 0	
	The second of th
Cla meed of	o improve Quality of micropic of graport dentified issues triely go through email. Be purchase
Corrective Action: She Tiera 9	the state of the s
a boins me and should	I report dentified issues
& Jack	Margal engil Be purchas
Need to document thin	for frough event.
	0
Employee Comments:	I'll try my best to improve.
1 agoe and	J'll Try my best to improve
3 agree one	
	ess to assist you to identify, discuss and remedy aspects of your job is noted above, these aspects have been discussed with you and require
Counseling is intended to be a constructive process	ess to assist you to identify, discuss and tended with you and require is noted above, these aspects have been discussed with you and require
performance or conduct that need improcedures	S ROLLI Meet, meet my
your immediate attention.	
To the correct your conduct/performance	may lead to further administrative action including discipline.
Failure to correct your	, >
1 Da	X 21/07/2022
Noving of	Signature of Supervisor /
Signature of Employee / Date	Signature of a figure
Date	
Original to: Employee Copies to: Employee's Official Personnel File	in Human Resources
Copies to: Employee's Official resolution	

Counseling Date: 21/07/2022

Signature of Supervisor

Name of Employee: Erum Fating	Job Title: UCPO
Supervisor Name: Dr. Kanwal Shakeel	Supervisor Title: Immunization Officer.
Job Location: UC-03 Drig Colony	Incident Date/Performance Period: Jam - The 2022.
This counseling session is being held because Attendance/Absenteeism	ion □ Poor Performance ss and Late Comer□ Weak Supervision Skills
Gorrective Action: Need to wor training. Pre, intra an of gaps and issues, sh	k on quality of microplan. I posteampaign idetification
Employee Comments agree.	
Counseling is intended to be a constructive process t	o assist you to identify, discuss and remedy aspects of your jo
performance or conduct that need improvement. As no your immediate attention.	ted above, these aspects have been discussed with you and requir

Failure to correct your conduct/performance may lead to further administrative action including discipline.

Original to:

Employe

Carifornia 10

Employee's Official Personnel File in Human Resources

Immediate Supervisor

21/7/22 Signature of Employee / Date

Counseling Date: 19/07/2022

Signature of Supervisor

Name of Employee: Malik Soad	Job Title:
Supervisor Names	Supervisor Title:
Dr. Konwa Shakeel	Immunication Officer.
Job Location: UC-10 Burmi Colony	Incident Date/Performance Period: Jan to June 2022
This counseling session is being held because of Attendance/Absenteeism □Insubordination □Non-Serious and Casual Attitude □Tardiness □Violation of leave policy □Unprofessio □ Other openin	n
Nature of Incident: Microplannis	, training and documeled
of issues/gaps.	, training and documeled
Corrective Action: Need to import training. Should report Cornective measures of	rove microplaning and lad or improve performance
Employee Comments:	V
insha Allah i prove myself	
performance or conduct that need improvement. As note your immediate attention.	assist you to identify, discuss and remedy aspects of your job id above, these aspects have been discussed with you and require ead to further administrative action including discipline.
Faiture to correct your conducty performance may re	

Signature of Employee / Date

Copies to

Employee's Official Personnel File in Human Resources

Counseling Date: 19/07/2022

Signature of Supervisor /

Sales m Khan	UCPO
Sales m Kkan Supervisor Name: Dr. Kanwal Shakeel	Supervisor Title:
Dr. Kanwal Shakeel	Immunization Offica
Job Location: UC-08 Landh	Incident Date/Performance Period: Tom 40 June 2022.
This counseling session is being held becaus ☐ Attendance/ Absenteeism ☐ Insubordinat ☐ Non-Serious and Casual Attitude ☐ Tardine ☐ Violation of leave policy ☐ Unprofess ☐ Other (Specify)	ion □ Poor Performance ess and Late Comer□ Weak Supervision Skills sional Attitude □ Neglect of Duty
Nature of Incident: Microplaming	, training and documdation
T VVVV LI V V OL II	training and documdation
Corrective Action: Need to in	prove microplang, trains
and should downet -	the resuce and gaps and
ocport timely & take	corrective action. Should to
Employee Comments:	the result and gaps and corrective action. Should be work hard. I all
gass will be	Improve al gops.
performance or conduct that need improvement. As n your immediate attention.	to assist you to identify, discuss and remedy aspects of your job oled above, these aspects have been discussed with you and require
railure to correct your conduct/performance may	y lead to further administrative action including discipline.

Employee

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

Immediate Supervisor

Signature of Employee / Date

Counseling Date: 21/07/2022

Signature of Supervisor /

S. Majid Ali	Job Title: UC PO
Supervisor Name: Dr. Kannal Shakeel	Supervisor Title: Immunization Officer.
Job Location: UC-12 Sherabad	Incident Date/Performance Period: Jose 40 June, 2022
This counseling session is being held because of ☐ Attendance/ Absenteeism ☐ Insubordination ☐ Non-Serious and Casual Attitude ☐ Tardiness a ☐ Violation of leave policy ☐ Unprofession ☐ Other Second	II Poor Performance nd Late Comer□ Weak Supervision Skills
	suming and data compilation
Corrective Action: Need to impor	ve, quality of microplant limely issues /gaps idetaped
documentation. Employee Comments: I inpuded	anpaign phases. Focus on audity of Michollang and
Towngo and Identified	
Counseling is intended to be a constructive process to as	ssist you to identify, discuss and remedy aspects of your job

Failure to correct your conduct/performance may lead to further administrative action including discipline.

Syed Majid Ato Signature of Employee / Date

Employee

Counseling Date: 21/07/2022 Name of Employee: Job Title: S. Majid Ali UCPO Supervisor Name: Dr. Kanwal Shakeel Supervisor Title: Immunization Officer. Incident Date/Performance Period: UC-12 Sherabad Josa 40 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 Nature of Incident: Microplanning, training and data compilation Identification of gaps and reporting issues. corrective Action: Need to improve, quality of microplant planssory. He should report timely issues /gaps idetyed in Pre into and Post-campaign planes. Focus on documentation. I improved Buildy of Microplang and Town and Identified maps.

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 Supervisor /

Syed Majid Ati

Signature of Employee / Date

24/07/2012

Copiesso

Employee

Employee's Official Personnel File in Human Resources

Counseling Date: 19/07/2022

	Counseling Date. 1110 1 120 2
Name of Employee:	Job Title: 11000
Mazhar Ahmed	JOB THIE: UCPO
Supervisor Name:	Supervisor Title:
Dr. Kanna Shakeel	Immunication Offices.
Job Location:	Incident Date/Performance Period:
Let 06 Gulzar Colony	Jan to Jue 2022
V	
This counseling session is being held because of	the following:
☐ Attendance/ Absenteeism ☐ Insubordination	Poor Performance
□Non-Serious and Casual Attitude □Tardiness a	nd Late Comer Weak Supervision Skills
□Violation of leave policy □Unprofession	al Attitude
Other (Specify)	at Attitude D Neglect of Duty
Nature of Incident: Microplaning Pod Campuign issues and	training Pre intra po
0 10 - 500	
roll campaign issues and	gaps identification an
Laking corrective action of live of and documents of the Corrective Action: Need to impost the Colony. Need to report to the ridentified gaps and to Employee Comments:	issely, Reporting to serior
Mulland documenting it.	Printelulity.
Corrective Action: Need to impos	one gently of microplan
primise and aus in north	
oma occase perje	mance of UC-06 Gulrar
Colony Need in sonoxy	on some and document a
The Grantige Deaper In 2 4	the corrective action.
Employee Comments:	ace conservation
I will More Focus in highlited gapes	In Februe Inshafllah.
0 - 01	
Counceling is intended to be a sent to	
Counseling is intended to be a constructive process to ass	sist you to identify, discuss and remedy aspects of your job
performance or conduct that need improvement. As noted a your immediate attention.	vove, these aspects have been discussed with you and require
your minetaine attention.	
Failure to correct your conduct/performance may lead	to further administrative action including discipline.

Date

Original to: Employee

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

Immediate Supervisor

Signature of Employee / Date

Counseling Date: 19/07/2011

Name of Employee:	Job Title: UCPO
Muhammad Shalind Aslam	
Supervisor Name:	Supervisor Title: Immunization Officel.
Dr. Kannal Shakeel	
Job Location:	Incident Date/Performance Period:
UC-07 Koranj, 33	Janto June 2021
This counseling session is being held because of	
☐ Attendance/Absenteeism ☐ Insubordination	
□Non-Serious and Casual Attitude □Tardiness ar	nd Late Comer Weak Supervision Skills
□ Violation of leave policy □ Unprofessiona	l Attitude Neglect of Duty
7	made identification
Nature of Incident: ransing jm.	Cooper of and contain
he pore-compaigned into	cooplaine, identification a-carpaign and post-carper action
7 1 3 3 7	
gerps and taking werecome	action
	a frainner of teams?
Corrective Action: Need to focu	s on graning
microplaning and should	s on training of teams, opened is pre in presign phases. Should be used to improve my highed issues.
int a protoco	moriso phases. Should be
mra-caryougn and restrict	J. Property
functual. (+ attre for	wed to improve my
Employee Comments:	
Oct Laomente pexalding hi	hlighted ISSUS)
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Counseling is intended to be a constructive process to ass	ist you to identify, discuss and remedy aspects of your job
Counseling is intended to be a constructive process to ass performance or conduct that need improvement. As noted a	bove, these aspects have been discussed with you and require
A Company of the Comp	
your immemme micrition	to further administrative action including discipline.
Failure to correct your conduct/performance may lead	
1111	X019/07/2022
Mr.	19/07/2022
- A Data	Signature of Supervisor /

Date

Original to: Copies to:

Employee

Employee's Official Personnel File in Human Resources

Immediate Supervisor

Signature of Employee / Date

Job Title:

Supervisor Title:

Counseling Form

M. Naveed

This counseling session is being held because of the following:

Dr. Kanwal Stakeal

☐ Attendance/Absenteeism ☐ Insubordination

Name of Employee:

Supervisor Name:

Job Location: UC-02 Nashr Colony

Counseling Date: 19/07/2012

Immunication Officer. Incident Date/Performance Period:

Poor Performance

Jan +0 June 2022

UCPO

□ 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 Munoplan and fraining spe be improved and issue identified intra comparign
Should be timely reported with corrective more
Regarding High Light Issues Also soon After APP. Jun countinually focusing on Reporting Issue's to Letter
Counseling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your performance or conduct that need improvement. As noted above, these aspects have been discussed with you and requirement immediate attention.
Failure to correct your conduct/performance may lead to further administrative action including disciple
Signature of Employee Date Signature of Supervision
Date
Original to: Employee Copies to: Employee's Official Personnel File in Human Resources Immediate Supervisor