

Please proceed as per the SOP's

From: Raazia Rehman <raazia.rehman@chipconsulting.org>
Sent: Thursday, August 18, 2022 12:43 PM
To: FAROOQ, Zainab <farooqz@who.int>
Cc: AZIZ, Kalsoom <azizk@who.int>; ADEM, Abdinasir <adema@who.int>;
naila.nizam@chipconsulting.org
Subject: [EXT] RE: Casual attitude / unnotified Habitual Late comer (Irfan UCPO UC-3)

Dear Ms. Zainab,

In reference to the below email, Mr. Irfan UCPO – Rawalpindi is reported by his first level supervisor Dr. Masoud for being late and showing casual attitude towards his job. He has been found on multiple occasions for showing tardiness, as well as stayed absent from duty for 1 day without prior notice. Below is his IO's detailed email on the matter for your reference.

We would recommend calling his explanation on the matter and if he is not able to state any valid reason for his actions then appropriate actions should be considered.

Your approval is requested on the matter.

Regards,

Syeda Raazia Rehman
Project Associate
CHIP Training & Consulting

From: MASOUD-UL-HASSAN, Muhammad [<mailto:masoudulhassanm@who.int>]
Sent: Thursday, August 18, 2022 3:23 AM
To: raazia.rehman@ctc.org.pk
Cc: AKBAR, Shumila; ALI, Furqan
Subject: Casual attitude / unnotified Habitual Late comer (Irfan UCPO UC-3)

Dear Ms. Raazia,

This is to inform you that attitude of Mr. Irfan (UCPO UC-3) towards his job is very casual, He's habitual in late coming on duty without notifying.

In the recent past he was found to late on August 17 -2022, July 29- 2022, July 15-2022, July 4-2022 & July 02-2022.

Mr. Irfan was found absent from duty on July 15-2022 without any prior notification.

He seems unaware of leaves SOP also, Often he's found sharing email for leave late as discussed with your goodself earlier.

As you're aware that all UCPOs are appointed in Super High Risk UCs. Previously last LQAS (NID-MAY) of UC-03 was also fail. Moreover As the said UC is drainage UC of District Rawalpindi & currently we're having Positive Environment sample for WPV-1 for last consecutive 2 months. We're going through very important Pre-campaign phase for NID-August campaign. We can't afford any such negligence.

This is not his first time, he'd been informed verbally previously to inform / get leaves as per SOPS.
You're hereby requested to proceed accordingly for strict disciplinary action.

Thanks