

Dear Raazia,

Please proceed as per SOP's.

**From:** Raazia Rehman <raazia.rehman@chipconsulting.org>  
**Sent:** Tuesday, August 30, 2022 1:46 PM  
**To:** FAROOQ, Zainab <farooqz@who.int>  
**Cc:** naila.nizam@chipconsulting.org; AZIZ, Kalsoom <azizk@who.int>; ADEM, Abdinasir <adema@who.int>  
**Subject:** FW: [EXT] RE: Explanation (M. Irfan)

Dear Zainab,

In reference to explanation issued to to UCPO Mr. Irfan, he admitted his lags and apologized for his abrupt absence though he did provide the legit excuse for his behavior and also assured that no such behavior will be repeated in future. His response to the explanation is attached above for your reference.

Keeping in view all the entire situation warning is being recommended.

Your feedback / approval is requested in this regard.

Regards,

Syeda Raazia Rehman  
Project Associate  
CHIP Training & Consulting

**From:** MASOUD-UL-HASSAN, Muhammad [<mailto:masoudulhassanm@who.int>]  
**Sent:** Saturday, August 27, 2022 9:54 AM  
**To:** Raazia Rehman  
**Cc:** [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); AKBAR, Shumila  
**Subject:** Re: [EXT] RE: Explanation (M. Irfan)

Dear Ms. Raazia,

As discussed earlier telephonically with your goodself, He's admitting his negligence, He was unable to perform his duty properly with 7 times absents/late comings without notifying in a short span of 1 month only during very crucial pre-campaign phase. He has been told verbally many times not to repeat this but in vain, during this period. So, Please issue a strict warning in this regard.  
Thanks.

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**From:** Raazia Rehman <[raazia.rehman@chipconsulting.org](mailto:raazia.rehman@chipconsulting.org)>  
**Sent:** Thursday, 25 August 2022, 12:55  
**To:** MASOUD-UL-HASSAN, Muhammad <[masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)>  
**Cc:** [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org) <[naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)>; AKBAR, Shumila <[akbars@who.int](mailto:akbars@who.int)>  
**Subject:** [EXT] RE: Explanation (M. Irfan)

Dear De. Masoud,

In reference to the explanation issued to UCPO Mr. Irfan, he admitted his lags and apologized for his abrupt absence though he did provide the legit excuse for his behavior and also assured that n such behavior will be repeated in future. His response to the explanation is attached below for your reference.

Keeping in view all the entire situation a verbal warning will do good and remind him not to undergo such a behavior again.

Waiting for your response on the matter.

Regards,

Syeda Raazia Rehman  
Project Associate  
CHIP Training & Consulting

**From:** Irfan Khan [<mailto:irfikk88@gmail.com>]  
**Sent:** Wednesday, August 24, 2022 5:09 PM  
**To:** Raazia Rehman  
**Cc:** [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); [akbars@who.int](mailto:akbars@who.int); [masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)  
**Subject:** Re: Explanation (M. Irfan)

Dear Concern,

This is to request you that I was mentally upset since last few weeks as I was suffering from some legal matters into my family. Due to which I use to take off sometime for the Court Dates or sometime request my supervisor to accommodate. My supervisor was already knew about the circumstances.

At July 15, 2022 I was out of balance and received a call early morning at approx 08:00 AM from CPO Office to report immediately against my application along with my family member. I immediately went there for the investigation and my cell phones were captured at the entrance of Police Line. That is why I was unable to address my supervisor about that sudden situation at July 15. Later, I have checked my phone after going through the investigation and immediately recharged my phone and sent the location to my superior.

Now, Alhamdulillah with the grace of Almighty Allah, my legal issue has cleared and everything is on a right track. Whatever happened in the past, It was really gone through a black chapter of my life due to which that happened. I am a part of WHO since 10 years and that won't happened in the past. This was the very first time happened due to which I and my family suffers.

I will try my level best towards my duties in future and InSha Allah that won't happen again in future. Whatever happened, I really apologise and will assure that that won't happen again now.

The legal documents can also be shared upon request. Thank you for your time and consideration in this regard.

Thank you

Kind Regards,  
Irfan  
UCPO (UC 03 City)

On Mon, Aug 22, 2022, 5:25 PM Raazia Rehman <[raazia.rehman@chipconsulting.org](mailto:raazia.rehman@chipconsulting.org)> wrote:  
Dear Irfan,

Please find attached your Explanation Letter on account of Absenteeism and Casual Attitude.

Regards,

Syeda Raazia Rehman  
Project Associate  
CHIP Training & Consulting