



Counseling Form

Counseling Date: 13 - Oct - 20 22

Name of Employee: <u>Nabila Malik</u>	Job Title: <u>UCPO</u>
Supervisor Name: <u>Dr Muneeba Hashmi</u>	Supervisor Title: <u>IO</u>
Job Location: <u>02 - Manzoor Colony.</u>	Incident Date/Performance Period: <u>July to September</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: Major issues were observed from time to time including microplan issues - starting / ending not matched prominent Madarsa not included in MP. intra-campaign - poor monitoring, workers are relatives of AS who leave field early turn over & also workers are replaced during campaign
Corrective Action: also staff never reported these issues & they were observed by 1st & 2nd level supervisors when they visited. Staff was sensitized on all issues in detail. Counseling Panel also included. Respected DDPO & PDA also.

Employee Comments: I have Counsellsed many times, I have improved myself in my assignment I am trying to give my 100% inshallah next time. I get better evaluation all components

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

Signature of Supervisor /

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