Dear Mr. Ishtiaq,

AoA

Hope you are doing well.

As discussed with you telephonically, I just wanted to bring this issue under record in case it is needed in the future for evaluation purposes.

The following things have been noted regarding Mr. Mumtaz (UC Jarma) and Mr. Hamid Ali (UC Bahader Kot):

1. Clusters are not being submitted and if submitted, not on time.
2. RCAs are not being submitted and if submitted, not on time.
3. Need multiple reminders to fulfill their duty.

They have been given multiple chances and it has become very tiresome to keep reminding them of their duties.

As decided, I hope your call to them is effective. If I find them to be underperforming in the next month, I would like an official explanation/warning given to them endorsed by Dr. Rizwan (AC-Kohat Division).

**Best Regards,**

**Dr. Farrukh Siddique** | **IO-WHO** |

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