

Oct 13th, 2022

Mr. Zakir Khan,
CNIC # 1730193457285,
UCPO - Ghanam Shah,
Mohmand - KPK.

Subject: Explanation Letter on account of Unapproved Absenteeism

Dear Zakir Khan,

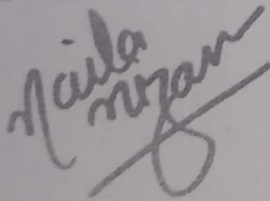
This is with reference to the complaint received dated Oct 7th, 2022 regarding your unapproved absenteeism in your capacity as Union Council Polio Officer (UCPO) at Ghanam Shah - Baizai - Mohmand.

It has been reported that you are not performing your role in accordance with the expected standards of the program. You remained absent from the Surveillance orientation on 27th September, 2022 arranged by DSO Mohmand Dr. Saleem without any prior approval from the competent authority. The aforementioned act indicates your non-serious and casual attitude toward your job responsibilities. Your actions are against the rules of the program and show your lack of interest in your job responsibilities thus warrants an explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter; why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards



HR Department
CHIP Training & Consulting

CC;
Personal File.

CHIP TRAINING & CONSULTING (PVT) LTD

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