



Counseling Form

Counseling Date: 10/06/2022

Name of Employee: <u>Ansa Jabeen</u>	Job Title: <u>UC PO</u>
Supervisor Name: <u>Naveed Haider</u>	Supervisor Title: <u>Project officer-Sindh</u>
Job Location: <u>Cattle Colony, Malir</u>	Incident Date/Performance Period:

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: A complaint has been received from field about her conflict with UCCO. She has been served with show cause letter and conducted counseling session with her regarding work place environment

Corrective Action: I have discussed all the issues with her and advised her to tackle UC level tasks and work in a professional way so that the working environment can be useful for all.

Employee Comments: I will take all issues professionally next time, and will follow all SOPs according to programme. I accepted the advise of transfer from cattle colony to Sharafi Goth.

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]
Signature of Employee / Date
Date

Signature of Supervisor /

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