Dear Saqib,

Please go ahead with many thanks.

Regards,

**From:** Saqib Atta <saqib@ctc.org.pk>
**Sent:** Thursday, February 6, 2020 6:20 AM
**To:** HAMMADI, Rusul <aminr@who.int>
**Cc:** naila@ctc.org.pk; FAROOQ, Zainab <farooqz@who.int>
**Subject:** FW: Hassan Raza Explanation Letter

Respected Rusul Amin,

UCPO Hassan Raza was absent during AC visit on UCMOs training on 28th February. AC responded to UCPO explanation as “unsatisfactory” and requested for further action which is warning letter. Your comments/approval is required in this regards.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** BOOBAK, Sarwat [mailto:boobaks@who.int]
**Sent:** Wednesday, February 5, 2020 1:48 AM
**To:** Saqib Atta
**Cc:** naila@ctc.org.pk; FAROOQ, Zainab; HAMMADI, Rusul; ALI, Furqan; EHSAN, Aamir; SOHAIL, Muhammad Imran
**Subject:** Re: Hassan Raza Explanation Letter

Dear Saqib,

Thank you for your email. The explanation is unsatisfactory. Kindly issue warning letter to Mr. Hassan Raza and other UCPOs should be warned about committing such mistakes in future.

Regards

Dr. Sarwat Boobak

**From:** Saqib Atta <saqib@ctc.org.pk>
**Sent:** Tuesday, February 4, 2020 5:33 AM
**To:** BOOBAK, Sarwat
**Cc:** naila@ctc.org.pk; FAROOQ, Zainab; HAMMADI, Rusul; ALI, Furqan; EHSAN, Aamir; SOHAIL, Muhammad Imran
**Subject:** FW: Hassan Raza Explanation Letter

Dear Dr Sarwat,

Kindly comments on below response of UCPO Hassan Raza against the explanation, If his response is “unsatisfactory” it will lead to warning letter. We will also circulate the email to all UCPO of Rawalpindi as you already mentioned.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** Grand info [mailto:hassanraza786927@gmail.com]
**Sent:** Monday, February 3, 2020 1:48 PM
**To:** Saqib Atta
**Subject:** Re: Hassan Raza Explanation Letter

Respected sir

With reference to the subject cited above.

However, I always perform my duty by heart and work with dedication.

That day due to continuous raining I was unable to attend training session and forward message to immediate supervisor but due to poor signal strength message went late, and I left duty place without approval of my supervisor.

When Dr Sarwat Boobak contact me I was on bike and contact him in few minutes and informed about the situation.

I apologise and assure the same will not happen again in future.

Regards

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Regards

On Wed, 29 Jan 2020, 3:07 PM Saqib Atta, <saqib@ctc.org.pk> wrote:

Dear Hassan Raza,

Please find attached explanation letter and read it carefully and respond it accordingly. Hard copy will be dispatched on your given address.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)