

**From:** FAROOQ, Zainab <farooqz@who.int>  
**Sent:** Wednesday, December 14, 2022 1:33 PM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** PARVEEN, Khalida; naila.nizam@chipconsulting.org  
**Subject:** RE: [EXT] FW: November Attendance - UCPO (Rwp Dist.)

Please proceed as per SOP's for Ms Noor Jahan and Mr Hassan Raza and for Ms.Laila, I will take Dr Abidnasir (PTL) guidance

---

**From:** hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>  
**Sent:** Tuesday, December 13, 2022 3:55 PM  
**To:** FAROOQ, Zainab <farooqz@who.int>  
**Cc:** PARVEEN, Khalida <parveenk@who.int>; naila.nizam@chipconsulting.org  
**Subject:** RE: [EXT] FW: November Attendance - UCPO (Rwp Dist.)

Dear Ms. Zainab,

With reference to below email by IO Dr. Masood ul Hassan, it is to bring into your kind notice that UCPO Ms. Noor Jahan and UCPO Mr. Hassan Raza were absent from duty on 23<sup>rd</sup> November 2022. It is suggested that CTC management will issue them an explanation letter on account of Absenteeism to acquire their stance and in case of an unsatisfactory response received, disciplinary action will be taken against them

Your kind approval/feedback is requested in this regard.

Regards

Hina Qureshi  
Project Associate  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: [03497760756](tel:03497760756)

---

**From:** MASOUD-UL-HASSAN, Muhammad [<mailto:masoudulhassanm@who.int>]  
**Sent:** Thursday, December 8, 2022 12:07 PM  
**To:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)  
**Cc:** AKBAR, Shumila; FAROOQ, Zainab  
**Subject:** RE: [EXT] FW: November Attendance - UCPO (Rwp Dist.)

Dear Ms. Hina,

- 1) Ms. Laila's post maternity leave without proper medical leave has already been discussed with your good self.
- 2) Ms. Noor Jahan, being field staff this has already been communicated to share live location daily by 9:30am to be mark attendance which she failed to share even late.
- 3) Mr. Hassan, being habitually late many times and found absent on said that as mentioned.

You're hereby requested to share & inform UCPOs regarding leave SOPs as discussed.

Thanks.

Dr M.Masoud ul Hassan  
Immunization Officer -WHO Rawalpindi  
Mobile:- 0333-5969151  
Email:- [masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)

---

**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) <[hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)>  
**Sent:** Thursday, 8 December 2022 10:17 AM  
**To:** MASOUD-UL-HASSAN, Muhammad <[masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)>  
**Cc:** AKBAR, Shumila <[akbars@who.int](mailto:akbars@who.int)>; FAROOQ, Zainab <[farooqz@who.int](mailto:farooqz@who.int)>  
**Subject:** [EXT] FW: November Attendance - UCPO (Rwp Dist.)

Dear Dr. Masood ul Hassan

We have recieved the November attendance sheet, 03 absenteeism cases were mentioned in the sheet. You are requested to share detail feedback on them so we can take action accordingly

Addition to this, if any staff is absent from field, please kindly intimate CTC timely so we can take process the case.

Regards

Hina Qureshi  
Project Associate  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: [03497760756](tel:03497760756)

---

**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) [<mailto:hina.queshi@chipconsulting.org>]  
**Sent:** Thursday, December 8, 2022 9:45 AM  
**To:** [fuali@who.int](mailto:fuali@who.int)  
**Cc:** [farooqz@who.int](mailto:farooqz@who.int); [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); [akbars@who.int](mailto:akbars@who.int)  
**Subject:** FW: November Attendance - UCPO (Rwp Dist.)

Dear Mr. Furqan

Greetings from CTC

Your reply is awaited in this regard.

Regards

Hina Qureshi  
Project Associate  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: [03497760756](tel:03497760756)

---

**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) [<mailto:hina.queshi@chipconsulting.org>]  
**Sent:** Friday, December 2, 2022 10:19 AM  
**To:** 'ALI, Furqan'  
**Cc:** 'naila.nizam@chipconsulting.org'; 'AKBAR, Shumila'  
**Subject:** RE: November Attendance - UCPO (Rwp Dist.)

Dear Mr. Furqan

Greetings from CTC

With reference to your below email, Please share the absentees details of the UCPOs. From now on, kindly intimate timely to CTC management so we can proceed accordingly.

Regards

Hina Qureshi  
Project Associate  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell: [03497760756](tel:03497760756)

---

**From:** ALI, Furqan [<mailto:fuali@who.int>]  
**Sent:** Thursday, December 1, 2022 10:08 AM  
**To:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)  
**Cc:** [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); AKBAR, Shumila  
**Subject:** November Attendance - UCPO (Rwp Dist.)

Dear Ms. Hina,

Please find attached UCPO's Attendance sheet of Rawalpindi district for the month of November 2022.

Please note following absentees of UCPO's:

Ms. Laila: **14.11.2022 to 23.11.2022**

Ms. Noor Jahan: **23.11.2022**

Mr. Hassan Raza: **23.11.2022**

Regards,

Furqan.