

**From:** MASOUD-UL-HASSAN, Muhammad <masoudulhassanm@who.int>  
**Sent:** Wednesday, December 21, 2022 3:01 PM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** AKBAR, Shumila; PARVEEN, Khalida; FAROOQ, Zainab; naila.nizam@chipconsulting.org  
**Subject:** RE: [EXT] RE: Explanation Letter

Dear Ms. Hina,

Ms. Noor Jahan is regular in duty. After discussion with said DSO regarding 23<sup>rd</sup> November she failed to share Activity Plan on said day though she was on duty, She may be informed to Mark attendance as per set protocol. Explanation of Ms. Noor Jahan is hereby accepted as correct.

Thanks,

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

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**From:** hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>  
**Sent:** Wednesday, 21 December 2022 12:06 PM  
**To:** MASOUD-UL-HASSAN, Muhammad <masoudulhassanm@who.int>  
**Cc:** AKBAR, Shumila <akbars@who.int>; PARVEEN, Khalida <parveenk@who.int>; FAROOQ, Zainab <farooqz@who.int>; naila.nizam@chipconsulting.org  
**Subject:** [EXT] RE: Explanation Letter

Dear Dr Masoud ul Hassan

**Reminder**

You are requested to kindly share your feedback by COB on the below mentioned case.

Regards

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

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**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) [<mailto:hina.queshi@chipconsulting.org>]  
**Sent:** Tuesday, December 20, 2022 10:12 AM  
**To:** [masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)  
**Cc:** [akbars@who.int](mailto:akbars@who.int); [parveenk@who.int](mailto:parveenk@who.int); [farooqz@who.int](mailto:farooqz@who.int); [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)  
**Subject:** RE: Explanation Letter

Dear Dr. Masood ul Hassan

Your feedback is awaited on the below mentioned case.

Regards

Hina Qureshi

Project Associate

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Cell: [03497760756](tel:03497760756)

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**From:** [hina.gureshi@chipconsulting.org](mailto:hina.gureshi@chipconsulting.org) [<mailto:hina.gureshi@chipconsulting.org>]

**Sent:** Monday, December 19, 2022 9:32 AM

**To:** [masoudulhassanm@who.int](mailto:masoudulhassanm@who.int)

**Cc:** [akbars@who.int](mailto:akbars@who.int); [farooqz@who.int](mailto:farooqz@who.int); [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)

**Subject:** FW: Explanation Letter

Dear Dr. Masood ul Hassan

Greetings from CTC!

With reference to below email, an explanation letter was issued to Ms Noor Jahan on account of Absenteeism

As per the response of Ms. Noor Jahan

- She was not absent from duty on 23rd November 2022, it was just an incident due to miscommunication
- She did not send her live location as the mobile signals were down in his area that day and her mobile touch was also not working
- She also shared samples of 2 patients with DSO through her colleagues mobile.

She has attached data and mobile pictures as proof

Your feedback is needed 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:** Noor Jahan [<mailto:noorjahan78951@gmail.com>]

**Sent:** Friday, December 16, 2022 8:11 PM

**To:** [hina.gureshi@chipconsulting.org](mailto:hina.gureshi@chipconsulting.org)

**Cc:** [masoudulhassanm@who.int](mailto:masoudulhassanm@who.int); [akbars@who.int](mailto:akbars@who.int); [farooqz@who.int](mailto:farooqz@who.int); [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)

**Subject:** Re: Explanation Letter

Dear Dear Madam/Sir

I have received a reprimand letter from your office related to my absenteeism from my duty on 23rd November 2022. I was asked to write the explanation email in reply to a letter received yesterday.

I know the negligence of work is not acceptable. however I want to give justification for miscommunication regarding my absenteeism on that day.

On the 23rd in our area mobile signals were down and it was not possible to send a Geo location to my immediate supervisor. After a few hours I realized my mobile touch screen is also not working so I couldn't send any information to my supervisor Dr Masood ul Hassan. However I was in my assigned union council and performed all my activities in the field in routine.

On the same day DSO Dr Benazeer Mahar called me for Geo locations of 2 patients in my area and initiation of sampling of the patient. I contacted her through my colleague's mobile number and sent her all required data through my husband's mobile number ( messages are attached for record).

I am apologizing for negligence that I couldn't inform my supervisor regarding my mobile issues and couldn't send him a location .

In future I will be careful and will never show or repeat this mistake or negligence of required information

Please accept my heartiest apologies this time.

Regards,

Noor jahan  
UCPO CTR-01  
Rawalpindi Cantonment  
03325317815