

**From:** FAROOQ, Zainab <farooqz@who.int>  
**Sent:** Thursday, December 22, 2022 1:32 PM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** AKBAR, Shumila; PARVEEN, Khalida; naila.nizam@chipconsulting.org; MASOUD-UL-HASSAN, Muhammad  
**Subject:** RE: [EXT] RE: Explanation Letter

Please proceed as per recommendations and SOPs

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**From:** hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>  
**Sent:** Wednesday, December 21, 2022 3:41 PM  
**To:** FAROOQ, Zainab <farooqz@who.int>  
**Cc:** AKBAR, Shumila <akbars@who.int>; PARVEEN, Khalida <parveenk@who.int>; naila.nizam@chipconsulting.org; MASOUD-UL-HASSAN, Muhammad <masoudulhassanm@who.int>  
**Subject:** RE: [EXT] RE: Explanation Letter

Dear Ms. Zainab

Greetings from CTC!

In continuation to the below email, an explanation letter was issued to UCPO Mr. Hassan Raza. His response was further shared with the IO for feedback. As per the feedback of the IO, the UCPO response was found to be unstatisfactory

Therefore, it is suggested that CTC management will issue him a warning letter on account of Unprofessional Attitude and Absenteeism

Your kind approval 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)

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

Dear Ms Hina,

This is to inform you that Mr. Hassan has been found late often and absent without information and given verbal warning after which he was marked absent, As he resides in Asghar Mall chowk Rawalpindi (30kms) as he informed. I've checked with Mr. Furqan PDA who called Mr. Hassan on the said date to check as no evidence of attendance was shown so marked absent, (Call done by Mr. Furqan PDA not by Hassan UCPO).

As far as the proof of Daily EPI register is concerned, UCPOs are NEITHER authorized/allowed to sign EPI register NOR asked to mark any such attendance. However, Only 1 signature on said date found in register, No any register before or after, which shows the sign marked just to produce a proof.

As already told that he has been given verbal warnings many times, Also keeping worthy Area Coordinator Dr Shumaila Akbar in loop.

So You're hereby informed to take strict action accordingly.

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](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.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) [<mailto:hina.queshi@chipconsulting.org>]  
**Sent:** Monday, December 19, 2022 9:33 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 UCPO Mr. Hassan Raza on account of Absenteeism.

As per the response of Mr. Hassan Raza

- He was not absent from the duty on 23rd November 2022 but did not share live location due to internet package expiry.
- He also informed PDA about his routine activity, presence in UC and internet package expiry on call.

He has attached Daily EPI Register attendance 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:** Grand info [<mailto:hassanraza786927@gmail.com>]

**Sent:** Friday, December 16, 2022 6:32 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

Respected Mam,

With reference to the explanation letter about Unapproved Absenteeism issued to me on 15.12.2022.

Please be informed that on 23.11.22 I was present and performed duty at Losar Bhatta jat, Bagga Sheikhan for monitoring of EPI Kit but I was unable to share live location due to internet package expiry. My signature on the Daily EPI Register is attached for proof of attendance. On 23.11.22 at 11.03am I also received a telephone call from the office and informed Mr. Furqan, PDA (screenshot of call attached) about my routine activity, presence in UC and about internet issues.

As far as my performance is concerned, I want to clarify that in my whole service period in the noble cause of polio eradication, all 4/4 LQAS and 1/1 PCM conducted in my UC was passed with 100% results. I also received Certificate of Appreciation from District Health Authority, Rawalpindi on successful passing of polio LQAS (copy attached). Whenever, surprise visit was conducted at my UC I was always found present which is also proof of my job seriousness.

However, I apologize for the internet package expiry due to which a misunderstanding occurred and I will be careful in future.

Best Regards

Hassan Raza  
UCPO Bagga Sheikhan

On Thu, Dec 15, 2022 at 12:54 AM <[hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)> wrote:

Dear Mr. Hassan Raza

This is with reference to the complaint we received regarding you about your Absenteeism in your capacity as UCPO. Please find attached explanation Letter and share your response within 48 hours.

Looking forward to your prompt response.

Regards

Hina Qureshi

Project Associate

CHIP Training & Consulting (Pvt) Ltd.

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

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