

**From:** ABBAS, Waseem [mailto:wabbas@who.int]  
**Sent:** Friday, February 24, 2023 2:50 PM  
**To:** muhammadmuslehuddin@chipconsulting.org  
**Cc:** AFRIDI, Sarfaraz Khan <afridis@who.int>; KAMRAN, Waheed <kamranw@who.int>; AURANGZEB KHAN, Mazhar <zebma@who.int>; Naila Nizam <naila@ctc.org.pk>  
**Subject:** Re: [EXT] FW: Explanation letter

Dear Muslehuddin,

Below email is for your information

Regards

Waseem Abbas

On Feb 24, 2023, at 2:10 PM, AFRIDI, Sarfaraz Khan <[afridis@who.int](mailto:afridis@who.int)> wrote:

Dear All

I will suggest to move letter of displeasure and to communicate message to be careful in future.

**Best Regards**

**Dr. Sarfaraz Khan Afridi**  
MBBS (Pesh), M.Trop. Paeds (UK), DTCH (UK)  
D.T.M & H (Lond), D. Clin.Paeds (Lond)  
**Team Leader – WHO - PEI**  
**World Health Organization – Pakistan**  
Khyber Pakhtunkhwa - Peshawar  
Mb. Cont: +92 - 300-590-8373  
E-Mail Office: [afridis@who.int](mailto:afridis@who.int)  
E-Mail Personal: [drskafridi@gmail.com](mailto:drskafridi@gmail.com)

**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Sent:** Thursday, 23 February 2023 11:25 AM  
**To:** AFRIDI, Sarfaraz Khan <[afridis@who.int](mailto:afridis@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>  
**Subject:** RE: [EXT] FW: Explanation letter

Dear Sir,

The leave procedure is already conveyed by CTC at the time of joining however, this was not followed. Kindly advise if we can proceed with a warning and a one day salary deduction.

Regards

Waseem Abbas

**From:** AFRIDI, Sarfaraz Khan <[afridis@who.int](mailto:afridis@who.int)>

**Sent:** Thursday, 16 February 2023 1:39 PM

**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>

**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>

**Subject:** RE: [EXT] FW: Explanation letter

Thanks all the concerned officer must appreciate to informed the staff for the leave procedure for any task they have. Genuine request must be respected by all.

**Best Regards**

**Dr. Sarfaraz Khan Afridi**

MBBS (Pesh), M.Trop. Paeds (UK), DTCH (UK)

D.T.M & H (Lond), D. Clin.Paeds (Lond)

**Team Leader – WHO - PEI**

**World Health Organization – Pakistan**

Khyber Pakhtunkhwa - Peshawar

Mb. Cont: +92 - 300-590-8373

E-Mail Office: [afridis@who.int](mailto:afridis@who.int)

E-Mail Personal: [drskafриди@gmail.com](mailto:drskafриди@gmail.com)

**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>

**Sent:** Wednesday, 15 February 2023 5:41 PM

**To:** AFRIDI, Sarfaraz Khan <[afridis@who.int](mailto:afridis@who.int)>

**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>

**Subject:** Re: [EXT] FW: Explanation letter

Dear Sir,

Immunization Officer Khyber reported unapproved absenteeism of Mr Noor Salam, UCPO Speen Qabar. In response to the explanation issued, he accepted that he was absent for a written test of Tehsildar. CTC has recommended one day salary deduction and Warning letter.

Your **approval** is requested.

Regards

Waseem Abbas

On Feb 15, 2023, at 3:07 PM, [muhammadmuslehuddin@chipconsulting.org](mailto:muhammadmuslehuddin@chipconsulting.org) wrote:

Dear Mr. Waseem Abbas,

I hope you will be doing well. Reference to the email below, please find the recommended action against Mr. Noor Salam (UCPO-Speen Qabar) in the attached Report. If you have any further query kindly let me know.

Best Regards  
Muslehuddin

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]

**Sent:** Thursday, February 9, 2023 9:52 AM

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

**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; Naila Nizam <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>

**Subject:** Re: [EXT] FW: Explanation letter

Dear Muslehuddin,

Kindly share the recommended action as per email below.

Regards

Waseem Abbas

On Feb 9, 2023, at 9:49 AM, KAMAL, Kamran <[kamalk@who.int](mailto:kamalk@who.int)> wrote:

Dear Waseem,

Agreed as an Explanation has been called by concerned organization. As the UCPO under discussion is newly hired need orientation on leave SOPs by concerned organization.

**Kind regards,**

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**Dr Kamran Kamal**

District Delivery Operations & Supervision Officer  
World Health Organization Polio Eradication Initiative

**CH Jamrud** District Emergency Operation Centre

**Khyber**

+923009747889

Email: [kamalk@who.int](mailto:kamalk@who.int) | Web: [www.who.int](http://www.who.int)

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**From:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Sent:** Wednesday, February 8, 2023 5:17 PM  
**To:** KAMAL, Kamran <[kamalk@who.int](mailto:kamalk@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; HAYAT, Ehtesham <[hayate@who.int](mailto:hayate@who.int)>  
**Subject:** Re: [EXT] FW: Explanation letter

Dear Dr Kamran Kamal,

Reference to the appended email trail, it was observed that Mr Noor Salam accepted that he was absent without approval for a written test of Tehsildar but the explanation was marked as Satisfactory.

In below matter, the breach of a CTC policy is proved as you reported i.e. absence without approval.

We seek your feedback please.

Waseem Abbas

<2de16721-2aa7-4c2a-8dfc-946b2b965137.jpeg>

On Feb 8, 2023, at 12:52 AM, [muhammadmuslehuddin@chipconsulting.org](mailto:muhammadmuslehuddin@chipconsulting.org) wrote:

Dear Mr. Waseem Abbas,

I hope you will be doing well.

As per Section 10.1 of Leave Policy sub clause II. "As a matter of policy, staff may depart for leave only after the approving authority approves leaves. In an event a staff goes on leave without notification of

approval, it will be deemed that the staff has been willful absent from work without permission and disciplinary action will be taken against him/her”

As per Section 10.1 of Leave Policy sub clause XVI. “ Any unapproved leave {i.e absence from duty} will lead to [A] Disciplinary action, [B] Salary Deduction.

Kindly advise on the subject matter.

Best Regards

Muslehuddin

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]

**Sent:** Friday, January 27, 2023 8:43 PM

**To:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)

**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); [muhammadmuslehuddin@chipconsulting.org](mailto:muhammadmuslehuddin@chipconsulting.org)

**Subject:** Re: [EXT] FW: Explanation letter

Dear Sundas,

Reminder!

Regards

Waseem Abbas

On Jan 10, 2023, at 4:37 PM, ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)> wrote:

Dear Sundas,

In the attached explanation, Mr. Noor Salam accepted that he remained absent; kindly guide regarding the particular case as per CTC policy.

Thank you

Waseem Abbas

**From:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org) <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>

**Sent:** Tuesday, 10 January 2023 2:33 PM

**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>

**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>; [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)

**Subject:** RE: [EXT] FW: Explanation letter

Dear Mr Waseem,

Greetings from CTC,

With reference to the below email, explanation letter of Mr Noor Salam is attached here.

If you need any further information regarding the same, please let us know.

Regards,  
Sundas Tariq  
HR Officer  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell:[0349-7760580](tel:0349-7760580)

**From:** ABBAS, Waseem [<mailto:wabbas@who.int>]  
**Sent:** Tuesday, January 10, 2023 1:37 PM  
**To:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>;  
[naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)  
**Subject:** RE: [EXT] FW: Explanation letter

Dear Sundas,

Thank you for information. Kindly share the attachment (explanation).

Regards

Waseem Abbas

**From:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org) <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>  
**Sent:** Tuesday, 10 January 2023 11:54 AM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** KAMRAN, Waheed <[kamranw@who.int](mailto:kamranw@who.int)>; AURANGZEB KHAN, Mazhar <[zebma@who.int](mailto:zebma@who.int)>;  
[naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)  
**Subject:** FW: [EXT] FW: Explanation letter

Dear Mr Waseem,

Greetings from CTC,

In continuation to the below email, an explanation letter was issued to UCPO Mr. Noor Salam, on account of absenteeism. His response was further shared with the IO for feedback. As per the feedback of the IO, the UCPO response was found satisfactory.

As his response has been found satisfactory therefore no disciplinary action is recommended against UCPO Mr Noor Salam UCPO-KPK-Khyber-Bara-Speen Qabar.

If you need any further information regarding the same, please let us know.

Regards,  
Sundas Tariq  
HR Officer  
CHIP Training & Consulting (Pvt) Ltd.  
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.  
Cell:[0349-7760580](tel:0349-7760580)

**From:** KAMAL, Kamran [<mailto:kamalk@who.int>]  
**Sent:** Monday, January 9, 2023 11:21 PM  
**To:** fazal rabi <[fazal\\_rabi50@yahoo.com](mailto:fazal_rabi50@yahoo.com)>; [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)  
**Cc:** HAYAT, Ehtesham <[hayate@who.int](mailto:hayate@who.int)>; [sabeen.khan@chipconsulting.org](mailto:sabeen.khan@chipconsulting.org);  
[javeria.khattak@chipconsulting.org](mailto:javeria.khattak@chipconsulting.org); 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; Mudassar ALI SHAH  
<[muali@who.int](mailto:muali@who.int)>  
**Subject:** Re: [EXT] FW: Explanation letter

Dear Fazal  
Thanks for feedback.

Dear colleague,  
Agreed with the feedback submitted by the UCPO under discussion.

Regards  
Dr Kamran Kamal  
DDO&SO Khyber

Sent from [Outlook for Android](#)

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**From:** fazal rabi <[fazal\\_rabi50@yahoo.com](mailto:fazal_rabi50@yahoo.com)>  
**Sent:** Monday, January 9, 2023 6:55:28 PM  
**To:** KAMAL, Kamran <[kamalk@who.int](mailto:kamalk@who.int)>  
**Cc:** HAYAT, Ehtesham <[hayate@who.int](mailto:hayate@who.int)>  
**Subject:** Re: [EXT] FW: Explanation letter

Aoa sir,  
Thank you for your email.  
It is to stated for your kind information that during my discussion with concern UCPO the same things he mentioned as attached in his written statement. He ensured me this will not be repeat anymore. Hence, I am satisfied with his response and his performances in future will be followed.  
Regards  
Fazal Rabi

TDO Bara

[Sent from Yahoo Mail on Android](#)

On Mon, 9 Jan 2023 at 6:26 pm, KAMAL, Kamran  
<[kamalk@who.int](mailto:kamalk@who.int)> wrote:

Dear Fazal,

Below email is FYI and comments please.

Sent from [Outlook for Android](#)

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**From:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org) <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>  
**Sent:** Monday, January 9, 2023 6:17:04 PM  
**To:** KAMAL, Kamran <[kamalk@who.int](mailto:kamalk@who.int)>  
**Cc:** HAYAT, Ehtesham <[hayate@who.int](mailto:hayate@who.int)>; [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)  
<[naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org)>; [sabeen.khan@chipconsulting.org](mailto:sabeen.khan@chipconsulting.org)  
<[sabeen.khan@chipconsulting.org](mailto:sabeen.khan@chipconsulting.org)>; [javeria.khattak@chipconsulting.org](mailto:javeria.khattak@chipconsulting.org)  
<[javeria.khattak@chipconsulting.org](mailto:javeria.khattak@chipconsulting.org)>  
**Subject:** [EXT] FW: Explanation letter

Dear Dr. Kamran Kamal

Greetings from CTC.

Have a good day!

With reference to the below email, an explanation letter was issued to UCPO Mr. Noor Salam on account of absenteeism during area supervisor training.

As per the response of Mr. Noor Salam.

- He admitted that he was on leave because he had to appear for written test for the post of Naib Tehsildar /Excise and taxation in KPK public services commission which was held on 30th December 2022



- He also stated that his negligence against absenteeism would not be repeated next time.

Your feedback is needed in this regard.

Regards,

Sundas Tariq

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

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

Cell:[0349-7760580](tel:0349-7760580)

**From:** khan khan [<mailto:03339932028pk@gmail.com>]

**Sent:** Sunday, January 8, 2023 11:27 PM

**To:** [sabeen.khan@chipconsulting.org](mailto:sabeen.khan@chipconsulting.org)

**Cc:** [baratdoo1@gmail.com](mailto:baratdoo1@gmail.com)

**Subject:** Explanation letter

In response to explanation letter on account of my absence is attached herewith a cogent reason.

Regards

Noor Salam

UCPO UC Speen Qabar