

**From:** KHAN, Ishtiaq Ahmed [mailto:iskhan@who.int]  
**Sent:** Monday, January 20, 2020 1:22 PM  
**To:** Imran Ali  
**Cc:** MANZOOR, Humayoon  
**Subject:** RE: FW: Explanation letter.

Dear Mr. Imran Ali,

Thanks for your email.

Ms. Saba Kharal joined as UCPO in March 2019. Her work experience as UCPO since March 2019 would have been good enough by now. She is given 'Unsatisfactory' remarks in some of the points in her evaluation based on her performance, knowledge and unprofessional attitude towards attendance. As per need all UCPOs are given time to time trainings, but a complete training session was arranged for UCPOs of Distt South in November 2019. In the training session we had conducted Pre and Post Test. I have attached the Pre and Post Test results of all UCPOs. After working 8 months, from March to November, as UCPO, she obtained 1.2 marks out of 15 in Pre Test and after attending the complete training session in Post Test she got 4.2 out of 15.

During the recent UCPOs Meeting before the Campaign, All UCPOs were asked different questions regarding the program. She was asked that how many doses were there in One vial of OPV, and she could not answer it.

Keeping in view her knowledge and performance, if she is given a chance to improve then she MUST WORK VERY HARD because UCPO in an UC is a post with many responsibilities on their shoulder and their poor performance affect the over all performance of the whole team.

Kind Regards,  
Dr. Ishtiaq Ahmed  
PEO Saddar Town

**From:** Imran Ali <imran.ali@ctc.org.pk>  
**Sent:** Friday, January 17, 2020 12:55 PM  
**To:** KHAN, Ishtiaq Ahmed <iskhan@who.int>  
**Cc:** MANZOOR, Humayoon <manzoorh@who.int>  
**Subject:** FW: FW: Explanation letter.

**From:** Imran Ali [<mailto:imran.ali@ctc.org.pk>]  
**Sent:** Thursday, January 9, 2020 6:31 PM  
**To:** [iskhan@who.int](mailto:iskhan@who.int)  
**Cc:** MANZOOR, Humayoon ([manzoorh@who.int](mailto:manzoorh@who.int))  
**Subject:** FW: FW: Explanation letter.

Dear Dr.Ishtiaq,

Please review below explanation response and share your feedback.

Regards,

Imran

**From:** Saba Kharal [<mailto:sabakharal81@gmail.com>]  
**Sent:** Thursday, January 9, 2020 5:39 PM  
**To:** Imran Ali  
**Subject:** Re: FW: Explanation letter.

Dear Sir,

I was conducted CHW's training in TSC UC-8 in the month of November 2019 as assigned to me pictures are attached here that's why I was disagreed with my supervisor on this point.

Area Supervisor plan is always plan in district level and then our district team share with us in Whatsapp group which we follow and in the month of Nov and Dec 2019 my name was not selected supervisors training, so if I was not conducted the activity how can it be marked poor.

Micro plan is always prepared by UCCSO and they share with us and I always work with them to for support to identify gaps.

I will try my best to work hard and to improve my skills.

Regards

On Thu, Jan 9, 2020, 5:09 PM Imran Ali <[imran.ali@ctc.org.pk](mailto:imran.ali@ctc.org.pk)> wrote:

Dear Saba,

Find attached your explanation letter on account of Poor Performance. As you were disagreed with your supervisor comments in this regard you are advised you need to explain your response of disagreement.

Regards,

**Imran Ali**

**Regional Coordinator-Sindh**

CHIP Training & Consulting (Pvt) Ltd.

**Email:** [Imran.ali@ctc.org.pk](mailto:Imran.ali@ctc.org.pk)

**Cell# 0346-8503322**

