

**From:** FAROOQ, Zainab <farooqz@who.int>  
**Sent:** Tuesday, February 21, 2023 11:16 AM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** ADEM, Abdinasir; naila.nizam@chipconsulting.org; Sundas Tariq  
**Subject:** RE: [EXT] RE: Show Cause

Dear Hina

Please proceed as per the set SOP's and feedback of the supervisor.

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**From:** hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>  
**Sent:** Tuesday, February 14, 2023 10:48 AM  
**To:** FAROOQ, Zainab <farooqz@who.int>  
**Cc:** ADEM, Abdinasir <adema@who.int>; naila.nizam@chipconsulting.org; Sundas Tariq <sundas.tariq@chipconsulting.org>  
**Subject:** RE: [EXT] RE: Show Cause

Dear Ms. Zainab

Greetings from CTC!

In continuation to the below email, show cause 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 unsatisfactory.

Therefore, it is suggested that CTC management will issue him a final warning letter on account of Poor performance.

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:** ULLAH, Najeeb [<mailto:nullah@who.int>]  
**Sent:** Monday, February 13, 2023 5:01 PM  
**To:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)  
**Cc:** AKBAR, Shumila; [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); Sundas Tariq  
**Subject:** RE: [EXT] RE: Show Cause

Dear Madam,

Hassan Raza, besides Micro plan issues reported has other problems like punctuality and uninformed absentees therefore it has been decided to issue a written warning to the concern as well.

Thank you for your prompt actions.

Regards.

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**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org) <[hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)>  
**Sent:** Monday, February 13, 2023 10:19 AM  
**To:** ULLAH, Najeeb <[nullah@who.int](mailto:nullah@who.int)>  
**Cc:** AKBAR, Shumila <[akbars@who.int](mailto:akbars@who.int)>; [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); Sundas Tariq <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>  
**Subject:** [EXT] RE: Show Cause

Dear Dr. Najeeb Ullah

Your feedback is awaited on the below mentioned case.

Regards

Hina Qureshi  
Project Associate  
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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:** Thursday, February 9, 2023 2:09 PM  
**To:** [nullah@who.int](mailto:nullah@who.int)  
**Cc:** [akbars@who.int](mailto:akbars@who.int); [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); Sundas Tariq ([sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org))  
**Subject:** RE: Show Cause

Dear Dr. Najeeb Ullah

Greetings from CTC!

With reference to below email, show cause letter was issued to UCPO Mr. Hassan Raza on account of Poor Performance

As per the response of Mr. Hassan Raza

- He had done the micro plan desk review and highlighted the mistakes in target calculation; he also asked Area Incharges about the same but they did not make any amendments.
- Temperature Chart maintenance is not in his domain, but he pointed out that mistake
- He trained all the staff regarding zero dose books but team failed to maintain the zero dose book properly.

- He asked all Area Incharges to highlight mistakes on Tally Sheets and he had already warned AIC Ijaz about the same.

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:** Thursday, February 9, 2023 11:57 AM

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

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

**Subject:** Re: Show Cause

Refer to the email on subject matter.

Respected Sir/Mam,

1. Before the campaign microplan desk review was done and i highlighted mistakes in area and UC summary where target calculation was not correct, on training day I again asked Area Incharges about correction and they informed me it will be completed soon today but during amendments they again made mistakes.
2. Although, Temperature chart is not in my domain, I pointed out this issue in the morning.
3. Zero dose books were provided to all LHWs, during team training they are trained to record zero dose children on zero dose books but that day LHW Misbah forgot the logbook at RHC and started working in the field without the zero dose book. Team has done lock houses followup but failed to mention lock houses on back of tally sheets as per given instructions.
4. Before campaign i asked all Area Incharges to highlight team mistakes and mention on tally sheets but sometimes they failed to highlight mistakes on Tally sheets. AIC Ijaz is warned and asked to improve work performance from DHMT. However, he assured to improve work performance and work upto entire satisfaction in future.

In future, i will be careful and highlight

On Mon, Feb 6, 2023 at 7:13 PM <[hina.qureshi@chipconsulting.org](mailto:hina.qureshi@chipconsulting.org)> wrote:

Dear Mr. Hassan Raza

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

Looking forward to your prompt response.

Regards

Hina Qureshi

Project Associate

CHIP Training & Consulting (Pvt) Ltd.

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