

From: Sabeela [mailto:sabeela@ctc.org.pk]
Sent: Monday, February 17, 2020 11:20 AM
To: 'DEMEKE, Temesgen Atsedu' <demeket@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; 'BUGTI, Muhammad Anwar' <bugtim@who.int>; 'KASI, Arbab Niamat Ullah' <kasia@who.int>; 'Safdar Khan' <zarkoons@who.int>; 'khalid@ctc.org.pk' <khalid@ctc.org.pk>; 'manahmed@who.int' <manahmed@who.int>
Subject: FW: explanation letter

Dear Sir,

With reference to below placed email explanation reply of UCPO Mr. Naveed Ahmed on account of absenteeism.

the said Staff has issued explanation letter on account of unapproved absenteeism. the staff has shared his reply he admitted that he was absent from 7-10th Feb 2020. he gone to Sibi for attending ijtamah (religious activity). the said staff did not take any leave before leaving his duty station and remained absent without informing anyone.

in the light of aforementioned statement as per SOP it is recommended to issue him Final warning with 4 days salary cut on account of violation of leave policy and unapproved absenteeism and strictly intimate him that if he did this type of negligence again show he will be directly terminated as both are red line area issue.

The email is being sent to you for your kind information and kind comments (If any).

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

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Naveed Ahmed [mailto:roshaankhan333@gmail.com]
Sent: Friday, February 14, 2020 4:02 PM
To: Sabeela <sabeela@ctc.org.pk>
Subject: Re: explanation letter

Subject
Explanation of my absence on 7th, 10 Feb.
Dear ctc coordinator,

I have received email from you and want explanation about my absence on following days as maintained in subject.

Dear sir respectfully I want to explain that I was in sibi from following days for sibi ijta and that is a reason of my absence on 7th to 10th respectively

Thank you

Regards

Naveed Ahmed

Ucpo samungli

[Show quoted text](#)

On Fri, 14 Feb 2020, 3:57 pm Naveed Ahmed, <roshaankhan333@gmail.com> wrote:

Subject

Explanation of my absence on 7th ,10 Feb.

Dear ctc project manager,

I have received email from you and want explanation about my absence on following days as maintained in subject.

Dear sir respectfully I want to explain that I was in sibi from following days for sibi ijta and that is a reason of my absence on 7th to 10th respectively

Thank you

Regards

Naveed Ahmed

Ucpo samungli

On Thu, 13 Feb 2020, 8:14 pm Sabeela, <sabeela@ctc.org.pk> wrote:

Dear Mr. Naveed,

Please find in the attached file your explanation letter on account of absenteeism please share your reply within 48 hours.

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

Regards,

Sabeela Pasha

Regional Coordinator - PTPP

CHIP Training & Consulting (Pvt) Ltd.

0340-8442588

