

Mar 8th, 2023



Mr. Muhammad Fayaz,
CNIC # 2140763118059,
UCPO - Budhni,
Peshawar - KPK.

Subject: Show Cause Letter on account of dual job.

Dear Muhammad Fayaz,

This is with reference to the complaint received dated Mar 4th, 2023, regarding your concealment of dual job in your capacity as Union Council Polio Officer (UCPO) at Budhni - Shah Alam - Peshawar.

It has been reported through reliable sources that you are holding a dual job. You are appointed as village council secretary at District Mohmand; however, you have concealed this information from CTC. As per policy, holding a dual job is not allowed and concealment of this fact is a red line area mark for zero tolerance. You have violated the SOPs of the organization which shows your lack of seriousness in the polio program thus necessitates strict action.

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior. You are required to reply within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if satisfactory response is not received within stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink that reads 'Ziyah' with a horizontal line underneath.

HR Department
CHIP Training & Consulting

CC.

Personal File.

CHIP Training & Consulting (PVT) LTD.

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