Thank you Sundas.

Kindly complete the investigation and share report for management review.

Regards

Waseem Abbas

**From:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org) <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>   
**Sent:** Monday, March 13, 2023 10:46 AM  
**To:** ABBAS, Waseem <[wabbas@who.int](mailto:wabbas@who.int)>  
**Cc:** [naila.nizam@chipconsulting.org](mailto:naila.nizam@chipconsulting.org); [muhammadmuslehuddin@chipconsulting.org](mailto:muhammadmuslehuddin@chipconsulting.org); [sabeen.khan@chipconsulting.org](mailto:sabeen.khan@chipconsulting.org)  
**Subject:** FW: [EXT] Un-informed leaves by UCPOs saddar block

Dear Mr Waseem,

Greetings from CTC

Have a good day!

The program team has reported the absenteeism of the following UCPOs:

|  |  |  |
| --- | --- | --- |
| Muhammad Tufail | UCPO-KPK-Peshawar-Saddar-Surezai Bala | 06-Mar-2023 |
| Shah Faisal | UCPO-KPK-Peshawar-Saddar-Musazai | 08-Mar-2023 |

They were absent without prior approval. It is suggested that CTC management will issue them an explanation letter to acquire their stance and in case of an unsatisfactory response received, disciplinary action will be taken against them.

Your approval is required in this regard.

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

Regards,

Sundas Tariq

Project Coordinator

CHIP Training & Consulting (Pvt) Ltd.

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

Cell:0349-7760580

**From:** KHURSHID, Muhammad Naveed [<mailto:khurshidm@who.int>]   
**Sent:** Friday, March 10, 2023 10:33 PM  
**To:** Bibi Zenib <[zenib.ctc@gmail.com](mailto:zenib.ctc@gmail.com)>; Muhammad Imtiaz khalil <[m.imtikhalil@gmail.com](mailto:m.imtikhalil@gmail.com)>  
**Cc:** [sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)  
**Subject:** Re: [EXT] Un-informed leaves by UCPOs saddar block

Dear Sundas

Fyi and actions as per SOPs

Thanks

Sent from [Outlook for Android](https://aka.ms/AAb9ysg)

**From:** Bibi Zenib <[zenib.ctc@gmail.com](mailto:zenib.ctc@gmail.com)>  
**Sent:** Friday, March 10, 2023 10:24:55 PM  
**To:** Muhammad Imtiaz khalil <[m.imtikhalil@gmail.com](mailto:m.imtikhalil@gmail.com)>  
**Cc:** KHURSHID, Muhammad Naveed <[khurshidm@who.int](mailto:khurshidm@who.int)>  
**Subject:** [EXT] Un-informed leaves by UCPOs saddar block

Respected,

With reference to the subject matter, it is to inform you that UCPOs named Tufail (surizai bala) and Faisal (musazai) were absent on 6th and 8th of March-2023 respectively.

Both the staff members didn’t ask for permission nor informed me about their leaves.

For your information and further perusal please.

Thank you.

Regards,

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Bibi Zenib (TDOSO)  
City- Peshawar  
0300-0502523