

From: KHAN, Saifullah [mailto:skhan@who.int]
Sent: Thursday, March 16, 2023 4:19 PM
To: sabeen.khan@chipconsulting.org
Cc: KHURSHID, Muhammad Naveed <khurshidm@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; sundas.tariq@chipconsulting.org; muhammadmuslehuddin@chipconsulting.org
Subject: Re: [EXT] in the response of shah Faisal

Response isn't satisfactory as per TDO Mat Zainab she was informed about leave on 9th March while she wasn't informed about 8th March on which UCPO was absent without any intimation

Regards
Dr Saifullah Khan
Deputy District Polio Officer
PEI, WHO Peshawar

On 15 Mar 2023 17:47, sabeen.khan@chipconsulting.org wrote:
Dear Dr. Saifullah Khan,

Greetings from CTC.

With reference to the below email, an explanation letter was issued to UCPO Mr. Shah Faisal on account of absenteeism during ordinary days.

As per the response of Mr. Shah Faisal.

He applied for the leave through Properly channel on dated 8th March,2023 .
He initiated his leave in Attendance Module as we told in sop's session but his leave was not endorse from the side of IO and AC , because IO position is vacant in district Peshawar and his AC (Saifullah) has gone for umrah.
He also mailed to TDO Zainab for leave and discuss all matters with him.
He said that he was suffering from severe ankles sprain, due to Hypertension, headache, vomiting and vertigo so for this purpose he was on leave.

Your feedback is needed in this regard

Regards,
Sabeen khan.
HR Associate.
CHIP Training & Consulting (Pvt) Ltd.
Cell:[0349-7760729](tel:0349-7760729)

From: sabeen.khan@chipconsulting.org [mailto:sabeen.khan@chipconsulting.org]
Sent: Monday, March 13, 2023 11:41 PM

To: 'faisaltelecom926@gmail.com' <faisaltelecom926@gmail.com>

Cc: 'skhan@who.int' <skhan@who.int>; 'khurshidm@who.int' <khurshidm@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq@chipconsulting.org' <sundas.tariq@chipconsulting.org>; 'muhammadmuslehuddin@chipconsulting.org' <muhammadmuslehuddin@chipconsulting.org>

Subject: Explanation letter

Dear Mr. shah Faisal,

Greeting from CTC.

Please find the attached explanation letter regarding your absenteeism kindly share your response within 48 hours.

Thank you!

Regards,
Sabeen khan.
HR Associate.
CHIP Training & Consulting (Pvt) Ltd.
Cell:[0349-7760729](tel:0349-7760729)