

hina.queshi@chipconsulting.org

From: FAROOQ, Zainab <farooqz@who.int>
Sent: Tuesday, April 4, 2023 11:43 AM
To: hina.queshi@chipconsulting.org
Cc: ADEM, Abdinasir; naila.nizam@chipconsulting.org; Sundas Tariq
Subject: RE: [EXT] RE: Response of explanation

Dear Hina

Keeping the performance of UCPO under consideration and recommendation of the first line supervisor, Please proceed as per the SOPs.

Thanks

From: hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>
Sent: Monday, 3 April 2023 11:25 am
To: FAROOQ, Zainab <farooqz@who.int>
Cc: ADEM, Abdinasir <adema@who.int>; naila.nizam@chipconsulting.org; Sundas Tariq <sundas.tariq@chipconsulting.org>
Subject: FW: [EXT] RE: Response of explanation

Dear Ms. Zainab

Greetings from CTC!

In continuation to the below email, an explanation letter was issued to UCPO Mr Alam Zaib. 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 warning letter with one day salary cut on account of Poor performance and Absenteeism.

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)

From: MASOUD-UL-HASSAN, Muhammad [<mailto:masoudulhassanm@who.int>]
Sent: Sunday, March 26, 2023 4:24 PM
To: hina.queshi@chipconsulting.org
Cc: AKBAR, Shumila; FAROOQ, Zainab; naila.nizam@chipconsulting.org; sundas.tariq@chipconsulting.org
Subject: Re: [EXT] RE: Response of explanation

Dear Ms. Hina,

Thank you very much for your support towards the noble cause.
Mr. Alamzaib's justification is unsatisfactory and contrary to facts as,

- 1) This is the gross negligence on the account of **Mr. Alamzaib UCPO UC-09**, As all of us are aware that microplanning is the PRIME responsibility/TOR of UCPOs in his/her own assigned UC during precampaign for which he/she maybe held accountable. Moreover, He has been working as UCPO in the same UC for about eight years and as per SOPs UCPOs have to update the microplans after every campaign.
- 2) He did not show his presence when called for Microplan validation, instead his UCMOs, Area Incharges and even ASV (Tehsil level InCharge) were present on the said day and time for which he was marked absent as already discussed with your good self.
- 3) I would also like to bring to your notice that he kept sharing fake location for which he was given a verbal warning.

Strict action/Warning is hereby recommended. Please proceed as per accountability SOPs.

Regards,

Dr M.Masoud ul Hassan
Immunization Officer -WHO Rawalpindi
Mobile:- 0333-5969151
Email:- masoudulhassanm@who.int

From: hina.queshi@chipconsulting.org <hina.queshi@chipconsulting.org>
Sent: Monday, 20 March 2023, 10:56
To: MASOUD-UL-HASSAN, Muhammad <masoudulhassanm@who.int>
Cc: AKBAR, Shumila <akbars@who.int>; FAROOQ, Zainab <farooqz@who.int>; naila.nizam@chipconsulting.org <naila.nizam@chipconsulting.org>; sundas.tariq@chipconsulting.org <sundas.tariq@chipconsulting.org>
Subject: [EXT] RE: Response of explanation

Dear Dr. Masoud ul Hassan

Greetings from CTC!

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

As per the response of Mr Alam Zaib

The UCMO and AIC of UC were busy in Census; New UCMO and AIC were assigned during SNID campaign who were not well aware of the Microplan and its components.
He had already informed his First line Supervisor about the same.
He put complete efforts from his side in microplanning.

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: Alam zaib Khan [<mailto:alamzaibk1@gmail.com>]

Sent: Thursday, March 16, 2023 6:35 AM

To: hina.queshi@chipconsulting.org

Cc: masoudulhassanm <masoudulhassanm@who.int>; naila.nizam@chipconsulting.org; Sundas Tariq <sundas.tariq@chipconsulting.org>

Subject: Response of explanation

Dear Sir /Madam,

In response to the first complaint of uninformed absentee.

It is to inform you that

On 11th of March 2023, I was present in my UC as I have shared my attendance in CTC App. The screen shot of my attendance of that day is attached in the email. On the same day I have also conducted the community session in my UC along with the District and Partner (Comnet) staff for the awareness of SNID March. The pictorial evidence of these activities mentioned with date and time is also attached with email.

In response to the second complaint I received regarding the failure of Micro planning:

Due to the census duty of permanent UCMO and AIC of UC 9, the new UCMO and AIC were assigned for SNID March, as they were not experienced and well aware of the Micro planning and its components. As I have priorly informed my supervisor about the issue. Although I have put my best efforts with the newly appointed staff in microplanning.

In the above responses I hope I have cleared my position and in future, I will continue to perform my duties and efforts with honesty and also put my best efforts to contribute in the Nobel cause.

Best Regards,
Alam Zaib khan
UCPO UC,9
Rawalpindi City

On Thu, Mar 16, 2023, 3:31 PM <hina.queshi@chipconsulting.org> wrote:

Dear Mr. Alam Zaib Khan

Reminder

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

Looking forward to your prompt response.

Regards

Hina Qureshi

Project Associate

CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell: [03497760756](tel:03497760756)

From: hina.queshi@chipconsulting.org [mailto:hina.queshi@chipconsulting.org]

Sent: Tuesday, March 14, 2023 5:13 PM

To: alamzaibk1@gmail.com

Cc: masoudulhassanm@who.int; naila.nizam@chipconsulting.org; Sundas Tariq (sundas.tariq@chipconsulting.org)

Subject: Explanation Letter

Dear Mr. Alam Zaib Khan

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

Looking forward to your prompt response.

Regards

Hina Qureshi

Project Associate

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