

Feb 8th, 2023



Mr. Tehsin Ullah,  
CNIC # 2160282608479,  
UCPO - Daradar Mamozi,  
Orakzai - KPK.

**Subject: Show Cause Letter on account of Persistent Absenteeism**

Dear Tehsin Ullah,

This is with reference to the complaint received dated Feb 6th, 2023, regarding your persistent absenteeism in your capacity as Union Council Polio Officer (UCPO) at Daradar Mamozi - Ismail Zai - Orakzai.

It has been reported that you have remained absent from the filed activities for 03 days dated 23,24 and 25 January 2023 without showing any sufficient cause or taking prior approval from the concerned authorities. As per policy, persistent absenteeism is serious misconduct. Your persistent absenteeism clearly shows your irresponsible attitude towards your job and lack of commitment to the noble cause of polio eradication thus necessitating strict action.

Hence, the undersigned hereby issued a 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 note that if a satisfactory response is not received within the 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 'Jiyah' with a long horizontal stroke underneath.

HR Department  
CHIP Training & Consulting

CC.

Personal File.

**CHIP Training & Consulting (PVT) LTD.**

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