

May 13th, 2022

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

Subject: Final Warning Letter on account of Non-Serious and Casual Attitude with Salary Cut

Dear Tehsin Ullah ,

This is with reference to the complaint received dated Apr 14th, 2022 regarding your non-serious and casual attitude in your capacity as Union Council Polio Officer (UCPO) at Daradar Mamozi - Ismail Zai - Orakzai.

It is hereby to inform you that your responses to the explanation letters issued dated 6th April and 14th April 2022 on account of absenteeism and Neglect of duty respectively have been reviewed and found to be unsatisfactory. You remained absent from the field activities on 30th and 31st March 2022 without any prior approval. Moreover, you also did not extend support to your UC level staff for the preparation and validation of the RED REC Micro Plan. Although, you were provided proper training for that purpose. You have been issued a warning in past as well but you paid no heed. You are aware that both of the aforementioned acts are a violation of SOPs and show your lack of interest in your job responsibilities hence rendering yourself for appropriate disciplinary action.

The gravity of negligence committed by you is such that it warrants severe punishment but a lenient view is taken this time and a warning is awarded to you including the salary cut of two (2) days from the month of Apr-2022. Please note that this final warning letter will remain active in your personal files for the next three months and your attendance will be closely monitored by your supervisors during the said period.

Please note that this is the last and final warning and if any negligence of such nature is reported in the future, your employment contract will be terminated with immediate effect.

Regards



HR Department
CHIP Training & Consulting

CC;

Personal File.