

Apr 14th, 2023



Mr. Zareen Khan,
CNIC # 1710103441923,
TPO - Shabqadar,
Charsada - KPK.

Subject: Explanation Letter on account of Professional Negligence

Dear Zareen Khan,

This is with reference to the complaint received dated Apr 13th, 2023 regarding your Professional Negligence (Poor Performance Compliance as per TOR's) in your capacity as TPO - Shabqadar - Charsada.

It has been reported by the Program Team that you failed to complete the tasks assigned to you by your supervisor. You were guided and counselled by your supervisor on his first Surveillance visit to THQ Shabqadar, to complete the task of checking and maintaining the Weekly Zero-Report register, as it was not maintained properly. But upon rechecking you failed to properly maintain the Zero-Report register. Four (04) Measles cases were seen by your supervisor in OPD register, while the measles cases in Zero-Report were mentioned as Nil. It was also reported that you had no knowledge of AFP cases in your assigned Tehsil. Furthermore, your behavior was rude and you were having objection on the appointment of the TTP members, which was not part of your duty.

As per policy, Professional Negligence is a serious misconduct and it clearly shows your irresponsible attitude towards your job and lack of commitment to the noble cause of polio eradication thus warrant explanation. Hence, the undersigned hereby calls upon your explanation 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 take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink, appearing to read 'Ziyah', with a horizontal line drawn underneath it.

HR Department
CHIP Training & Consulting

CC;
Personal File.

CHIP Training & Consulting (PVT) LTD.

CHIP House Plot 1 (Fayyaz Market), Street 9, G-8-2, Islamabad – Pakistan
Tel: +92-51-111-111-920, Fax: +92-51-2280081, E.mail: info@ctc.org.pk

www.ctc.org.pk