

From: muhammadmuslehuddin@chipconsulting.org
[mailto:muhammadmuslehuddin@chipconsulting.org]
Sent: Tuesday, April 18, 2023 1:46 PM
To: 'HABIB, Mashal' <habibma@who.int>
Cc: 'ULLAH, Asad' <ullaha@who.int>; 'ABBAS, Waseem' <wabbas@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; 'javeria.khattak@chipconsulting.org' <javeria.khattak@chipconsulting.org>; 'sabeen.khan@chipconsulting.org' <sabeen.khan@chipconsulting.org>
Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Mr. Mashal Habib,

I hope you will be doing well. I thank for your kind response. As it is evident from the below email that the response of Mr. Zareen Khan (TPO-Shabqadar) has been termed as unsatisfactory so a Disciplinary action (Warning Letter) shall be recommended against him for the approval of Provincial Team Lead.

However it is communicated that Mr. Zareen Khan has joined on the Position of TPO-Shabqadar on 5th April, 2021 and have undergone a Probation Period of three months. CTC does not have the Policy of extending the Probation for another three months during the course of employment if an employee has successfully completed the Probation Period and a regular contract has been granted to the employee.

Furthermore kindly note that the Warning Letter once issued will remain active in the personal file of the Employee for the next three months and the performance of the employee will be closely monitored by their Supervisor during the said period. If there is repetition of unprofessional behavior then the Management will determine appropriate Disciplinary Action as per the SOP's. If you need any further information then please let me know.

Best Regards,
Muslehuddin

From: HABIB, Mashal [mailto:habibma@who.int]
Sent: Monday, April 17, 2023 8:23 PM
To: muhammadmuslehuddin@chipconsulting.org
Cc: ULLAH, Asad <ullaha@who.int>; ABBAS, Waseem <wabbas@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; javeria.khattak@chipconsulting.org; sabeen.khan@chipconsulting.org
Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Muhammad Musleh Uddin,
Greetings from District Charsadda.

I hope you are doing well.

I am writing this email regarding the response of Mr. Zareen (TPO Shabqadar) to the explanation letter issued to him. After careful review of his response, and discussing with the worthy Area Coordinator Dr. Asad Ullah, who is also the 2nd level supervisor for TPOs, we both agree that the response provided by

Mr. Zareen is unsatisfactory and it doesn't address the concerns raised in the letter. We believe that further actions need to be taken to ensure that the concerns are addressed and resolved in future. As you know, our organization's mission is to eradicate polio, and every team member's performance is crucial in achieving this goal. Therefore, after careful consideration, it has been decided by both 1st and 2nd level supervisor to request CTC to place Mr. Zareen on probation for a period of 3 months. During this time, Mr. Zareen will be provided with a performance improvement plan that will outline the areas where he needs to improve and the steps, he should take to enhance his performance. He will be expected to follow this plan and perform his duties accordingly. At the end of the probation period, his performance will be evaluated, and a decision will be made based on his progress. We believe that this decision will be in the best interest of our organization and the noble cause of eradicating polio. We appreciate your understanding and support in this matter. Please let us know if you have any questions or concerns.

Thank you.

Regards:

Dr Mashal Habib
Immunization Officer
District Charsadda
Email: habibma@who.int
Mob: +923333297766

From: muhammadmuslehuddin@chipconsulting.org <muhammadmuslehuddin@chipconsulting.org>
Sent: Monday, 17 April 2023 9:39 AM
To: HABIB, Mashal <habibma@who.int>
Cc: ABBAS, Waseem <wabbas@who.int>; ULLAH, Asad <ullaha@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; javeria.khattak@chipconsulting.org; sabeen.khan@chipconsulting.org
Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Dr. Mashal Habib,

I hope you will be doing well. We received a complaint regarding Professional Negligence against Mr. Zareen Khan TPO-Shabqadar, District Charsadda. The CTC Management had issued him an Explanation Letter to acquire his stance. Attached please find the response received from Mr. Zareen Khan. Your kind comments are needed in this regard. If the response is termed as satisfactory then no action will be taken against Mr. Zareen Khan and if it is termed unsatisfactory then a Warning Letter will be issued to him after the approval of PTL.

Best Regards,

Muslehuddin

From: muhammadmuslehuddin@chipconsulting.org
[<mailto:muhammadmuslehuddin@chipconsulting.org>]
Sent: Thursday, April 13, 2023 3:12 PM
To: 'HABIB, Mashal' <habibma@who.int>
Cc: 'ABBAS, Waseem' <wabbas@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; 'javeria.khattak@chipconsulting.org' <javeria.khattak@chipconsulting.org>; 'sabeen.khan@chipconsulting.org' <sabeen.khan@chipconsulting.org>; 'ULLAH, Asad' <ullaha@who.int>
Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Dr. Mashal Habib,

I thank you for your kind response. The Process has been started.

Best Regards,
Muslehuddin

From: HABIB, Mashal [<mailto:habibma@who.int>]
Sent: Thursday, April 13, 2023 2:56 PM
To: muhammadmuslehuddin@chipconsulting.org
Cc: ABBAS, Waseem <wabbas@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; javeria.khattak@chipconsulting.org; sabeen.khan@chipconsulting.org; ULLAH, Asad <ullaha@who.int>
Subject: Re: [EXT] Re: Explanation for poor work performance.

Dear Muhammad Musleh Uddin,
Hope you are doing well.

Kindly issue an explanation letter to Mr. Zareen on account of Professional Negligence for further necessary action.

Regards:

Dr Mashal Habib
Immunization officer WHO
District: Charsadda
Contact: 03333297766
Email: habibma@who.int

From: muhammadmuslehuddin@chipconsulting.org
<muhammadmuslehuddin@chipconsulting.org>
Sent: Tuesday, April 11, 2023 12:25 PM

To: HABIB, Mashal <habibma@who.int>
Cc: ABBAS, Waseem <wabbas@who.int>; 'Naila Nizam' <naila.nizam@chipconsulting.org>; 'sundas.tariq' <sundas.tariq@chipconsulting.org>; javeria.khattak@chipconsulting.org <javeria.khattak@chipconsulting.org>; sabeen.khan@chipconsulting.org <sabeen.khan@chipconsulting.org>
Subject: FW: [EXT] Re: Explanation for poor work performance.

Dear Dr. Mashal Habib,

I hope you will be doing well. As per our detailed discussion on the subject matter, the Performance issue of Mr. Zareen Khan-TPO Shabqadar, District Charsadda stands resolved as per your comments. If you still want to pursue the same, then an Explanation Letter will be issued to Mr. Zareen Khan on account of Professional Negligence after the approval of PTL. Kindly advise in this regard for further necessary action.

Best Regards,

MUHAMMAD MUSLEHUDDIN
SENIOR HR OFFICER
CHIP Training & Consulting (Pvt) Ltd
PESHAWAR OFFICE
Contact: +92-333-9224883
Whatsapp: +971-55-3867238

From: ABBAS, Waseem [<mailto:wabbas@who.int>]
Sent: Friday, April 7, 2023 10:34 AM
To: muhhammadmuslehuddin@chipconsulting.org
Cc: ULLAH, Asad <ullaha@who.int>; KAMRAN, Waheed <kamranw@who.int>; AURANGZEB KHAN, Mazhar <zebma@who.int>; Naila Nizam <naila@ctc.org.pk>
Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Muslehuddin,

Kindly share the status.

Regards

Waseem Abbas

From: ABBAS, Waseem
Sent: Thursday, March 30, 2023 3:31 PM
To: muhhammadmuslehuddin@chipconsulting.org
Cc: ULLAH, Asad <ullaha@who.int>; KAMRAN, Waheed <kamranw@who.int>; AURANGZEB KHAN, Mazhar <zebma@who.int>; Naila Nizam <naila@ctc.org.pk>
Subject: Re: [EXT] Re: Explanation for poor work performance.

Dear Muslehuddin,

Kindly initiate the formal investigation of the matter and share a report.

Regards

Waseem Abbas

On Mar 30, 2023, at 3:09 PM, ULLAH, Asad <ullaha@who.int> wrote:

From: ULLAH, Asad

Sent: Thursday, 30 March 2023 3:04 pm

To: Zareen Khan <zrnkhan1@gmail.com>; HABIB, Mashal <habibma@who.int>

Cc: SHAH, Syed <shahsyed@who.int>

Subject: RE: [EXT] Re: Explanation for poor work performance.

Dear Mr .Zareen

The response from your side is not only un satisfactory but totally non professional and un acceptable. I have visited THQ shabqadar myself and surveillance record was not up to date with no Epid no on zero reports and No epid number to 6 cases in line list register .Even before that I have verbally warned and directed you multiple times to be more vigilant. Even during surveillance review record at THQ shabqadar was not updated and I directed to complete it well in time.

The Last paragraph of your email is totally disrespectful and non professional .despite ignoring several issues of kinship and complaints from different staff regarding yourself such email and breaking chain of supervisory tier and indirectly threatening first and second level supervisor of writing or going to provincial office is not in accordance of Norms and rules of HR

Please consider this as final warning and any such attitude and false allegations lobbying with government staff against your supervisor will not be tolerated and will be seriously considered in your upcoming evaluations

Dear salamat shah

NOTE for record

asad

From: Zareen Khan <zrnkhan1@gmail.com>

Sent: Monday, 27 March 2023 9:35 pm

To: HABIB, Mashal <habibma@who.int>

Cc: ULLAH, Asad <ullaha@who.int>; SHAH, Syed <shahsyed@who.int>

Subject: [EXT] Re: Explanation for poor work performance.

Dear Sir,

Apropos to your email concerning submission of explanation on my part regarding the mentioned task and my conduct at workplace, it is apprised that I had already updated the weekly zero-reports register along with requisite details as per your guidelines which you observed and were submitted to surveillance office Charsadda well in time. Meanwhile you inquired about the details of the reported AFP cases of the second last week which is humanly not possible to recall all the data, albeit all of the cases were timely and properly recorded in weekly zero-report register.*pic attached

Regarding the non-reporting of four Measles cases in zero-report register, it is clarified that these were not four cases as you didn't check the OPD register in detail. This was intimated to yourself three weeks ago but no heed was paid. Upon your inquiry about the non-reported measles cases during your last surveillance visit, the EPI technician assured you that no such cases have been referred by any doctor. The total cases reported up to January 14, 2023 were 21 only as per the OPD register record which was already signed by yourself as well.

Besides, my knowledge about the AFP cases in the tehsil assigned to me, it is added for your kind information that I had conducted in all UCs training sessions at BHU/RHC and THQ of all tehsil Shabqadar, met with HCPs and influencers and the attendance sheet is attached herewith for your reference. My performance could be assessed by comparing with other TPOs at referred cases, linkages and coordination in surveillance activities i.e. stool collection and submission within time. It is further added that most of the TTPs appointed for their respective areas don't perform all recommended members their duties properly which manifests poor management, lack of interest and ignorance of UCPOs / TPOs.

As per your accusation that my conduct is rude, it is clarified that you insulted me in front of permanent site staff of THQ Shabqadar and demonstrated unprofessional attitude which isn't expected in official environments. I was therefore compelled to report your misbehavior and unmannerly language to high ups of WHO for further investigation and I am positive that my request for a disciplinary inquiry would be considered. The explanation called by yourself is a preemptive attempt of safeguarding yourself and therefore I will request to higher authority to initiate an enquiry into all these allegations and establish facts in the best interest of establishing a professional work environment.

Best regards,

Zareen Khan, TPO Shabqadar.

On Sat, Mar 25, 2023 at 8:35 AM HABIB, Mashal <habibma@who.int> wrote:
Dear Zareen Khan,

I am writing this email to bring your attention to a serious concern regarding your recent work performance.

It has been observed by me that you failed to complete the assigned task to you by me.

On my first Active Surveillance visit to THQ Shabqadar this month, I personally guided and counselled you to complete the task of checking and maintaining the Weekly Zero-Report register, as it was not maintained properly. But again, this week, on 24-03-2023, you failed to properly maintain the Zero-Report register. Four (04) Measles cases were seen by me in OPD register, while the measles cases in Zero-Report were mentioned as Nil.

Moreover, you had no knowledge of AFP cases in your assigned Tehsil.

Furthermore, your behavior was rude, and you were having objection on the recent appointment of the TTP members, which is not your duty.

As a responsible employee, it is expected of you to complete the assigned task within the given timeline. Your failure to do so reflects poorly on your performance and affects the team's productivity. It also shows a lack of commitment towards your work and your responsibilities.

Therefore, I request you to provide an explanation as to why this failure occurred and why you were unable to complete the task as assigned. Please respond to this letter within Three (03) days and provide valid reasons for your failure and rude behavior. Additionally, please provide a detailed plan of action to complete the task as soon as possible and to avoid similar incidents in the future.

Thank you for your attention to this matter.

Dr Mashal Habib

Immunization Officer

District Charsadda

Email: habibma@who.int

Mob: +923333297766