

May 2nd, 2023



Mr. Ahmed Khan,
CNIC # 2120164093865,
UCPO - Mastak,
Khyber - KPK.

Subject: Explanation Letter on account of Professional Negligence

Dear Ahmed Khan,

This is with reference to the complaint received dated Apr 28th, 2023, regarding your Professional Negligence (Poor Performance Compliance as per TOR's) in your capacity as Union Council Polio Officer (UCPO) at Mastak - Bara - Khyber.

It has been reported by the Program Team that you failed to follow the PTPP monitoring plan that was shared by the DEOC for EID ul Fitar (From day 1st to day 4th). You have been oriented and sensitized multiple times, but there has been no improvement in your attitude/behavior. You were even called to the DEOC a few weeks ago due to a lack of seriousness and professional negligence, yet no positive change has been observed. The Monitoring plan has been shared with you previously and as per plan you were supposed to monitor the team on 28th March 2023, but you did not visit the team a single day.

As per policy, Professional Negligence is serious misconduct. 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 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 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

HR Department
CHIP Training & Consulting

CC;

Personal File.

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