

May 4th, 2023



Mr. Muhammad Abid Pervaiz,  
CNIC # 1210314752477,  
TPO - Dera Ismail Khan,

DI Khan - KPK.

**Subject: Explanation Letter on Account of Professional Negligence**

Dear Muhammad Abid Pervaiz,

This is with reference to the complaint received dated May 3rd, 2023 regarding your Professional Negligence (Poor Performance Compliance as per TORs) in your capacity as TPO at - Dera Ismail Khan - DI Khan.

It has been reported by the Program Team that you were not keeping/carrying campaign necessary tools and documents during field activity which was observed by the External monitor. 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 warrants 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

A handwritten signature in black ink that reads "Jiyah". The signature is written in a cursive style and is underlined with a single horizontal stroke.

HR Department  
CHIP Training & Consulting

CC;

Personal File.

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ST # 9, G-8/2, ISLAMABAD  
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