

May 4th, 2023



Mr. Rasool Khan,  
CNIC # 2230113962399,  
TPO - S.D Darazinda ,

DI Khan - KPK.

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

Dear Rasool Khan,

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 - S.D Darazinda - DI Khan.

It has been reported by the Program Team that during Campaign, unused syringes from the fIPV campaign were found in UC Morga and UC Koi Bahara by District Monitor. As it is the responsibility of Tehsil monitor to ensure the retrieval or report the status of campaign logistics to the District office/store, after the completion of the activity. 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

HR Department  
CHIP Training & Consulting

CC;

Personal File.

ISLAMABAD OFFICE:  
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)  
ST # 9, G-8/2, ISLAMABAD  
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:  
1 CANS PARK IBRAHIM BADAMOSHI  
BABANGIDA BOULEVARD,  
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:  
OFFICE 5 FLOOR 5  
21 KNIGHTSBRIDGE  
LONDON SW1X 7LY