

May 19th, 2023



Mr. Babar Ali Shakir,
CNIC# 1730198936723,
UCPO - Kakshal,
Peshawar - KPK.

Subject: Explanation Letter on account of Tardiness (Late Attendance)

Dear Babar Ali Shakir,

This is with reference to the complaint received dated May 18th, 2023 regarding your Tardiness (Late Attendance) in your capacity as Union Council Polio Officer (UCPO) at Kakshal - City - Peshawar.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual and unprofessional manner. You were late from the site on 18th May 2023 without showing any sufficient cause or prior approval from the concerned authorities. As per policy, Tardiness (Late Attendance) 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 call 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 that reads "Jiyah". The signature is written in a cursive style and is positioned above a horizontal line.

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CHIP Training & Consulting

CC;
Personal File.

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