

## Nadeem Jan

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**From:** Shahid Ali <shahidali@ctc.org.pk>  
**Sent:** Thursday, February 27, 2020 5:18 AM  
**To:** 'Muhammad HABIB'  
**Cc:** 'Burhanuddin SALARZAI'; 'Nadeem Jan'; 'mohammad saleem'; 'ABBAS, Waseem'  
**Subject:** RE: Explanation letter on account of unapproved absenteeism

Dear Dr. Habib,

Thank you for your email.

With reference to your below email please be informed that an appropriate action will be taken as per agreed SOPs with WHO.

Further, as CTC is looking after HR domain, please it is requested to report such issues directly to CTC office for smooth HR operation.

Thanks & Regards,  
Shahid Ali  
Regional Coordinator KP & KPTD-PTPP  
Chip Training & Consulting (Pvt) Ltd.

**From:** Muhammad HABIB <mphfata@gmail.com>  
**Sent:** Wednesday, February 26, 2020 5:19 PM  
**To:** Shahid Ali <shahidali@ctc.org.pk>  
**Cc:** Burhanuddin SALARZAI <salarzaib@who.int>; Nadeem Jan <nadeemjan@ctc.org.pk>; mohammad saleem <drmohammadsaleem02@gmail.com>  
**Subject:** Fwd: Explanation letter on account of unapproved absenteeism

Respected Shahid Sb

I am forwarding explanation letter and reply of UCPO Wader Ahmad that was found absent on 24-02-2020 from his duty with out any prior permission and information from PEOs and has been Marked absent in attendance sheet, although all staff is oriented on Procedures for leave , kindly issue him an official warning with salary cut to be vigilant in future  
Best Regards.

----- Forwarded message -----

**From:** Wader Ahmad <wrsafi@yahoo.com>  
**Date:** Mon, 24 Feb 2020 at 7:36 PM  
**Subject:** Re: Explanation letter on account of unapproved absenteeism  
**To:** Muhammad HABIB <mphfata@gmail.com>  
**Cc:** Aman Ullah Safi <amanullahsafif6@gmail.com>, Burhanuddin SALARZAI <salarzaib@who.int>, Dr.Mumtaz Khan <acbajourmohmand@gmail.com>, Dr.Tariq Jamal <dr.tariqjamal75@gmail.com>, mohammad saleem <drmohammadsaleem02@gmail.com>

**Dear Sir,**

i was unable to attend my duty on Feb-24,2020 as i came down with a severe headache, i contacted my TCSP at night time and informed him about my health, also told that if i got well i will attend my duty,

but alas, at morning time my situation deteriorated and i had no choice but to stay at home and take care of myself,  
at 9:18 am i also text to my TCSP for granting me one day leave,  
i accept my mistake for not informing the PEO about my health and urgent leave,  
i deeply apologize for the inconvenience i caused and would be cautious in future,  
my medical report is attached herewith,  
Hoping for your kind consideration.

**thanks and kind regards,**

**Wader Ahmad  
UCPO Lakari  
Cell:0308-7408162**

On Monday, February 24, 2020, 04:43:45 PM GMT+5, Muhammad HABIB <[mphfata@gmail.com](mailto:mphfata@gmail.com)> wrote:

Dear Wader Ahmad

Attached please find your explanation letter

Best

**District Office of the WHO at DHO office Ghalanai KP-TD Mohmand**

Mr Wader Ahmad

UCPO Lakaro  
TEHSIL Safi Lakaro  
KP-TD MOHMAND

Date 24<sup>th</sup> Feb 20

**Subject**     **Explanation letter on account of absenteeism from duty**


Dear Mr Wader Ahmad

Today on date 24/02/2020 you were found absent from the field activity (EOR Monitoring) without any prior permission and information from supervisor and your attendance sheet were not available in health facility. This shows your lack of interest towards your job responsibility and violation of the rules of the organization, thus warrants explanation.

There for you are directed to explain your Position within 24 hours from the date of receipt of this letter

Please take note that if satisfactory response is not received within mentioned 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 valid explanation to offer in your defense.

Regards,

  
Polio Eradication Officers  
KP-TD Mohmand 24-02-2020

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Muhammad Habib  
PEO-Mohmand  
Cell:03339117910  
[Email:mhabib@who.int](mailto:mhabib@who.int)  
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Muhammad Habib  
PEO-Mohmand  
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[Email:mhabib@who.int](mailto:mhabib@who.int)