

Nadeem Jan

From: Shahid Ali <shahidali@ctc.org.pk>
Sent: Monday, March 2, 2020 3:54 AM
To: 'ABBAS, Waseem'; khanfai@who.int
Cc: 'MAZVIDZA, Simbarashe'; 'Nadeem Jan'
Subject: RE: Explanation letter on account of unapproved absenteeism
Attachments: Response-_Wader_Ahmad-_Mohmand.pdf

Dear Waseem/Faizan,

With reference to below email, an explanation letter was issued to UCPO Mr. Wader Khan on account of unapproved absenteeism. As per his response, he was unable to attend field activities due to severe headache. He informed TCSP regarding his health condition and request him for one day leave. His response to the explanation letter is unsatisfactory, as per policy he should inform his first level supervisor regarding his leave. He has violated leave policy by taking leave without approval of concern authorities. He is recommended for warning letter with salary cut.

In case of any comment regarding the same please let us know.

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

From: Shahid Ali <shahidali@ctc.org.pk>
Sent: Thursday, February 27, 2020 6:20 PM
To: 'ABBAS, Waseem' <wabbas@who.int>; 'khanfai@who.int' <khanfai@who.int>
Cc: 'MAZVIDZA, Simbarashe' <mazvidzas@who.int>; 'Nadeem Jan' <nadeemjan@ctc.org.pk>
Subject: FW: Explanation letter on account of unapproved absenteeism

Dear Waseem/Faizan,

With reference to below email, UCPO Mr. Wader Khan remained absent on 24th February 2020 without approval of supervisor. He is recommended for explanation letter followed by warning if response is not satisfactory.

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>](mailto: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 <amanullahsafi6@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> 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 24th 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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