

Feb 12th, 2020

Ms. Tayyaba Nawaz,  
CNIC # 4230148779318,  
UCPO - Akhter Colony - 1,  
KHI Jamsheed - Sindh.

Subject: Show Cause Letter on account of misleading information to field staff.

Dear Tayyaba Nawaz,

This is with reference to the complaint received dated Feb 04th, 2020 regarding misleading information in your capacity as Union Council Polio Officer (UCPO) at Akhter Colony - 1 - Jamsheed - KHI Jamsheed.

It has been reported that you are non serious towards your job responsibilities and taking the same in very casual and unprofessional manner. It has been observed that during the morning briefing session of catch up activities on Jan 10th 2020 , you have misguided the CBV staff about AV child recording and instructed them that if a child is found vaccinated instead of confirming it from finger marking, just verify it from their parents and add the details on 2B form. Your this action shows your irresponsible attitude and lack of commitment towards the noble cause of polio eradication and makes you liable to be dealt with appropriate action.

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior. You are required to reply 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 satisfactory response is not received within stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards



Naila Nizam  
Project Manager

CC;  
Personal File.

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