

From: SEIDA, Yahia [mailto:yseida@who.int]
Sent: Wednesday, March 11, 2020 1:49 PM
To: Sabeela <sabeela@ctc.org.pk>; DEMEKE, Temesgen Atsedu <demeket@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; Bilal, Omar <bilalo@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; SAMAD, Abdul <asamad@who.int>; khalid@ctc.org.pk
Subject: Re: explanation letter on account of absenteeism

Approved

Regards
Dr Yehia Ghaffar
Technical Officer
WHO, PEI, Baluchitan

From: Sabeela <sabeela@ctc.org.pk>
Sent: Wednesday, March 11, 2020 12:19:38 PM
To: SEIDA, Yahia <yseida@who.int>; DEMEKE, Temesgen Atsedu <demeket@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; Bilal, Omar <bilalo@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; SAMAD, Abdul <asamad@who.int>; khalid@ctc.org.pk <khalid@ctc.org.pk>
Subject: FW: explanation letter on account of absenteeism

Dear Sir,

With reference to below placed email regarding explanation reply of Mr. Mumtaz .

the explanation letter issued to him on account of absenteeism . the staff has shared his reply and he admitted that he was absent on the mentioned date due to his illness .he left for Karachi and could not inform anyone about his absenteeism. as per telephonic conversation with him he also apologized and requesting one more chance to not to repeat this type of negligence again.

AC remarks are also mentioned below.

In the light of aforementioned statement as per SOP if staff admitted his mistake he is liable for disciplinary action.

it is recommended to issue him warning with 3 days salary cut on account of uninformed absenteeism and strictly intimate him to not to repeat this

type of negligence again otherwise next time strict disciplinary action will be taken against him.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Bilal, Omar [<mailto:bilalo@who.int>]
Sent: Tuesday, March 10, 2020 5:30 PM
To: Sabeela <sabeela@ctc.org.pk>; SAMAD, Abdul <asamad@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; khalid@ctc.org.pk
Subject: RE: explanation letter on account of absenteeism

Dear Sabeel,

My statement is the same as Mr. Mumtaz (UCPO – S / Grasha) was absent from his duty station from (26th to 28th) Feb 2020 without availing leave and even without informing me & PEO – Khuzdar either he was sick or normal.

Regards,

From: Sabeela [<mailto:sabeela@ctc.org.pk>]
Sent: Tuesday, 10 March 2020 3:09 PM
To: SAMAD, Abdul <asamad@who.int>; Bilal, Omar <bilalo@who.int>
Cc: 'Naila Nizam' <naila@ctc.org.pk>; BUGTI, Muhammad Anwar <bugtim@who.int>; Bilal, Omar <bilalo@who.int>; KASI, Arbab Niamat Ullah <kasia@who.int>; khalid@ctc.org.pk
Subject: FW: explanation letter on account of absenteeism

Dear Dr. Omer,

With reference to below placed email regarding explanation reply of Mr. Mumtaz .
the explanation letter issued to him on account of absenteeism .

your kind remarks are required on below mentioned response t=so that further process will be taken accordingly.

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.
0340-8442588

From: Mumtaz sajadi [<mailto:mumtazbaloch72@gmail.com>]
Sent: Tuesday, March 10, 2020 1:17 PM
To: Sabeela <sabeela@ctc.org.pk>
Subject: Re: explanation letter on account of absenteeism

I am under treatment, sundally I became unconscious my family took me in Karachi, after one day treatment in hospital, I back to my UC. Due to network problem in my UC, I couldn't communicate with Area coordinator and PEO on time and informed PEO late. My Area coordinator and PEO are awared that I am under treatment since 3 months, you can verify this from Area coordinator and PEO.

Thanks

Regards:

Mumtaz Ahmed
UCPO S/Gresha

On Mon, Mar 9, 2020, 4:23 PM Sabeela <sabeela@ctc.org.pk> wrote:

Dear Mr. Mumtaz,

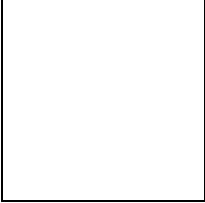
Please find in the attached file your explanation letter on account of absenteeism .

please share your reply within 48 hours .

If you need any further information regarding the same, please let us know.

Regards,
Sabeela Pasha
Regional Coordinator - PTPP
CHIP Training & Consulting (Pvt) Ltd.

0340-8442588



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