

Aug 5th, 2020

Mr. Muhammad Usman,
CNIC # 2170120778489,
UCPO - Angoor Adda,
Wazir-S - KP-TD.

Subject: Termination of Employment Contract on account of Dual Job

Dear Muhammad Usman,

This is with reference to the complaint received dated Jul 23rd, 2020 regarding your dual job in your capacity as Union Council Polio Officer (UCPO) at Angoor Adda - Birmal - Wazir-S.

This is to inform you that your reply has been reviewed and found to be not satisfactory. You have admitted the fact that you have been appointed as an Arabic Teacher which is in sheer violation of the organizational SOPs. You have mentioned in your response that you have not joined your new position. However, your appointment order has been issued on 17th April 2020 and you have signed a charge report on 18th April 2020. As per policy, PTPP staff are not allowed to undertake other employment, and concealment of the same is itself professional misconduct. Your actions show your lack of professional approach which cannot be ignored hence warrants strict disciplinary action.

Therefore, it has been decided to terminate your employment contract with immediate effect; hence making Aug 05, 2020 your last day of employment with CTC.

Please note that you will not be paid any remuneration against your services for the month of July-2020 against the aforementioned reasons. You are directed to return Company's properties that you still have in your possession to your supervisor.

Regards



Naila Nizam
Naila Nizam

CC;
Personal File.