**Weekly progress report (2nd week of May, 2020)**

* 9 districts attendance received (8 of May & 1 of April)
* 5 leaves initiated in HRIS
* 2 CNIC received, updated in HRIS & filed in personal files
* 21 Appraisal forms printed and filed in personal files (9 from Nov-19 to Dec-19, 12 of Jan-2o to March-20)
* Office visit to record statement of a UCPO
* 19 disciplinary letters printed & filed in personal files
* Prepare information sheet of 15 UCPOs required for EOBI