16th September 2022



(

Abrar Hussain, Assistant Supervisor, Faislabad

#### Subject: Offer Letter for the Position of Assistant Supervisor

Dear Abrar Hussain,

Reference to your submission of CV and subsequent interview against subject position.

I am pleased to inform you that CHIP Training & Consulting (CTC) has decided to offer you a full time position of Assistant Supervisor (Grade – 4) – Faislabad with required travelling to field areas as governed by CTC Employee Service Rules (ESR).

A three-month Probationary Period will apply to this role, which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, the contract may further be extended for three or six month depending upon your performance and continuity of the position.

During probation period your monthly Gross Salary shall be @ PKR 65,000/-, at CTC Grade - 4. The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefit:

- You'll be provided with Fuel Expense for field @PKR 25,000/- per month.
- Communication Expenses @PKR 1,000/- per month.
- Death and disability Insurance cover @ PKR 1,500,000/-.

If acceptable, please sign the copy of this letter, scan and send it at <a href="https://hrassociate@ctc.org.pk">hrassociate@ctc.org.pk</a> within one working day, so that formal agreement can be prepared.

Please contact undersigned for any further clarification/information in this regard.

Regards,

HR Department Muhammad Arshad I accept above offer

CHIP TRAINING & CONSULTING (PVT) LTD

CTC Housu. Plot # 1. (Fayyaz Market) St # 9, G-8/2, Islamabad - Pakistan Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

MV/19/1/ (5) (6) 011/9/19/1/



## [CTC-HR&OPS-Recruitment-F-7.2-c-031-IF/MA/SK] [Application for Employment-September-2022]

Annexure D: Application for Employment with CTC

# Chip Training & Consulting (Pvt) Ltd Application for Employment

#### Instructions:

Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates.
If space provided in the form for any particular information is inadequate,
Please attach additional sheets.

If any information given in this form is subsequently found to be incorrect, it will be construed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate to the nature of misstatement.



Position applied for:

Asistant Sufer visus

		1. PERSONAL INFORMATION
1.1	Full Name	ARRAR HUSSAIN
1.2	NIC No.	34/64-1011423-7
1.3	Date of Birth	25-01-1985
1.4	Father's Name	MUKAMMAD INAYAT
	Marital Status	MARRIED
1.5	Spouse or next of Kin	UMNA AFZAL
	No. of Children	2.
1.6	Permanent	MANSURNALI. TEH WAZIRABAD DISTI: GEJRANWALA
1.0	Address	7
1.7	Present	AS ABOVE
Residential address		
1.8	Phone Numbers	0301-6600299
1.9	E-mail address	abrar a hng & gmail. com.
		Control of the Contro

	2.Bank Details
Account Title (Name of Ac Holder)	ABRAR HUSSAIN
Account No.	0968-250 113794
Bank Name & Branch	UNITED BANK. WAZIRABAD BRANCH

44 L	3. QUALIFICATIONS  List all your academic and technical qualifications, starting with the school certificate (Matriculation)				
Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.	
2000	GOTT HIGH School MANCHAR CHOIL	MATRIC	Physics/Bo /MAT11	2ND.	
2003	M.Z.A.K Gort Degree College N2D.	I.C.S	Physics. MATH, Computer	2110	
2005	И	B·A	Economics, Computer	D	
009	Ponjos university	M.A Pol Scient	Pol. Science	2ND_	

		4. PREVIOUS EMPLOYMENT
<b>!</b>		Cina dataile of many to the
II	If you are currently	unemployed, give these details in respect of the last and leave at the
4.1	Name of the Employer	unemployed, give these details in respect of the last employment held by you.  Premier DLC. (BEACONHOUSE)
4.2	Employer's	Record Harry O. La Charles
	Address	BEACON HOUSE Palm Tree Campus. Gujronwala
4.3	Date of Joining	12-05-2018
4.4	Your Last Job Title	Cluster Incharge
	Main	
4.5	Duties	Operational Inchanger   Pup Schools.
4.6	Name & Title of your	Academics Monitoring Logistics & Finance,
	immediate boss	Salled tahral ( Protect 1)
4.7	Gross Monthly Pay	
121111	and it ay	J 7400/-
		5 PAST WORK DEPOSIT

List all the previous jobs held by you, starting from the earliest.

To	Employer's Name & Address	475 40 40 40	Tribus Yrongo Wa	
1000	Section 1981 in the second			



	<b>G</b> HARAS		EFEREES
5.1	Give details of three of First Referee	Name Address  Contact Phone No.  Nature of association with you.	or marriage, who can vouch for your character and work experience  Any um Adul  2slampson  0323 - 8888755  EX- 8055.
5.2	Second Referee	Name Address  Contact Phone No.  Nature of association with you.	ABOUT QAYJUM WADDA TOWN GRW. 0345-7900 565 Ex-Colleague
5.3	Third Referee	Name Address  Contact Phone No. Nature of association with you.	0

6.1	Do you suffer from any serious ailment, or disability?  If so, give details.	No-
6.2	Have you ever been tried or convicted for any crime?  If so, give full details.	N9 -
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	No-
6.4	If an offer is made to you, how soon can you join us?	yes. 3rd et october. 3-10-2022
6.5	What are your salary and benefits expectation?	70K



Briefly explain why you consider yourself suitable for the position you have applied for.  I with respect to offered Position, Mestly Bosed on and monitoring I am currently Associated with	The state of the s
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some take I am doing from last I year.	•
1 '	

#### 8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that may be subsequently discovered.

Date 27/9/2

Candidate's Full Signature



### **CHIP TRAINING & CONSUL TING**

#### JOINING REPORT BY A NEW EMPLOYEE

ABRAR HUSSAIN
ABRAR HUSSAIN Asistant Supervisor
Raisladad
34/04_10/14237
39/04-10/14237
03/10/2022
19/09/2022
Rehang Mansha Project Manager
Project Manager



Document #: CTC-HR&OPS-ESR-7.2&3-001	Revision Date: November 2021
Title: Employee Service Rules (ESR)	Revision # 01

# PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (PSEAH) POLICY CHIP Training & Consulting Pvt. Ltd

#### Review & Change History

Version	Date Effective	Created by	Reviewed by	Approved by MD
1	Nov 30, 2021	HR CTC		

#### 1. Policy Brief and Purpose

Chip Training and Consulting (CTC) PESAH policy aims to safeguard employees of all sexes and gender identities from unwanted sexual advances (sexual exploitation & abuse and harassment) and provide them a safe and conducive working environment. It provides guidance to report actual or suspected incidents of any type of unwanted sexual advances and also explains how CTC address and handle complaints and take actions against offenders.

CTC has zero tolerance for any type of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) at workplace. Additionally, CTC will not tolerate Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) of any nature from outside the company either from its stakeholders or vendors. CTC employees have an obligation to uphold high standards of personal and professional conduct and must not misuse their position and authority to exploit others.

#### 2. Scope

This policy applies to all employees of CTC or anyone working for and under any form of contract with company including interns, customers, contractors and consultants. The policy is applicable regardless of the location of the individual.

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#### 3. Policy Statement

## 3.1 Sexual Exploitation and Abuse (SEA) and Harassment definitions

- 3.1.1 SE: Sexual Exploitation is defined as an attempted or actual misuse of authority over a vulnerable position having power differentials or trust, for sexual purposes, including, but not limited to, proposing monetary benefits, social or political incentives in the form of the sexual exploitation of another.
- **3.1.2 SA:** Sexual Abuse is defined as the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- 3.1.3 SH: Sexual Harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident or series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female colleagues can either be the victims or offenders. Sexual harassment may also occur outside the workplace and/or within working hours or even after working hours.
- 3.1.4 "Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a) submission to such conduct is made either explicitly or implicitly
  - b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the target individual
  - c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

# The attempts of SEA and SH include but are not limited to: -

- a) Physical approaches or physical contact of sexual nature.
- b) Generalized gender-based remarks and comments targeted at eliciting any kind of response from any particular person (s) from amongst the target audience.
- c) Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- d) Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, or inappropriate comments about a person's clothing, manners, gestures, gait, smile or laughter.



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2021

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Revision # 01

e) Visual contact, such as ogling, leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.

f) Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.

g) Invitation for meeting to inappropriate locations.

h) Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.

i) Continue to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

4. <u>Core Principals Relating to Sexual Exploitation and Abuse and Sexual Harassment at Workplace</u>

4.1 CTC will not tolerate acts of its employees and or anyone working for and under any form of contract with company that results in the sexual exploitation or abuse of child or adult, helps facilitate SEA or where allegations of SEA are ignored.

4.2 Sexual exploitation and abuse by CTC employees constitute acts of gross misconduct and are therefore grounds for disciplinary actions including termination of employment contract.

**4.3** Sexual activity with children (persons under age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of child is not a defense.

**4.4** Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited.

4.5 Any sexual relationship between CTC employees and anyone working in connection to CTC i.e. third party staff, contractors, vendors, consultants, that involves improper use of position and conduct is prohibited. Such relationships undermine the credibility and integrity of CTC employees.

**4.6** If a CTC employee develops concerns or suspicions regarding sexual abuse or exploitation or harassment by a fellow employee, whether in the CTC or other organization, he or she shall report it as per prescribed reporting mechanism.

4.7 CTC employees are obliged to create and maintain an environment which prevents sexual exploitation, abuse and harassment and promotes the implementation of its code of conduct. Senior management and managers at all levels have collective responsibilities to support and develop systems which maintain this environment.

4.8 All staff members are expected to act with empathy, tolerance, sensitivity and mutual respect for diversity. They have the obligation to ensure that they do not

23/22

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engage in, condone, or tolerate behavior, which would constitute discrimination, harassment, sexual harassment, or abuse of authority.

**4.9** CTC shall prevent SEA and harassment incidents though implementation of this policy to safeguard its staff and stakeholders.

#### 5. Reporting process

#### 5.1 CTC Employees

Any employee who believes that s/he has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, abuse or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or manager, head of HR department or directly to the managing Director. All employees are expected to cooperate in the investigations and failure to comply shall result in disciplinary action, up to and including termination of the employment contract.

While the matter shall be handled confidentially and secrecy shall be maintained, CTC shall be taking certain measures such as counselling, sensitization, training and orientation sessions etc. to ensure conducive work environment. In the event of any non-compliance by any employee, stern disciplinary action shall be taken up to and including termination of employment contract.

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, s/he shall be dealt with breach of conduct and can be grounded for strict disciplinary action. However, complaints made in good faith, even if found to be unsubstantiated, should not be considered a false accusation.

All employees have a right to seek redressal of their grievance relating to any exploitation.

#### Stage 1

In the first instance the employee should request a meeting with Supervisor or Manager and try to resolve the matter if the harassment is of minor nature. The employee may be accompanied by a person of similar status to help present the case. Where the harassment of serious nature, it shall be investigated as per due process and policy and action shall be taken accordingly.

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#### Stage 2

If the matter is not resolved at stage 1 (minor harassment incident<sup>1</sup>), the employee should register the complaint in writing within one week of the meeting outlined in stage 1 with the Director HR / Focal Person of HR at Head office.

The complainant must give information in his/her complaint both minor and serious incidents regarding the following:

- Name of the alleged offender;
- Date(s) and location(s) of the alleged incident(s) of discrimination, harassment, sexual harassment, or abuse of authority;
- Nature and details of discrimination, harassment, sexual harassment, or abuse of authority;
- Names of witnesses and any physical and/or documentary proof in support of the allegation (e.g., e-mails, message recordings, photos, letters, medical exams); and any other relevant information that may substantiate his/her assertions.

CTC HR or nominated senior official will investigate the complaint and recommend disciplinary actions in the light findings of the investigation. SEA and harassment investigation will be carried out in timely, fair, transparent and confidential manner.

#### Stage 3

If any employee feels that his/her grievance is not redressed, s/he may write to managing director explaining reasons for his/her dissatisfaction. If the managing director if deemed necessary may initiate review of the case and shall undertake its own inquiry. The decision of the MD taken in consultation with the managers or Board members shall be final.

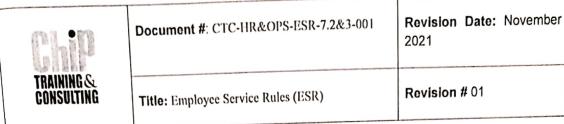
Copies of all relevant materials under stage 1, 2 and 3 shall go to the personal files of the employee.

#### 5.2 External Victims/Harassers

a) If any person outside CTC is believed to be the victim of sexual abuse and exploitation or harassment, the victim will be guided and referred to the concerned department for dealing with the matter.

If any person outside CTC is believed to be the harasser, CTC will take up the case and will report it to the concerned department/organization.

Please see annex-1



#### 6. Breach of policy:

Sexual exploitation and abuse constitute acts of gross misconduct and are therefore grounds for termination of employment or assignment as the case may be.

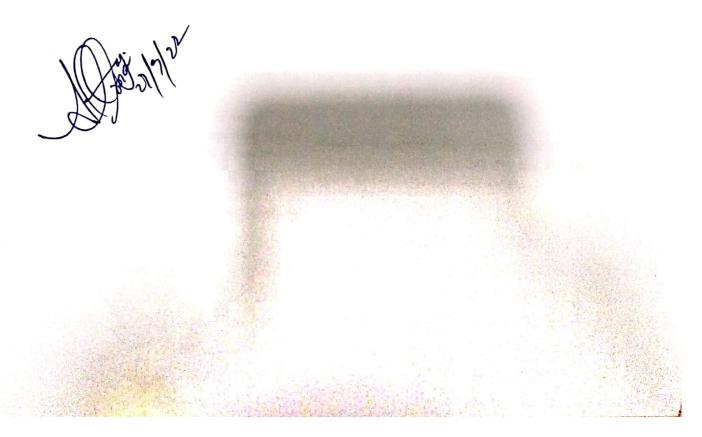
Employees who are found guilty of minor harassment or reported for the first time may face the following consequences:

- 1. Counseling and sensitization
- 2. Demotion
- 3. Warning letter
- 4. Negative performance review
- 5. Denied promotions and salary increases for 1 year.

The employees who shall repeat the minor harassment shall face disciplinary actions in the form of termination of employment contract.

#### 7. Review Process

This policy will be reviewed every year by the HR Team in consultation with the Managing Director and the directors of the concerned departments, unless an earlier need is identified by Management, or HR.





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2021

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Revision # 01

Annex 1

Degrees of Harassment		
Serious	Minor	
Sexually suggestive written comments including verbal, message sent through SMS Unwelcome sexual advances of any sort; Serious discrimination in allocating work based on gender, caste, religion. Nepotism and undue influence.	An argument between two involving yelling / shouting.  Use of derogatory, racial, discriminatory remarks of less intensity  Insulting by making personal remarks	
Physical Abuse (pushing or any other means of inflicting physical harm)  Blackmailing and Exploitation.  Repeatedly instigating someone to react by indulging them in baseless arguments  Use of abusive language  Slandering, Bullying  Abuse of authority (asking for non-sexual favors)  Collecting fines from subordinate staff under duress.	Deliberate lack of Supervision Or poor supervisor's attitude	
Promising recruitment, promotion, increments for sexual or non-sexual favours.	Intentionally providing misinformation to the senior supervisor.	
Abuse of authority (sexual favours) i.e., Threatening loss of job/ wrongly reporting where staff fails to accept request for date / sex or any other favours. Retaliation.  Intentional and unwanted physical contact that makes the staff uncomfortable such as touching, grabbing etc. Repeated bullying	Misuse of power for granting excessive of unnecessary leaves (3 or less days) or anything in which his/her approval is required	
ictimized for lodging a formal complaint.		
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Revision Date: November

2021

Title: Employee Service Rules (ESR)

Revision # 01

#### Annex-2

	CTC PSEAH Acknowledgement Form	
	11) $11$	
Name of emplo	yee/consultant/Vendor: AsisTant Sufer Visar	_
Position:	Asistant Suffer Visor	-

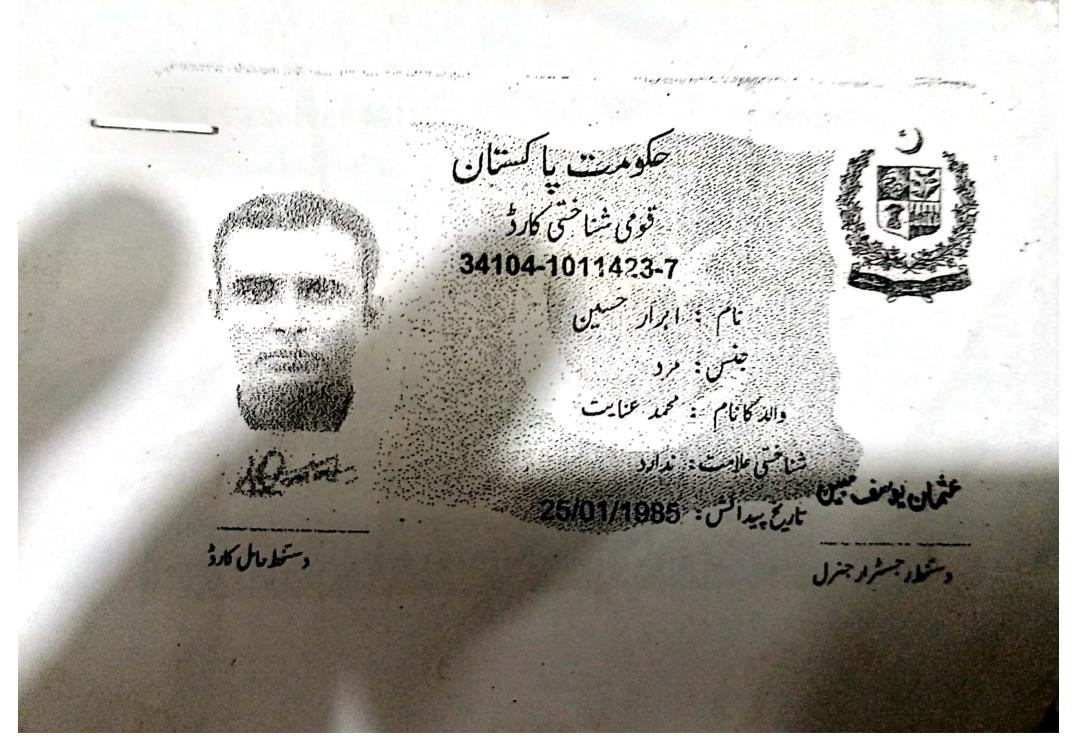
Department:

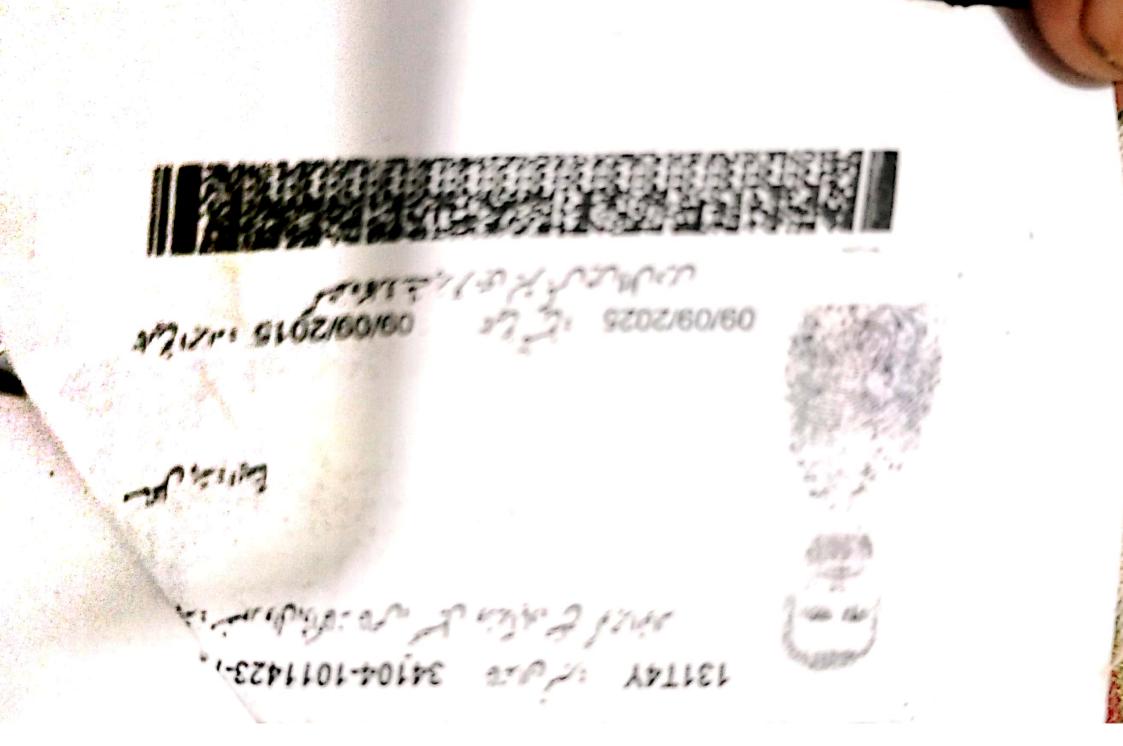
I have received, read and I fully understand the CTC PSEAH policy included in the CTC ESR manual.

I understand its contents and agree to comply with the guidelines set out in the subject policy and understand that failure to comply may result in disciplinary or legal action(s).

Date: 27/9/22 Signature:

Please sign and return to HR Team. This document will be filed in the employee's personal file.





Nº 016538

Sol No 57541

Fagurered No 52 - NAM-2000



BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRANWALA

- O72			) Examination.	200.
	Pre - E	ngineering	Group	
ortified that	ABRAR HUSSAIN			

of the GUJRANWALA DISTRICT

has pressed in XXI / parts the Intermediate Commination of this Board,

obtaining \$16 marks out of 1100 and has been placed in Grade D

How / She affered the subjects and obtained the marks as follows:

1. Under 104 2. English 88

3. Indianic Charation 29 4. Pakistan Studies 36

5. Physics 109 6. Asmistry Congrete Science 36

7. Mathematics 574

Onalitied under Concessional marks rule 2.13 of the Board't Calendar.

SECRE / JPY

CLUSANWALA

( 7-16-01-16526-1 \*\* 3/04

(Grading Lagend Overleaf)

## Nº 106868

9567
Enrolment No
30'-S/133G-98





# BOARD OF INTERMEDIATE & SECCNDARY EDUCATION, GUJRANWALA

Secondary School ( Annual ) Examination, 2000 Science Group

Certified that Abrar Hussain	The state of the s
Muhammad Inayat	
GOVT. HIGH SCHOOL MANCHAR CHATTA (GUJRANWALA)	
Share Share then coods all my	This Ylourd.
obtaining 469 marks and of the vid has been placed in a	Frank L
He/She offered the subjects and observed the marks as follows	
2. Under	86
8. Aslambar - Studies Studies	45
5. Mathematics - 64 . Thyon:	43
36 S. Piology	48
Or Intervial Assessment he/one was awarded grade	B by his/his
Anxhibitic 1.	
the of the date of birth as recorded in the admission frame is.	25-01-1985
(Twenty Fifth January one thousand nine hundred and	Eighty Five)

SECRETARY

GUJHANWALA

June 30, 2000.

CP-99605-115104-1 1.2000

(Greath: Latend Overleat)



# THIS IS TO CERTIFY THAT

Abrar Hussain
Son of Muhammad Inayat
of the Maulana Zafer Ali Khan Government Degree College, Wazirabad
(ex-student)

HAS OBTAINED THE DEGREE OF

# **BACHELOR OF ARTS**

in this University at the examination held in October 2005, securing 352/800 marks and was placed in the Third Division.

The examination was taken in parts.

Lahore 17 M. With Controller of Examinations Chancellor

021762

1305483

# Amiversity of the Punjan

ضلع كوجرانواله ابرار حسين محمد عنايت

This university hereby confers upon

Abrar Dussain

Gufranwala District

Muhammad Inapat

son of

of the

كى سند عطاكرتى ہے مع تمام حقوق، امتيازات اور اعزازات جو اس سندكے ساتھ وابسته ہيں۔

together with all the rights, privileges and

264521

Master of Arts Political Science

the degree of

honours belonging to this degree.

2007-2009

Session

Marks Obtained 503/1000

Second

Division

حاصل كرده نمبر ٢٠٥/٠٠٠١ 7...4-6..7

كنثرولر امتحانات

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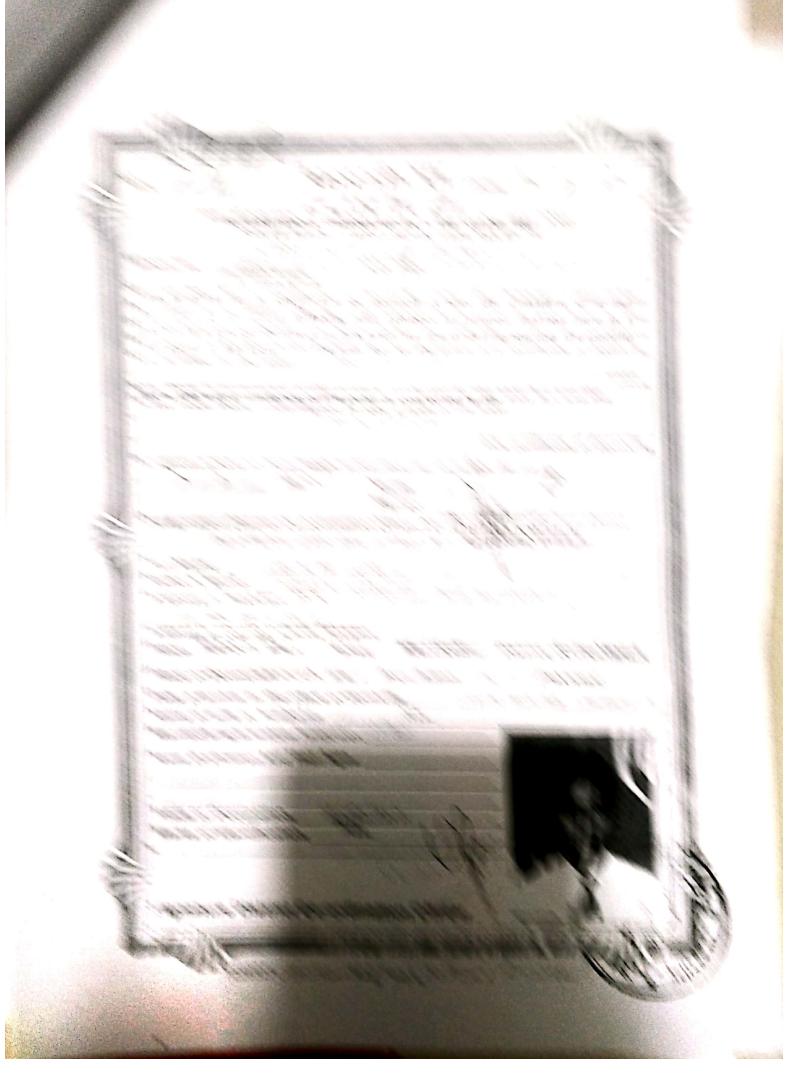
Chancellor

Controller of Examinations

Anhore: Pakistan 04 FEB 2012

رجسٹریشن نمبر Registration Pumber 2003-m3m-4

Scanned with CamScanner



Scanned with CamScanner

March 08, 2010

Ref. # 1-30-30061

The Visa Officer U.K Embassy Islamabad

Dear Sir,

We confirm that Mr. Abrar Hussain S/o Muhammad Inayat holding C.N.I.C No. 34104-1011423-7 is working in this organization since 02/01/2008 and deputed to NIB Bank Limited Islamabad to work on the jobs assigned to us.

This certificate has been issued on the specific request of Mr Abrar without any responsibility or liability on our part.

Sincerely Yours

For: C. & C. & (PVT) LTD



# National Rural Support Programme

(Licensed under section 42 of the Companies Ordinance 1984)

Approved U/S 2(36)/61 of the Income Tax Ordinance 2001

CB-5G1 near Ghora Hospital, Sharif Farm, G.T. Road Gujranwala Ph: 0553866192

Date: 08-03-2011

#### TO WHOM IT MAY CONCERN

I highly recommend *Mr.Abrar Hussain* as a candidate for employment. *Mr. Mr.Abrar Hussain* was employed by *National Rural Support Programme in the project named Nationwide Poverty Targeting Survey with collaboration of Benazir Income Support Programme* as an **Supervisor** from October 2010 to February *Mr.Abrar Hussain* was responsible for Team operation.

*Mr.Abrar Hussain* has excellent communication skills and is extremely organized, reliable. He can work independently and is able to follow through to ensure that the job gets done. I found him to be consistently pleasant, tackling all assignments and any project that is assigned to him with dedication and a smile. *Mr.Abrar Hussain* was quick to volunteer to assist in other areas of organization operations, as well.

*Mr.Abrar Hussain* would be a tremendous asset for your organization and has my highest recommendation. If you have any further questions with regard to his background or qualifications, please do not hesitate to call me.

Best regards,

Amir Usman

District Logistic Office

NRSP-BISP NPTS

District Gujranwala

DISTRICT TEAM LEADER
Benazir Income Support Programme
Nationwide Poverty Targeting Survey
District Office-Gujranwala

Ref:	Data
	Date:

# To Whom It May Concern

It is certify that Mr. Abrar Hussain s/o Muhammad Inayat has been working in our organization as a Social Worker since Aug 2006 to Date.

During the whole period we found him honest, loyal, motivated, dedicated and hard working.

We wish him best of luck for his future.

Regard's

randidalilikkiilikiilikiinaan....

Naseer ali President



# Association of Network For Community Empowerment

10-New Shalimar Road, Nawan Kot, Multan Road, Lahore, Pakistan P.O. Box # 3029, GPO, Gulberg III, Tel: +92-42-37460285, 37460267 Coll: 0300-4269083 E-mail: rajaabas@yahoo.com / info@anco.org www.anco.org.pk

8th January 2014

#### TO WHOM IT MAY CONCERN

This is to certify that Mr. Abrar Hussain s/o Muhammad Inayat is working with us as Social Moblizer from  $1^{st}$  May 2013 to  $10^{th}$  December 2013.

His major responsibilities were Report writing, Event Organization, Awareness Raising, Research work and mobilize the community.

His exposure in these areas contributed a great deal. During his tenure with us he is found to be sincere and hardworking. He is highly committed towards his work and proved himself as the most productive member of our team.

We wish him good luck for his future endeavor

Raja Abbas Ali President

ANCE/

For Community Empowelment

Struggle Against Slavery through Education