

From: SHEREEN, Ashraf Ali [mailto:shereena@who.int]
Sent: Tuesday, August 29, 2023 2:31 PM
To: samrina.baloch@chipconsulting.org
Cc: KHAN, Saifullah <skhan@who.int>; Robina Bangash <robina.bangash84@gmail.com>; ayesha.faridoon@chipconsulting.org; iftikhar.jehan@chipconsulting.org
Subject: Re: [EXT] Fwd: Request for Medical leave.

Approved.

Dr. Ashraf Ali Shereen

Disease Surveillance Officer - Peshawar
PEI WHO Pakistan
+92 331 5868569 (Cell/WhatsApp)

From: samrina.baloch@chipconsulting.org <samrina.baloch@chipconsulting.org>
Sent: Tuesday, August 29, 2023 12:27:37 PM
To: SHEREEN, Ashraf Ali <shereena@who.int>; KHAN, Saifullah <skhan@who.int>
Subject: FW: [EXT] Fwd: Request for Medical leave.

Dear Doc. Shereen,
Your kind approval is needed, for the leaves.

Regards,

Samrina Baluch,
Project Associate,
CHIP Training & Consulting (Pvt) Ltd.
Cell: 03497760729

From: iftikhar.jehan@chipconsulting.org [mailto:iftikhar.jehan@chipconsulting.org]
Sent: Tuesday, August 29, 2023 11:39 AM
To: samrina.baloch@chipconsulting.org
Subject: RE: [EXT] Fwd: Request for Medical leave.

Check his leave balance and SOPs.

Share with IO/AC for inputs then.

Regards

IFTIKHAR JEHAN
Regional Manager,

CHIP Training & Consulting (Pvt) Ltd.
Peshawar, KPK
Cell # 0345-8566269

From: samrina.baloch@chipconsulting.org [<mailto:samrina.baloch@chipconsulting.org>]
Sent: Tuesday, August 29, 2023 9:47 AM
To: iftikhar.jehan@chipconsulting.org
Subject: FW: [EXT] Fwd: Request for Medical leave.

Sir,
Kindly guide about this case.

From: SHEREEN, Ashraf Ali [<mailto:shereena@who.int>]
Sent: Saturday, August 26, 2023 3:37 PM
To: iftikhar.jehan@chipconsulting.org
Cc: Robina Bangash <robina.bangash84@gmail.com>; ayesha.faridoon@chipconsulting.org; samrina baloch CTC <samrina.baloch@chipconsulting.org>
Subject: Re: [EXT] Fwd: Request for Medical leave.

Dear Iftikhar

Kindly deal as per SOPs

Thanks

Dr. Ashraf Ali Shereen
Disease Surveillance Officer - Peshawar
PEI WHO Pakistan
+92-331-5868569 (Cell/WhatsApp)

From: Robina Bangash <robina.bangash84@gmail.com>
Sent: Thursday, August 24, 2023 2:59 PM
To: SHEREEN, Ashraf Ali <shereena@who.int>; samrina baloch CTC <samrina.baloch@chipconsulting.org>; zara.manzoor@chipconsulting.org <zara.manzoor@chipconsulting.org>
Subject: [EXT] Fwd: Request for Medical leave.

Dear Dr Ashraf sb
The email below FYI and recommendation please.

The mentioned staff member availed 6 days sick leave in June and 2 days in July and applied for 15 days leave now.

Regards
Robina Gul

----- Forwarded message -----

From: **maryam zeb** <maryamzebb@gmail.com>

Date: Tue, 22 Aug 2023, 23:36

Subject: Re: Request for Medical leave.

To: Robina Bangash <robina.bangash84@gmail.com>

Cc: <samrina.baloch@chipconsulting.org>, <zara.manzoor@chipconsulting.org>, Muhammad Ishaq Khan <Khan.daudzai@gmail.com>, Sheryar kha Aj <ajsheryar@gmail.com>, <iftikhar.jehan@chipconsulting.org>

Respected Madam,

I am writing to formally request a medical leave of absence from work due to my foot surgery. The doctor recommended that I have to take a bed rest for a period of two weeks that is starting from 23/8/2023 and expect to return on 6/9/2023 to ensure a full and speedy recovery. I understand the importance of my responsibilities and want to assure you that I have taken all necessary measures to ensure a smooth workflow during my absence. I have discussed the situation with my colleagues, (UCPO , UCOO) they will take on my responsibilities and ensure that all projects and tasks continue without interruption. During my leave, I will be reachable via email or phone for any urgent matters that require my attention.

I have attached a copy of the medical certificate provided by the Doctor which outlines the recommended bed rest and the duration of my leave.

Thank you for your understanding and support during this time.

Sincerely,

Maryam Zeb UCOO

UC Haryana payan

Date : 22-8-2023

On Mon, 21 Aug 2023, 11:16 pm maryam zeb, <maryamzebb@gmail.com> wrote:

Respected Madam,

I hope this letter finds you in good health. I am writing to inform you that I will be undergoing surgery for a foot bone issue, as advised by my doctor. The surgery is scheduled for 22/8/2023, after 12 Pm.

I understand the importance of my responsibilities at the workplace and assure you that I will make every effort to minimize any disruption caused by my absence. I will keep you updated about my progress and will be reachable via email or phone for any urgent matters that may require my attention. I will make sure to provide all necessary medical documentation, including

the doctor's recommendation and any other required forms, to support my request for medical leave. I appreciate your understanding and support during this time.
Thank you for considering my request. I look forward to your positive response.

Sincerely,

Maryam Zeb UCOO
UC Haryana payan
Date : 22/8/2023
0311-9697982