

Re: Approved Leaves



From Muhammad Ishfaq <jasishfaq@gmail.com>
To <israr.abro@chipconsulting.org>, Hr <hr@chipconsulting.org>, Naila Nizam <naila.nizam@chipconsulting.org>
Cc Ishfaq <ishfaq@ctc.org.pk>
Date 12/01/2024 12:28 PM

Dear Israr,

Supported on the reason given by Safety warden for this time. Kindly organize a session with him and orient him in detail of all the SOPs related to leave requests.

@Hr please check the leave balance and accomodate his absent in leave balance other-wise mark his absent without pay.

Regards,

Muhammad Ishfaq

On Fri, Jan 12, 2024 at 11:41 AM <israr.abro@chipconsulting.org> wrote:

Dear Sir

Sir Assalam o alaikum

Sir Mukhtar Sangi he is safety warden of Ajwa Filling Station Sukkur territory Multan region without inform me he was on leave because his father was not fine he send me evidence of his father today he sends me leave application so kindly guide me should i approved his leave or not.

I attached his father report or medical checkup repots.