

Jun 23rd, 2023



Mr. Ahmed Ali Jan,
CNIC # 1730160949421,
Safety warden,
CDA - Islamabad.

Subject: Explanation Letter on account of Fake Data Reporting

Dear Ahmed Ali Jan,

This is with reference to the complaint received dated Jun 22nd, 2023 regarding fake data reporting in your capacity as Safety warden at CDA, Islamabad.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual way. You have been found leaving your job site without the approval of your supervisor. Also you have shared fake selfie, fake location and other app screenshots in the group, while you were physically present on Peshawar II filling station with Safety Warden Afaq Zamir and not on your own site. As per policy, fake data sharing is a serious misconduct. Your attitude clearly shows your irresponsible attitude towards your job thus warrants explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if satisfactory response is not received within stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink, appearing to read "Ziyah". The signature is written in a cursive style and is positioned above a horizontal line.

HR Department
CHIP Training & Consulting

CC;
Personal File.

ISLAMABAD OFFICE:
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)
ST # 9, G-8/2, ISLAMABAD
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:
1 CANS PARK IBRAHIM BADAMOSHI
BABANGIDA BOULEVARD,
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:
OFFICE 5 FLOOR 5
21 KNIGHTSBRIDGE
LONDON SW1X 7LY

www.chipconsulting.org