

Tasmia Jabir

From: Sarah Farooqui <sarah@chipconsulting.org>
Sent: Friday, December 20, 2024 2:53 PM
To: Tasmia Jabir; Serish kanwal
Subject: FW: Request for Disciplinary Action
Attachments: 10040874-Darul-Ehsan-Filling-Station (TA).pdf; 10040931-SPL-D-GROUND-FILLING-STATION-General.pdf; 10041067-Saleem-Filling-Station-TA.pdf; 10041562-Royal-Filling-station (TA).pdf; 10041562-Royal-Filling-station DS.pdf; 10048276-City-Petroleum-Company-General.pdf; 13030779-Canal-Filling-Station-FSB DS.pdf; 13030779-Canal-Filling-Station-FSB-GENERAL.pdf; 13030779-Canal-Filling-Station-TA.pdf; 13055703-Royalton-Filling-Station-TA.pdf

From: <wasimajmal@ctc.org.pk>
Date: Thursday, 19 December 2024 at 5:35 PM
To: Sarah Farooqui <sarah@chipconsulting.org>
Cc: Irfan Farid <irfan@chipconsulting.org>
Subject: Request for Disciplinary Action

Dear Madam,

I hope you're doing well. I would like to bring to your attention some concerns regarding Umair Aslam- Training & Compliance Auditor(Faisalabad territory). Observing his behavior toward his work, I find it very unprofessional. He has been warned verbally several times, but his behavior towards his work is not acceptable. Below are the recent unprofessional acts which he performed:

1. Failed to complete Roll out-Plan (ROP) within the given time-lines without informing the reason
2. Attached blank pictures in ISA/CEA templates without any reason. Some templates showing all blank pictures and some are partially blank
3. Compromising quality of Audit by uploading less pictures to particular questions
4. Attendance log sheet is not being filled by him which is mandatory part of Audit
5. When emailing reports to TM, he does not keeping CC to Project Manager/ Training & Audit Specialist as per guidelines

The above are the reasons I recommend to take disciplinary action against him.

Note: I am attaching some of his audit reports that showing blank pictures for further reference.

Regards,
Wasim Ajmal