

To,

Naila Nizam

Project Manager.

Subject: **Answer to Show cause notice.**

Reference to your show cause letter dated July 24 2020, stating that I was found absent for Eleven days in previous month i.e. June 2020.

Dear Madam,

Actually in those days I was performed my duty and send daily headcount to PEO Dr. Fawad timely but due to miscommunication between PEOs and PDA they didn't put my headcount in attendance sheet.

Sir,

In the view of above prevailing situation, you are requested to please do consider my absenteeism in previous month as my working days. However, we promise that any deliberated laziness will be never witnessed on our part in future.

Obliged,

Zeeshan Haider

UCPO UC Zera Lower Orakzai