

To

Saqib Ali Mumtaz Manager Legal & Contracts

Subject: Response of explanation Letter No. Ref: EL-KP-TD-045/August-2019

Respected sir,

With due respect it is kindly stated that I have received an explanation letter from our respected organization on account of unapproved absenteeism. On dated 10th July, 2019 I was in the field and as per the direction of my supervisor I was collecting CNIC copies of PTPs and RSPs for DDM cards for the month of June 2019. But due to much more travelling and no any source of communication (in Sub Division Razmak) for collecting of PTPs and RSPs cards it was not possible to reach to THQ Mir Ali as ours one PTP Point is on Shandori CP UC Razmak while another one is on Garyoum CP UC Garyoume. Similarly on the same date on the way to Razmak I have attended a planed surveillance session with private practitioner Akhtar Ayub at Gardai Rogha UC Dossali 1. And then on dated 11th July 2019 I completed all the DDM cards and then hand over to my supervisor for further sharing to provincial office.

Similarly on dated 29th July 2019 soon after campaign CR July 2019 was my test for the post of senior auditor in Federal Public Service Commission. And in emergency I contacted my supervisor and requested for one day leave and he approved the leave.

Moreover sir, in the next time I will give no chance of complaint/Explanation and will ensure 100% presence and my performance for the achievement of organizational goals.

With best regards

Muhammad Amir Jan TCSP Razmak