

Nadeem Jan

From: Nadeem Jan <nadeemjan@ctc.org.pk>
Sent: Friday, 11 December, 2020 11:47 AM
To: 'Waseem'; 'Faizan'
Cc: 'Naila Nizam'; 'Ayesha Naeem'; 'Sarah Farooqui'
Subject: FW: District Orakzai November absenteeism
Attachments: Orakzai-Attendance sheet-November 2020-.JPG

Dear Mr. Waseem,

With reference to the below email communication/ confirmation, it is hereby to inform you that It has been reported in monthly attendance sheet from District Orakzai, that the following mentioned staff members were absent without prior notice, information and approval during the month of November 2020.

Note: (S. No: 5- Mr. Syed Nouman Hassan was reported as typo mistake and considered present),

They are recommended for Explanation letter on account of unapproved absenteeism, if the response received unsatisfactory followed by warning letter with salary cut.

In case if you need any further assistance regarding the same, Please let us know.

Regards,

Nadeem Jan
Project Officer-PTPP CTC

From: Peo Orakzai-2 [mailto:peoorakzai2@gmail.com]
Sent: Friday, 11 December, 2020 10:15 AM
To: Nadeem Jan
Subject: Re: District Orakzai November absenteeism

Dear Nadeem Jan

As all of UC staff are directed to share daily head count with their work plan with PEO. In case of absentee they will be considered absent. The above mentioned list Syed Noman Hassan was added by Mistake rest are absent on the mentioned date.

Thanks

On Thu, Dec 10, 2020 at 11:59 AM Nadeem Jan <nadeemjan@ctc.org.pk> wrote:

Dear Dr. Fawad Ali,

It has been reported in monthly attendance sheet from District Orakzai that the following mentioned staff members were absent without prior notice, information and approval during the month of November 2020.

They are recommended for Explanation letter on account of unapproved absenteeism, if the response received unsatisfactory followed by warning letter with salary cut.

Looking forward for your prompt response and endorsement in this regard.

S. No	Name	CNIC	Date of absenteeism
1	Nasir Hayat Orakzai	1410160901187	2 nd November 2020
2	Fazal Khaliq	2160183191103	18 th November 2020
3	Dilnawaz	1410156635497	12 th November 2020
4	Shahzada	1410103908329	2 nd November 2020
5	Syed Nouman Hassan	1410148870225	17th November 2020
6	Aamir Abbas	2160345405869	12 th November 2020
7	Shafqat Ullah Khan	1410175898037	18 th November 2020

In case if you need any further assistance regarding the same, Please let us know.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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Dr Fawad Ali

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