

17th September, 2021

Professional Employers,
Private Limited,

Subject: EXPLANATION REPLY

Respected Sir,

Reference to your letter no. People/ TL/08/21/U1548 dated 25th August 2021, I apologize for not being able to give you explanation about not coming to work on 24th August, 2021.

On Tuesday morning 24th August, 2021, I came down with **High Grate Fever, Severe bodyaches and Nausea**, which did not allow me to leave my bed until late evening. As you know, I live alone, and so I could not get anyone to inform the office that I won't be coming in.

I visit the hospital emergency department explaining my condition, and taking emergency treatment.

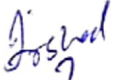
I told to my colleague Ms. Ghazala Rohi (ALSM) to write an application for me I am sick and handover to UCO Ms. Naila Khan, but UCO did not receive the application. Next day 25th August, 2021 again submitted application with Emergency slip advised bed rest.

I apologize for the inconvenience and assure that this is not repeated in the future.

Thank you for your understanding of my predicament.

Note: 24th August, 2021 application, Hospital Emergency slip attached.

Sincerely,



Irsad Bibi

ALSM

Asia/Dabgari Peshawar

Emp Code: 10700136

Leave Application Form

The UPEC

SUBJECT: Application for (Sick / Medical / Annual / wedding / Maternity / Domestic / Umrah / Hajj / Emergency) Leave
(Note: Circle the type of leave)

Respected Sir/Madam,

It is stated that, I Joshad bibi working as ALSM
in union council Asia dabgari request for leave for a period of
5 days, starting from 24.8.2021 to 28-8-2021 on account of the
subject cited above.

Name: Joshad Bibi

Designation: ALSM

Union Council: Asia dabgari
code:- 10700136

Comments from UIC Chairman: -

The above leave request is hereby Endorsed/Recommended for approval, with the comments that the proposed leave will not affect the objective of the program and planned activities during the requested leave period.

Signature: [Signature]
24/8/2021

Comments of A/C/HRO/DHCSO:

Signature: _____

People™

**PROFESSIONAL EMPLOYERS
PRIVATE LIMITED**

Plot # One - B/1, Sector 30,
Korangi Industrial Area,
Karachi-74900

T 021 111 000 737

Ms. Irshad Bibi
D/o / W/o Fazal Tawab
Room No 251, Khattak Medical Centre Dabgari Peshawar
0333-9036400

Emp. Code: 10700136
CNIC: 1540266652354
UC: Asia/ Dabgari
Tehsil: City
City: Peshawar

Designation: Area Level Social Mobilizer

25-Aug-21

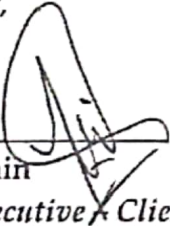
Ref: People/TL/08/21/U1548

Subject: Explanation Letter

It has been reported by our client for whom you are rendering your services on our behalf that you were on unauthorized absence from duty on 24-Aug-21 without prior approval or information and you only informed to your colleague that you are on emergency leave for a week.

You are therefore, directed to submit your written explanation to the undersigned at Professional Employers (Private) Limited, 2nd Floor, Plot No. 1C, Jehlum Block, Canal Road, Green Forts 2, Lahore within 72 hours of the receipt of this letter.

Sincerely,



Ali Hussain
Senior Executive / Client Relationship



ACCIDENT & EMERGENCY DEPARTMENT

Khyber Teaching Hospital
Medical Teaching Institution,
Peshawar - KPK

Invoice #K03212567330
M.R. No : K03212567330

Operator SAJID KHAN
Room No 24-411G-21
ACUTE EME
CASUALTY

R
Y
G

Irshada Dibi

30 Years (s)
15:21:59

Complaints:

Temp - 103°C

Findings:

Fever - 2 days

Body ache - 4 days

Nausea -

Investigations:

MP

Lft

CBC

X Ray Chest.

Rx

inf . Ciprofloxacin
BD

Tab - Ciproxin 500mg

1+1 - 10 days

Tab paracetamol Ciproxin
2+2+2

Tab Esso 40mg

1+1

advise. Complete bed rest for
- three days.

DR. ABDULLAH SUHAIL
Resident Physician
MTI, KTH Peshawar

Diagnosis:

Signature: _____