

Subject **WARNING LETTERS REQUIRED-Lahore**
From <Syedraza.abbas@chipconsulting.org>
To <hina.queshi@chipconsulting.org>
Cc <rehanamansha@ctc.org.pk>, <hanan@ctc.org.pk>
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Miss Hina,

Kindly support for the issuance of a warning letter to following SW's, as they are found violating SOP's, and their performance is also unsatisfactory,

Sr#	Region	SW Name	Contact No.	Site Name	Remarks
1	Central	Saqib Rao	0322-4769908	Haza Petroleum Service	*Discipline issue *Below par performance *Duty timings issue
2	Central	Zeeshan Akhtar	0304-1178298	Murtaza Service Station	*Discipline issue *Not following compliance *Uniform issue *non serious attitude *Sits in managers room during duty timings
3	Central	Javed Iqbal Hunkani	0322-2998446	Lahore CNG Services & FS	*Discipline issue *Not following compliance *Non serious attitude *Sits in resting areas during duty timings *Don't guide/engage customers
4	Central	Kashif Maqbool	0312-4411310	Wahdat Filling Station	*Discipline issue *Not following compliance *late on duty several times *Not found on site 2 times during visit
5	Central	Khurram shah	0302-5880616	Khalid Service Station	*Duty timings issue * Non-compliance at site * Poor performance
6	Central	Hafiz Mubashir	0322-7582850	New Iqra Filling Station	*Discipline issue * Duty timing issue *Not following compliance *Non serious attitude *Found sitting in resting area multiples times
7	Central	Aziz Ur Rehman	0342-7201392	Umer Petroleum Service	*Discipline issue * Duty timing issue *Not following compliance, not managing his site as per SOP/capacity issue
8	Central	Arslan Akhtar	0307-0661227	Faizan Filling Station	*Discipline issue *Not following compliance *Not guiding customers *Service champion also unaware of project

Regards
Raza Abbas