

Subject **RE: WARNING LETTERS REQUIRED-Lahore**
From <Syedraza.abbas@chipconsulting.org>
To <hina.queshi@chipconsulting.org>
Cc <rehanamansha@ctc.org.pk>, <hanan@ctc.org.pk>
Date 2022-10-28 03:06



Miss Hina,

Kindly find detailed data as required for warnings:

Sr#	Region	SW Name	Contact No.	Site Name	Remarks	Visit Date
1	Central	Saqib Rao	0322-4769908	Haza Petroleum Service	*Discipline issue *Below par performance *Duty timings issue*Not present on sight at 4 October during visit without any intimation, Not following compliance	4, 12 ,20 October 2022
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	11,18,24,27 October 2022
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 *Even Senior Trainer found him sitting in car wash area during his visit	5, 15, 22 October 2022
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, *start duty around 9 PM on 22/24/27 Oct Engage App also shows report time, several times intimated to control his duty timings	5, 13, 15 October 2022
5	Central	Khurram shah	0302-5880616	Khalid Service Station	*Duty timings issue * Non-compliance at site * Poor performance *Not present on site at 5 Oct during visit, *start duty around 9 PM on 22/24/27 Oct Engage App also shows report time, several times intimated to control his duty timings	5, 19 October 2022
6	Central	Hafiz Mubashir	0322-7582850	New Iqra Filling Station	*Discipline issue * Duty timing issue *Not following compliance *Non serious attitude towards his job*Found sitting in resting area multiples times	8, 17, 19 ,25 October 2022
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	12,18,22,24 October 2022
8	Central	Arslan Akhtar	0307-0661227	Faizan Filling Station	*Discipline issue *Not following compliance *CCTV also checked no straddling done, sitting during duty timings Not guiding customers *Service champion also unaware of project *	11, 18, 27 October 2022

Regards
Raza Abbas

-----Original Message-----

From: hina.queshi@chipconsulting.org [mailto:hina.queshi@chipconsulting.org]
Sent: Thursday, October 27, 2022 10:03 PM
To: syedraza.abbas@chipconsulting.org
Cc: rehanamansha@ctc.org.pk; hanan@ctc.org.pk
Subject: Re: WARNING LETTERS REQUIRED-Lahore

Dear Raza Abbas,

Please share detail on each staff case along with incident dates so that we can issue them explanation letter to acquire their response and take action as per policy.

Regards

Hina Qureshi
Project Associate
CHIP Training and Consulting

On 2022-10-27 07:54, syedraza.abbas@chipconsulting.org wrote:

> 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