

From: sundas.tariq@chipconsulting.org
Sent: Monday, December 26, 2022 10:00 AM
To: hina.queshi@chipconsulting.org
Subject: FW: Request to action against Safety Warden
Attachments: Rao Muhammad Hamza.xlsx

Regards,
Sundas Tariq
HR Officer
CHIP Training & Consulting (Pvt) Ltd. Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell:0349-7760580

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

From: barkat.ali@chipconsulting.org [mailto:barkat.ali@chipconsulting.org]
Sent: Friday, December 23, 2022 3:03 PM
To: sundas.tariq@chipconsulting.org
Cc: rehanamansha@ctc.org.pk
Subject: Request to action against Safety Warden

Dear Ma'am

This is with reference to my visit at Nafay Filling Station - 10040842 on 7-Dec-2022, safety warden was not available at forecourt, he came after few minutes of my arrival at site, after asking he could not provide any satisfactory response of his absence from forecourt.

I visit the site again on 21-Dec-2022, safety warden was absent without any information, I informed this to my line manager and as per line manager's guidance I called the safety warden and gave him verbal warning on his un-informed absence from his duty. after this I found that he was also doing fake reporting to engage application, as already mentioned that during my visit on 21-Dec-2022 he was absent from his duty but his report is present on engage application.

I am sharing his attendance status from 1-Dec-2022 to 22-Dec-2022 which is downloaded from engage reporting dashboard. In the application report status he is not coming to duty on time as time is 8:00AM-4:00PM no any single day he reached at time, (on late coming many times supervisor has given verbal warnings but there is no improvement from his side). he was 4 days absent from his duty only one day he informed and remaining were uninformed absents, and 21-Dec-2022 he was absent but he did fake report on engage application.

You are here requested to take action against him on; 1. Not following job timing protocol 2. Remaining absent from his duty without any prior information/permission 3. Doing Fake reporting / misleading

Thank you
Barkat Ali

