

**From:** sundas.tariq@chipconsulting.org  
**Sent:** Thursday, January 19, 2023 9:55 AM  
**To:** barkat.ali@chipconsulting.org; 'Hina Qureshi'  
**Cc:** 'Rehanamansha'; 'Rehanamansha494'  
**Subject:** RE: Information of without information absent from duty of SW Sana Arif

Noted

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: Wednesday, January 18, 2023 7:17 PM  
To: Hina Qureshi <hina.queshi@chipconsulting.org>  
Cc: Rehanamansha <rehanamansha@ctc.org.pk>; Rehanamansha494 <rehanamansha494@gmail.com>; Sundas Tariq <sundas.tariq@chipconsulting.org>  
Subject: Information of without information absent from duty of SW Sana Arif

R/Ma'am

This is to inform you that SW Sana Arif was remain absent from her duty without any information today, there is continuous behavior observed from her she was also remain absent without information on 7-January-2023, I verbally warn her but she is not improving her without information absenteeism, please take this on record and process as per HR policy.

Thank you  
Barkat Ali