

From: Rehana Mansha <rehanamansha494@gmail.com>
Sent: Wednesday, February 15, 2023 7:50 AM
To: sundas.tariq@chipconsulting.org
Cc: hina.queshi; Naila Nizam; Tahir J. Butt
Subject: Re: FW: Information of without information absent from duty of SW Sana Arif

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sundas,

Apologies for the delay in responding to the email as I am in the field with back to back assignments.

You are requested to issue prior notice to the Sana Arif till 28th Feb and close the contract.

Best Regards,
Rehana Mansha

On Thu, Feb 9, 2023 at 6:40 PM <sundas.tariq@chipconsulting.org> wrote:

Dear Ms Rehana,

In continuation to the below email with reference to our telephonic conversation, you are requested to kindly inform us about Ms Sana Arif whether her contract should be concluded or not.

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

Regards,
Sundas Tariq
Project Coordinator
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: Saturday, January 28, 2023 5:48 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: Re: Information of without information absent from duty of SW Sana Arif

R/ma'am

This is to inform you that SW Sana Arif was absent from her duty without any information today on Saturday, January 28, 2023.

Thank you

Barkat Ali

On 2023-01-24 07:55, barkat.ali@chipconsulting.org wrote:

> Respected ma'am

> In the connection of below email, Explanation was called against her
> un-informed absent, but she has not submit any response against that
> explanation, she was remain absent from her duty after receiving
> explanation letter as well, yesterday she was returned home due to
> severe stomach ache, further more there are severe health issues with
> her "and as per her she is unable to take proper treatment due to
> financial issues" as she always remain absent from her duty. I am
> continuously receiving complaints against her site retailer that she
> is not medically fit and there are gases available at site if there is
> any unpleasant circumstances happened with her who will be the
> responsible.

>

> In this regards I am requesting you that she is medically not fit to
> perform duty on forecourt. please discontinue her services as Safety
> Warden on immediate basis as she is not medically fit and having
> severe medical issues.

>

> Thank you

> Barkat Ali

>

>

> On 2023-01-18 07:17, barkat.ali@chipconsulting.org wrote:

>> 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