

**From:** abrar.hussain@chipconsulting.org  
**Sent:** Monday, March 13, 2023 10:06 PM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** Rehanamansha; sundas.tariq@chipconsulting.org; naila.nizam@chipconsulting.org  
**Subject:** Deliberate Mistake of SW Muhammad Awais in Engage App Pic Uploading  
**Attachments:** 10-03-2023.png; Cx Check list 10-3-2023.png; CX check list 11-03-2023.png; Cx evening Check 10-3-2023.png; SW Checklist 9-3-2023.png; Sw Checklist, 11-3-2023.png; SW Evening Check 8-3-2023.png; SW evening Check 9-3-2023.png; SW Evening Check 11-3-2023.png

**Follow Up Flag:** Follow up

**Flag Status:** Flagged

Dear Hina,

I hope that you are doing well. It is to update following SW Muhammad Awais Appointed in Khurrianwala Filling Station. Following Observation Found in his performance

1. SW Checklist frequency not following even Clear message was shared to all team members, He is only uploading 60 to 70 records in total and after 2:00PM records are uploading. Screenshot of dashboard attached with email.
2. SW Morning check pics of 10-9-2023 not taken properly. It was clearly communicated regarding pic policy, Min 2 SC's are required in engage app he ignored the instruction and captured one SC in Module. In result territory performance will be effected. He informed me after uploading images on dashboard.
3. Cx Checklist frequency is 3 time a day and SW is taking all 3 records after 2:00 PM everyday.
4. SW evening huddle and biker island pic of every day he is capturing wrong. Though number of times communicated in official group in this regard.
5. Despite Instructions & Reminders he is again late today on 13-3-2023 and Started app in late hours. Attachments are attached for your reference for further proceedings along with time stamp report of SW.

Despite Verbal Warning he is improving his working. On Basis it is requested kindly take necessary action.

Regard's

Abrar Hussain  
Safety Supervisor  
Central Punjab