

From: Waseem islam <islamwaseem67@gmail.com>
Sent: Thursday, March 16, 2023 10:45 AM
To: Sundas Tariq
Cc: abrahamng@gmail.com; barkatmirbahar@gmail.com; Sohail Laghari; Akber Zaib; Muhammad Saleem; Syedraza.abbas@chipconsulting.org; naila.nizam@chipconsulting.org; rehanamansha@ctc.org.pk; Rehana Mansha; hina.queshi@chipconsulting.org
Subject: Re: HR Policy

Sorry will be on duty again in time

On Fri, Mar 10, 2023, 12:27 PM <sundas.tariq@chipconsulting.org> wrote:

Dear All Safety Wardens,

Greeting from CTC,

It is to inform you that the HR department will closely monitor your quality control checks attendance(check-in and check-out time) , If an employee arrives late or leaves early from the side as per mentioned official duty hours **8:00 am to 4:00 pm** and is absent without approval for more than three days in a month, their employment may be terminated.

In addition, If any safety warden failed to upload the standardized pictures in the engage application module in a proper manner, disciplinary action will be taken against him.

If you need any query please let us know.

Regards,

Sundas Tariq

Project Coordinator

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