

**From:** Rehana Mansha <rehanamansha@ctc.org.pk>  
**Sent:** Thursday, March 9, 2023 11:59 AM  
**To:** hina.queshi@chipconsulting.org  
**Cc:** 'Naila Nizam'; 'Sundas Tariq'  
**Subject:** Request to Close the Contract

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Hina,

There is no room for false reporting, you're requested to close the contract on immediately basis.

Regards,  
Rehana Mansha

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**From:** hina.queshi@chipconsulting.org [mailto:hina.queshi@chipconsulting.org]  
**Sent:** Thursday, March 9, 2023 11:26 AM  
**To:** Rehanamansha  
**Cc:** Naila Nizam; Sundas Tariq  
**Subject:** Re: Explanation Letter

Dear Ms Rehana

Your endorsement is requested on the below matter

Regards

Hina Qureshi  
Project Associate  
CHIP Training and Consulting

On 2023-03-08 22:54, Barkat Ali wrote:

R/Ma'am

In the connection of the series of below emails; Today, I visited Bestway filling station to physically verify the check in time of SW Syed Muneeb. I reached site 7:49am and waited there for SW's arrival, SW shared information of his arrival in the group at 8:00am that he had chicken in at site. I personally was there. He was not reached but he shared fake check in timing in the official whatsapp group. I called on his number and he didn't pick up my call. then after few minutes he called head cashier of the site to inquire the situation, head cashier told him that i am sitting with him and head cashier handover mobile to me, I asked him to come in office as he shared checkin information in group, he said that he is about to reach the side, than he arrived the site at 8:40am, i checked his engage application ID on his mobile where check in time was 8:35. (all the screenshots and pictures are attached for your ready reference).

In light of all these events, it shows that he is still not following the time protocols after issuance of an explanation letter to him, not only this but he is involved in misleading about his check in timing on official platforms and involved in fake reporting on a regular

basis. I am here to request you to close his contract on immediate basis on account of misleading the fake information and reporting.

Thank you  
Barkat Ali

On Wed, Mar 8, 2023 at 7:23 PM syed muneeb <[syedmuneeb14@gmail.com](mailto:syedmuneeb14@gmail.com)> wrote:

Date: 8.03.23

To,

HR Department

CHIP Training & Consulting

Islamabad

Dear Ma'am,

I would like to submit my sincere apology for reaching out late at work in the month of February and also for replying late to this email as I don't read emails regularly. Due to some family casualties, I was unable to inform my supervisor on the stated dates when I was not present. My brother was outside the town due to work so I had to take our father to the hospital for checkups. Since my supervisor had warned me, I am coming on time after that day, you can also check after my complaint, I improved my behavior and showed a responsible attitude towards the work.

I am extremely sorry for not being able to make at work on time and I will ensure that I don't repeat such a thing in the future. For the loss of work, I would stay back post working hours this month so that I can compensate for the same.

Thanking You.

Sincerely,

Mr. Syed Muhammad Muneeb Akhtar,

CNIC # 4210145596379,


Safety warden

South Karachi - Sindh

On Fri, 3 Mar 2023, 4:21 pm , <[hina.gureshi@chipconsulting.org](mailto:hina.gureshi@chipconsulting.org)> wrote:

Dear Mr. Muneeb Akhtar

This is with reference to the complaint we received regarding your Non Serious and Casual Attitude in your capacity as Safety Warden. Please find attached explanation Letter and share your response within 48 hours.



Looking forward to your prompt response.

Regards,

Hina Qureshi  
Project Associate  
CHIP Training & Consulting