

**From:** abrar.hussain@chipconsulting.org  
**Sent:** Friday, March 24, 2023 10:54 AM  
**To:** sundas.tariq@chipconsulting.org  
**Cc:** Rehanamansha; naila.nizam@chipconsulting.org; hina.queshi@chipconsulting.org  
**Subject:** SW Muhammad Awais Absent from Duty without approval

Dear Sundas,

I hope that you are doing well, It is to update you, following SW Muhammad Awais appointed in Faisalabad Khurrianwala Filling station is absent from duty without approval. He already availed 5 leaves allowed in quarter, 6 More leaves without pay. Today he informed me in official group regarding Urgent piece of work , which was rejected due to already high frequency of absenteeism from duty, he had not shared any application for approval though. He is taking discipline and this job for granted and his behavior may lead poor discipline practices for other SW. It is requested mark his today absent and take disciplinary action against him, so we can ensure discipline and performance on duty. He was on leave 4-5-6 & 18 January, and Leave without pay were 7 & 19 January. He was absent on 17-18-28 Feb 2023.

Ship to	Site Name	Region	Name of Safety Warden	ID Card No.	Contact No.	Email ID
12382761	KHURRIANWALA FUEL STATION	Faisalabad	Muhammad Awais	34302-3712589-3	0313-0716471	<a href="mailto:ovais1199@gmail.com">ovais1199@gmail.com</a>

Regard's