

From: sohail.ahmed@chipconsulting.org
Sent: Wednesday, April 26, 2023 11:46 AM
To: sobia.shafiq@chipconsulting.org
Subject: RE: All leaves utilized

Dear madam,

It is inform you that Safety wardens allowed to take 5 paid leaves in every quarter.

1.5 leave allowed in a month.

According to that quarter start from April-May-June,

Irfan Ujjan allow leaves are 1.5 and he is exceeded in month of April with 3 leaves, due to that 1.5 days salary will be deduct as per policy.

Irfan Ujjan Leaves and absent.

1st April paid leave

10th April (half day salary deduct)

15th April (Mark Absent)

Kindly reply if any query regarding this or any other data.

Best regards
Supervisor

From: sobia.shafiq@chipconsulting.org [mailto:sobia.shafiq@chipconsulting.org]
Sent: 26 April 2023 11:19
To: sohail.ahmed@chipconsulting.org
Subject: All leaves utilized

Dear Sohail,

Below please find the details of leave record of irfan ali ujjan.



Employee's Leave List

50 records

Employee Info				Leave Info		
Emp. ID	Emp. Name	CNIC	Job Title	Leave Reason	Subject	Leave Dates
3752	Irfan Ali	4130113792935		Personal and Domestic issue	urgent work at home	15-Apr-2023 TO 15-Apr-2023
3752	Irfan Ali	4130113792935		Personal and Domestic issue	casual leave by the employee	01-Apr-2023 TO 01-Apr-2023
3752	Irfan Ali	4130113792935		Personal and Domestic issue	leave required for some urgent work at home	10-Apr-2023 TO 10-Apr-2023
3752	Irfan Ali	4130113792935		Emergency Leave	Emergency Leave	07-Jan-2023 TO 07-Jan-2023
3752	Irfan Ali	4130113792935		Emergency Leave	Emergency Leave	21-Jan-2023 TO 21-Jan-2023

Showing 1 to 5 of 5 entries (filtered from 10,687 total entries)

Regards,
Sobia Shafiq
Project Officer
CHIP Training and Consulting
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.