

**From:** muhammad.saleem@chipconsulting.org  
**Sent:** Tuesday, April 18, 2023 1:24 PM  
**To:** sobia.shafiq@chipconsulting.org  
**Subject:** Request to deduct safety warden salary on absenteeism

Dear Ma'am,

hope you are doing well.

it is here by requested to apply deduction policy on salaries of following safety wardens because of their repeated violation of absenteeism policy. both the said safety wardens were warned to not take any more leaves because they already have exceeded the approved leaves limit. Hence, the deduction need to be imposed.

1- Zain Naveed

Site: Shell Speedways FS  
Jhelum  
Deduction: 1 day

2- Nasir Gull

site: Five star FS  
Abbottabad  
deduction 1 day

Regards

Muhammad Saleem  
Supervisor North  
Islamabad