

From: sobia.shafiq@chipconsulting.org
Sent: Tuesday, April 18, 2023 1:49 PM
To: 'muhammad.saleem@chipconsulting.org'
Subject: RE: Request to deduct safety warden salary on absenteeism

Kindly write the dates of their absence

-----Original Message-----

From: muhammad.saleem@chipconsulting.org [mailto: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