

From: Amna Khan <amnakhan4004@gmail.com>
Sent: Thursday, November 18, 2021 4:48 PM
To: awais
Cc: azam25khan.ak@gmail.com; KAMAL, Muhammad; KHURSHID, Muhammad Naveed; KHAN, Saifullah; AHMAD, Laeeq
Subject: Re: Request for Medical Leave

Dear Awais.

UCPO Azam was on leave on 11th and he reverted back his leave on 12th as he was having SOPs session with CTC. So kindly mark his one day leave

Regards
Amna khan

On Mon, 15 Nov 2021, 12:44 pm , <awais@ctc.org.pk> wrote:

Dear Dr. Kamal,

Your kind endorsement is requested on the below leave request.

Dear Mr. Asad,

Please fill the leave application form and send me back.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92-51-111-111-920), Cell: [Cell:0340-8442573](tel:0340-8442573)

From: Amna Khan <amnakhn4004@gmail.com>

Sent: Thursday, November 11, 2021 5:03 PM

To: IQBAL, Ahsan <iqbalah@who.int>

Cc: KHURSHID, Muhammad Naveed <khurshidm@who.int>; KHAN, Saifullah <skhan@who.int>; AHMAD, Laeeq <ahmadl@who.int>; awais <awais@ctc.org.pk>

Subject: Fwd: Request for Medical Leave

Dear Sir,

Cant 2 UCPO has requested for two days leaves from 11 to 12 November.

Your kind approval is requested.

Regards

Amna khan

----- Forwarded message -----

From: Azam Khan <azam25khan.ak@gmail.com>

Date: Thu, 11 Nov 2021, 11:01 am

Subject: Request for Medical Leave

To: <amnakhn4004@gmail.com>

Dear Ma'am

I had a mild temperature, flue, coughing, and body ache for two days but it goes worse last night rush for emergency treatment from LRH emergency. The doctor's prescription is attached for your reference.

That's why I'm requesting two days of medical leave dated 11/11/21 to 12/11/21 because of my health condition I can't perform my duty properly.

Kindly grant me these two days' leave will be thankful to you for that kind action.

Khalid Mehmood UCO will be OIC in my absence. May contact him for any sort of UC-related issues/tasks etc.

Regards

Sher Azam UCPO

CANTT WARD-2