

Date: 5th July 2021

Ref # ISL/E/ PRO-0154/05/07/2021

To,
Mr. Nouman Ur Rehman
S/O Abul Rehman
WC Collections
(CNIC # 13503-1303623-3)

Address House # 23, Street 5 C, Ghori Town, Phase 1, Islamabad.

SUB: SHOW CAUSE NOTICE

It has been reported to the Human Resource Department that you were found doing fraudulent activities i.e. altering the official documents, internal processes, misrepresenting information, and knowingly distributing fake documents to insurance companies.

- From the data log we have found out that from 1st June till 25th June, 2021 you have manipulated official documents with wrong information and misrepresented 32 files.
- In spite of being one of the senior employees of the company placed on a Managerial position, you were found committing forgery where you deliberately manipulated the official documents with false information.
- You not only manipulated and presented false information to the insurance companies but also persuaded certain key individuals to carry out the same activities on a continual basis, which is gross misconduct and goes against the standard terms and conditions of your employment.

- These Deceitful actions of yours clearly depict your inferior level of organizational citizenship with initiating fraudulent activity and inciting other employees to do the same to damage the reputation and existence of our business.

Hence, you are hereby called upon to provide an explanation within **seven (7) days** from the date of receipt of this notice, as to why appropriate disciplinary action cannot be taken against you for the above gross misconducts. Please note you have a personal hearing on **Monday 12th July 2021 at 3:45 PM**. In case no reply is received within the stipulated time, it will be presumed that you have no explanation to submit and the company is unrestricted to take any action against you that not only include termination of your services but also we will take legal action against you before the Court of competent jurisdiction.

Regards,



Human Resource Department
Pro Global Pvt. Ltd.



TRUST A LEADER TO DELIVER

Call: 111-123-456
GST NO.
12-00-9808-002-73

From (Shipper)

Pro Global

Phone

I warrant that I have read the terms and conditions on the reverse of this consignment note and that all details given herein are true and correct. I further declare that the contents of this consignment do not contain any letter. The execution of this consignment note is prima facie evidence of the conclusion of contract between shippers & TCS (PVT) LTD.

Shipper's Copy

Shipper's Signature

AS PER P.O. ACT 1898. TCS WILL NOT CARRY LETTER/POST CARDS

Acct / Coupon

Cash

Consignment Note No.

230 30059213

Sales Tax Invoice

Org.

Dest.

Mode of Payment

Coupon FOC COD
 Account Cash

Insured

Yes No.

Value

Dimension

L(cm) W(cm) H(cm)

Wt. (kgs)

Pcs.

51

To (Consignee)

Nouman UR Rehman

Ghousi Town

Service Type

Overnight Holiday
 Extra Sp. Same Day
 Second Day

Service Charges

Weight

Handling

Other

GST

Insurance Premium

PICKUP INFORMATION

Courier Code

Date

Time

3234

06/07

TOTAL

150/-

Any suggestions / complaints about service may be mailed to PO Box # 2042, Karachi-75400



TRUST A LEADER TO DELIVER

Call: 111-123-456
GST NO.
12-00-9808-002-73

Acct / Coupon

Cash

Consignment Note No.

230 30059225

Sales Tax Invoice

Org. Dest.

TSB Rawalpindi

Mode of Payment

Coupon FOC COD
 Account Cash

Insured

 Yes No.

Dimension

L(cm)

W(cm)

H(cm)

Wt. (kgs)

5

Pcs.

From (Shipper)

ProGLOBAL

To (Consignee)

Numan UR Rehman

PwD

Service Type

Overnight Holiday
 Extra Sp. Same Day
 Second Day

Service Charges

Weight	
Handling	
Other	
GST	
Insurance Premium	
TOTAL	200/-

Phone

Phone

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Shipper's Signature

E-mail

Rawalpindi

Description

PICKUP INFORMATION

Courier Code

Date

Time

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Any suggestions / complaints about service may be mailed to PO Box # 2042, Karachi-75400

Shipper's Copy