

Date: 5th<sup>st</sup> 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, Ghorri 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 12<sup>th</sup> 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

## Sales Tax Invoice

Acct / Coupon

Consignment Note No.

Org.

Dest.

CASH

230 30059213

ISB

ISB

Call: 111-123-456

GST NO.

12-00-9808-002-73

Mode of Payment

☐ Coupon ☐ FOC ☐ COD☐ Account ☐ Cash

Insured

☐ Yes ☒ No.

Value

Dimension

L(cm)

W(cm)

H(cm)

Wt. (kgs)

Pcs.

5

1

From (Shipper)

To (Consignee)

Service Type

☐ Overnight ☐ Holiday☐ Extra Sp. ☐ Same Day☐ Second Day

Service Charges

Weight

Handling

Other

GST

Insurance Premium

TOTAL

Phone

Phone

E-mail

Description

PICKUP INFORMATION

Courier Code

Date

Time

Shipper's Signature

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

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

Shipper's Copy

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.

Nouman UR Rehman  
Ghokori Town

32554

ISB

06/07

150/-





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.

ISB

Dest.

Kwp

Mode of Payment

☐ Coupon ☐ FOC ☐ COD  
☐ Account ☐ Cash

Insured

☐ Yes ☐ No  
Value

Dimension

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

Wt. (kgs)

5

Pcs.

1

From (Shipper)

PROGLOBAL

To (Consignee)

Abumghur UR Roh  
Pw d

Service Type

☐ Overnight ☐ Holiday  
☐ Extra Sp. ☐ Same Day  
☐ Second Day

Service Charges

Weight

Handling

Other

GST

Insurance Premium

TOTAL

200/-

Phone

Phone

E-mail

Description

PICKUP INFORMATION

Courier Code

Date

Time

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