

May 5th, 2025



Mr. Musharraf Butt  
8270103535253  
Safety & Customer Experience Officer  
ICT - Islamabad

**Subject: Transfer of Services**

Dear Musharraf Butt,

As part of the recent project restructuring and management decisions to optimize field operations, your role is being adjusted to support multiple stations. Accordingly, effective **May 1, 2025**, you are hereby assigned to monitor the following stations:

1. 10041427 - Neelam Valley Filling Station - Islamabad - Islamabad
2. 13171999 - Balapir Filling Station - Islamabad - Islamabad

Consequently, in recognition of your expanded responsibilities, your salary will be increased by PKR 2,000 effective June 1, 2025. However, please note that this adjustment does not entitle you to any transfer allowance. All other terms and conditions of your existing employment contract shall remain unchanged.

Please coordinate with your immediate supervisor to ensure a smooth transition and to receive the necessary guidance and support for your revised assignment.

We appreciate your flexibility and dedication in supporting these operational changes and look forward to your continued contributions

Regards

A handwritten signature in black ink, appearing to read "S. J. Butt".

HR Department  
CHIP Training & Consulting

CC;

Personal File.

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