28th March 2022.

Majid Ali Shah,  
Associate Director-Projects,

CNIC: 1730194171659,

Islamabad.

**Subject:  Outstation Allowance**

Dear Majid Ali Shah,

We are pleased to inform you that w.e.f. 1st March 2022, in addition to your existing salary, you are entitled to an Outstation Allowance @ PKR: 60,000/- per month.

The will include following:

* Food and other Incidentals
* Rent of Apartment

Additionally; you are also allowed two economy class return tickets (Quetta–Islamabad–Quetta) per month.

Please note that all other terms and conditions of the originally signed employment contract shall remain the same.

With Best Regards

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HR Department

Muhammad Arshad

CC: Personal File.