

March 2nd, 2021

Muhammad Arshad,  
Manager Finance  
CTC, Islamabad

Letter of Appreciation

Dear Muhammad Arshad,

Management would like to honor and thank you for the extraordinary job you have done over the past several months for achieving company's goal and objective. It was an enormous undertaking but went smoothly and efficiently. You went well above and beyond our expectations that we couldn't have achieved without you.

Therefore, management offers you a Cheque for PKR.50, 000/- as a token of appreciation for doing such an incredible task.

Thank you for playing such an important role in our company. We are grateful for your hard work, dedication and growing this business.

With deep appreciation for your efforts,

Best Regards

Sarah Farooqui  
Director

  
02/03/21

[CTC-HR&OPS-Contracting-F-7.2-b-013-IF/SF/HN]  
[Contract Extension -Jan 2021]

January 1<sup>st</sup>, 2021

Muhammad Arshad  
Finance Manager  
CNIC#3840103622521  
Islamabad.

Subject: Contract Extension Letter

Dear Muhammad Arshad,

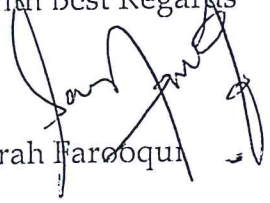
This is with reference to your employment contract with CHIP Training & Consulting (Pvt.) Ltd. (CTC) for the position of "Finance Manager", which was lastly extended until December 31<sup>st</sup>, 2020.

It is hereby pleased to inform you that your said employment contract has been extended for one year from January 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021.

Please note that all other terms and condition of your signed contract shall remain the same.

Please sign this letter and submit one copy of this letter for the Company record.

With Best Regards

  
Sarah Farooqui

Director HR & Operations

  
06/01/2021

January 1<sup>st</sup>, 2021

**Subject: Company Bonus Letter**

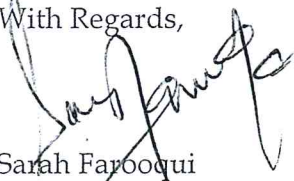
Dear Muhammad Arshad,

This is with reference to management meeting regarding bonus amount for staff members who have completed a fiscal year with the company.

Although you are not eligible for the current bonus amount, but after reviewing your performance during last three months including your willingness and ability to lead activities and handle work responsibilities, competent authority has approved your Bonus in the amount of PKR. 75,000/- subject to withholding tax.

I appreciate your efforts in day to day functioning and growth of the company and also look forward to your continued commitment towards achieving company's objectives.

With Regards,

  
Sarah Farooqui  
Director-CTC

  
24/01/21

October 5<sup>th</sup>, 2020

Muhammad Arshad  
Finance Manager  
CNIC#38401-0362252-1

**Subject: Interim Salary Adjustment Letter**

Dear Muhammad Arshad,

This refers to the management decision, regarding subject.

I am hereby pleased to inform you that your Gross salary has been adjusted from Rs.160, 000/- to Rs.170, 000/- subject to withholding tax at Grade 6 of CTC salary scale retrospectively from September 1<sup>st</sup>, 2020. However, your designation and other employment benefits shall remain the same.

I appreciate your efforts and look forward to your continued commitment towards achieving company's objectives.

Please sign this letter and Keep one copy for your record and submit one copy of this letter for the Company record.

With Best Regards

Sarah Farooqui

Director

HR & Operation Department

*[Handwritten signature]*  
05/10/20



## **Employment Agreement: (Contract Basis)**

THIS AGREEMENT made as of the October 1<sup>st</sup>, 2020 between CHIP Training & Consulting (CTC) (hereinafter referred to as employer), having its head office at Islamabad and Mr. Muhammad Arshad (hereinafter referred to as Employee).

**1. Position:**

- 1.1 The employee will be designated as Finance Manager-Head Office for CHIP Training & Consulting (CTC) Islamabad.
- 1.2 For the purpose of the employment services the effective date of employment contract would be October 1<sup>st</sup>, 2020.
- 1.3 The employee shall be reporting to Managing Director-CTC for all working matters. (administrative, and financial reporting).
- 1.4 The employee will be based in CTC office-Islamabad as per employer's policy and requirement and shall be required to travel extensively within assigned geographic area or to other areas if instructed. The employer reserves the right to alter your designation, duty station and job description from time to time. For all legal matters or disputes (if any), the legal proceeding can only be initiated in a court of law in Islamabad Capital Territory.

**2. Salary:**

- 2.1 The employee will be paid the following salary and benefits under the above position:
  - a) A monthly basic salary of PKR 170,000/- subject to withholding tax.
  - b) Telephone connection with a monthly limit of PKR 2,500/- Payable directly to the cellular company.
  - c) Annual performance bonus subject to your performance and availability of fund.
  - d) Death and Disability insurance cover PKR. 2,500,000/-
- 2.2 The salary will be paid in arrears. The salary does not attract any additional cash benefits. Other than listed under 2.1.
- 2.3 While the employer will deduct due income tax and make all other legal deductions from any remuneration paid to the employee, it will essentially remain employee's responsibility to keep his/her tax affairs in order. By accepting this employment, Employee is categorically exonerating the employer from any responsibility for his/her tax affairs. Moreover, it is the responsibility of the employee to obtain his NTN number and file tax returns as required by the law of the land.

**3 Contract Duration:**

- 3.1 The contract will be valid till December 31<sup>st</sup>, 2020 and may further be extended for another six months or one year depending on continuity of position as per instruction of employer's principal contractor and satisfactory performance and maintaining of high moral and ethical standards.

**4. Termination:**

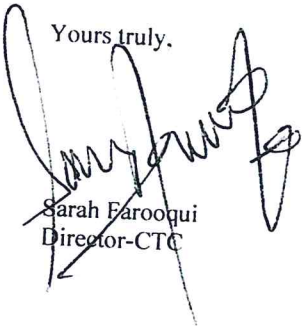
- 4.1 During the course of employment, either party shall be required to give notice period of one month or salary in lieu of notice period. The salary will not be disbursed if prior notice period is not served by the employee.
- 4.2 The notice clause doesn't apply in case if the contract is expired and either party is not willing to extend it further.
- 4.3 The employer also reserves the right to terminate the contract of employee if it is found that during the course of employment, the employee is
  - a) Continuing/ holding another job concurrently (whether paid or unpaid).
  - b) Undertaking any Academic Program or trainings etc. on a regular basis.
  - c) Involved in political activities, platform, or has affiliation with any political party.
  - d) Not performing satisfactorily or involved in any "Misconduct"



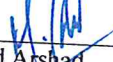
**5. General Terms of Employment:**

- 5.1 The employee shall be required to work on a full time basis. The employee will be entitled to Twenty (20) working days paid leave per year (5 days per quarter) on account of annual/casual/medical etc. The leave cannot be encashed either yearly or at the end of employment. In addition to that, the employee will be entitled to gazetted holidays declared by Government of Pakistan.
- 5.2 The employee will abide by the employer's Employee Service Rules for CTC Staff (ESR for CTC Staff) as well as other applicable administrative rules and regulations, procedures and principles of conducting business and policies and practices. These rules form an integral part of this agreement.
- 5.3 The employee will perform all the duties with utmost honesty, diligence and dedication. If at any time the employee feel there is a conflict of interest in any particular transaction, or event, he/she will immediately bring such conflict of interest to the notice of concerned staff member of the employer who shall in turn coordinate with the principal contractor. The employee shall then act in accordance with his/her directives on the issue in hand.
- 5.4 The employee will not (except in the ordinary course of the business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the employer's affairs or to any matter with which the employer may be concerned, unless he / she has previously applied to and obtained the written permission from the employer.
- 5.5 During the course of employment, the employee may come across or be a party to confidential information concerning any stakeholder engaged in CTC Projects. The employee shall not during the term of the employment disclose or allow the disclosure of any such confidential information, except in the proper conduct of employment.
- 5.6 This appointment is on contract basis and the employee shall not be termed as "worker" in terms of Workman's Compensation Act.
- 5.7 It is the responsibility of the employer to issue an identity card as well as visiting cards on a standardized format. The employee cannot get such cards printed and to be used on his/her own.
- 5.8 The employee shall not be allowed to apply for any COMNet position unless a period of one year has been elapsed since his/her departure from CTC a prior approval has been sanctioned by the competent authority.
- 5.9 This employment letter contains the entire agreement between the employee and the employer and supersedes all prior arrangements and understandings whether written or oral with respect to the subject matter hereof.
- 5.10 This agreement will be construed in accordance with and be governed by the laws of Pakistan and shall be subject to exclusive jurisdiction of Courts/tribunals in Islamabad Capital Territory.

Yours truly,

  
Sarah Farooqui  
Director-CTC

The Employee has set his hand as of the date first above written

Signature   
Mr. Muhammad Arshad  
CNIC: 38401-0362252-1



**Re: Offer Letter for Finance Manager CTC Islamabad**

message

rah Farooqui <sarah@ctc.org.pk>  
: Saba Zahid <saba@ctc.org.pk>

Wed, Jul 8, 2020 at 12:51 /

**From:** Muhammad Arshad Kadhar kadhar <arshadkadhar@hotmail.com>  
**Date:** Thursday, 2 July 2020 at 6:04 PM  
**To:** Sarah Farooqui <sarah@ctc.org.pk>  
**Subject:** Re: Offer Letter for Finance Manager CTC Islamabad

Respected Ms. Sarah Farooqui

Aslaam o Alaikam

Please Consider this email as my acceptance of the offer letter.

With Respects &amp; Regards

Muhammad Arshad

CNIC: 38401-0362252-1

**From:** Sarah Farooqui <sarah@ctc.org.pk>  
**Sent:** Thursday, July 2, 2020 6:40 AM  
**To:** arshadkadhar@hotmail.com <arshadkadhar@hotmail.com>  
**Subject:** Offer Letter for Finance Manager CTC Islamabad

Dear Arshad,

Reference to your submission of CV and subsequent interview, you had against subject position in Islamabad.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full-time position of "Finance Manager" with required travelling to field areas as governed by CTC Employee Service Rules (ESR).

A three-month Probationary Period will apply to this role. The appointment is subject to the satisfactory completion of the Probationary Period from July 1st, 2020 to November 30th, 2020 which itself subject to termination during any stage, by either

depending upon your performance and continuity of the position.

Your monthly Gross Salary including fuel shall be PKR. 160,000/- at CTC Grade 6 . The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefits:

- You'll be provided a post-paid telephone connection with a ceiling of PKR 2,500- per month for official use.
- Death and disability insurance cover PKR 2500,000/-.

If acceptable, please hit reply at [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk) within one working day, and confirm that you agree with the proposed terms, so that formal agreement can be prepared. You shall be required to join on July 1st, 2020.

Please contact undersigned for any further clarification/information in this regard.

Regards

I accept above offer


Sarah Farooqui

Director-CTC

Name:

CNIC:



	Document #: CTC-HR&OPS-F-7.2&3-005	Revision Date: 00
	Title: Asset handling over form	Revision # 00

## CHIP Training & Consulting (Private) Limited

### Asset Handling Over Form

Name of staff: Muhammad Asghar

Department: Finance.

Asset handed over date \_\_\_\_\_

#### 1. Details of asset

Sr No.	Description of assets	Identification No.
1	<u>Dell Desktop</u>	
2		
3		

Signed by Employee : Muhammad Asghar

Name Date Signature

Confirmed by Administrator: Asghar Khan

Name Date Signature

Confirmed by Director Sarah Farouqi

Name Date Signature

#### Instructions:

Any loss of official Assets, irrespective of carrying value, shall be informed immediately to the CTC and reported to Property Survey Board (PSB). The concerned staff must present a police report (FIR) in case of loss of asset in their custody due to theft, robbery or any acts of vandalism. PSB will review the case and will decide about the further action.

Recovery will be made on the book value during the useful life of Equipment. In case asset is damage, lost, Stolen or Not Found after its useful life, Higher of both i.e. (20% of Purchasing Value and market value) should be charged.

## AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt) Ltd  
AND

Mr. Muhammad Arshad  
CNIC: 38401-0362252-1

House No.551-Main Ubaid Road, Sector VIP  
Airport Employees Cooperative Housing Society  
Rawalpindi  
Cell: 321 556 3340; 0311 556 3318

This agreement relates to the Contract Appointment for the post of Finance Manager at CTC Head office-Islamabad.

1. **Appointee**  
Muhammad Arshad  
CNIC: 38401-0362252-1
2. **Tasks and functions**  
The tasks and functions to be performed by the appointee are stated as per list of assignments attached as Annex-I.
3. **Duration**  
The company offers you contract appointment for a probation period of Three (03) months starting from July 1st, 2020 and expiring on September 30<sup>th</sup>, 2020. Upon satisfactory performance in the probation period the contract may further be extended for three or six months depending upon your performance and continuity of the position.
4. **Termination**  
Either party can terminate the assignment by giving two weeks notice or two week salary in lieu of notice.
5. **Remuneration/Salary**
  - 5.1 The appointee will receive a monthly a basic salary of Rs.160,000 - per month, payable in arrears at CTC Grade 6.
  - 5.2 No other allowance/ benefits would be admissible except reimbursement of actual travel/ barding lodging expenses incurred for any official visits authorized by the line Managers and Project Manager of CTC.
  - 5.3 you will be provided a post-paid telephone connection with a ceiling of PKR. 2,500/-Per month for official use.
  - 5.4 Death and disability insurance cover PKR.2,500,000
6. **Working Time/ Hours, Leave & Holidays**
  - 6.1 The working week has five days from Monday to Friday, at a total of forty (40) hours from 0830 to 1730 Hrs. inclusive of one-hour lunch/prayer break.

6.2 The appointee shall be entitled to public holidays as well however any additional partial or full day leave (s) shall be adjusted in salary payment, on monthly basis.

7. **Loyalty and Responsibilities**

7.1 For the duration of the assignment period, the appointee is not allowed to engage in any 2<sup>nd</sup> paid or gain full occupation.

7.2 Even beyond the duration of engagement, the appointee must observe strict confidentiality regarding matters which, by their nature or following special instruction, are to be treated as secrets or confidential.

7.3 The appointee must ask for the employer's written consent if he wishes to publish, broadcast or other wise publically disseminate information in connection with any official assignment.

7.4 If the appointee will fully neglects to perform any of her duties under the assignment, CTC reserve the rights to terminate this appointment without giving any notice.

8. **General**


CTC, Islamabad shall not be made liable for any damage, loss, illness, injuries or death which may occur to or be caused by the appointee during the course of the present assignment.

9. **Changes**

Any modification to this assignment needs the consent of both parties and has to be conducted in writing.


Both parties hereby accept the aforementioned terms and conditions of "Contract Appointment".

Agreed on 01-07-2020

  
Muhammad Arshad  
Finance Manager

\_\_\_\_\_  
Sarah Farooqui  
Director, CTC



	Document #: CTC-HR&OPS-F-7.2&3-002	Revision Date: 00
	Title: Probation Letter	Revision # 00

July 8<sup>th</sup>, 2020

## AGREEMENT

BETWEEN

**CHIP Training & Consulting (Pvt.) Ltd.**

AND

**Name: Muhammad Arshad**

**CNIC No: 38401-0362252-1**

**Address: House no 551, Main Ubaid Road Sector VIP Airport Employee Corporative**

**Housing Society Rawalpindi**

**Cell No.:+92- 311-5563318**

This agreement relates to the Contract Appointment for the post of Manager Finance -in CTC Office Islamabad.

**1. Appointee**

Name: Muhammad Arshad

CNIC: 38401-0362252-1

**2. Tasks and functions**

The tasks and functions to be performed by the appointee are stated as per list of assignments attached as Annex-I.

**3. Duration**

The company offers you contract appointment for a probationary period of three (03) months w.e.f July 1<sup>st</sup> , 2020 to September 30<sup>th</sup> , 2020 Upon satisfactory performance in the probation period the contract may further be extended for three or six months basis depending upon your performance and continuity of the position.

**4. Termination**

Either party can terminate the agreement by giving two-week notice or two week salary in lieu of notice period.

**5. Remuneration/Salary**

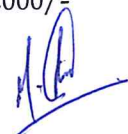
5.1 The appointee will receive a monthly salary of PKR, 160,000/- per month, payable in arrears at CTC Grade 6.


5.2 No other allowance/ benefits would be admissible except reimbursement of actual travel/ boarding lodging expenses incurred for any official visits authorized by the line Managers and Managing Director of CTC.

5.3 You'll be provided a post-paid telephone connection with a ceiling of PKR 2,500/- per month for official use.

5.4 Annual performance bonus subject to your performance and availability of funds.

5.5 Death and Disability insurance cover PKR 2,500,000/-



	Document #: CTC-HR&OPS-F-7.2&3-002	Revision Date: 00
	Title: Probation Letter	Revision # 00

**6. Working Time/ Hours, Leave & Holidays**

6.1 The working week has five days from Monday to Friday, at a total of forty (40) hours from 0900 to 1800 Hrs. inclusive of one-hour lunch/prayer break.

6.2 The appointee shall be entitled to public holidays as well however any additional partial or full day leave (s) shall be adjusted in salary payment, on monthly basis.

**7. Loyalty and Responsibilities**

7.1 For the duration of the assignment period, the appointee is not allowed to engage in any 2<sup>nd</sup> paid or gain full occupation.

7.2 Even beyond the duration of engagement, the appointee must observe strict confidentiality regarding matters which, by their nature or following special instruction, are to be treated as secrets or confidential.

7.3 The appointee must ask for the employer's written consent if he wishes to publish, broadcast or otherwise publically disseminate information in connection with any official assignment.

7.4 If the appointee will fully neglect to perform any of his/her duties under the assignment, CTC reserve the rights to terminate this appointment without giving any notice.

**8. General**


CTC, Islamabad shall not be made liable for any damage, lose, illness, injuries or death which may occur to or be caused by the appointee during the course of the present assignment.

**9. Changes**

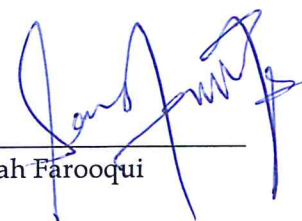
Any modification to this assignment needs the consent of both parties and has to be conducted in writing.

**Both parties hereby accept the aforementioned terms and conditions of "Contract Appointment".**

Agreed on: July 8<sup>th</sup>, 2020

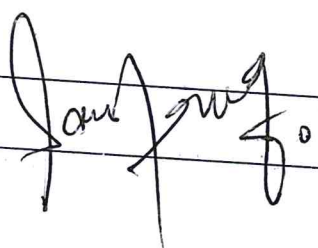
  
Muhammad Arshad

Manager Finance-Islamabad

  
Sarah Farooqui  
Director-CTC

# CHIP TRAINING & CONSULTING

## JOINING REPORT BY A NEW EMPLOYEE

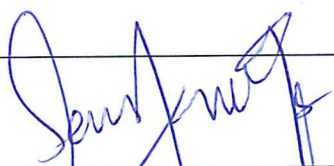
Name of the Employee	Muhammad Ateshad
Position appointed to	Manager Finance
Department and/or Location of appointment	Finance - Head Office
CNIC#	38401-0362252-1
CNIC Expiry Date	April-2020
Date of Joining	01-07-2020.
Date and Ref. No. of appointment letter	
Supervisors Comments	
Supervisors Signature	 01/07/20.




	Document #: CTC-HR&OPS-F-7.2&3-030	Revision Date: 00
	Title: Joining Report	Revision # 00

## CHIP TRAINING & CONSULTING

### JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	Muhammad Aeshad
Position appointed to	Manager Finance
Department and/or Location of appointment	Finance - Islamabad
CNIC#	38401-0362252-4
CNIC Expiry Date	April-2020.
Date of Joining	01-07-2020
Date and Ref. No. of appointment letter	CTC-HR&OPS-F-7-293-001.
Supervisors Comments	
Supervisors Signature	

	Document #: CTC-HR&OPS-F-7.2&3-001	Revision Date: 00
	Title: Offer Letter	Revision # 00

July 2<sup>nd</sup>, 2020

Mr. Muhammad Arshad  
Address: House No.551- Main Ubaid Road, Sector VIP,  
Airport Employees Cooperative Housing Society RWP.

**Subject: Offer Letter for the Position of Finance Manager –Islamabad**

Dear Muhammad Arshad,

Reference to your submission of CV and subsequent interview, we had against subject position in Islamabad.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full time position of "Finance Manager-Islamabad" with required travelling to field areas as governed by CTC Employee Service Rules (ESR).

A three-month Probationary Period will apply to this role. The appointment is subject to the satisfactory completion of the Probationary Period from July 1<sup>st</sup>, 2020 to September 30<sup>th</sup> 2020, which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, the contract may further be extended further for three or six month depending upon your performance and continuity of the position.

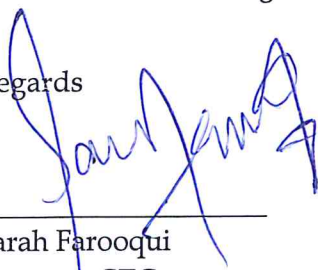
During probation period your monthly Gross Salary including fuel shall be PKR 160,000 /- at CTC Grade 6. The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefit:

- You'll be provided a post-paid telephone connection with a ceiling, of PKR 2,500- per month for official use.
- Death and disability insurance cover PKR 2,500,000/-

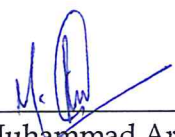
If acceptable, please sign the copy of this letter scan and send it at [hassanrazpk40@gmail.com](mailto:hassanrazpk40@gmail.com) within one working day, so that formal agreement can be prepared. You shall be required to join on July 1<sup>st</sup> 2020.

Please contact undersigned for any further clarification/information in this regard.

Regards

  
\_\_\_\_\_  
Sarah Farooqui  
Director- CTC

I accept above offer

  
\_\_\_\_\_  
Name: Muhammad Arshad  
38401-0362252-1



Document #: CTC-HR&amp;OPS-F-7.2&amp;3-029

Revision Date: 00

Title: Interview Assessment Sheet

Revision # 00

## INTERVIEW ASSESSMENT SHEET

Candidate's Name	Muhammad Ahsan				
Position	Manager Finance				
Date of Interview	30-06-2020				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	02	
Conduct during Interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3	03	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	05	
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	05	
Job Competence Assessment	Competence assessment through scenario based questions taken from TORs	Ask 5 scenario based questions relevant to the position, (2 marks each * 5 questions)	10	08	
Job Knowledge	Knowledge of the position and TORs s/he has applied for	Ask three questions on the job position and TORs (2 marks each*3 questions)	6	04	
Computer Proficiency	Competence assessment through scenario based questions taken from TORs	Ask 3 scenario based questions relevant to the position, (2 marks each * 3 questions)	6	05	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	03	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	05	
Total Score			50		
Overall Remarks	* Good analytical and communication skills * Can clearly interpret ideas and have strong technical knowledge.				
Interviewer's Signature	* worked Senior Internal Auditor with NTS				
Interviewer's Name	Recommended				