

October 16, 2018

Mr. Asghar Khan
House 79/1 D, Street 32, F6/1Islamabad

Subject: Offer Letter for the Position of Admin Officer – Islamabad

Dear Asghar,

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 "Admin Officer" at 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 October 17th, 2018 to January 17th, 2019 which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, your contract may further be extended further for six months or yearly basis depending upon your performance and continuity of the position.

During probation period your monthly Gross Salary including fuel shall be PKR. 40,000/- at CTC Grade 4. 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 2,000- per month for official use.
- Death and disability insurance cover PKR 1,500,000/-.

If acceptable, please sign the copy of this letter scan and send it at sarah@ctc.org.pk within one working day, so that formal agreement can be prepared. You shall be required to join on October 17th, 2018.

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

Regards

I accept above offer

Sarah farooqui
Senior Manager

Mr. Asghar Khan
15602-1591206-1

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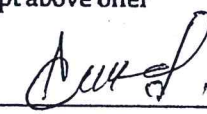
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Senior Manager

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Mr. Asghar Khan
15602-1591206-1

CHIP TRAINING & CONSULTING (PVT) LTD.

CHIP House. Plot # 1, (Fayyaz Market), St # 9, G-8/2, Islamabad - Pakistan
Tel: +92 51 111 111 920. Fax: +92 51 228 00 81, Email: info@ctc.org.pk

www.ctc.org.pk

October 17, 2018

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt.) Ltd.

AND

Asghar Khan

CNIC No. 15602-1591206-1

**Address: House#79/1D, street 32, F/6-1 Islamabad,
Cell No.: +92- 3458913057**

This agreement relates to the Contract Appointment for the post of **Admin Officer** in CTC Head Office Islamabad.

1. Appointee

Name: Asghar Khan

CNIC: 15602-1591206-1

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 October 22nd 2018 to January 21st, 2019. Upon satisfactory performance in the probation period the contract may further be extended further for six months or yearly 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 40,000/- per month payable in arrears at CTC Grade 4.

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 2,000/- 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 1,500,000/-

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 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 2nd 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**

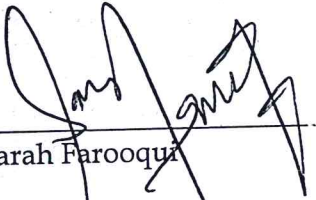
Any modification to this assignment needs the consent of both parties and has to be conducted in writing.

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

Agreed on: October, 16th, 2018


Asghar Khan

Admin Officer


Sarah Farooqui
Senior Manager, CTC

Employment Agreement: (Contract Basis)

THIS AGREEMENT made as of the January 22nd, 2019 between **CHIP Training & Consulting (CTC)** (hereinafter referred to as employer), having its head office at Islamabad and **Mr. Asghar Khan** (hereinafter referred to as Employee).

1. Position:

- 1.1 The employee will be designated as **Admin & Logistic officer- Islamabad** for CHIP Training & Consulting (CTC) at Islamabad.
- 1.2 For the purpose of the employment services the effective date of employment contract would be January 22nd, 2019
- 1.3 The employee shall be reporting to Associate Director- HR& operations- Head office at CTC and for day to day administratively working your reporting line shall be with Managing Director at Head Office-Islamabad. (All administrative, HR and financial reporting).
- 1.4 The employee will be based in **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 40,000/- subject to withholding tax.
 - b) Death and Disability insurance cover PKR. 1500,000/-.
- 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 June 30th, 2019 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"



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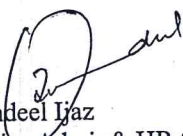
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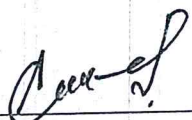
5. General Terms of Employment:

- 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 en-cashed either yearly or at the end of employment. In addition to that, the employee will be entitled to gazzeted 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) a period of one year has been elapsed since his/her departure from CTC or b) 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,


Qandeel Ijaz
Senior Admin & HR Officer

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

Signature 

Mr. Asghar Khan

CNIC: 1560215912061