

June 16<sup>th</sup>, 2020

Mr. Usman Khan,  
CNIC # 1730104544021,  
UCPO - Chagarmati,  
Shah Alam - Peshawar - KP.

**Subject: Change of Designation and TORs**

Dear Usman Khan,

This refers to your deployment contract with CHIP Training & Consulting for the position of Union Council Polio Officer (UCPO) at Chagarmati - Shah Alam - Peshawar for PTPP Project.

As part of recent transformation agreed by Program stakeholder's, some designations of PTPP Project have been revised with change of roles and responsibilities.

In view of the above, I hereby inform you that your existing designation has been revised from Union Council Polio Officer (UCPO) to UC Polio Officer - Chagarmati - Shah Alam - Peshawar w.e.f July 1<sup>st</sup>, 2020.

For this position you will be given new TORs of the PTPP Project. (*Attached is the TORs of UC Polio Officer Position*). However, all other terms and condition of your employment contract including your salary remain unchanged.

Thank you and looking forward to your valuable contribution towards achieving PEI objective.

Regards,



Naila Nizam  
Project Manager

CC;

Personal File.

**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](http://www.ctc.org.pk)