

Apr 19th, 2022

Mr. Liaqat Ali Khan,  
Khaplu,  
Ghanche - GBaltistan

**Subject: Offer Letter for TPO**

Dear Liaqat Ali Khan,

This is with reference to your submission of CV for the position of TPO followed by your appearance in the test & interview conducted by CHIP Training & Consulting (Pvt.) Ltd.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full time position of TPO at Tehsil Khaplu - Ghanche - GBaltistan as part of Polio Third Party Personnel (PTPP) for Polio Eradication Initiative (PEI) in Pakistan.

Your contract will be valid for a period commencing on the first day of your work till Jun 30th, 2022. However, Your extension will be subject to satisfactory performance of work/tasks assigned to you and upholding of professional ethics at workplace environment.

The position is based in Tehsil Khaplu - Ghanche - GBaltistan and you shall be reporting directly to the concerned Immunization Officer (IO) with close coordination of both WHO Area coordinator and Provincial WHO team for all day to day/program activities.

This letter should be considered as firm offer of employment with following standard, non-negotiable terms of employment;

- Gross salary including all allowances of PKR. 82,500/-per month subject to withholding tax.
- EOBI deductions will be made as per rules.
- The employee shall be provided with death and accidental insurance as per entitlement.

In case of acceptance of above specified terms and conditions, please send a signed copy of this offer letter by tomorrow 12:00 Noon to the undersigned at awais@ctc.org.pk.

This offer letter is conditional and subject to the verification of the information furnished by you at the time of interview with regards to your locality, Education and previous employment. CTC reserves the right to unilaterally revoke the offer letter if any information furnished by you is found incorrect or misleading.

The normal employment application form and employment contract will be sent to you upon acceptance of offer letter and you will be required to join your position from Apr 25th, 2022 and provide your residence certificate within a month after you commence employment.

Regards

*H. A. Khan*

I have read, understood and agreed the above terms and conditions and hereby accept the same.

[Signature]

Liaqat Ali Khan

CNIC # 7130288040089

Date;

*25/04/2022*

HR Department  
CHIP Training & Consulting

**CHIP TRAINING & CONSULTING (PVT) LTD**

CHIP House. Plot # 5, (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)

## Employment Contract

THIS AGREEMENT made as of Apr 25th, 2022, at Islamabad between CHIP Training and Consulting (Pvt) Ltd (hereinafter referred to as Employer) having its principal place of business at Islamabad and Mr. Liaqat Ali Khan (hereinafter referred to as Employee), Khaplu – Ghanche – GBaltistan. WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and goods and valuable consideration the parties agree as follows:

**1. Position Title**

- (a) The employee shall be designated as TPO for Polio Third Party Personnel (PTPP) as part of Polio Eradication Initiative (PEI) in Pakistan.
- (b) The employee shall be required to perform his/her duties as per TORs.

**2. Contract Validity**

The employment contract will be valid from Apr 25th, 2022 to Jun 30th, 2022 and will be considered discontinued if not extended expressly. The extension to this employment contract will be subject to satisfactory performance of work deliverables and upholding of high moral and ethical standards.

**3. Duty Station & Reporting Line**

The employee shall be based in Khaplu – Ghanche – GBaltistan and shall be reporting directly to the concerned Immunization officer (IO) with close coordination of both WHO Area Coordinator and Provincial WHO Team for all day to day/program activities.

**4. Salary**

- (a) Gross salary of PKR. 82,500/- per month shall be paid subject to withholding tax.
- (b) It will essentially remain the responsibility of the employee to keep his/her tax affairs in order i.e. obtaining NTN and filing tax returns. By accepting this employment, the employee has categorically exonerated the employer from any responsibility of his/her tax affairs.
- (c) All reasonable expenses arising out of employment shall be reimbursed provided that the same have been authorized prior to be incurred and with the provision of appropriate receipts.

**5. Benefits**

- (a) The employee shall be entitled to EOBI benefits. A contribution shall be deducted from the salary on monthly basis and deposited to EOBI along with the employer's contribution as per rules.
- (b) The employee shall be entitled to death and accidental insurance benefits, which can be claimed within six (6) months for death cases and three (3) months for accidental from the date of the incident, otherwise the employer will not be liable to settle the claims.

**6. Timings**

The employee shall be required to perform his/her duties on a full-time basis. The working week has six days from Monday to Saturday, at a total of forty-eight (48) hours from 8:00 am to 5:00 pm which may include weekends, however instructions of the Provincial WHO shall be considered final.

**7. Leaves**

The Employee shall be entitled to Twenty (20) working days paid leave per year (5 days per quarter) on account of annual/casual/medical etc. All other leaves are subject to fulfillment of conditions prescribed in the leave policy. The leave can not be encashed against accrued leave balance. The employee will also be entitled to gazette holidays declared by Federal Government of Pakistan.

**CHIP TRAINING & CONSULTING (PVT) LTD**

CHIP House. Plot # 5, (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)



**8. Disciplinary Actions**

- (a) The employer reserves the right to take disciplinary actions against the employee where in its opinion - which is final - the employee is found to underperformer or guilty of misconduct, non-locality of District/UC, negligence, data fudging, absence from duty without permission or any other conduct considered by company deterrent to its interest or of violation of one or more terms of this employment agreement and/or any other rules contained in the Employee Service Rule (ESR), which may include inter alia termination of the employment contract without notice.
- (b) The employer's decision with regard to the disciplinary actions will be final and will not be subject to revision.

**9. Notice Period and Contract Extensions**

- (a) Both the employer and employee - at any time - terminate this employment contract by giving prior notice of not less than one month or one month's gross salary in lieu of the notice period.
- (b) The above clause will not be applicable where the employment contract is expired and the employer has decided not to extend it any further. In such cases, the employment contract shall be deemed to be concluded by the employer.
- (c) It is the absolute discretion of the employer to discontinue the employment contract on its expiration without assigning any particular reason (s) and the same cannot be challenged in any court of law.

**10. General Terms of Employment**

- (a) The employee shall abide and govern by the Employee Service Rules for PTPP Staff (ESR) and the same shall be read an integral part of this employment contract.
- (b) During the course of employment period or subsequent to conclusion/termination/resignation from the service, the employee must observe strict confidentiality regarding matters which, by their nature are to be treated as secrets or confidential and shall not be disclosed to anyone whatsoever.
- (c) Under this contract, the employee shall not be termed as "worker" in terms of Workman's Compensation Act 1923.
- (d) In case of any dispute/disagreement, the suits/petitions shall only be instituted in the courts/tribunals situated within the local limits of Islamabad hence the jurisdiction of any other court/tribunal (conferred under the Code of Civil Procedure) shall be excluded.
- (e) The Employer reserves the right to unilaterally alter/modify - from time to time - the terms and conditions of employment contracts and such a variation can take effect without employees' consent being sought.
- (f) No employee over 60 years of age shall be entitled to insurance as well as EOBI benefits. The maximum age for female employees to avail of EOBI benefits is 54 years.

Yours' Truly



HR Department  
CHIP Training & Consulting

The Employer has caused this Agreement to be executed by its duly authorized Employer and the Employee has read, understood, and agreed to the above terms and conditions and set his hand as of the date mentioned below.

[Signature] 

CNIC # 7130288040089

Date; 25/04/2022