



Extension of Services and SoP

Introduction

This document is testimony of the extension of services from 23rd May 2024 till 23rd November 2024 and also outlines key considerations for the services during the aforementioned period. Furthermore this is in addition to the contract agreement which is signed between the resource and M/S WQsoftwares. Hereto, all the clauses and terms shall be implied in action of both documents. Though, this document shall be effective from May 23, 2024. The following points are appended in the light of enhancements in the terms with the client extension of agreement.

1. Extension duration

- 1.1. The duration of services will be effective from **23rd May 2024** till **23rd November 2024**.

2. TA/DA (Travel)

- 2.1. For daily or regular meetings, KPITB will facilitate the resource by providing either transportation services or remuneration (Rs. 30/KM).
- 2.2. This is mandatory to complete all necessary documentation including approval from your supervisor, day prior to meeting/visit, or as per provided SOPs from the client.

3. Financial Increase

- 3.1. Your current pay is incremented with an increase of 5% effective from 23rd May-2024.



4. Resource Leave Provision

- 4.1. You are entitled to two paid monthly leaves, subjected to day prior documented formal approval from the Supervisor. In case of emergency, coordinate with the Supervisor/Project Manager.
- 4.2. For more than 2 leaves, approval is subjected to WQsoftwares.

5. Notice period

- 5.1. The notice period for closing the employment services will be a minimum of two weeks from employer as well as employee.

To be Filled by Resource

I Mr. Muhammad Suliman S/O Mr. Muhammad Amin hereby accept and agree to the terms and conditions outlined in this document.

Position & Signature: _____