



Ref: ADMIN/LHR/11.5

Date: 05-08-2026

M. IRFAN S/O M. YAQOUB

POST OFFICE KILAS SHEIKH BHAGU KASUR, LAHORE.

HIRING OF VEHICLE

Dear Sir,

We confirm having hired vehicle No. **ATV-201 (Suzuki Bolan)** Department **Distribution** from **07-08-2026** to **06-08-2027** from you on the following terms and conditions. Please direct your driver to report to us for duty.

1. Period of Hiring **ONE YEAR**
 2. Hiring Charges Rs. **1800/-** per day.
 3. Monthly/Daily basis **Monthly basis.**
- The period of hiring can be curtailed or extended at our option and without giving you any prior notice, depending solely on our requirement/discretion. However, vehicle-hiring period shall not be less than 7 days in case of Stations other than Islamabad and Wah.
4. **PETROL / CNG**
 - 4.1 Petrol / CNG only will be charged to our account. Mobil Oil, Grease, Break Oil and all other expenses will be arranged by you.
 - 4.2 Petrol / CNG required during journey to & from any out station destination will be purchased by the driver and cost of the same will be reimbursed by us after verification of the officer Incharge.
 5. **OVERTIME OF DRIVER**
 - 5.1 Overtime performed by your driver will be paid individually at the respective station directly by our local account after verification by us.
 - 5.2 Overtime to driver will be paid as per company's policy after ten (10) hours of duty. Rate of overtime will be Rs. 20/- per hour after completion of 10 hours duty
 6. **SERVICE / REPAIR**
 - 6.1 Servicing of the vehicle will be on your account, you will be allowed a reasonable time for servicing and other minor repair (not exceeding six hours on any given day). In case of major break down the responsibility of bringing the vehicle to road-worthy condition will be yours. A proportionate deduction on daily basis will be made from your bills for the period for which the vehicle remains out of order and a suitable replacement is not arranged by you as per clause 6.2. Such penalty amount will be recovered from your monthly bill.
 - 6.2 In case you fail to make the vehicle road worthy within reasonable time as per our requirements, we shall ask you to replace the vehicle at your own cost with-out any un-necessary delay and you will be obliged to effect such replacement at your own cost with-in shortest possible time (not exceeding one day).
 7. **GENERAL CONDITIONS**
 - 7.1 The emoluments/salary paid to the drivers will be at your cost and will be directly paid by you.
 - 7.2 Insurance and road taxes will be your responsibility.
 - 7.3 Company will not be responsible for any accidental loss / damage to vehicle whether parked in / outside office premises during on / off duty.
 - 7.4 Your driver will make his own boarding/lodging arrangement at his own cost.
 - 7.5 All vehicles will be handed over/taken over by our Admin Section.
 8. **PAYMENT OF BILLS**
 - 8.1 You will submit your bill to the Admin Officer for verification. Every effort will be made to settle your bill with-in 30 days of their receipt.
 - 8.2 Log Sheet on day to day basis will be maintained by user for each vehicle and these will be attached with the bill and submitted to the Accounts. These log sheets duly signed by the user will be considered as user's certificate.
 9. **HIRING / DE-HIRING OF VEHICLE**
 - Vehicle will be handed over to Admin and hiring period would start from the time and date when the vehicle is handed over to Admin. Similarly, termination of period will be taken into account when vehicle is handed over back to you.
 10. The vehicle will remain de-hired on all public holiday(s) except if it is essentially required for emergency duties duly authorized by respective HODs/Regional Head.

Yours faithfully,
SUI NORTHERN GAS PIPELINES LIMITED

(BILAL ASGHAR)
GENERAL MANAGER LHR-WEST (D)

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