



سوی ناردرن گیس
Sui Northern Gas

Gas House, 21- Kashmir Road, Lahore,
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customerservices@sngpl.com.pk
www.sngpl.com.pk

Ref: ADMIN:GM:11.6

Dated: 12-06-2026

Mr. Jehanzaib,
H # 31-A, Street No. 142,
Rehmania Street Allama Iqbal, Road,
LAHORE

HIRING OF VEHICLE

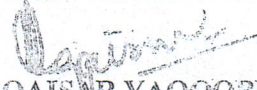
Dear Sir,

We confirm the hiring of Vehicle No. IEC-17-7609 (Suzuki Bolan Van 4x2) for use in the Quality Assurance Department (HO) for a period of one year, commencing from 13-06-2026 and ending on 12-06-2027, on the terms and conditions attached herewith. You are requested to direct your driver to report for duty accordingly.

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|----|---------------------|--------------------------|
| 1. | Period of Hiring | 13-06-2026 to 12-06-2027 |
| 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.

Yours Faithfully,
SUI NORTHERN GAS PIPELINES LIMITED


(MIAN M. QAISAR YAQOOB)
General Manager (Admin)
for Managing Director

Registered Office:
Sui Northern Gas Pipelines Limited,
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1. **FUEL**

- 1.1 Fuel only will be provided by the Company for use of vehicles for its operational activity only. Mobil Oil, Grease, Break Oil and all other expenses related to repair / maintenance of your vehicle will be borne by you.
- 1.2 Fuel required during journey to & from any outstation destination will be purchased by the driver and cost of the same will be reimbursed by us after verification of the officer incharge.

2. **OVERTIME OF DRIVER**

- 2.1 Overtime performed by your driver will be paid individually at the respective station directly by our local Account Department after approval by Administration Department.
- 2.2 Overtime to driver will be paid as per company's policy after performing ten (10) hours of duty. Rate of overtime will be Rs.20/- per hour after completion of 10 hours duty.

3. **SERVICE / REPAIR**

- 3.1 Servicing of the vehicle will be on your own 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. Amount of such penalty will be recovered from your monthly bill.
- 3.2 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 unnecessary delay and you will be obliged to effect such replacement at your own cost with-in shortest possible time (not exceeding one day).

4. **GENERAL CONDITIONS**

- 4.1 The emoluments/salary paid to the drivers will be at your cost and will be directly paid by you.
- 4.2 Insurance and road taxes will be your responsibility.
- 4.3 Your driver will make his own boarding/lodging arrangement at his own cost.
- 4.4 All vehicles will be handed over/taken over by our Admin Section after inspection / verification of documents.

5. **PAYMENT OF BILLS**

- 5.1 You will submit your bill to the concerned Admin Office for verification. Every effort will be made to settle your bill with-in 30 days of its receipt.
- 5.2 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.

6. **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.

7. **APPROVAL FOR EMERGENCY DUTY**

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.

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