



Al Habbai Contracting L.L.C

MEMO

Date: 21/10/2017

Attention : Eng. Walid Abbas
(General Manager)

Subject : Monthly Salary for offices 203 & 301 Office boys

Dear Sir,

With reference to the above mentioned subject, please be informed that the following employees have joined the head office to work as office boy, which will impact on their earned salary due to non-working overtime in the head office.

Accordingly, we are recommending you to make their salaries fixed salary as follows:

| Sr.No | Old Code | New Code | Emp.Name | Office | Current Salary | Recommended Salary |
|-------|----------|----------|----------|--------|------------------|--------------------|
| 1 | 11711 | 10169 | HARISH | 203 | 945 Dhs/Month | 1,600 Dhs/Month |
| 2 | 36113 | 30107 | RAJENDAR | 301 | 915 Dhs/Month | 1,600 Dhs/Month |

OK
13-11-2017

Furthermore, the same will be subject to their performance as well as their complying to work in head office as required.

This is for your information and further necessary action.

Thanks & Regards

Eng. Osama A. Aabdullah
(Contracts Director)

2. K
G. M
22 OCT 2017