

SUSHMA MEMORIAL

SUPERSPECIALITY HOSPITAL

Dr Guntas
M.B.B.S.(Punjab)

Dr Rahul
M.B.B.S., M.D. (Medicine)

Dr Rohit Chopra
B.D.S, Dental Surgery

Dr Neha Chopra
B.D.S,M.I.D.A, M.D.S.(Periodontist)
Implantologist

Near Civil Hospital, Chahal Nagar,
PHAGWARA, **Mob:80544-04325**

Oppo Curo Mall, Near Easyday,
JALANDHAR, **Mob:62832-74335**

Kapurthala Road, Near PNB
Bank, Kala Sanghian, **Mob:8054004325**

Sr. No : SDC/7/533
To,
Mr. Amandeep,
Vill. Kutbewal, PO. Goraya
Teh. Phillaur, Jalandhar

Date : 01/10/2015

SUB- APPOINTMENT LETTER

Dear Amandeep,

With reference to your application and the subsequent discussions we had with you.

1. We have found you suitable for the position of **"Office Administration Executive"**.
2. You will join on 1st October 2015.
3. Your compensation (CTC) would be **Rs. 2,16,000/- (Rupees: two lac sixteen thousand per annum)**.
4. You are appointed as full time Office Administration Executive from 9.00 am – 6.00 pm.
5. In case of over time worked you will be paid extra for that.
6. Your Salary is subject to increment as per your performance.
7. The rules and regulations of the Hospital will be binding on you during your association with the same.
8. You are eligible to take one leave in a month others will not be paid.

We are very happy to offer you this letter for the above mentioned post of Office Administration Executive. Hope you will accept this offer and will be very pleased to work with us.

Dr. Neha Chopra
B.D.S., M.I.D.A
M.D.S. (Periodontics)
Implantologist


Sushma Memorial Superspeciality
Trust Jalandhar

President

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Sr. No : SDC/P/232

Date : 01/08/2018

PROMOTION LETTER

Mr. Amandeep

LOB: Sushma Memorial Superspeciality Hospital

Subject: Promotion cum Increment Letter

Dear Amandeep,

Consequent to the review of your performance, we are pleased to inform you that you have been promoted to Office Administration Manager and your Monthly CTC has been revised to INR 20,000/- with effect from August 01, 2018.

We are sure you will put more efforts in the coming year to ensure higher level of performance for the organization.

Other terms and conditions of your employment shall remain the same as per the contract of fixed term Employment/Appointment Letter.

You may contact HR for any query/clarification on the appraisals within a month from the date of issue of the letter.


Sushma Memorial Superspeciality
Trust Jalandhar

President

Best of Luck.....

Yours Faithfully

Sushma Memorial Superspeciality Hospital

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Sr. No : SDC/E/735

Date : 18/10/2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Amandeep S/O Tajinder Singh** having D.O.B 22/08/1994 has worked as an **Office Administration Executive** at the **Sushma Memorial Superspeciality Hospital, Phagwara, Punjab** from **1st October 2015 to 31st July 2018** and as a **Office Administration Manager** from **1st August 2018 to Till Date** and providing his continuous services.

During his job tenure, he was assigned the task to employees and take corrective action when necessary. He also planning, scheduling and promoting office events, including meetings, conferences, interviews, orientations and training sessions. He also leads the team. He is diligently carrying his duties by satisfying seniors as well as colleagues. He is known to possess the team spirit and maintain good relationship with his colleagues. We wish him good luck for his career and hope he achieves new heights.

Dr. Neha Chopra
B.D.S., M.I.D.A
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[Signature]
Sushma Memorial Superspeciality
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Sr. No : SDC/S/884

Date : 18/10/2023

Salary Certificate

Employee Name : **Mr. Amandeep**

Designation : **Office Administration Manager**

Salary Statement of **Mr. Amandeep** for last 6 Months

Date	Salary paid (Rs.)
10-05-2023	20,000/-
10-06-2023	20,000/-
10-07-2023	20,000/-
10-08-2023	20,000/-
11-09-2023	20,000/-
10-10-2023	20,000/-

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