



SUSHMA DENTAL CLINIC

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

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

Dr Rohit Chopra
B.D.S., M.I.D.A
Certified Orthodontist
Cent. Oral Implantologist

Dr Gurpreet Singh
B.D.S., M.I.D.A
Cent. Endodontist

Dr Shweta Virmani
B.D.S., M.D.S
Orthodontist

Dr Anita Kalsi
B.D.S., M.D.S
Endodontist

Dr Parwinder Singh
B.D.S., M.I.D.A
M.D.S. (Orthodontist)
Gold Medalist

Dr Deepika
Dental Surgeon B.D.S.

Serial No : SDC/01/521

Date : 01/10/2016

To,
Mr. Jora Singh,
2LLG Chak Kera
Sri Ganganagar

SUB- APPOINTMENT LETTER

Dear Jora,

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

1. We have found you suitable for the position of "Executive-Hospital Administration".
2. You will join on 1st October 2016.
3. Your compensation (CTC) would be Rs.1,56,000/- (Rupees: one lac fifty six thousand per annum).
4. You are appointed as full time Executive-Hospital Administration 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 Executive-Hospital Administration. 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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Serial No : SDC/P/231

Date : 01/12/2020

PROMOTION LETTER

Mr. Jora Singh

LOB: Sushma Dental Clinic, Phagwara

Subject: Promotion cum Increment Letter

Dear Jora,

Consequent to the review of your performance, we are pleased to inform you that you have been promoted to Manager-Hospital Administration and your Monthly CTC has been revised to INR 17000/- with effect from December 01, 2020.

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
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President

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Best of Luck.....

Yours Faithfully

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Dental Surgeon B.D.S.

Serial No : SDC/E/723

Date : 26/09/2023

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Jora Singh S/O Raj Singh** having D.O.B 05/03/1998 has worked as an **Executive-Hospital Administration** at the **Sushma Dental Clinic, Phagwara, Punjab** from **1st October 2016 to 30th November 2020** and as a **Manager - Hospital Administration** from **1st December 2020 to TILL DATE** and providing his continuous services.

During his job tenure he was assigned the task to supervise day-to-day support activities, coordinate clerical tasks. He also works with management and support staff to assess and improve administrative processes and enhance efficiency. 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


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Serial No : SDC/S/874

Date : 26/09/2023

Salary Certificate

Employee Name : Mr. Jora Singh

Designation : Manager-Hospital Administration

Salary Statement of Mr. Jora Singh for last 6 Months

Date	Salary paid (Rs.)
10-04-2023	17,000/-
10-05-2023	17,000/-
10-06-2023	17,000/-
10-07-2023	17,000/-
10-08-2023	17,000/-
11-09-2023	17,000/-

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