

# 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/5/540

Date : 01/11/2017

To,  
Ms. Gurpreet Kaur  
Vill Domakalpi  
Post Thathiya Mathiya, Gonda

**Subject: Appointment Letter**

Dear Gurpreet,

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 1<sup>st</sup> November 2017.
3. Your compensation (CTC) would be Rs. 13,000/- per Month (Rupees: Thirteen thousand per month only).
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.

Sushma Memorial Superspeciality  
Trust Jalandhar

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

President

We are here to hear and heal your health problems.

# 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/P/234

Date : 02/11/2020

### Promotion Letter

**Ms. Gurpreet Kaur**

LOB: Sushma Memorial Superspeciality Hospital

**Subject:** Promotion cum Increment Letter

**Dear Gurpreet,**

Consequent to the review of your performance, we are pleased to inform you that you have been promoted to **Hospital Administration Manager** and your Monthly CTC has been revised to INR 15000/- with effect from November 02, 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  
Trust Jalandhar  
President

Best of Luck.....

Yours Faithfully

Sushma Memorial Superspeciality Hospital

**Dr. Neha Chopra**

B.D.S, M.I.D.A

M.D.S (Periodontist)

Implantologist



# 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/e/742

Date :

02/11/2023

### TO WHOM IT MAY CONCERN

This is to certify that **Ms. Gurpreet Kaur D/O Jagjeet Singh** having D.O.B 08/07/1996 has worked as an "**Executive-Hospital Administration**" at the **Sushma Memorial Superspeciality Hospital, Phagwara, Punjab** from **1<sup>st</sup> November 2017 to 31<sup>st</sup> October 2020** and as a "**Hospital Administration Manager**" from **2<sup>nd</sup> November 2020 to Till date** and providing her continuous services.

During her job tenure, she was assigned the task to supervise day-to-day support activities, coordinate clerical tasks. She also works with management and support staff to assess and improve administrative processes and enhance efficiency. She is leading the team. She is diligently carrying her duties by satisfying seniors as well as colleagues. She is known to possess the team spirit and maintain good relationship with her colleagues. We wish her good luck for her career and hope she achieves new heights.

  
Sushma Memorial Superspeciality  
Trust Jalandhar

**Dr. Neha Chopra**

B.D.S., M.I.D.A.

M.D.S (Periodontist)

Implantologist

President

We are here to hear and heal your health problems.

# 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/S/891

Date : 02/11/2023

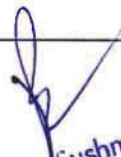
### Salary Certificate

Employee Name : Ms. Gurpreet Kaur

Designation : Hospital Administration Manager

Salary Statement of Ms. Gurpreet Kaur for last 6 Months

Date	Salary paid (Rs.)
10-05-2023	15,000/-
10-06-2023	15,000/-
10-07-2023	15,000/-
10-08-2023	15,000/-
11-09-2023	15,000/-
10-10-2023	15,000/-

  
Sushma Memorial Superspeciality  
Trust Jalandhar  
President

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