LATE SMT. VIDYAWANTI LABHU RAM FOUNDATION
FOR SCIENCE RESEARCH & SOCIAL WELFARE

No. SDC&RI/17/3787 Dated: 16-08-2017

ORDER OF APPOINTMENT

To
Dr. Navreet Bhasin
House No. 1014, Ward No. 13,
Purani Abádi, Sri Ganganagar

1.0 With reference to our meeting, we are pleased to appoint you as Senior Lecturer in the department of Prosthodontics and Crown & Bridge in our Surendera Dental College & Research Institute, Sriganganagar, subject to your agreement to the following terms and conditions.

2.0 **CASUAL LEAVE:** You will be eligible only for one-day casual leave for every complete period of one-month service after completing one year of probation period.

3.0 **PROBATION PERIOD:** You shall remain on probation for a period of one year.

4.0 **WORKING HOURS:** You will have to work in the institution as per the timings prescribed on all days except Sundays which is a weekly holiday and other notified holidays.

5.0 **RESPONSIBILITIES AND CONFIDENTIALITY:**

5.1 You will devote your time and attention to the services of the organization / or its associate organization and will discharge your duties faithfully and assiduously.

5.2 You will not, during your service with the organization or after its termination, communicate or divulge to any person information relating to this institution.

5.3 Any invention, discovery or development you may make or which may result during the period of service with us will be sole and absolutely property of the organization and you shall not use the information for your own personal benefit or others during the continuance of your employment with us or anywhere thereafter.

5.4 You will conduct yourself in the disciplined manner and in a manner expected of your position and shall abide by all such rules and regulations of the organization as may be in force from time to time.

6.0 The organization shall have the right to terminate your services with it without any notice or compensation whatsoever should you be found guilty of breach of trust or of the terms of this letter, insobriety, addiction to drugs, suppression of any information or furnishing false information for employment, dishonesty, neglect of duty or conduct considered detrimental to the interest of the organization.

7.0 TEMINATION: Services are liable to be terminated, due to reasonable cause, by either side on giving one month notice in writing or on payment of one month pay and allowances in lieu of notice.

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His Highness Gardens, Sri Ganganagar-335001
Ph. 91-154-2440071, 2440072, Fax 0154-2440102, E-mail : gorav@sgi.org.in
Visit us at : www.sgi.org.in & www.surenderadentalcollege.com

8.0 Your official duties besides teaching and training of the relevant students in the subject(s) assigned and carrying out the clinical / laboratory work relating to patients shall also include attending the patients in the community health camps including their education & motivation and any other administrative or allied work assigned by the senior faculty, HOD, Director Principal and Management. Besides being on active duty during the specific working hours and days, you will have to respond to any work assigned during the remaining hours of the day and night.

9.0 **CODE OF CONDUCT:** A copy of the code of conduct for the employees of Late Smt. Vidyawanti Labhu Ram Foundation for Science Research and Social Welfare is enclosed for your guidance and adherence.

SALARY: Rs. 18,000/- p.m.

We welcome you to our organization and wish you a long and enjoyable career with us.

Gorav

(Gorav Gupta)
Secretary

I hereby accept the above terms and conditions and shall abide by the code of conduct prescribed in letter and spirit.

Signature: Navreet
(Dr. Navreet Bhasin)
Date: 16.08.2017

17.08.2017
Date of joining:

JOINING REPORT

From: - Dr. Navreet Bhasin

Dated: 17-08-2017

To
The Director Principal
Surendera Dental College & Research Institute
Power House Road
Sri Ganganagar 335001

Subject: Reporting in the Institution.

Ref: Order of appointment dated 16-08-2017 from the Secretary, Late Smt. Vidyawanti Labhu Ram Foundation for Science Research & Social Welfare, Sri Ganganagar.

With reference to the above I the under signed have reported on duty at Surendera Dental College & Research Institute as Senior Lecturer in the department of Prosthodontics and Crown & Bridge today at 9 am, as per terms & conditions mentioned in the order of Appointment.

Kindly do the needful.

Yours truly,

Navreet

(Dr. Navreet Bhasin)

Late Smt. Vidyawanti Labhu Ram Foundation For Science Research and Social Welfare

No. LVL/21/ 5723 Dated:- 26-10-2021

Office Order

This is to certify that Dr. Navreet Bhasin has completed 4 yrs. of teaching experience as Senior Lecturer in the department of Prosthodontics. Hence she is being promoted as Reader w.e.f. 26-10-2021 at our Surendera Dental College & Research Institute, Sri Ganganagar.

Gorav

(Gorav Gupta)
Secretary

Navreet