



Dr Narula's Family Healthcare Center

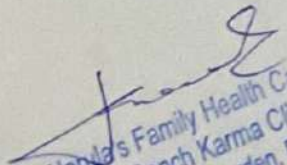
(A Panchkarma Clinic)

N-26/A-3 Dilshad Garden, Delhi-110095

EMPLOYEE FILE CHECK LIST

Name : Ms. Pooja Sahni
Designation : Receptionist Employee Code: 01
Age: 43 yrs Sex: F

Attachment	Yes	No
Employee Training Calender	✓	
LAB Report	✓	
Police verification	✓	
Degree	✓	
Diploma/Reg	✓	
Adhar Card	✓	
Resume	✓	
Appraisal form	✓	
General Medical Testing	✓	
Induction training	✓	
Appointment form with privileged	✓	
Job Application form	✓	✓


Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3, Dilshad Garden, Delhi-110095

Scanned with CamScanner



**OFFICE OF THE DEPUTY COMMISSIONER OF POLICE: SPECIAL BRANCH
DELHI POLICE BHAWAN, 3-5 ASAF ALI ROAD, NEW DELHI-110002**

POLICE CLEARANCE CERTIFICATE (PCC)

To

POOJA SAHNI

For



**DR NARULAS FAMILY HEALTH CARE
CENTRE
N 26 A 3 DILSHAD GARDEN DELHI
110095**

PCC NO: SB/2021231684

This is to certify that Shri/Smt./Miss POOJA SAHNI s/o, w/o,d/o SUBHASH KUMAR SAHNI is/was a resident of following address.

S.N.	ADDRESS	FROM	TO
1	L-223 B, DILSHAD GARDEN, DELHI-110095	Jan/2018	Aug/2021

As verified by the field enquiry the applicant is/had been residing at the above address. He/She has not been found involved in any criminal offence as per Crime Record Office (CRO) and concerned Police Station record till date.

Place: New Delhi

Dated: 27/08/2021



(SUMAN NALWA)
Deputy Commissioner of Police
Special Branch, Delhi

Note1: The Certificate is applicable for Employment purpose only.

Note2: For "PCC Confirmation/Status" you may click on the option box given in the PCC Portal and Email can be sent at dppcc.sb@delhipolice.gov.in for feedback.

Employee Appraisal Form

Date _____ Examining Tenure Date _____ to Date _____	
Name Of Employee: Employee Code :	Completed By:

A. Most Successful Job Accomplishments Since Last Performance Period:

1. Healthy relation with patients.
2. Good patient management.

Name Dr Training Attended _____

New Certification _____

B. Key Strengths Of Employee:

1. Knows her job well.
2. Good reputation amongst staff & patients.
3. _____
4. _____

C. Performance in Last Leaving Point:

1. Well maintained registers.
2. Cleanliness peak.
3. _____
4. _____

D. Key Areas That Need Improvement:

1. Communication skills
2. _____

E. Teamwork Ability:

1. Very good.
2. _____

- Appraisal
- Salary _____
 - Bonus _____
 - Post _____

Given By _____

Dr. Narula's Family Healthcare Center
A Panchkarma Clinic
N-26/A-3, Dilshad Garden, Delhi-110095

Approved By _____
Forwarded By _____



Dr Narula's Family Healthcare Center

(A Panchkarma Clinic)

N-26/A-3 Dilshad Garden, Delhi-110095

INDUCTION TRAINING

Name Ms. Pooja Sahni
Trainer: Dr. Rajeev Narula
Department:
Old Experience: Teaching
Job Application Now:
Date Initiation of Training:

Sex: F Age: 43yr

Date of Completion of Training

- | | |
|-------------------------------|--------------------------------------|
| 1) <u>CPR</u> | 9) <u>Triage</u> |
| 2) <u>Fire</u> | 10) <u>SOP</u> |
| 3) <u>Code</u> | 11) <u>HIC</u> |
| 4) <u>MRD</u> | 12) <u>Emergency Patient</u> |
| 5) <u>Do Medical waste</u> | 13) <u>Combat Infection Training</u> |
| 6) <u>Receptionist</u> | 14) <u>Scope & Non Scope</u> |
| 7) <u>Pharmacist</u> | 15) <u>Safety Through</u> |
| 8) <u>Panchkarma Training</u> | 16) <u>Variable Patient</u> |

1.) Clinic-Vision/Mission/Ownership. provided

2.) Employee Rights and Responsibilities. provided

3.) Organization hierarchy -

4.) Theory Training Points.

• Proper training given with policies & procedure

5.) Practical Training Points.

• Mock drills done

6.) Goal of Job: Handling office and communication skills

7.) Aim of Job: Complete my all Responsibilities

8.) Comments about trainee: No Com

Dr. Narula's Family Health Care Centre
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General Medical Testing

Date :

Doctor Name : Dr. Rajeev Narula

Name of Employee : Ms. Pooja Sahni

Employee Code : 01

Department Head : Narula

General Examination :

1. B.P — 140/80
2. Weight — 76kg
3. Pulse — 86/w
4. Eye sight — 0.5
5. Chest — 38 inch
6. Height — 5.2 inch
7. Any chronic disease — No
8. Allergy if / Any — No

Comment :

Ms. Pooja Sahni is physically & mentally fit
for the job.


Dr. Narula's Family Health Care Centre
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N-26/A-3, Dilshad Garden, Delhi-110095



Dr. Rajvir Singh
M.B.B.S., M.D. (Path.)

PRIME DIAGNOSTICS™
COMPUTERISED PATHOLOGY LAB.

Central Laboratory
106, Chetak Complex, B&E Pocket,
Dilshad Garden, Delhi-95.
Tel.: 22597080, 22586640, 40199334
Timings
Mon. to Sat. : 8 a.m.-9 p.m.,
Sunday : 8 a.m.-2 p.m.

Name : Pooja Sahni

Age : 43 Years

Sex : Female

Ref. By : Dr. Rajeev Narula

Regn. No. 000842

Date : 20/08/2021

Page No. 1

TEST

RESULT

REF. RANGE

Hb

10.6 gm%

11-15 gm%

Australia Antigen(HbsAg)

Negative

H.I.V I & II

HIV I

Non - Reactive

HIV II

Non - Reactive

Specificity: > 99 %

Sensitivity: > 98 %

As approved by UNAIDS (W.H.O)

INTERPREATION :-

A Non Reactive result implies that no Anti HIV -1 or HIV-2 antibodies have been detected in the sample by this Immuno Chromatographic(Rapid)test method . This means that either the patient has not been exposed to HIV-1or HIV-2 infection or the sample has been tested during the " WINDOW PHASE" (before the development of detectable levels of antibodies)

APROVISIONALLY REACTIVE / BORDERLINE REACTIVE :- result suggests the possibility of HIV-1 or/ and HIV -2 Infection : however these results must be verified by a confirmatory WESTERN BLOT - 1 & 2 test before pronouncing the patient positive for HIV-1 and/or HIV-2 Infection.

Please Note that very high levels of IGM Antibodies or Anti - HLA ABC And OR Antibodies can give false positive reaction.

DR. RAJIVR SINGH
M.B.B.S.,M.D.(Path)



Shalimar Garden Branch
834/103, Opp. Police Chowki, Shalimar Garden Extn. I,
Sahibabad, Ghaziabad (U.P.)
Mob.: 7678241118

If test results are unexpected, please contact the Lab.

PRIME DIAGNOSTICS DILSHAD GARDEN 011-22597080

Lab. Reports & Remitt. Information System(LRIS SOFTWARE),Contact Nitin Gupta - 011-22841809.



Dr Narula's Family Healthcare Center

(A Panchkarma Clinic)

N-26/A-3 Dilshad Garden, Delhi-110095

Application for Employment

COMPANY NAME	Dr. Narula's Family Health Care Center
ADDRESS:	N-26/A-3 Dilshad Garden, Delhi 110095

Position Applier for Receptionist

Referred by: Placement/Employee/Newspaper Advt./Customer

Personal Information

Name: <u>Ms. Pooja Sahni</u>				
Like to be called as: _____				
Date of Birth: <u>27.5.1978</u>		Place of Birth: <u>Kolkata</u>		
Sex: <u>Male</u> /Female		Mother Tongue: <u>Punjabi & Hindi</u>		
Present Address: <u>Pocket - L - 223 - B</u>				
<u>Dilshad Garden</u>				
City <u>Delhi</u>		Pin Code <u>110095</u>		
Tel. No. Mobile: <u>9650860733</u>		Email ID: <u>Poojasahani07@gmail.com</u>		
Res <u>9650860733</u>				
Off <u>8802303303</u>				
Languages Known: _____				
Family History: <u>Married</u> /Single		Wedding date: <u>X</u>		
Name	Relationship	DOB	Occupation	Dependent
<u>Subhash Sahni</u>	<u>Father</u>		<u>Retired</u>	(Y/N)
<u>Rama Sahni</u>	<u>Mother</u>		<u>H. Wife</u>	(Y/N)
<u>Gaurav Sahni</u>	<u>Brother</u>		<u>Call Center job</u>	(Y/N)
<u>Shikha Sahni</u>	<u>Sister-in-law</u>		<u>Carpenter</u>	(Y/N)
Personal Attributes				
Your Strength		Your Weakness		
<u>Needing or using a lot of effort or energy</u>		<u>Not taking criticism well</u> <u>2. Impatient</u> <u>3. Lazy</u> <u>4. Easily bored</u> <u>5. Persistent</u> <u>6. Strong willed</u> <u>7. Engage</u>		

Dr. Narula's Family Health Care Centre
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N-26/A-3, Dilshad Garden, Delhi-110095

Academics, Functional Knowledge & Skills Information

Educational Information

SSC to Graduation

Particulars	MM/YY of Completion	College/University	Marks & %	Regular/Distance
SSC	1994	Sec. Sec. girls. school	50%	Private
HSC	1996	Sec. Sec. girls. school	48%	Private
Graduation (Specify Specialization)				

Professional Qualification

Qualification	MM/YY of Completion	College/University	Marks & %	Main subjects	Regular/Distance

Any other Knowledge/Skill areas, special assignments, projects, training you would like to specify

Work Experience, Reporting Structure & Compensation Information

Work Experience: No. of Years: 22 years experience

Duration		Total No. of Months	Designation & Name of the Organization	Nature of Duties	Reason for leaving
From mm/yy	To mm/yy				

Reporting Structure (Your present position in present organization)

Receptionist

Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3, Disha Garden, Delhi-110035

Break up of Salary in Present Employment
Last Revised on _____

Next Revision Due on _____

A) Monthly Gross Salary	15,000/-
B)	
C) Reimbursable Allowance (Pls. Specify)	
Sub-Total	
D) Annual Benefits	
Bonus	
Medical	
LTA	
Any other Allowance	
Sub-Total	
E) Retirement Benefits	
Gratuity	
Superannuation	
Sub-total	
F) Grand Total (A*12 + B*12 + C + D)	15,000/-

Joining Information

Joining time required _____ days	Expected Salary Monthly : 15,000/- Annual CTC	Negotiable / Not Negotiable
-------------------------------------	---	-----------------------------

Certification

I certify the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any material misrepresentation or omissions made herein renders me liable to termination or dismissal.

Place: Delhi

Date: 30/10/2020

Dr. Narula
Signature

Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-25/A-3, Dilshad Garden, Delhi-110095

POOJA SAHANI

MOB.9650860733

Add.Pocket-L-223B

Dilshad Garden Delhi-95

Career objective

- To be essential part of the team where my skills and the knowledge can be utilized

For

- Full fill the organization goal with my hard work and strong determination

Qualification

10th CBSC Board

12th CBSC Board

Basic knowledge of Computer.

EXPERIENCE :-

Receptionist 16th year

Personal Strength:-

- Hard working, Honest
- Problem Solving Skill
- Strong management and leadership skill
- Good Communication and organization Skill

Dr. Narula's Family Health Care Centre
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POOJA SAHANI

Personal Profile:-

Father Name : Shri. Subhash Sahni
Date of Birth : 27/05/1978
Sex : Female
Marital Status : Single
Language : English & Hindi

Date : 10/10/20.....

Sign : .....

क्रमांक 0376858
S. No 94

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT

सैकण्डरी स्कूल परीक्षा, 1994
ALL INDIA SECONDARY SCHOOL EXAMINATION, 1994 (9000)

नाम
NAME POOJA SAHNI

लघुक्रमांक
ROLL NO. 6137589

जन्म तिथि
DATE OF BIRTH 27TH MAY NINETEEN HUNDRED SEVENTY EIGHT

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थानीय ग्रेड POSITIONAL GRADE
		थि. TH	प्र. PR	कुल TOTAL	शब्दों में TOTAL IN WORDS	
086	SCIENCE WITH PRAC.	019	018	037	THIRTY SEVEN	D2

APPEARED FOR COMPARTMENT परिणाम Result PASS

Abbreviations: आसन्नता का अर्थ
AB: Absent in the Subject विषय में अनुपस्थित
Ex: Exempted छूट-प्राप्त
*: Appeared in Compartmental Examination पूरक परीक्षा में बैठे

दिल्ली Delhi
दिनांक Dated 5TH SEPT '94

K. Sharma
परीक्षा नियंत्रक
Controller of Examinations

प्रमाणिक
S. No. 94

0321013

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सेकण्डरी स्कूल परीक्षा, 1994

ALL INDIA SECONDARY SCHOOL EXAMINATION, 1994

3787

(90000)

नाम
NAME

POOJA SAHNI

अनुक्रमांक
ROLL NO.

6137589

जन्म तिथि

DATE OF BIRTH

27TH MAY NINETEEN HUNDRED SEVENTY EIGHT

कोड CODE	विषय SUBJECT	प्राप्त अंक MARKS OBTAINED				स्थितिगत ग्रेड POSITIONAL GRADE
		वि. TH	प्र. PR	कुल TOTAL	शब्दों में TOTAL IN WORDS	
084	ENGLISH COURSE-B	035	XXX	035	THIRTY FIVE	D1
085	HINDI COURSE-B	034	XXX	034	THIRTY FOUR	D2
041	MATHEMATICS	006	XXX	006	SIX	E
086	SCIENCE WITH PRAC.	006	018	024	TWENTY FOUR	E
087	SOCIAL SCIENCE	034	XXX	034	THIRTY FOUR	D2

परिणाम Result

COMPARTMENT

Abbreviations: अक्षरों का अर्थ

AB: Absent in the Subject विषय में अनुपस्थित

Ex: Exempted छूट-प्राप्त

*: Appeared in Compartmental Examination मूक परीक्षा में भेड़े

K. Sharma

परीक्षा नियंत्रक

दिल्ली Delhi

दिनांक Dated

30TH MAY '94

Controller of Examinations

AJ NO : 7733

क्रम संख्या
Serial No.

032867

REG12/078274

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling

पूर्वतः राष्ट्रीय मुक्त विद्यालय (रा.मु.वि.)
Formerly National Open School (NOS)
भारत सरकार • Govt. of India नई दिल्ली • New Delhi

अंकों और ग्रेडों का विवरण / STATEMENT OF MARKS & GRADES

सुच्यतर माध्यमिक विद्यालय प्रमाणपत्र परीक्षा APR-2003

SENIOR SECONDARY SCHOOL CERTIFICATE EXAMINATION

नाम

NAME POOJA SAHNI

पुत्र/पुत्री सुश्री

Son/daughter of Ms RAMA SAHNI

(माता का नाम)

(Mother)

अनुक्रमांक

ROLL NO. 773393030

कोड CODE	विषय SUBJECT	अधिकतम अंक Max Marks	प्राप्तांक (अंकों में) MARKS OBTAINED				ग्रेड GRADE
			सैद्धांतिक Theory	प्रायोगिक Practical	कुल Total	कुल योग शब्दों में Total in words	
301	HINDI	100	36	XX	66 P	SIXTY SIX	B
327	WORD PROCESSING	100	15	38	53 P	FIFTY THREE	
302	ENGLISH	100	33	XX	53 P	FIFTY THREE	
316	GEOGRAPHY	100	21	23	44 P	FOURTY FOUR	
315	HISTORY	100	33	XX	56 P	FIFTY SIX	
TOTAL = 272 TWO HUNDRED SEVEN TWO						SEVEN	

परीक्षाफल : विषयों में उत्तीर्ण होना बाकी है

विषय कोड / Subject codes

RESULT : SYC in

302

316

315

नई दिल्ली / New Delhi

दिनांक

Dated : 08/06/2003

773393030

POOJA SAHNI

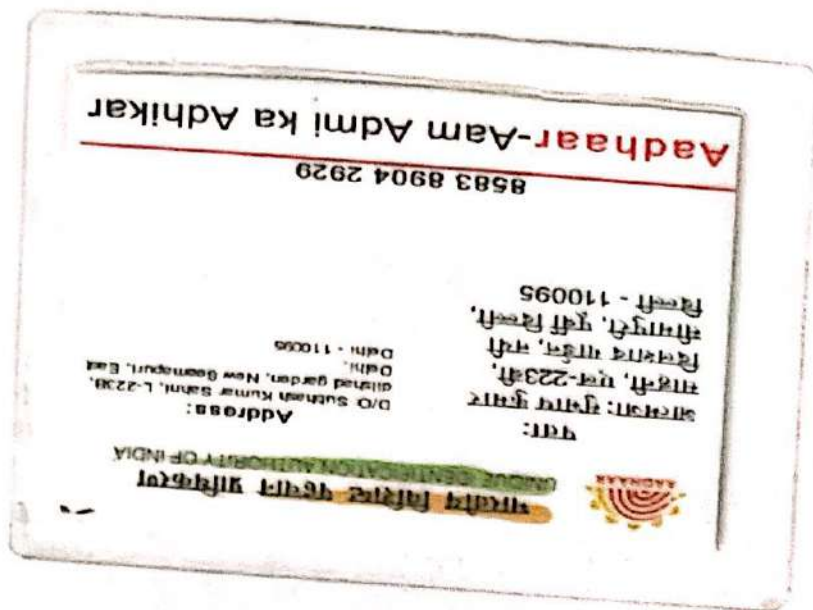
R-98

VIVEK VIHAR

DELHI

Pin Code : 110092

निदेशक (मूल्यांकन)
Director (Evaluation)





Dr Narula's Family Healthcare Center

(A Panchkarma Clinic)

N-26/A-3 Dilshad Garden, Delhi-110095

JOB APPLICATION FORM

APPLICANT SECTION

Personal details

Given name: Pooja Sahni Family name: Pooja
Preferred name: Pooja
Address: Packet L-223-B Dilshad Garden
Delhi - 95
Telephone Daytime: _____ Mobile: 9650860733
Email: poojasahani02@gmail.com

Current qualifications

Qualification title	Institution/training provider	Year completed
<u>10th Pass</u>		<u>1994</u>
<u>12th Pass</u>		<u>1996</u>

Are you currently undertaking study/training?
(tick one)

☐ Yes

☒ No

If yes, course/program name:

(tick one)

☒ Full time

☐ Part time

☐ Distance

☐ Other

Previous employment (most recent first)

Employer name/ establishment	Dates from/to	Position held	Reason for leaving	Office use check initial/date

Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3, Dilshad Garden, Delhi-110095

Holidays/Leaves

Each employee will be given weekly off (not necessary Sunday due to Patient convenience and nature of Job role). It will help in rejuvenate oneself and take rest.

The leave rules are based on Calendar year.

12 public holidays will be declared every year. Not all employees can avail this facility due to the nature of business. Compensatory off or overtime to be given for the employees, as they could not avail the public holiday.

The list of holidays will be put on the notice board.

The leaves admissible below are exclusive of intervening holidays and can be taken at such time as may be convenient to the employer. Leaving aside emergencies, prior information shall be given as far as possible before availing leaves and two types of leaves shall not be availed in continuation.

Employees' entitlement of casual, sick and Earned leave will be as per the clinic norms.

Leave taken (SL/CL/PL) to be intimated to HRD through leave card to avoid loss of pay.

	Casual Leave	Sick Leave	EL
Entitlement	days	on Actual	days
Accumulation	06	06	06 days
Notice	Day/Telephonic	Telephonic	days

Only Non-ESIC staff can avail sick leave on actual, subject to providing the actual Documentary proof of Hospitalization.

Maternity Leave

Maternity Leave may be granted to a female staff with less than two surviving children, for a period of upto 3 months (84 days) on full pay (only for Non ESI covered employees) and for other staff which is covered under ESI, will be taken care as per ESI policy.

Maternity Leave may also be granted on full pay (only for Non ESI covered employees) including miscarriage and abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.

Paternity Leave

Male staff with less than two children may be granted 15 days Paternity leave during the confinement of his wife for childbirth on full pay (only for Non ESI covered employees) and for other staff which is covered under ESI, will be taken care as per ESI policy.

Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3, Dilshad Garden, Delhi-110095

Please provide details of three people who can speak on your behalf regarding your work history.

Name	Contact No.	Position held/working relationship (eg supervisor)	Office use check initial/date
	844294295	Therapist	
Credentialing and privilege	820043465	Asst. Manager	

What type of work are you
available for? (tick one)

Full time



Part time



Casual



When will you be available for work?

✓ Yes

Please provide any other information that you identify as being pertinent to this application
(eg medical conditions, disabilities)

N/A

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Terms & Condition

- 1 Training Period -1 Month On Stephen .
- Probation Period – 1 Months, if staff leave the job with for leaving . One month period Notice and with the approval of M.S is only exceptable otherwise one month salary will be deducted.
- If Company terminates from the duty Immediately then 15 Days salary will be given to you.
- Yearly blood test and other medical facility provide by the Institute will be given to you.
- Employee has to provide police verification .
- Dress charges will be deducted from first month salary.
- Employee has to follow Rule and Regulation of Clinic / Hospital .
- Employee has to provide details as per Best of these knowledge to complete this file .

Signed:

[Signature]

Date:

[Signature]
Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
NZEAS, Ashad Garden, Delhi-110095



(Regn.No.1493)

SANDHYA RAMAN ADHAR FOUNDATION

H.No.229/A/2 Ambekar Colony, Delhi-88



This is to certify that **MR.MRS.DR. POOJA SAHNI** S/o **SUBHASH KUMAR SAHNI** DOB **27/06/1976**

Has Completed the Course of Certificate in Quality Reception Staff for the Development of Integrated system of medicine. Session: 01 Apr 2019 to 31 March, 2020 Under Registration (GRRD/RRP/2020/1409) In testimony of the above Has Been Awarded the "Certificate in Quality Reception Staff" Under the Seal of the Institute

[Signature]

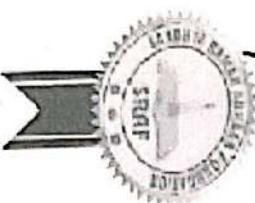
[Signature]

DR. JYUJAL KETTAGI

Founder patron-IMA-AYUS
President
Sandhya Imedicity India P.V. Ltd.

MR. SATYANARAIN GUPTA

Chairman



DR. VIKAS GUPTA

Medical Superintendent

[Signature]

DR. RAJINI GUPTA

Medical Superintendent

[Signature]



DR NARULA'S FAMILY HEALTHCARE CENTRE

(A Panchkarma Clinic)
N-26/A-3 Dilshad Garden, Delhi-110095

Ref. No.....

Dated 30/10/2020

Ms. Pooja Sahni

Address: Pocket-L, 223-B, Dilshad Garden, Delhi-110095

Dear Pooja

On behalf of DR NARULA'S FAMILY HEALTHCARE CENTRE I am pleased to offer you the position of receptionist at DR NARULA'S FAMILY HEALTHCARE CENTRE with a start date of 30-october-2020. You are required to report to HR Department for your joining formalities.

Your total CTC will be Rs. 15000/- per month

Please ensure that you bring in the following documents on the first date of your joining:

1. Six passport size colored photographs
2. Photocopy of Photo ID and Address Proof (Aadhar Card/Pan Card)
3. Photocopy of education certificate
4. A proof of resignation/resignation letter/acceptance proof from previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/copy of appointment letter (of previous company)

During probation you are required to serve under notice period of minimum 15 days and after probation notice of minimum 30 days.

Please confirm your acceptance of this offer by signing and returning this letter by 30-october-2020.

Looking for a long time association with us and wishing you great success with DR NARULA'S FAMILY HEALTHCARE CENTRE

Your job description is as follows:

1. Resolve patients queries
2. How to perform clinic information about facility
3. Proper guidelines share to the patient.

Sincerely


Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
DR NARULA'S FAMILY HEALTHCARE CENTRE
N-26/A-3, Dilshad Garden, Delhi-110095


Candidate's Signature