



DAYANAND MEDICAL COLLEGE & HOSPITAL MANAGING SOCIETY

CIVIL LINES, LUDHIANA-141 001 (Pb.) INDIA

(A Registered Charitable Society Vide Certificate No. 33 dated 05.10.1964)
(A Charitable Society registered with Income Tax Department & Certified by Punjab Government)



Ref. No. DMCH/HR/ 2021/2907

Dated 13 May 2021

TO WHOM IT MAY CONCERN

This is to certify that Code No. 18286, Mr. Sukhdeep Singh S/o Sh. Mukhtiar Singh is serving in this Institution as Pharmacy Assistant in the department of Retail Pharmacy since 15.05.2014. His job responsibilities include the following duties:-

- Ensure accurate dispensing and timely distribution of drugs and medicines for in-patients and out-patients in accordance with doctor's prescription using the computer system.
- Enter medication orders into the HIS and manage the pharmacy cash counter.
- Ensure proper inventory of medicines and consumables.
- Making indents of medicine and receive drugs from Pharmacy Bulk Store.
- Ensure medicinal products are stored appropriately and securely to ensure freshness and potency.
- Double check the drugs collected for dispensing by other pharmacist for right drug, strength, batch number, expiry date and right patient.
- Preparing all reuse kits according to protocols, maintaining a list of replacement.
- Remove short expiry drugs once in a month and non moving drugs once in 3 months.

He performs the above said duties 8 (eight) hours per day i.e. 48 (forty eight) hours per week. His work and conduct is found to be satisfactory.


Manager (HR & ER)
DMC & Hospital
Ludhiana
13/5/21

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