

WUSHC/481  
29/09/21

W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7

DUTY ROSTER FOR THE MONTH OF OCTOBER 2021

S.NO	CMO/SMO/MO (C)/PTMO	MORNING DUTY (Monday to Saturday) 08:00 AM – 02:30 PM	EVENING DUTY 01:30 PM – 08:00 PM	NIGHT DUTY 08:00 PM – 08:00 AM	REST DAY/ TIMINGS	LEAVE
1.	DR. SUNIL	Mon to Fri: 08.00 am to 10.00 am (ENT Patients), 10.00 am to 5.30 pm (Admn), 5.30 pm to 8.00 pm (General OPD), Sat : 09.00 am to 5.30 pm (Admn)				
2.	DR. S. JAISWAL	1*,4,5,6,7*,11,12,13*,14,18,20,21,25,26*,27,28,29		8,22	9,23	
3.	DR. N. MADAN	5*	30**	1,3,7,25,28	4,6,8,26,27,29	11 to 22 L, 1 off due
4.	DR. S. S. DUGTAL	4*,5,8,9**, 11*,20,25*,27,28		6,12,14,17,29	7,13,15,18,26,30	21, 22 CL
5.	DR. RITU TANWAR	1,5,7,8*,16**, 21*,25,26,27*,28,29*		2,11,13,19,31	4,6,12,14,18,20,22,1 <sup>st</sup> Nov	01 off due
6.	DR. V P GARG ©	30**				
7.	DR.Y.P.SINGH ©	7,12*,13,14*,18*,22,25,26	9**, 23**	5,10,15,20,27	6,8,11,16,21,,28	1,4,29, 2 off due
8.	DR. S.K. KARMAKAR ©	1,6*,7,20*,23**,28*,29	16**	4,9,18,21,24,26	5,8,11,13,22,25,27	12, 14 L 1 off due
9.	DR. M.K.GROVER (PTMO)		Monday – Friday (01.30 pm to 5.30 pm)			
10.	DR. NEENA PAUL (PTMO)		Monday – Friday (01.30 pm to 5.30 pm)			
11.	DR. T. K. CHUMBAK			16,23,30		

OCTOBER 2021

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MANDATORY SUNDAYS & HOLIDAYS DUTIES

DATE	MORNING (08:30 AM – 10:30 AM)
03.10.2021	Dr. Ritu
10.10.2021	Dr. Jaiswal
15.10.2021 (GH)	Dr. Grover
17.10.2021	Dr. Neena Paul
19.10.2021 (GH)	Dr. Dugtal
24.10.2021	Dr. Y P Singh
31.10.2021	Dr. Karmakar

- IF THE **Medical Administrator (MA)** IS NOT AVAILABLE, REGULAR/FULL TIME MEDICAL OFFICER ON DUTY WILL BE RESPONSIBLE FOR ADMINISTRATIVE FUNCTIONING OF ROUTINE WORKS OF WUS HEALTH CENTRE.
- IN CASE A DATE HAS BEEN MISSED BY MISTAKE, THE CONCERNED MEDICAL OFFICER SHALL ATTEND THE MORNING SHIFT DUTY.
- ANY MUTUAL EXCHANGE OF DUTY SHOULD BE DONE WITH PRIOR INTIMATION TO MEDICAL ADMINISTRATOR AND THE SAME MUST BE ENTERED IN THE DUTY EXCHANGE REGISTER KEPT ON THE RECEPTION COUNTER.
- IF ANY OFF IS DUE AND HAS NOT BEEN MENTIONED IN THE DUTY ROSTER THEN THAT OFF, MUST BE TAKEN ONLY AFTER DUE PERMISSION FROM MEDICAL ADMINISTRATOR.
- IN CASE ONE WANTS TO AVAIL LEAVE ON THE DAY OF EVENING/NIGHT DUTY, THEN SHE / HE WILL HAVE TO MAKE REPLACEMENT ARRANGEMENT.
- THE MEDICAL OFFICER DESIRING TO PROCEED ON ANY KIND OF LEAVE MUST INFORM IN WRITING DR. (MRS.) S. JAISWAL, MEDICAL ADMINISTRATOR BEFORE THE PREPARATION OF ROSTER OF THE SUCCEEDING MONTH.
- THE MEDICAL OFFICER DESIRING TO EXCHANGE HIS/HER DUTY WITH OTHER MEDICAL OFFICER, SHE/HE MUST GET THE SIGNATURE OF OTHER MEDICAL OFFICER ON WRITTEN APPLICATION.
- THE MEDICAL OFFICER MARKED WITH ASTERISK (\*) SHALL EXAMINE EMERGENCY PATIENTS ALSO.
- \*\*Mandatory duties

Copy to:

- |   |                       |
|---|-----------------------|
| 1. The Joint Registrar, O/o Honourable Vice-Chancellor (Acting) | 2. The Director, UDSC |
| 3. The Dean of Colleges   | 4. The Treasurer      |
| 5. The Registrar  | 6. The Chairman - ICH |
| 7. The Finance Officer  | 8. The Proctor        |

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2	H	S	1	2	1	3	2	1	S	1	1	1	1	H	1	S	1	H	2	1	1	1	S	3	2	2	2	2	1	S

CHIEF MEDICAL OFFICER  
29.9.21