

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER OF THE MONTH OF DECEMBER, 2024**

S. NO	CHIEF MEDICAL OFFICER/ MEDICAL OFFICER CONTRACT/ PART TIME	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		7,10			
2	DR. J.K. SIDDHARTHA	2,3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,26,27,30,31 (10.00 am to 06.00 pm)				
3	DR. S. JAISWAL	2,3,4,5,6,7,9,10,11,12,13,14,16,17,18,19,20,21,23,24,26,27,28,30,31				
4	DR. S. S. DUGTAL	4*,16,17*,19,20*,26,27*	3,18,21	1,5,7,23	2,6,24,30	9-14 EL 28,31 CL
5	DR. RITU TANWAR	11*,14*,23,24,28*,30,31	12,13,17,20	9,15,18,26	10,16,19,21,27	1-7 Leave
6	DR.Y.P.SINGH ©	2*,3,16*,20,21*	4,19,23,26,28,31	12,14,17,24,29	13,18,27,30	5-7,9,10,11
7	DR. S.K. KARMAKAR ©			2,4,6,8,11,13,16, 19,21,25,27,31	3,5,7,9,10,12,14,17, 18,20,23,24,26,28, 30, 1 st Jan	
8	Dr. Arun Kumar Gupta ©	12*,13,17,18*,19,24,26*	2,9,14,16,27	3,10,20,22,28,30	4,11,21,23,31	5-7 Leave
9	DR. M.K. GROVER (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
10	DR. NEENA PAUL (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			4-24 Leave
11	Dr. DEEPAK KUMAR (PTMO)	2,3,4,6*,7*,9,10*,12,13*,16,17,18,19,20,23*,26,27,30*,31	5,24 (04.00 pm to 08.00 pm) Monday - Friday (09.00 am to 01.00 pm)		11	
12	Dr. NEELU GUPTA (PTMO)	2,3*,4,5*,9*,10,12,16,17,18,19*,20,23,24*,26,27,31*	6,11,30			

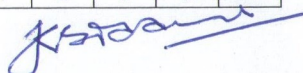
CALENDAR DECEMBER, 2024

S	M	T	W	T	F	S
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				

- SATURDAY DUTY IS MANDATORY OTHERWISE LEAVE/Compensatory OFF MUST BE TAKEN WITH PRIOR PERMISSION OF CMO/MA ONLY.
- IF THE Chief Medical Officer and/or Medical Administrator (MA) ARE NOT AVAILABLE, REGULAR/FULL TIME MEDICAL OFFICER ON DUTY WILL BE RESPONSIBLE FOR ADMINISTRATIVE FUNCTIONING OF THE ROUTINE WORKS OF WUS HEALTH CENTRE.
- IN CASE BY MISTAKE, A DATE HAS BEEN MISSED, THE CONCERNED MEDICAL OFFICER SHALL ATTEND THE MORNING SHIFT DUTY.
- ANY MUTUAL EXCHANGE OF DUTY SHOULD BE DONE WITH PRIOR INTIMATION TO M.A. AND THE SAME MUST BE ENTERED IN THE DUTY EXCHANGE REGISTER KEPT ON THE RECEPTION COUNTER.
- IF ANY COMPENSATORY OFF IS DUE AND HAS NOT BEEN MENTIONED IN THE DUTY ROSTER THEN THAT COMPENSATORY OFF, MUST BE TAKEN ONLY AFTER DUE PERMISSION FROM M.A.
- 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 MEDICAL ADMINISTRATOR IN WRITING, BEFORE THE PREPARATION OF THE ROSTER OF THE SUCCEEDING MONTH.
- THE MEDICAL OFFICER DESIRING TO EXCHANGE HIS/HER DUTY WITH OTHER MEDICAL OFFICER MUST GET THE SIGNATURE OF OTHER MEDICAL OFFICER ON WRITTEN APPLICATION.
- THE MEDICAL OFFICER MARKED WITH ASTERISK (*) SHALL EXAMINE EMERGENCY PATIENTS ALSO.
- NO OFF IS DUE OF ANY MEDICAL OFFICER TILL SEPTEMBER, 2023.

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
S	4	4	4	2	2	2	S	3	3	2	3	3	2	S	5	5	4	5	5	2	S	4	5	H	5	4	2	S	3	4

Dr Ritu Tanwar
Chief Medical Officer


Medical Administrator