

W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER OF THE MONTH OF FEBRUARY, 2025


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	12,14,22*				
2	DR. J.K. SIDDHARTHA	3,4,6,7,10,11,12,13,14,17,18,19,20,21,24,25,27,28 (10.00 am to 06.00 pm)				
3	DR. S. JAISWAL	1,3,4,6,7,8,10,11,12,13*,14,15*,17,18,19,20,21,22,24,25,26,27,28				
4	DR. S. S. DUGTAL	6,7*,10,11*,12,14	8	1,3,15,17,26,28	4,13,18,27,1 st Mar	19-25 EL 2 off due
5	DR. RITU TANWAR	3,4*,7,8*,10,12*,13,14*,17*,18,24*	1	5,19,21,25,27	6,11,15,20,22,28	2 off due
6	DR.Y.P.SINGH ©	1*,4,6*,17,18,19*,25,27*	15,22	7,9,11,13,20,23	3,8,10,12,14,21,24,28	
7	DR. S.K. KARMAKAR ©			2,4,6,8,10,12,14, 16,18,22,24	3,7,11,13,15,17,19,20, 21,25,27,28	
8	Dr. Arun Kumar Gupta ©					1-28 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)			
11	Dr. DEEPAK KUMAR (PTMO)	3*,4,6,7,10*,11,12,13,14*,15,17,18,19,20*,21,24,25*,27,28	Monday - Friday (09.00 am to 01.00 pm)			1 off due
12	Dr. NEELU GUPTA (PTMO)	18*,19,20,21*,24,25,27,28*	17			1-14 Leave
13	Dr. RAJIV BHATT (PTMO)		Monday – Friday (04.00 pm to 08.00 pm)			12,14,17

CALENDAR FEBRUARY, 2025

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	

1. SATURDAY DUTY IS MANDATORY OTHERWISE LEAVE/Compensatory OFF MUST BE TAKEN WITH PRIOR PERMISSION OF CMO/MA ONLY.
2. 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.
3. IN CASE BY MISTAKE, A DATE HAS BEEN MISSED, THE CONCERNED MEDICAL OFFICER SHALL ATTEND THE MORNING SHIFT DUTY.
4. 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.
5. IF ANY COMPENSATORY OFF IS DUE AND HAS NOT BEEN MENTIONED IN THE DUTY ROSTER THEN THAT COMPENSARY OFF, MUST BE TAKEN ONLY AFTER DUE PERMISSION FROM M.A.
6. IN CASE ONE WANTS TO AVAIL LEAVE ON THE DAY OF EVENING/NIGHT DUTY, THEN SHE / HE WILL HAVE TO MAKE REPLACEMENT ARRANGEMENT.
7. 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.
8. THE MEDICAL OFFICER DESIRING TO EXCHANGE HIS/HER DUTY WITH OTHER MEDICAL OFFICER MUST GET THE SIGNATURE OF OTHER MEDICAL OFFICER ON WRITTEN APPLICATION.
9. THE MEDICAL OFFICER MARKED WITH ASTERISK (*) SHALL EXAMINE EMERGENCY PATIENTS ALSO.
10. 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
2	S	3	4	E	4	4	2	S	4	3	4	3	4	2	S	3	4	4	3	3	2	S	4	4	H	4	3


Dr. S.S. Dugtal
 Chief Medical Officer


 Chief Medical Officer

30 Jan 2025