

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER OF THE MONTH OF JANUARY, 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		1,25			
2	DR. J.K. SIDDHARTHA	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,27,28,29,30,31 (10.00 am to 06.00 pm)				
3	DR. S. JAISWAL	1,2,3,4,6,7,8,9,10,11,13,14,15,16,17,18,20,21,22,23,24,25,27,28,29,30,31				
4	DR. S. S. DUGTAL	3,4*,6,7,8,10,13,14,15,17*,28*,29,30	18	1,11,20,21,26	2,9,16,22,27,31	23,24,25 EL
5	DR. RITU TANWAR	1,2,7,8*,9,11*,13,14,20,21*,22,27*,28,29,31*		3,15,17,23,24	4,6,10,16,18,25,30	3 off due
6	DR.Y.P.SINGH ©	2,3*,6,7*,9,13*,16,17,20*,21,22*,27	4	10,14,18,28,30	8,11,15,29,31	23,24,25 L 1 (Break)
7	DR. S.K. KARMAKAR ©			2,5,8,12,16,19, 22,25,27,29,31	3,4,6,7,9,10,13,14, 15,17,18,20,21,23, 24,28,30,1 st Feb	
8	Dr. Arun Kumar Gupta ©	3,17,18*	11	4,6,7,9,13	2,8,10,14,15,16,20	21-31 L 1 (Break)
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)	1*,2,3,6,7,8,9,10,13,14,15*,16,17,20,21,22,23*,24,25*,27,28,29,30*,31	(04.00 pm to 08.00 pm) Monday - Friday (09.00 am to 01.00 pm)			
12	Dr. NEELU GUPTA (PTMO)	2*,3,6*,7,8,9*,10*,13,14*,15,16*,17,20,21,22,23,24*,27,28,29*,30,31				1 (Break)
13	Dr. RAJEEV BHATT (PTMO)		Monday – Friday (04.00 pm to 08.00 pm)			1 (Break)

CALENDAR JANUARY, 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	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
2	4	6	2	S	4	6	4	5	4	2	S	5	5	4	4	6	2	S	6	5	5	3	2	2	H	5	5	5	4	4

Dr Ritu Tanwar
Chief Medical Officer

Medical Administrator