

W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER FOR THE MONTH OF SEPTEMBER, 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. J.K. SIDDHARTHA	1,2,3,4,6,8,9,10,11,12,13,14,15,16,17,18,19,20,22,23,24,25,26,27,29,30				
2.	DR. S.S. DUGTAL	1,2,6,8*,10,11,15,16*,25,29,30*	3,17,24,26	4,12,18,22,27	9,13,19,20,23	2 off due
3.	DR. RITU TANWAR	8,9*,10*	11,12	1,2,6	3,4,13	15-30
4.	Dr. SUNIL	13*,27*	2,6,19,20	3,7,9,11,15,17,21, 23,25,29	1,4,8,10,12,16,18, 22,24,26,30	1 off due
5.	DR. V.P. GARG ©	-		5,14,26	6,15,27,30	
6.	DR. S. JAISWAL ©	2,3,4*,10,11,12,15,17*,18,22,23*,24,25*,26	1,16,27,30	8,13,19,28	6,9,20,29	1 off due
7.	DR.Y.P.SINGH ©	1,3*,4,6*,8,12,18*,19,22*,26,27	9,13,15,23, 29	10,16,20,24,30	2,11,17,25,1 st Oct	
8.	DR. M.K. GROVER (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
9.	DR. NEENA PAUL (PTMO)	1,2,3,4,8,9,10,11,12,15*,16,17,18,19*,20,22,23,24,25,26*,29,30	Monday - Friday (10.00 am to 02.00 pm)			1 off due
10	Dr. DEEPAK KUMAR (PTMO)	1,2*,3,4,8,9,10,12*,13,15,16,17,18,19,22,23,24*,25,26,29,30	Monday - Friday (09.00 am to 01.00 pm)		11	
11	Dr. NEELU GUPTA (PTMO)	1*,2,3,9,11*,12,15,16,17,19,20*,23,24,29*,30	4,8,10,18,22, 25		26	

CALENDAR SEPTEMBER, 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				

1. SATURDAY DUTY IS MANDATORY OTHERWISE LEAVE/Compensatory OFF MUST BE TAKEN WITH PRIOR PERMISSION OF CMO ONLY.
2. IF THE Chief Medical Officer 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 THE HOD/ROSTER INCHARGE 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 CMO.
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 CHIEF MEDICAL OFFICER 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.

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

Dr. Sheela Jaiswal
 Medical Consultant (Roster I/c)

Sheela
 26/8/2025
 Chief Medical Officer
 HOD