

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
REVISED DUTY ROSTER FOR THE MONTH OF JANUARY, 2023**

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. S. JAISWAL	2*,3,4,5,9,10,11,12,16*,17,18,19*,23,24,25,27,30,31		13,20	14,21	
2	DR. S. S. DUGTAL	2,3*,4,5,9,10*,13,14*,20,27,31*		6,18,23,25,29	7,11,17,19,24,30	12,16 Cl
3	DR. RITU TANWAR	2,6,11*,17,18*,19,20,23,24*,25,27*	14	4,9,12,15,28,30	3,5,10,13,16,24,31	
4	DR. V.P. Garg ©	7*	21	-		
5	DR. Y.P. SINGH ©	4,5,6,9*,11,12*,13,18,19,21*,30		2,7,16,22,24,31	3,17,20,23,25,27,1 st Feb	
6	DR. S.K. KARMAKAR ©	3,4*,9,12,16,23*,24,25,30	28	1,5,10,14,17,26	2,6,11,13,18,20,27,31	
7	Dr. Archana Gupta ©	2,3,4,5*,6,9,10,11,12,13*,16,17,18,19,20*,23,24,25*,27,28*,30,31		-		
8	Dr. Arun Kumar Gupta ©	5,6*,10,13,16,17*,23,24,30*,31	7	3,8,11,19,21,27	4,9,12,18,20,25,28	2 nd 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. Neelu Gupta (PTMO)		Monday – Friday (04.00 pm to 08.00 pm)			

CALENDAR JANUARY, 2023

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				

MANDATORY SATURDAY DUTIES

DATE	Morning 08:00 AM – 02:30 PM	EVENING 01:30 PM – 08:00 PM
07.01.2023	Dr. V.P. Garg	Dr. Arun Kumar Gupta
14.01.2023	Dr. S.S. Dugtal	Dr. Ritu Tanwar
21.01.2023	Dr. Y.P. Singh	Dr. V.P. Garg
28.01.2023	Dr. Archana Gupta	Dr. S.K. Karmakar

MANDATORY SUNDAYS & HOLIDAYS DUTIES

DATE	MORNING 08:30 AM – 10:30 AM
01.01.2023	Dr. Arun Kumar Gupta
08.01.2023	Dr. S.K. Karmakar
15.01.2023	Dr. Neena Paul
22.01.2023	Dr. M.K. Grover
26.01.2023	-
29.01.2023	Dr. Ritu Tanwar

- IF THE Medical Administrator (MA) IS 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 COMPENSARY 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 DR. (MRS.) S. JAISWAL, M.A. 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, SHE/HE MUST GET THE SIGNATURE OF OTHER MEDICAL OFFICER ON WRITTEN APPLICATION.
- 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	31
S	3	3	4	4	4	1	S	4	3	3	3	4	1	S	3	3	3	3	3	1	S	4	4	3	H	3	1	S	4	3

DR. S. JAISWAL
Medical Administrator

Handwritten signature and date:
28/12/22