

W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
REVISED DUTY ROSTER OF THE MONTH OF JUNE, 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. J.K. SIDDHARTHA	3,4,5,6,7,10,11,12,13,14,18,19,20,21,24,25,26,27,28 (10.00 am to 06.00 pm)				
2	DR. S. JAISWAL	1,3,4,5,6,7,8,10,11,12,13,14,15,18,19,20,21,22,24,25,26,27,28,29				
3	DR. S. S. DUGTAL	7*,10,14	4,8,11,28	2,5,12,15,29	1,3,6,13,26	16-27 EL 1 off due
4	DR. RITU TANWAR	3,4,6*,11	1,5,7,12	8,9,13	10,14,15	18-29 EL 3 off due
5	DR.Y.P.SINGH ©	4,5*,10,12,13,15*,27	3,6,14,22,26	1,7,16,18,20,24	8,11,19,21,25,30	28-29 L 1 off due
6	DR. S.K. KARMAKAR ©	12		4,6,10,14,17,19, 21,23,26,28,30	1,3,5,7,8,11,13,15,18,20, 22,24,25,27,29,1 st July	
7	Dr. Arun Kumar Gupta ©	1*,5,6,8*,14*,18,21*,27*	10,13,15,24,29	3,11,22,25,27	4,7,12,26,28	19-20 L
8	DR. M.K. GROVER (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
9	DR. NEENA PAUL (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
10	Dr. DEEPAK KUMAR (PTMO)	3*,4,5,6,7,10,11*,12,13*,14,18*,19,20*,21,22*,24,25*,26,27,28,29*	18,19,20,21,25,27 Monday - Friday (09.00 am to 01.00 pm)			2 off due
11	Dr. NEELU GUPTA (PTMO)	3,4*,5,6,7,10*,11,12*,13,14,18,19*,20,21,24*,25,26*,27,28*	Monday - Friday (09.00 am to 01.00 pm)			
12	Dr. RAJIV BHATT (PTMO)		Monday - Friday (04.00 pm to 08.00 pm)			

CALENDAR JUNE, 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						

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

Ritu
24/5/24
Dr Ritu Tanwar
Chief Medical Officer

Justina
24/05/2024
Medical Administrator