

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7  
DUTY ROSTER FOR THE MONTH OF MARCH, 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	1,2,3*,10,13,14*,15,16,17,20*,21,22,23,24,27,28,29,31		24,31		6-9 CL
2	DR. S. S. DUGTAL	2,6,7,11*,13,23,27,28*,29	3,14,31	9,15,17,19,21	1,10,16,18,20,22,24	
3	DR. RITU TANWAR	2,9*	1,4	4,6,10,	3,7,11	
4	DR. V.P. Garg ©		11	11,18		
5	DR. Y.P. SINGH ©	3,4*,7,16*,18*,20,31	15,17,21	1,5,13,22,27,29	2,6,10,14,23,24,28	9 CL
6	DR. S.K. KARMAKAR ©	1,6,10,14,15*,23*,27	18,22,24	2,8,12,16,20,25,28	3,7,9,13,17,21,29,31	
7	Dr. Archana Gupta ©	1,2,3,6,7*,9,10,13,14,15,16,17*,20,21*,22,23,24,27*,28,29,31*				
8	Dr. Arun Kumar Gupta ©	1,6*,9,13*,25*,29*	2,10,28	3,7,14,23,26,30	4,15,17,21,22,24,27,31	16,20 L
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)	1*,3,10*,14,15,17*,21,22*,24*,28,29,31	2,6,7,9,13,16,20,23,25,27			

**CALENDAR MARCH, 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
04.03.2023	Dr. Archana Gupta	Dr. Ritu Tanwar
11.03.2023	Dr. S.S. Dugtal	Dr. V.P. Garg
18.03.2023	Dr. Y.P. Singh	Dr. S.K. Karmakar
25.03.2023	Dr. Arun Kumar Gupta	Dr. Neelu Gupta

**MANDATORY SUNDAYS & HOLIDAYS DUTIES**

DATE	MORNING 08:30 AM – 10:30 AM
05.03.2023	Dr. Neelu Gupta
08.03.2023	-
12.03.2023	Dr. Neena Paul
19.03.2023	Dr. M.K. Grover
26.03.2023	Dr. Archana Gupta
30.03.2023	Dr. S.K. Karmakar

- 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
4	3	3	1	S	4	3	H	3	3	1	S	3	3	3	2	2	1	S	2	2	2	2	3	1	S	3	3	4	H	3

  
**DR. S. JAISWAL**  
 Medical Administrator