

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

CALENDAR MAY, 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			

- 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 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
3	4	4	4	H	3	S	4	4	3	3	4	3	S	4	4	4	4	3	4	S	3	3	3	3	4	3	S	3	3	3

S. Jaiswal
25/4/2023

DR. S. JAISWAL
Medical Administrator