

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER FOR THE MONTH OF OCTOBER, 2022**

S. NO	MEDICAL OFFICER/ CONTRACT/ PART TIME MEDICAL OFFICER	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*,3,4,6,10,11*,12,13,17,18,19,20,21*,25,28,31		7,14	8,15	26,27 CL
2	DR. S. S. DUGTAL	6*,8,11,14,17*,18,19,20,21,28*	7,27,31	1,3,9,12,25	4,10,13,26	2 off due
3	DR. RITU TANWAR	1,3*,4,10,17,31*	11,20,22	6,11,18,20,22	7,12,14,19,21	13 PH, 25-29 EL, 3 off due
4	Dr. V.P. Garg ©		1,29	8,23		
5	DR.Y.P.SINGH ©	7*,10,11,17,19*,21,31	4,8,12,18,25	2,5,13,15,26,27	3,6,14,16,20,28	2 off due
6	DR. S.K. KARMAKAR ©	6,7,12*,14,22,26*,27*	13,15,21	10,17,19,24,28,30	4,11,18,20,25,29	3 CL, 1 off due
7	Dr. Arun Kumar Gupta ©	11,12,13*,15,18*,19,20,25*,26,28,31	3,6,10,14	4,16,21,29, 31	7,17,22,27,1 st Nov.	
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. Neelu Gupta (PTMO)	3,4*,6,7,10*,11,12,14*,18,20*,21,25,27,31 Monday – Friday (09.00 am to 01.00 pm)	17,19,26,28 04.00 pm to 08.00 pm			13

CALENDAR OCTOBER, 2022

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
01.10.2022	Dr. Ritu Tanwar	Dr. V.P. Garg
08.10.2022	Dr. S.S. Dugtal	Dr. Y.P. Singh
15.10.2022	Dr. Arun Kumar Gupta	Dr. S.K. Karmakar
22.10.2022	Dr. S.K. Karmakar	Dr. Ritu Tanwar
29.10.2022	Dr. Y.P. Singh	Dr. V.P. Garg

MANDATORY SUNDAYS & HOLIDAYS DUTIES

DATE	MORNING 08:30 AM – 10:30 AM
05.10.2022	Dr. Arun Kumar Gupta
09.10.2022	Dr. Y.P. Singh
16.10.2022	Dr. M.K. Grover
23.10.2022	Dr. Ritu Tanwar
24.10.2022	-
30.10.2022	Dr. S.S. Dugtal

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

DR. S. JAISWAL
Medical Administrator

28/9/2022