

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
REVISED DUTY ROSTER OF THE MONTH OF OCTOBER, 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. Sunil	8,28,29,30 (08.00 am to 08.00 pm) rest of the days 08.00 am to 06.00 pm				
2	DR. J.K. SIDDHARTHA	1,3,4,7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30,31 (10.00 am to 06.00 pm)				
3	DR. S. JAISWAL	1,3,4,5,7,8,9,10,11,14,15,16,17,18,19,21,22,23,24,25,26,28,29,30				
4	DR. S. S. DUGTAL	7,8*,11,14,15*,22,23,26*	5,16,24	1,3,9,17,20	4,10,18,19,21,25	28-30 CL
5	DR. RITU TANWAR	4*,5*,8,9,14,16,21*,22,23,28,29	10,15,17	6,10,18,24	1,7,11,19,25,26,30	3CL, 1 off due
6	DR. Y.P.SINGH ©	10*,15,16*,17,18,19*,23,28	3,7,22,25, 26	4,8,11,13,30	5,9,14,21,24,29	1 off due
7	DR. S.K. KARMAKAR ©	4		2,5,14,16,19,21,23, 25,27,29,31	1,3,15,17,18,22,24,26, 28,30,1 st Nov.	7-11 OFF 1 off due
8	Dr. Arun Kumar Gupta ©	11*,18,24*,25,30*	9,14,19,21	7,12,15,22,26,28	8,10,16,17,23,29	1-5 Leave 1 off due
9	DR. M.K. GROVER (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			1-11 Leave
10	DR. NEENA PAUL (PTMO)		(04.00 pm to 08.00 pm) Monday – Friday (01.30 pm to 05.30 pm)			
11	Dr. DEEPAK KUMAR (PTMO)	1,3*,4,7,8,9,10,14,15,16,17,18*,21,22*,23*,24,25,28*,29,30	1,11 (04.00 pm to 08.00 pm)	Monday - Friday (09.00 am to 01.00 pm)	15,30	3 off due
12	Dr. NEELU GUPTA (PTMO)	1*,3,7*,8,9*,10,11,14*,15,16,17*,21,22,24,25*,28,29*,30	4,18,23			

CALENDAR OCTOBER, 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	31		

- SATURDAY DUTY IS MANDATORY OTHERWISE LEAVE/Compensatory OFF MUST BE TAKEN WITH PRIOR PERMISSON 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	31
3	H	3	4	2	S	4	5	4	4	4	H	S	5	4	4	4	4	2	S	4	5	4	4	4	2	S	5	4	3	H

Ritu
9/10/24
Dr Ritu Tanwar
Chief Medical Officer

Katara
09/10/2024
Medical Administrator