

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

CALENDAR NOVEMBER, 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
H	2	S	5	4	5	6	4	2	S	4	4	5	3	H	2	S	3	4	4	4	4	2	S	3	3	3	4	4	2

Dr Ritu Tanwar
Chief Medical Officer

[Signature]
30/10/2024
Medical Administrator