

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
REVISED DUTY ROSTER FOR THE MONTH OF APRIL, 2023**

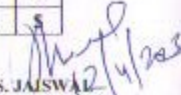
S. NO	CHIEF MEDICAL OFFICER/ MEDICAL OFFICER CONTRACT/ PART TIME	MORNING DUTY Monday to Saturday 08:00 AM – 02:30 PM	EVENING DUTY 01:30 PM – 08:00 PM	NIGHT DUTY 08:00 PM – 08:00 AM	REST DAY/ TIMINGS	LEAVE
1	DR. S. JAISWAL	3,5*,6,10,11,12,13,17*,18,19,20*,21,24,25,26,27		14,28	15,29	
2	DR. S. S. DUGTAL	6,8*,15,21,24*,28,29	5,11,25	1,3,9,12,26	2,10,13,14,27	17-20, 1 off due
3	DR. RITU TANWAR	13*,15*,18	10,14,19	11,16,20,24,27,29	12,17,21,25,26,28	1-8, 1 off due
4	DR. V.P. Garg ©	-	15	7,15	8	
5	DR.Y.P.SINGH ©	12*,15,17,25*,27,28*	18,21,26,29	10,13,19,22,23	3,6,11,14,20,24	5 Cl
6	DR. S.K. KARMAKAR ©	10*,11,13,15,20,21*,27	3,8,17,24	4,6,18,25,30	5,12,14,19,26,29,1 st May	
7	Dr. Archana Gupta ©	1*,3,5,6*,10,11,12,13,14*,15,17,18,19,20,21,24,25,26,27*,28,29				
8	Dr. Arun Kumar Gupta ©	10,11*,14,15,19*,20,24,26*,29	1,12,28	2,5,8,17,21	3,6,13,18,25,27	
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)	3*,5,10,11,12,14,17,18*,19,21,24,25,26,28	6,13,20,27			

CALENDAR APRIL, 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						

- SATURDAY DUTY IS MANDATORY OTHERWISE LEAVE/OFF MAY BE GRANTED WITH PRIOR PERMISSION ONLY.
- 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
1	S	2	H	2	2	H	1	S	4	4	3	3	3	4	S	3	3	3	3	3	H	S	4	3	3	3	4	3	S


DR. S. JAISWAL
 Medical Administrator