

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

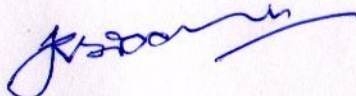
CALENDAR JANUARY, 2024

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 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 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, SHE/HE 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	3	3	3	3	2	S	2	3	3	3	3	2	S	3	2	3	2	2	2	S	4	3	3	3	H	2	S	3	4	3


Dr Ritu Tanwar
Chief Medical Officer


Medical Administrator