

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

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	-	6	-	-	
2	DR. S. JAISWAL	1,2,5*,6,7,8*,9,12,13,14,15,19*,20,21,22,26,27*,28,29,30	-	16,23	17,24	
3	DR. S. S. DUGTAL	7*,8,12*,13,14,15,22*,23,28*,29	17	9,18,20,24,26	10,16,19,21,27,30	1-6
4	DR. RITU TANWAR	3*	24	19,22,25,28,30	1,20,23,26,29,31	2,21,27 Cl. 5-17 EL
5	Dr. V.P. Garg ©	-	10	3,10		
6	DR.Y.P.SINGH ©	1,2*,5,12,13*,16,17*,19,20,23,26,29*,30	3	6,8,14,21,27	7,9,15,22,28	
7	DR. S.K. KARMAKAR ©	1,9*,15,16*,19,20,21*,22,23,26*,27,28,30	31	2,5,7,11,13,17	3,6,8,12,14,23,29	
8	Dr. Archana Gupta ©	1*,2,5,6,7,8,9,10*,12,13,14,15*,16,19,20,21,22,23*,26,27,28,29,30*,31	-	-	-	
9	Dr. Arun Kumar Gupta ©	14*,19,20*,21,22,23,24*,26,27	-	1,4,12,15,29,31	2,5,13,16,28,30, 1 <sup>st</sup> June	6-9 CL
10	DR. M.K. GROVER (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
11	DR. NEENA PAUL (PTMO)		Monday – Friday (01.30 pm to 05.30 pm)			
12	Dr. Neelu Gupta (PTMO)	6*	Monday – Friday (04.00 pm to 08.00 pm)			

**CALENDAR DECEMBER, 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	EVENING
	08:00 AM – 02:30 PM	01:30 PM – 08:00 PM
03.12.2022	Dr. Ritu Tanwar	Dr. Y.P. Singh
10.12.2022	Dr. Archana Gupta	Dr. V.P. Garg
17.12.2022	Dr. Y.P. Singh	Dr. S.S. Dugtal
24.12.2022	Dr. Arun Kumar Gupta	Dr. Ritu Tanwar
31.12.2022	Dr. Archana Gupta	Dr. S.K. Karmakar

**MANDATORY SUNDAYS & HOLIDAYS DUTIES**

DATE	MORNING
	08:30 AM – 10:30 AM
04.12.2022	Dr. Y.P. Singh
11.12.2022	Dr. M.K. Grover
18.12.2022	Dr. Archana Gupta
25.12.2022	Dr. Neena Paul

- 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
3	2	1	S	2	2	2	2	2	1	S	3	3	3	3	3	3	1	S	3	4	3	4	4	1	H	4	3	3	3	1

DR. S. JAISWAL  
Medical Administrator

25/11/2022