

**W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
REVISED DUTY ROSTER FOR THE MONTH OF FEBRUARY, 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*,5,6,7,8,9,10*,12,13,14,15*,16,17,19,20,21*,22,23,24*,26,27,28,29 | | | | |
| 2 | DR. S. S. DUGTAL | 1,2,5*,6,12*,13,14,17*,20,26,27,28*,29 | 3,9,19 | 7,10,15,21 | 8,16,22,23 | 24 CL |
| 3 | DR. RITU TANWAR | 2,5,6*,7,8,9,12,13*,14,16,19,26*,28 | 10,27 | 3,20,22,29 | 1,15,17,21,23,24, 1 st Mar | |
| 4 | DR.Y.P.SINGH © | | 15,17,21,23 | 13,18,24,28 | 14,16,19,20,22,29 | 1-12, 26,27 |
| 5 | DR. S.K. KARMAKAR © | 10,22*,29* | | 1,4,6,8,12,14,16,19, 23,25,27 | 2,3,5,7,9,13,15,17,20,21, 24,26,28 | |
| 6 | Dr. Arun Kumar Gupta © | 8*,15,16*,19,21,23,28,29 | 1,7,13,24 | 2,5,9,11,17,26 | 3,6,12,10,14,20,22,27 | |
| 7 | DR. M.K. GROVER (PTMO) | | Monday – Friday (01.30 pm to 05.30 pm) | | | |
| 8 | DR. NEENA PAUL (PTMO) | | Monday – Friday (01.30 pm to 05.30 pm) | | | |
| 9 | Dr. DEEPAK KUMAR | 1,2*,3,5,6,7*,8,9,12,13,14*,15,16,19,20*,21,22,23,26,27,28,29 | Monday - Friday (09.00 am to 01.00 pm) | | | 1 off due |
| 10 | Dr. NEELU GUPTA (PTMO) | 1*,7,9*,13,15,19*,21,23*,24,27* | 2,5,6,8,12, 14,16,20,22, 26,28,29 | | | |

CALENDAR FEBRUARY, 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 | | |

- 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, 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 |
| 4 | 4 | 2 | S | 4 | 4 | 4 | 4 | 4 | 2 | S | 4 | 5 | 4 | 4 | 4 | 2 | S | 5 | 3 | 3 | 3 | 4 | 2 | S | 4 | 4 | 5 | 5 |


Dr Ritu Tanwar
Chief Medical Officer


06/02/2024
Medical Administrator