

W.U.S. HEALTH CENTRE, UNIVERSITY OF DELHI, DELHI-7
DUTY ROSTER FOR THE MONTH OF SEPTEMBER 2021

S.NO	CMO/SMO/MEDICAL OFFICER (C)/ PTMO	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	Monday to Friday: 08.00 am to 10.00 am (ENT Patients), 10.00 am to 5.30 pm (Administration), 5.30 pm to 8.00 pm (General OPD) Saturday : 09.00 am to 5.30 pm (Administration)				
2.	DR. S. JAISWAL	1,2,3,6,7,8,9,13,14,15,16,20,21,22,23,24,27,28,29,30		10,17	11,18	
3.	DR. N. MADAN	3,4,6,7,10,13,14,16,17,20,21,24,29,30		1,8,22,25,27	2,9,15,23,28	
4.	DR. S. S. DUGTAL	1,6,7,8,15,16,18,25,29	25	13,19,21,23,30	14,17,20,22,24,1 st Oct	2,3,9,10,27,28 (EL)
5.	DR. RITU TANWAR	1,2,6,9,10,17,22,23,24,27,28,30	18	3,7,12,14,20	4,8,13,15,16,21,16,29	2 off due
6.	DR. V P GARG (C)	25		4,11,18		
7.	DR. Y.P.SINGH (C)	1,2,3,7,8,11,13,17,20,21,23,27,28		5,9,15,24,29	6,10,14,16,22,25,30	
8.	DR. S.K. KARMAKAR (C)	8,9,10,13,14,15,20, 21,22,24,30	4,11	2,6,16,26,28	1,3,7,17,23,27, 29	
9.	DR. M.K.GROVER (PTMO)		Monday – Friday (01.30 pm to 5.30 pm)			
10.	DR. NEENA PAUL (PTMO)		Monday – Friday (01.30 pm to 5.30 pm)			

SEPTEMBER 2021

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		

MANDATORY SATURDAY DUTIES

DATE	Morning 08:00 AM – 02:30 PM	EVENING 01:30 PM – 08:00 PM
04.09.2021	Dr. Madan	Dr. Karmakar
11.09.2021	Dr. Y P Singh	Dr. Karmakar
18.09.2021	Dr. Dugtal	Dr. Ritu
25.09.2021	Dr. V P Garg	Dr. Dugtal

MANDATORY SUNDAYS & HOLIDAYS DUTIES

DATE	MORNING (08:30 AM – 10:30 AM)
05.09.2021	Dr. Neena Paul
12.09.2021	Dr. Y P Singh
19.09.2021	Dr. Grover
26.09.2021	Dr. Madan

- IF THE **Medical Administrator (MA)** IS NOT AVAILABLE, REGULAR/FULL TIME MEDICAL OFFICER ON DUTY WILL BE RESPONSIBLE FOR ADMINISTRATIVE FUNCTIONING OF ROUTINE WORKS OF WUS HEALTH CENTRE.
- IN CASE A DATE HAS BEEN MISSED BY MISTAKE, THE CONCERNED MEDICAL OFFICER SHALL ATTEND THE MORNING SHIFT DUTY.
- ANY MUTUAL EXCHANGE OF DUTY SHOULD BE DONE WITH PRIOR INTIMATION TO MEDICAL ADMINISTRATOR AND THE SAME MUST BE ENTERED IN THE DUTY EXCHANGE REGISTER KEPT ON THE RECEPTION COUNTER.
- IF ANY OFF IS DUE AND HAS NOT BEEN MENTIONED IN THE DUTY ROSTER THEN THAT OFF, MUST BE TAKEN ONLY AFTER DUE PERMISSION FROM MEDICAL ADMINISTRATOR.**
- 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 IN WRITING DR. (MRS.) S. JAISWAL, MEDICAL ADMINISTRATOR BEFORE THE PREPARATION OF 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.**
- On 1st, 6th and 10th of this month, Dr. Ritu Tanwar will visit West Delhi Health Centre.**

Copy to:

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|---|-----------------------|
| 1. The Joint Registrar, O/o Honourable Vice-Chancellor (Acting) | 2. The Director, UDSC |
| 3. The Dean of Colleges | 4. The Treasurer |
| 5. The Registrar | 6. The Chairman - ICH |
| 7. The Finance Officer | 8. The Proctor |

Sd/-
Dr. S. JAISWAL
Senior Medical Officer/Medical Administrator

Sunil 20.8.21
CHIEF MEDICAL OFFICER

WUSHC/2021-22/409
Cdt: 26/08/2021