

Medical Record Department
Government Medical College Hospital, Jammu

Duty Roster of Admission Counter for the month of June, 2017

DATE	DAY	MORNING (8AM to 2PM)	WAIT (2PM to 8PM)	NIGHT (8PM to 8AM)	10 AM To 4 PM
01-06-2017	Thursday	Sandeep	Suresh	Ravan	Shanti Saroop
02-06-2017	Friday	Sandeep	Varinder	Rajesh	
03-06-2017	Saturday	Ravan	Sandeep	Varinder	
04-06-2017	Sunday	Rabia/Kuldev	Milap/Shanti	Sandeep	
05-06-2017	Monday	Ravan	Ranjeet	Rajesh	
06-06-2017	Tuesday	Sudershan	Sandeep	Ravan	
07-06-2017	Wednesday	Sudarshan	Sunil	Sandeep	
08-06-2017	Thursday	Ravan	Sudarshan	Rajesh	
09-06-2017	Friday	Sudershan	Sandeep	Ravan	
10-06-2017	Saturday	Sandeep	Sudarshan	Varinder	
11-06-2017	Sunday	Satish/Sonali	Sunil/Yograj	Sandeep	
12-06-2017	Monday	Ravan	Sudershan	Varinder	
13-06-2017	Tuesday	Sudershan	Sunil	Ravan	
14-06-2017	Wednesday	Sandeep	Sudarshan	Rajesh	
15-06-2017	Thursday	Ravan	Varinder	Sandeep	
16-06-2017	Friday	Sudarshan	Ravan	Ranjeet	
17-06-2017	Saturday	Sandeep	Sudarshan	Ravan	
18-06-2017	Sunday	Vikas/Anuradha	Ranjeet/Suresh	Rajesh	
19-06-2017	Monday	Sudarshan	Ravan	Sandeep	
20-06-2017	Tuesday	Sudershan	Ravan	Varinder	
21-06-2017	Wednesday	Sandeep	Sudrashan	Ravan	
22-06-2017	Thursday	Sandeep	Varinder	Rajesh	
23-06-2017	Friday	Sudarshan	Ravan	Sandeep	
24-06-2017	Saturday	Sudershan	Ravan	Ranjeet	
25-06-2017	Sunday	Darshan/Baby	Lokesh/Sudarshan	Ravan	
26-06-2017	Monday	Sandeep	Ranjeet	Rajesh	
27-06-2017	Tuesday	Sudershan	Ravan	Varinder	
28-06-2017	Wednesday	Ravan	Sudarshan	Sandeep	
29-06-2017	Thursday	Sudershan	Sandeep	Varinder	
30-06-2017	Friday	Sandeep	Sudershan	Ravan	

Mr. Shanti Saroop will attend duty in the CAC From 10.00 AM to 4.00 PM.

NOTE:-

1. Nobody will leave the C.A.C. till the arrival of the reliever..
2. If the official on duty has to avail any kind of leave he/she has to make an alternative arrangement of the duty with written information to the office.
3. Staff not on roster duty will attend routine duty w.e.f. 08 AM to 02 PM

Rajesh
Medical Record Officer
Medical Records Officer
Medical College Hospital
Govt. Medical College Hospital, Jammu.
Dated: 30/05/2017

No.:-MRD/Roster/1762

Copy to:-

1. Administrator, Associated Hospital, Jammu for information
2. Medical Superintendent, Govt. Medical Medical College Hospital, Jammu for information
3. Deputy Medical Supdt. Govt. Medical College Hospital, Jammu for information.
4. RMO, I/c Emergency, Govt. Medical College Hospital, Jammu for information.
5. Matron, Govt. Medical College Hospital, Jammu for information
6. I/C Central Admission Counter, GMCH Jammu for information.
7. Mr. Dewan Chand, I/c Computer Section GMC Jammu for information