

**Medical Record Department**  
**Government Medical College Hospital, Jammu**


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

DATE	DAY	MORNING (8AM to 2PM)	WAIT (2PM to 8PM)	NIGHT (8PM to 8AM)	10 AM To 4 PM
01-05-2017	Monday	Sudershan	Sandeep	Ravan	Shanti Saroop
02-05-2017	Tuesday	Varinder	Sandeep	Rajesh	
03-05-2017	Wednesday	Sudershan	Ravan	Sandeep	
04-05-2017	Thursday	Ravan	Sudershan	Varinder	
05-05-2017	Friday	Ravan	Sandeep	Sunil	
06-05-2017	Saturday	Sudershan	Ravan	Varinder	
<b>07-05-2017</b>	<b>Sunday</b>	<b>Sonali/Anuradha</b>	<b>Shanti/Rajesh</b>	<b>Sandeep</b>	
08-05-2017	Monday	Sudershan	Ravan	Varinder	
09-05-2017	Tuesday	Sudershan	Sandeep	Ravan	
10-05-2017	Wednesday	Varinder	Sandeep	Rajesh	
11-05-2017	Thursday	Sudershan	Ravan	Sandeep	
12-05-2017	Friday	Ravan	Sudershan	Varinder	
13-05-2017	Saturday	Sudershan	Sandeep	Ravan	
<b>14-05-2017</b>	<b>Sunday</b>	<b>Kuldev/ Rabia</b>	<b>Vikas/Sudershan</b>	<b>Rajesh</b>	
15-05-2017	Monday	Varinder	Sudershan	Sandeep	
16-05-2017	Tuesday	Sudershan	Ravan	Varinder	
17-05-2017	Wednesday	Sudershan	Sandeep	Ravan	
18-05-2017	Thursday	Varinder	Sandeep	Rajesh	
19-05-2017	Friday	Ravan	Sudershan	Sandeep	
20-05-2017	Saturday	Sudershan	Ravan	Varinder	
<b>21-05-2017</b>	<b>Sunday</b>	<b>Darshan/Baby</b>	<b>Ranjeet/Milap</b>	<b>Ravan</b>	
22-05-2017	Monday	Varinder	Sandeep	Rajesh	
23-05-2017	Tuesday	Varinder	Sudershan	Sandeep	
24-05-2017	Wednesday	Sudershan	Ravan	Varinder	
25-05-2017	Thursday	Sudershan	Sandeep	Ravan	
26-05-2017	Friday	Varinder	Sandeep	Rajesh	
27-05-2017	Saturday	Sudershan	Ravan	Sandeep	
<b>28-05-2017</b>	<b>Sunday</b>	<b>Satish/Yog Raj</b>	<b>Suresh/Sunil</b>	<b>Varinder</b>	
29-05-2017	Monday	Sudershan	Sandeep	Ravan	
30-05-2017	Tuesday	Varinder	Sudershan	Sandeep	
31-05-2017	Wednesday	Sudershan	Ravan	Rajesh	

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. 10 AM to 4 PM

  
Medical Record Officer  
Govt. Medical College Hospital  
Jammu

Dated: 28/04/2017

No.:-MRD/Roster/ 1573

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