



Department of Biochemistry
Government Medical College, Kathua

Date	Morning (10am to 4:30pm)	Wait (2pm to 8pm)	Morning (8am to 2pm)	Night (8pm to 8am)
21/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
22/01/23	SUNDAY	Dalbir	Nabreeti	Tahir
23/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
24/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir
25/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
26/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
27/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
28/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir
29/01/23	SUNDAY	Ricky	Nabreeti	Meenakshi
30/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
31/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky

No: GMCK/BIOCHEM/2022-23/ 270

Dated: 02-01-2023

Sumit
04/01/23
Dr. Mrinal Gupta
Assistant Professor
Dept. of Biochemistry
Govt. Medical College
Kathua

Copy to:

1. The Principal GMC, Kathua
2. The Medical Superintendent, Associated Hospital, GMC Kathua
3. Office Copy



Department of Biochemistry
Government Medical College, Kathua

Duty roster of technicians for the month of January 2023

Date	Morning (10am to 4:30pm)	Wait (2pm to 8pm)	Morning (8am to 2pm)	Night (8pm to 8am)
01/01/23	SUNDAY	Ricky	Suraj	Meenakshi
02/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
03/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
04/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir
05/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
06/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
07/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
08/01/23	SUNDAY	Tahir	Nabreeti	Dalbir
09/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
10/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
11/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
12/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir
13/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
14/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
15/01/23	SUNDAY	Meenakshi	Suraj	Ricky
16/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir
17/01/23	Suraj, Nabreeti	Ricky	Tahir	Meenakshi
18/01/23	Suraj, Nabreeti	Dalbir	Ricky	Tahir
19/01/23	Suraj, Nabreeti	Meenakshi	Dalbir	Ricky
20/01/23	Suraj, Nabreeti	Tahir	Meenakshi	Dalbir


W. N. U. S.
02/01/23



OFFICE OF THE DEPARTMENT OF SURGERY
GOVT. MEDICAL COLLEGE, KATHUA
01922-234323, 9419185763, Email- gmcksurgery2019@gmail.com

Duty Roster of Surgery Department (O.T) for the month of January 2023

Date	Morning	Wait	Night	Night Off
01-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
02-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
03-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
04-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
05-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
06-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
07-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
08-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
09-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
10-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
11-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
12-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
13-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
14-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
15-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
16-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
17-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
18-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
19-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
20-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
21-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
22-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
23-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
24-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
25-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
26-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
27-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev
28-01-2023	Meenakshi, Satish	Nisha, Sukhdev	Isha, Shagun	Anu, Diksha
29-01-2023	Nisha, Sukhdev	Anu, Diksha	Meenakshi, Satish	Isha, Shagun
30-01-2023	Anu, Diksha	Isha, Shagun	Nisha, Sukhdev	Meenakshi, Satish
31-01-2023	Isha, Shagun	Meenakshi, Satish	Anu, Diksha	Nisha, Sukhdev


Dr. Raj Rishi Sharma
Prof. & Head,
Dept. of Surgery
G.M.C Kathua,

No:-SURG/GMCK/2022-2023/ 1352
Dated:-30/12/2022




OFFICE OF THE DEPARTMENT OF SURGERY
GOVT. MEDICAL COLLEGE, KATHUA
01922-234323, 9419185763, Email- gmcksurgery2019@gmail.com

Duty Roster of OT for the month of January 2023

Name	Designation	Time	Sunday
Sandeep Abrol	(Supervisor & I/C Casualty)	10 am to 4.30 pm	22-01-2023
Jogesh Sharma	(OT Tech & I/C OT)	10 am to 4.30 pm	22/01/2023 29/01/2023
Neeraj Malagar	Head OT Tech.	10 am to 4.30 pm	15/01/2023 08/01/2023
Sandeep Sharma	OT Tech.	10 am to 4.30 pm	08/01/2023 22/01/2023
Manjeet Kumar	OT Tech.	10 am to 4.30 pm	01/01/2023 29/01/2023

Roster OT (NO)			
	Morning	Wait	Night
1 to 10	Abhishek	Ravi	Surjeet
11 to 20	Ravi	Surjeet	Abhishek
21 to 31	Surjeet	Abhishek	Ravi

- > Sandeep Abrol will utilize his duty on need basis in OT.
- > Vijay (MTS) will perform duty 10am-4.30pm but cover roster duty during night off of NO's & also perform alternate Sunday duty.
- > No one leave the OT complex until the reliever has come.


Dr. Raj Rishi Sharma
Prof. & Head
Deptt. of Surgery
G.M.C Kathua.

No:-SURG/GMCK/2022-2023/ 1353
Dated:-30/12/2022

UNION TERRITORY OF JAMMU & KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
OFFICE OF THE PRINCIPAL GOVERNMENT MEDICAL COLLEGE KATHUA

Email: -kathuagmc1@gmail.com

DUTY ROSTER

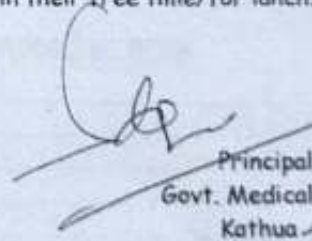
In interest of patient care and administration following is the duty roster of Physiotherapy staff for the month of January, 2023 in Associated Hospital, GMC Kathua :-

Date	OPD	ICU and Orthopaedics Ward	Orthopaedics OPD	Medicine and Surgery Ward	Paediatrics & Gynae Ward
01.01.2023 to 15.01.2023	Varun Mahajan Shivalika	Mohit Kapoor	Sadhia Choudhary	Dilpreet Bhatia	Dilpreet Bhatia
16.01.2023 to 31.01.2023	Mohit Kapoor Dilpreet Bhatia	Shivalika	Sanjeev Kumar	Mohit Kapoor	Varun Mahajan

Duty Roster Gazetted Holidays (DECEMBER)

Date	OPD	ICU and Orthopaedics Ward	Orthopaedics OPD	Medicine and Surgery Ward	Paediatrics & Gynae Ward
13.01.2023	Sanjeev Kumar	-	-	-	-
26.01.2023	Shivalika				

- Separate register for Physiotherapy staff to be maintained by Ophthalmology department clerk.
- They will submit their Monthly Progress report to undersigned on EPM portal.
- No change in duties without prior permission of the undersigned.
- Leave applications to be sent to undersigned through their concerned H.O.Ds under which they perform their duties according to roster.
- Room No. 20 will be used by all physiotherapy staff in their free time/for lunch.


Principal
Govt. Medical College
Kathua

Date:- 02/01/2023.

No: GMCK/Admn-I/2022-23/2892-95

Copy to:-

1. H.O.D General Surgery/General Medicine/Obst & Gynae./Anaesthesia /Paediatrics/ Ophthalmology/Orthopaedics, GMC Kathua for information.
2. Medical Superintendent, Associated Hospital, GMC Kathua for information with direction to inform about this roster to all Physiotherapy staff through Matron.
3. All concerned for information and compliance.
4. Clerk, Department of Ophthalmology, GMC Kathua for information and compliance.
5. Office Copy.



UNION TERRITORY OF JAMMU AND KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
DEPARTMENT OF MICROBIOLOGY GOVT. MEDICAL COLLEGE KATHUA

Email: -microgmck@gmail.com

NO: GMCK/MICRO/2022-23/603-604

Dated: 27-12-2022

Duty roster of staff for the Month of January (1st Jan to 15th Jan 2023)

Annexure "A": Duty Roster of staff posted in routine Microbiology for January 2023.

Date	Morning Duty (08.00 AM-2.00 PM)	Wait Duty (1.00PM-7.00 PM)	Night Duty (7.00PM-8.00 AM)
01.01.2023 (Sun)	Sunday	Anuj	Rajinder
02.01.2023 (Mon)	Naaz, Shagun, Dilawar	Javed	Anuj
03.01.2023 (Tue)	Naaz, Shagun, Dilawar	Rajinder	Javed
04.01.2023 (Wed)	Naaz, Shagun, Dilawar	Anuj	Rajinder
05.01.2023 (Thu)	Naaz, Shagun, Dilawar	Javed	Anuj
06.01.2023 (Fri)	Naaz, Shagun, Dilawar	Rajinder	Javed
07.01.2023 (Sat)	Naaz, Shagun, Dilawar	Rajinder	Anuj
08.01.2023 (Sun)	Sunday	Javed	Rajinder
09.01.2023 (Mon)	Naaz, Shagun, Dilawar	Anuj	Javed
10.01.2023 (Tue)	Naaz, Shagun, Dilawar	Anuj	Rajinder
11.01.2023 (Wed)	Naaz, Shagun, Dilawar	Javed	Anuj
12.01.2023 (Thu)	Naaz, Shagun, Dilawar	Rajinder	Javed
13.01.2023 (Fri)	Naaz, Shagun, Dilawar	Anuj	Rajinder
14.01.2023 (Sat)	Naaz, Shagun, Dilawar	Javed	Anuj
15.01.2023 (Sun)	Sunday	Rajinder	Javed
16.01.2023 (Mon)	Naaz, Shagun, Dilawar	Anuj	Rajinder

Annexure "B": Duty Roster of Staff posted in sampling area.

Date	Morning Duty (10.00 AM-4.30PM)
01.01.2023 (Sun)	Sunday
02.01.2023 (Mon)	Sapna, Esha, Vandhana
03.01.2023 (Tue)	Sapna, Esha, Vandhana
04.01.2023 (Wed)	Sapna, Esha, Vandhana
05.01.2023 (Thu)	Sapna, Esha, Vandhana
06.01.2023 (Fri)	Sapna, Esha, Vandhana
07.01.2023 (Sat)	Sapna, Esha, Vandhana

08.01.2023 (Sun)	Sunday
09.01.2023 (Mon)	Sapna, Esha, Vandhana
10.01.2023 (Tue)	Sapna, Esha, Vandhana
11.01.2023 (Wed)	Sapna, Esha, Vandhana
12.01.2023 (Thu)	Sapna, Esha, Vandhana
13.01.2023 (Fri)	Sapna, Esha, Vandhana
14.01.2023 (Sat)	Sapna, Esha, Vandhana
15.01.2023 (Sun)	Sunday
16.01.2023 (Mon)	Sapna, Esha, Vandhana

Annexure 'C': Duty Roster in Main Department.

S. No.	Name of the Staff	Designation	Designated Duty (10:00 AM to 4:30 PM)
1.	Dr. Nisar	Demonstrator	Conducting practical classes of MBBS and BSC classes on alternate weeks. Mr. Ajay will help undersigned in mastermixing if required.
2.	Mr. Ajay	Demonstrator	
3.	Dr. Nazir	Demonstrator	
4.	Mr. Ankush	LT	Routine work in T.B Lab.
5.	Mr. Arun Fotra	LT	Perform ELISA as per sample collection in addition to store Incharge.
6.	Mr. Lakhbir Singh	LT	Performing TrueNat and ZN Staining.
7.	Mr. Dheeraj	MTS	Facilitate the office work in the department & Store works.
8.	Mrs. Manju	MTS	Facilitate the office work in the department and hospitality.

Annexure 'D': Designated Duties of Staff posted in Covid-19 Sampling area

S.No.	Name of the Staff	Designated Duties
1.	Sapna Rani	Line Listing, Sampling & Clearance of RAT pendency on ICMR Portal
2.	Meena Kumari & Vandhana	RAT Registration, form-filling and maintain register entry.
3.	Esha	Covid Sampling of RAT and RTPCR samples

Duty roster of Sundays and Gazetted holidays in routine and covid sampling area

Date & Day	Name of the employee(8.00 AM to 2.00 PM)
01-01-2023(Sun)	Javed, Sapna
08-01-2023(Sun)	Arun, Esha
13-01-2023(G.H)	Dilawar, Vandhana
15-01-2023(Sun)	Ankush, Meena

Note:-

1. Punctuality and Discipline will be strictly noticed. Any unauthorized absence will be conveyed to administration and action under rule will be taken.
2. Mrs. Meena will render her services in sampling area from 8:00AM to 2:00 PM.

3. Mr. Sunil Dogra will disburse RTPCR & RAT reports in the sampling area from 10:00AM to 4:30 PM on a routine basis.
4. Mrs. Meenakshi Mankotia will render her services (Mon to Saturday) including Gazetted holidays in the NTEP lab for collection of sputum samples and maintaining record in register from 10.00AM to 4.30PM and no other department put her roster duty in wards on Sundays without permission of the undersigned.
5. Mr. Rajinder (NO) will facilitate the working in sampling area and as per the instructions and requirement of his services; will coordinate work between different sections of the department of Microbiology.
6. The staff giving extra duty on Sundays will take one off within seven days of their duty in accordance with written intimation to the undersigned. The duty off will be taken by staff on separate days. No off is permissible to the permanent staff taking benefit of two and half days salary and can only avail an off with respect to their extra duties over and above that benefit.
7. No duty exchange is permitted without intimation to the undersigned.
8. The staff posted in sampling area will render services in accordance to the designated duties assigned vide annexure "D". The duties are amenable to be added/changed in accordance with the instructions of the undersigned.
9. Only emergency RAT testing will be conducted by the lab technician posted in the routine Microbiology section from 4:00 PM to 8 AM. For that matter the COVID sampling area will remain functional only from 8 AM to 4:30 PM.

Amish Kohli

Head of Department
Dr. Amish Kohli
Incharge
Department of Microbiology
Government Medical College Kathua

Copy to:

1. Worthy Principal, GMC Kathua for information.
2. Medical Superintendent, Associated Hospital GMC Kathua for information.
3. Office file.