

Cadre: Administration

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name (Location)	Responsibilities	Remarks	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
NMS	Dr. Shoukat Mahmood (MS)	Medical Superintendent Overall Supervision		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Shakir Ijaz (A.O)	Health Facility outsourced services, all administrative assistance, all routine wise administrative tasks, Focal person complaint Morning		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Nazik Khan (IT Officer)	Health facility IT interventions focal person, Network / system support, Liaison with higher authorities for IT interventions		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Imran Aslam (QAO)	MSDS focal person, Hospital quality manager, Liaison with higher authorities for MSDS	Will stay till 2 pm on every Friday	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Arsalan (Logistic Officer)	Store Keeping, Logistic Support, Procurement & Provision of goods, Liaison with higher authorities for logistic / Additional charge of procurement		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Waqas (AAO)	All administrative assistance, outsourced management in respective shift, all CVC matters, Focal person complaint Evening		E	E	/	E	E	E	E	E	/	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/		
	Bint-e-Haider (Procurement Officer)	All Procurement related tasks		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Muhammad Ali (HR & Legal Officer)	All HR related tasks		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Atif Hayat (FBO)	All related Finance & Budget tasks		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
IT	Jamshaid (DEO)	Drafting, Duty Roster, Emails, Reporting, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Waqas Sheeraz (DEO)	Online roster / BMS, DHIS report, Statistical Assistance, PMIS, CVC Counter, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Asad Munir (DEO)	MLC/PM Focal Person, MLC/PM reporting, PMIS, Death Portal, Referral Portal, CVC ER counter, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Tomere Shahzad (DEO)	QMS, MLC/PM tasks (morning), IRMNCH Reporting, Pharmacy Counter, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Naila (DEO)	NCD Clinic		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Abid Ashraf (DEO)	QMS, Female Registration Counter, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Atif Mahmood (Computer Operator)	Online roster / BMS, Electronic medical certificates, Hospital staff details, Leave management, any other tasks assigned		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/			

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

Uploaded By: Nazik Khan (IT Officer)

Checked by: DMS

Approved By: Medical Superintendent

Cadre: Medicines Department

Duty Roster of Tehsil Head Quarter Hospital Hazro

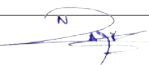
Month: December, 2023

Depart ment	Employee Name (Designation)	Responsibilities	MLC/PM	01/12/2023 to 31/12/2023																													
				1 F	2 S	3 S	4 M	5 T	6 W	7 T	8 F	9 S	10 S	11 M	12 T	13 W	14 T	15 F	16 S	17 S	18 M	19 T	20 W	21 T	22 F	23 S	24 S	25 M	26 T	27 W	28 T	29 F	30 S
Medical Deptt.	Dr. Aruna Ahmed (M.Specialist)	Overall Supervision of Medical Deptt.		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/
	Dr. Akhtar Malik (M.OPD)	Medical OPD, Ward Round,	Will do round of Male, Female & Dengue Ward 21 to 31	M	M	M	OFF	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/
	Dr. Anum Zahra (Medical OPD)	Daily ward round, Paeds OPD, MLC/PM	03,10,16,20 21,26,30(M) Will do round of Male, Female & Dengue Ward 05 to 12	M	OFF	M	M	M	M	M	M	M	OFF	M	M	M	M	M	/	M	M	M	M	M	/	OFF	M	M	M	M	M	/	
	Dr. Zahra Abbas (Medical OPD)	Ward Round, MLC, PM	11,17,23,25,27 31(M) Will do round of Male, Female & Dengue Ward 12 to 20 & 11	M	M	/	M	Leave					/	M	M	OFF	M	M	M	M	OFF	M	M	M	M	/	M	OFF	M	M	M	M	M

Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

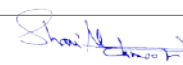
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Checked By: DMS



Approved By: Medical Superintendent



Cadre: Ortho

Duty Roster of Tehsil Head Quarter Hospital Hazro

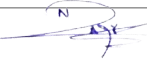
Month: December, 2023

Depart ment	Employee Name (Designation)	Responsibilities	Shift/ Timing	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Ortho	Dr. Shams-ul-Arifeen (Orthopedic Surgeon)	Overall Supervision of Ortho OPD & Surgery		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/		
	Dr. Syed Qasim (MO)	Ortho OPD, Ward Round + Ortho OT Assistance		M	OFF	/	M	M	M	M	M	M	M	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/		

Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.

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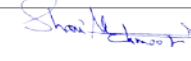
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Approved By: Medical Superintendent



Cadre: Paeds

Duty Roster of Tehsil Head Quarter Hospital Hazro

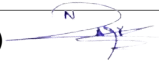
Month: December, 2023

Depart ment	Employee Name (Designation)	Responsibilities	Remarks	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Paeds	Dr. Aurang Zeb (Pediatrician)	Overall Supervision of Paeds Department, Ward Round	On-Call 16 to 31	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Dr. Anum Fatima (Pediatrician)	Paeds OPD, Ward Round	On-Call 01 to 15	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Dr. Sana Tabassam (Paeds)	Paeds OPD, MLC/PM	Will do round of Paeds Ward 01 to 07 & 24 to 31	M	M	/	M	M	OFF	OFF	OFF	OFF	/	M	M	M	M	M	E	E	E	E	E	E	E	M+	E	E	E	E	Leave	/		
	Dr. Awais Yaqub (MO)	Paeds OPD		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		

Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.


Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

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Approved By: Medical Superintendent



Cadre: ENT

Duty Roster of Tehsil Head Quarter Hospital Hazro

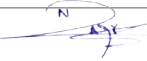
Month: December, 2023

Depart ment	Employee Name (Designation)	Responsibilities	Shift/ Timing	01/12/2023 to 31/12/2023																															
				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	30	31	
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Ortho	Dr. Farrukh Younus (ENT Specialist)	Overall Supervision of ENT Department		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	/
	Dr. Ibrahim (MO)	ENT OPD, Ward Round		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	/

Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

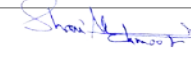
Uploaded By: Nazik Khan (IT Officer)



Checked By: DMS



Approved By: Medical Superintendent



Cadre: SMOs/MOs Duty Roster of Tehsil Head Quarter Hospital Hazro Month: December, 2023

Department	Employee Name (Location)	Responsibilities	MLC/PM Days	01/12/2023 to 31/12/2023																															
				1 F	2 S	3 S	4 M	5 T	6 W	7 T	8 F	9 S	10 S	11 M	12 T	13 W	14 T	15 F	16 S	17 S	18 M	19 T	20 W	21 T	22 F	23 S	24 S	25 M	26 T	27 W	28 T	29 F	30 S	31 S	
OPD	Dr. Arsalan Butt (T.B Dots)	T.B Dots OPD, One Window TB, Gene-Xpert Supervision,		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Akhtar Malik (M.OPD)	Medical OPD, Ward Round,	Will do round of Male, Female & Dengue Ward 21 to 31	M	M	M	OFF	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Awais Yaqub (Paeds OPD)	Paeds OPD + Ward Round	Will do round of Paeds Ward 01 to 07 & 24 to 31	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Qasim (Ortho OPD)	Ortho OPD, Ward Round + Ortho OT		M	OFF	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Ahsan Khalid (DMS)	DMS Morning+MSDS+ Dialysis, Dengue Focal Person		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Jamshaid (NCD)	NCD Clinic + NCD Focal Person		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
	Dr. Zawar (NCD)	Mental Health Focal Person		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	OFF	/	M	M	M	M	M	M	/		
	Dr. Ibrahim (ENT)	ENT OPD		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
ER	Dr. Aziz (ER)	Dengue Focal Person, ER		M	M	/	M	M	M	M	M	/	M	M	M	M	M	OFF	/	M	M	M	M	M	M	M	M	M	M	M	OFF	/			
	Dr. M. Haroon (E)	ER, Ward Round		OFF	OFF	/	M	M	M	M	M	OFF	/	M	M	M	M	M	M	M	M	M	M	/	M	M	M	M	M	M	M	/			
	Dr. Nasser Ali Malik (ER)	ER, Ward Round	Will do round of Male & Paeds Ward 01 to 10	E	E	E	OFF	E	E	E	E	E	OFF	E	E	E	E	E	/	E	E	E	E	E	E	/	E	OFF	E	E	E	/			
	Dr. Ahmed Hassan (ER)	ER, DMS Evening	Will do round of Male & Paeds Ward 11 to 20	E	E	/	E	E	E	E	E	/	E	E	E	E	E	/	E	E	E	E	E	OFF	/	E	E	E	E	E	OFF	E			
	Dr. Nabeel (ER)	ER, Ward Round	Will do round of Male & Paeds Ward 21 to 31	E	E	/	E	E	E	E	E	OFF	/	E	E	E	E	OFF	E	E	E	E	E	E	E	E	E	E	OFF	E	E	E	/		
	Dr. Waqar Shah (ER)	ER + Ward Round DMS on respective Night Duty	Will do round of Male, Female & Paeds Ward 4 to 6 & 10 to 13	OFF	OFF	/	N	N	N	OFF	OFF	OFF	N	N	N	N	OFF	OFF	OFF	/	N	N	N	OFF	OFF	OFF	N	N	N	N	OFF	OFF	/		
	Dr. Adeel (ER)	ER + Ward Round	Will do round of Male, Female & Paeds Ward 18 to 20 & 24 to 27	OFF	OFF	/	N	N	N	OFF	OFF	OFF	N	N	N	N	OFF	OFF	OFF	/	N	N	N	OFF	OFF	OFF	N	N	N	N	OFF	OFF	/		
	Dr. Rizwan Sharif (ER)	ER + Ward Round DMS on respective Night Duty	Will do round of Male, Female & Paeds Ward 01 to 03, 07 to 10 & 28 to 31	N	N	N	OFF	OFF	OFF	N	N	N	/	OFF	OFF	OFF	N	N	N	N	OFF	OFF	OFF	N	N	N	OFF	OFF	OFF	OFF	N	N	N		
Dr. Nasir Khan (ER)	ER + Ward Round	Will do round of Male, Female & Paeds Ward 14 to 17 & 21 to 23	N	N	N	OFF	OFF	OFF	N	N	N	/	OFF	OFF	OFF	N	N	N	N	OFF	OFF	OFF	N	N	N	OFF	OFF	OFF	OFF	N	N	N			
MLC/PM	Dr. Asfandyar (ER)	MLC/PM	MLC/PM 24 hours duty	OFF	OFF	MLC / PM	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF		
	Dr. Abdul Malik (ER)	MLC/PM	MLC/PM 24 hours duty	Leave (Relieved by Dr. Nabeel Ahmed on 06,07,10)													MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	MLC / PM	MLC / PM
	Dr. Ali Khan	MLC/PM	MLC/PM 24 hours duty	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	OFF	OFF	OFF	MLC / PM	MLC / PM	OFF	

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp. All doctors are requested to strictly observe the timings and ensure the physical presence on duty place during duty hours. This is for strict compliance and implementation in true letter and spirit.

Cadre: WMOs Duty Roster of Tehsil Head Quarter Hospital Hazro Month: December, 2023

Sr. No	Department	Employee Name (Location)	Responsibilities	MLC/PM Days	Shift	01/12/2023 to 31/12/2023																																					
						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	30	31							
						F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
1		Dr. Noshina (Gynae.)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	04,08(M) 13,14,18,19(E) Will stay in L.R till 2 pm on 8		M	OFF	/	M	M	M	OFF	M	M	M	M	E	E	E	E	E	E	E	OFF	M	M	M	/	M	M	M	M	/										
2		Dr. Quratulain (Gynae)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	15,24(M) 07,08,09,11(E) Will stay in L.R till 2 pm on 15		M	M	/	M	OFF	E	E	E	E	E	E	M	M	M	M	/	M	M	M	M	M	M	M	OFF	M	M	OFF	M	M	/								
3		Dr. Sidra Anum (Gynae)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	01,07(M) 20,21,24,26(E) Will stay in L.R till 2 pm on 01		M	M	M	OFF	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	E	E	E	E	E	E	E	OFF	M	M	OFF	/							
4		Dr. Bazgha Kanwal (Gynae)	Focal Person WWC. Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	29(M) 03,04,05(E) Will stay in L.R till 2 pm on 29		E	E	E	E	E	OFF	OFF	OFF	OFF	/	Leave											/	OFF	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
5		Dr. Farwa Batool (Gynae)	Daily ward round, Gynae OPD, MLC/PM			Leave																																					
6		Dr. Sadia Iftikhar (Gynae)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	06,22(M) 27,28,29,30(E) 08(N) Will stay in L.R till 2 pm on 22		M	M	/	M	M	M	M	N	OFF	/	M	M	M	M	OFF	M	M	M	M	M	M	M	M	M	M	/	OFF	OFF	E	E	E	E	E					
7		Dr. Nida Kiran (Gynae)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	On respective night duty		N	N	/	OFF	OFF	OFF	N	N	N	N	OFF	OFF	OFF	N	N	N	/	N	OFF	OFF	N	N	OFF	N	OFF	OFF	OFF	N	N	N	N	N						
8		Dr. Shajar (Gynae)	Daily ward round, L.R/Gyane rounds, Gynae OPD, MLC/PM	On respective night duty		OFF	OFF	N	N	N	N	OFF	OFF	OFF	/	N	N	N	OFF	OFF	OFF	N	OFF	N	N	OFF	OFF	N	/	N	N	N	OFF	OFF	OFF	/							
9		Dr. Anum Zahra (Medical OPD)	Daily ward round, Paeds OPD, MLC/PM	03,10,16,20 21,26,30(M)		M	OFF	M	M	M	M	M	M	M	M	OFF	M	M	M	M	M	/	M	M	M	M	M	M	M	/	OFF	M	M	M	M	M	/						
10		Dr. Zahra Abbas (Medical OPD)	Ward Round, MLC, PM	11,17,23,25,27 31(M)		M	M	/	M	Leave					/	M	M	OFF	M	M	M	M	OFF	M	M	M	M	M	/	M	OFF	M	M	M	M	M							
11		Dr. Sana Tabassam (Paeds)	Ward Round, MLC, PM	02,12(M) 16,17,22,23 25(E)		M	M	/	M	M	OFF	OFF	OFF	OFF	/	M	M	M	M	M	E	E	E	E	E	E	E	E	E	E	E	E	E	E	M+E	E	E	E	E	Leave	/		
12	Hep Clinic	Dr. Sundas Taj (Hep Clinic)	Hepatitis Clinic, MLC, PM	05,09,13,14 18,19(M) 10(E)		M	M	/	M	M	M	M	M	M	E	OFF	M	M	M	M	M	/	M	M	M	M	M	M	/	OFF	M	M	M	M	M	/							
13	Paeds OPD	Dr. Zahra Kulsoom (Paeds)	Daily Paeds ward round, Paeds OPD, MLC/PM	28(M) 01,02,06 12,15,31(E)		E	E	E	E	OFF	E	E	E	E	/	E	E	E	E	E	E	M	/	M	M	M	M	M	M	/	OFF	M	M	M	M	OFF	E						

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

Prepared By: *Ammara* **Dr. Ammara (Gynecologist)** Uploaded By: *Nazik Khan* **Nazik Khan (IT Officer)** Checked by: **DMS** Approved By: *[Signature]* **Medical Superintendent**

Cadre: Operation Theater

Duty Roster of Tehsil Head Quarter Hospital Hazro

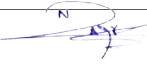
Month: December, 2023

3	Employee Name (Designation)	Responsibilities	Shift/ Timing	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
OT	Dr. Manzoor (Anesthetist)	Overall Supervision of OT, Chairman HIC		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Dr. Junaid Ahmed Rana (Anesthetist)	Anesthesia		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Aqeel Ahmed (OTA)	Assistance to Surgical Team		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Nazia Nazar (Charge Nurse)	Nursing Incharge / Circulating Nurse		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Qamar Fatima (Charge Nurse)	Scrub Nurse		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Rashid	Cleaning, Shifting of patients, bedding		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		

Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

Uploaded By: Nazik Khan (IT Officer)



Checked By: DMS



Approved By: Medical Superintendent



Blood Bank

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name	Responsibilities	Remarks	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Blood Bank	Dr.Noor-e-Sahar (SBTO)	Supervision of Blood Bank Department		M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Jamshaid (Lab Tech.)	T.B Work, Blood Bank	12 to 20 Night On-Call	M	M	On-Call	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Jahanzeb (Microscopist)	Lab Processing area, MP		M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	On-Call	M	M	M	M	M	/		
	Sabir (Helper)	Phlebotomist (F), Cashier, Entries	01 to 11 Night On-Call	M	M	/	M	M	M	M	M	M	On-Call	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/		
	M. Raza (Lab Attnrdt)	Lab Attendant		M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Nawazish (MLT)	Processing area + Blood Bank	21 to 31 Night On-Call	E	E	/	E	E	E	E	E	/	E	E	E	E	E	E	On-Call	E	E	E	E	E	E	/	E	E	E	E	E	On-Call		

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

Prepared By: Jamshaid (Lab Tech)

Uploaded By: Nazik Khan (IT Officer)

Checked by: DMS

Approved By: Medical Superintendent

Cadre: Dental Surgeons

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name (Location)	Responsibilities	Remarks	01/12/2023 to 31/12/2023																															
				Shift	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	31
					F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	Dr. Saba Nadir (Dental Unit)	Dental OPD, Procedures, Supervision			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/			
	Dr. Naira Saleem (Dental Unit)	Dental OPD, Procedures, Supervision, HIC Incharge			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/			

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD) who prepared the roster in written form with signed and stamp.

Prepared By: With mutual Coordination Dental Department Uploaded By: Nazik Khan (IT Officer)  Checked By: DMS  Approved By: Medical Superintendent 

Cadre: Dialysis

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name (Designation)	Responsibilities	Remarks	Shift	01/12/2023 to 31/12/2023																														
					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	30	31
					F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Dialysis	Dr. Ahsan Khalid (MO)	Supervision			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/
	Dr. Ahmed Hassan (MO)	Supervision			E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	OFF	/	E	E	E	E	E	OFF	E
	Samina Zohra (Charge Nurse)	Ward Incharge, Dialysis patient care, ward maintenance and record keeping, SSP			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/
	Charry Murad (Charge Nurse)	Dialysis Patients care, ward maintenance and record keeping			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/
	Adil (Dispenser)	Dialysis machine maintenance and record keeping			M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/
	Asmat Jabeen (Charge Nurse)	Dialysis Patients care, ward maintenance and record keeping			E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/
	Naila (Charge Nurse)	Dialysis patient care, SSP, ward maintenance, Medicine Charge and record keeping			E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/

Prepared By: With Mutual Coordination Uploaded By: Nazik Khan (IT Officer)  Checked by: DMS  Approved By: Medical Superintendent 

Cadre: Dispensers

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name (Location)	Responsibilities	Remarks	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Miscellaneous	Sagheer Ahmed (Pharmacy+ER)	Medicines Issuance, Record Keeping		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Muhammad Hanif (T.B Dots+ER)	T.B Dots OPD assistance, Record Keeping, One Window T.B Focal Person	Will do duty in ER on every Tuesday	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Adil (Dialysis Unit)	Dialysis, Machine maintenance and record keeping		M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Rizwan Shakir (ER)	ER, record maintenance, MLC/PM		E	E	/	E	E	E	E	E	/	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/		
	Faisal Arshad (ER)	ER, record maintenance, MLC/PM		E	E	E	E	E	OFF	E	E	E	E	E	OFF	E	E	E	E	OFF	E	OFF	E	E	E	E	E	E	OFF	OFF	E	E	E	
	Tariq (ER)	ER, record maintenance, MLC/PM		M	M	M	M	OFF	M	M	M	M	M	OFF	M	M	M	M	M	OFF	M	M	M	M	M	M	OFF	M	M	M	M	M		
	Muhammad Shoaib (ER)	ER, record maintenance, MLC/PM		N	OFF	N	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF		
	Sohail (ER)	ER, record maintenance, MLC/PM		OFF	N	OFF	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N	OFF	N		

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

Prepared By: Saghir Ahmed (Disp.)
Dispensers Roster Representative

Uploaded By: Nazik Khan (IT Officer)

Checked by: DMS

Approved By: Medical Superintendent

Cadre: Ophthalmology

Duty Roster of Tehsil Head Quarter Hospital Hazro

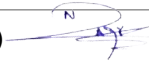
Month: December, 2023

Department	Employee Name (Designation)	Responsibilities	Shift/Timing	01/12/2023 to 31/12/2023																																												
				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	30	31														
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
Ophthalmology	Dr. Syeda Fiza Abd-ud-Diyan (Ophthalmologist)	Overall Supervision of Eye OPD + OT		Leave																							M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M		M	/
	Arifa Batool (Optometrist)	Eye OPD + OT Assistance		M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M		M																	

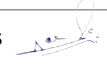
Remarks: All IT department staff must strictly follow duty timing and job responsibilities as per duty roster. In case of any negligence strict disciplinary action will be initiated. Any additional task except mentioned can be assigned in case of any work load.

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp.

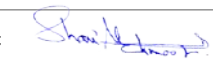
Uploaded By: Nazik Khan (IT Officer)



Checked By: DMS



Approved By: Medical Superintendent



Laboratory

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name	Responsibilities	Remarks	01/12/2023 to 31/12/2023																														
				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	30	31
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Laboratory	Dr. Fariha Saleem (Pathologist)	Supervision of Pathology Department		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Jamshaid (Lab Tech.)	T.B Work, Blood Bank	12 to 20 Night On-Call	M	M	On-Call	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/		
	Jahanzeb (Microscopist)	Lab Processing area, MP		M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	On-Call	M	M	M	M	M	M	/	
	Sabir (Helper)	Phlebotomist (F), Cashier, Entries	01 to 11 Night On-Call	M	M	/	M	M	M	M	M	M	On-Call	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	
	Nawazish (MLT)	Processing area + Blood Bank	21 to 31 Night On-Call	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	On-Call	E	E	E	E	E	E	/	E	E	E	E	E	On-Call	

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, HOD, Head Nurse) who prepared the roster in written form with signed and stamp. Lab person performing evening duty will be On-Call at night.

Prepared By: Fariha Saleem (Pathologist)  Uploaded By: Nazik Khan (IT Officer)  Checked by: DMS  Approved By: Medical Superintendent 

Cadre: Nurses

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023




Sr. No	Depart.	Employee Name (Location)	Responsibilities	01/12/2023 to 31/12/2023																															Remarks								
				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	31									
				F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S									
27	W.W Clinic	Nasim Kousar (W.W Clinic)	Well Women Clinic	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/										
28	ANC Clinic	Riffat Sana (ANC Clinic)	ANC Clinic, Eye OT every Wednesday	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/										
29		Safeena Batool (Morning Reliver)		M	M	M	M	M	OFF	M	M	M	M	M	OFF	M	M	M	M	M	M	OFF	M	M	OFF	M	M	M	OFF	M	M	M											
30		Ana Robin (Night Reliver)		N	N	/	N	N	N	N	OFF	N	N	N	N	N	OFF	N	N	N	N	N	N	N	N	OFF	OFF	N	N	N	N	/											
31		Nazma Bibi (L.R)		Maternity Leave													M	M	M	M	M	OFF	M	M	M	M	M	M	OFF	M	M	M	OFF	M									
<p>Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, Head Nurse, HOD) who prepared the roster in written form with signed and stamp</p>																																											
Prepared By: Hameeda Bibi (H/N)											Uploaded By: Nazik Khan (IT Officer)											Checked by: DMS											Approved By: Medical Superintendent										

Cadre: Radiology

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Department	Employee Name (Designation)	Responsibilities	Remarks	01/12/2023 to 31/12/2023																															
				Shift	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	31
					F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Radiology	Zia-ul-Islam (Radiographer)	Supervision of radiology department, X-Ray, ECG, Reporting etc	On-Call (16 to 31 Night + Sundays + Public Holiday)	Morning	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	E	/	M	M	M	M	M	/	M	M	M	M	E	/		
	Shakeela Zaman (MIT)	Supervision of radiology department, X-Ray, ECG, Reporting etc	On-Call (01 to 15 Night + Sundays + Public Holiday)	Evening	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	M	/	E	E	E	E	E	/	E	E	E	E	M	/		

Prepared By: With Mutual Coordination Uploaded By: Nazik Khan (IT Officer)  Checked by: DMS  Approved By: Medical Superintendent 

Supporting Staff

Duty Roster of Tehsil Head Quarter Hospital Hazro

Month: December, 2023

Sr. No	Employee Name (Location)	Responsibilities	01/12/2023 to 31/12/2023																													Remarks		
			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	31
			F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		S	S
1	Javed (Tube Well Oprtr)	Maintenance of Lawn & Garden	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
2	Hazir Khan (Lawn)	Maintenance of Lawn & Garden	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
3	Bilal (MS Office)	MS Office	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
4	Sharif (Wards)	Bedding, Cleaning, Patient Handling	M	M	M	OFF	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
5	Khurram Shehzad (Medical OPD)	Medical OPD	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
6	Zahoor (Admin + Reliever)	Admin + Reliever	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
7	Sajid Khan Ali Zai (Dispensary)	Medicines issuance, record keeping,	M	M	M	M	M	M	OFF	M	M	M	M	M	OFF	M	M	M	M	M	M	OFF	M	M	M	M	M	M	OFF	M	M	M		
8	Raheel (Dispensary)	Medicines issuance, record keeping,	Leave																															
9	Sabir Nawaz (Laboratory)	Laboratory,	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
10	Faiz (Wards)	Bedding, Patient Handling	M	M	/	M	M	M	M	M	OFF	M	M	M	M	M	/	M	M	M	M	M	M	OFF	M	M	M	M	M	M	/			
11	Rashid (OT)	Patient shifting, Bedding Cleaning	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
12	M. Raza (Blood Bank)	Bedding, Cleaning	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
13	Hira Khan Afridi (Eye OPD Assistance) Tuesday, Wednesday Reliever duty	Ortho OPD Postmortem & On-Call for Postmortem 8 AM to 8 PM. Duty in ward on 04,11,17,25	M	M	/	M	M	M	M	M	/	M	M	M	M	M	OFF	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
14	Nasreen Akther (L. Room)	Bedding, Cleaning, Postmortem & On-Call for Postmortem 8PM to 8 AM	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
15	Gohar Rehman (Dialysis)	Dialysis	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
16	Adil (NCD)	NCD Patients Handling	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
17	Ghulam Shabbir (Paeds OPD)	Paeds OPD	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
18	Khurram Ali Shah (Ortho OPD)	Pateint Handling, Morning Reliever every Monday, Thursday	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
19	Ali Abbas (IPD)	IPD	M	M	/	M	M	M	M	N	N	N	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
20	Abid (Medicine Store)	Medicine Store	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
21	Adnan (Dental)	Bedding, Cleaning	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
22	Allahyar (ER)	Bedding, Cleaning, ER	M	M	/	M	M	M	M	M	/	M	M	M	M	M	/	M	M	M	M	M	M	/	M	M	M	M	M	M	/			
23	Usman Shah (Reliever)	Reliever, Will do duty in Pharmacy on every Thursday	E	M	E	N	N	N	N	E	OFF	E	N	OFF	M	M	E	M	E	N	OFF	M	M	E	M	E	N	OFF	M	M	E	M	E	
24	Usama (ER Purchi)	ER Purchi	E	E	/	E	E	E	E	E	/	E	E	E	E	E	/	E	E	E	E	E	E	/	E	E	E	E	E	E	/			
25	Muhammad Saleem (ER)	Ward Servant, Generator, Tube Well operating	OFF	E	E	E	E	E	E	OFF	E	E	E	E	E	OFF	E	E	E	E	E	E	OFF	E	E	E	E	E	E	OFF	E	E		
26	Ilyas (ER)	ER+Purchi	N	N	N	OFF	Leave					N	N	N	N	N	N	N	OFF	N	N	N	N	N	N	OFF	N	N	N	N	N	N		

Note: Any kind of leave, duty swap, Off adjustment and any type of intimation must be forwarded through respective shift (DMS, Head Nurse, HOD) who prepared the roster in written form with signed and stamp

Prepared By: Admin

Uploaded By: Nazik Khan (IT Officer)

Checked by: DMS

Approved By: Medical Superintendent