



OFFICE ORDER

The Duty Roster for SMOs, SWMO, MO & WMO for the month of **SEP** 2023 is scheduled as under:-

I- OUT DOOR DEPARTMENT		HCP Clinic	Wel Women Clinic	Mental Health Clinic	MO TB Dots	NCD Clinic	OT-RECOVERY ROOM
Dr. Safia Shaheen WMO Dr. M. Shahzeb M.O		Dr. Azhar Waseem MO	Dr. Saiqa Shabnum SWMO	Dr. Sofia Saleem SWMO	Dr. Salma Munawar WMO/MLC	Dr. Sofia Saleem SWMO Dr. Abeerah Rafique WMO	Morning Dr. Ahmad Raza M.O Evening Dr. Mehnaz Mushtaq WMO

II- CASUALTY DEPARTMENT							
MORNING		Evening		NIGHT			
Name of Doctor	Off	Reliever	Name of Doctor	Off	Reliever	A	B
Dr. Humayun Zafar MO	Monday	Dr. Muzammal Mushtaq M.O	Dr. Ejaz Ahmad M.O/DMS	Monday	Dr. Imran Ali M.O	Dr. Muzammal Abbas MO	Dr. M. Waqas M.O/DMS
Dr. Rabia Hafeez WMO	Tuesday	Dr. Aleeza Rehman WMO	Dr. Ujala Majeed WMO	Tuesday	Dr. Amna Saeeda WMO	Dr. Hamza Shabir MO	Dr. Awaiz Aziz M.O

III- Caretology (CCU) UNIT							
MORNING		Evening		NIGHT			
Name of Doctor	Off	Reliever	Name of Doctor	Off	Reliever		
Dr. Bilawal Nazir MO	Wednesday	Dr. Muzammal Mushtaq M.O	Dr. Faran Ashraf M.O	Wednesday	Dr. Aftab Iqbal M.O	Dr. Rizwana WMO	Dr. Numan Bashir M.O

IV- GYN&E Indoor Department/ Labour Room							
MORNING		Evening		NIGHT			
Name of Doctor	Off	Reliever	Name of Doctor	Off	Reliever		
Dr. Maimuna Nazir WMO	Thursday	Dr. Aleeza Rehman WMO	Dr. Sobia Tariq WMO	Thursday	Dr. Amna Saeeda WMO	Dr. Shafia Sabar WMO	Dr. Afreen Asad WMO

V- Wards							
MORNING		Evening		NIGHT			
Name of Doctor	Off	Reliever	Name of Doctor	Off	Reliever		
Medical	Dr. Khawar Mushtaq MO	Friday	Dr. Muzammal Mushtaq M.O	Dr. Aftab Iqbal M.O	Friday + Wednesday	Dr. Imran Ali M.O	Dr. Shumaila Rafique WMO/MLC
Chest Indoor	Dr. Saima Munawar WMO/MLC	Friday	Dr. Aleeza Rehman WMO	Dr. Razia Riz WMO /MLC	Sunday	Dr. Amna Saeeda WMO	Dr. Huzafa Jabran M.O/DMS/MLC
Paeds + ENT	Dr. Munazah Parvaiz WMO	Wednesday	Dr. Muzammal Mushtaq M.O	Dr. M. Abdullah M.O/MLC	Wednesday	Dr. Imran Ali M.O	Dr. Tehmeena Razaq WMO
Surgery + ORTHO	Dr. Zahid Abbas MO /MLC	Sunday	Dr. Muzammal Mushtaq M.O	Dr. Razia Riz WMO /MLC	Sunday	Dr. Amna Saeeda WMO	Dr. Huzafa Jabran M.O/DMS/MLC
Reliever	Dr. Aleeza Rehman WMO Dr. Muzammal Mushtaq M.O	Saturday		Dr. Amna Saeeda WMO Dr. Imran Ali M.O	Saturday		Dr. Sumaira Astam WMO Dr. Asad Shahid M.O/MLC Dr. Tchrreem Amjad WMO/MLC Dr. Asad Shahid M.O/MLC

1. Dr. Saiqa Shabnum SWMO, Dr. Ejaz Ahmad M.O/DMS, Dr. Huzafa Jabran M.O and Dr. M. Waqas M.O will be Deputy Medical Superintendent of their respective shifts and they will forward all leave applications to M.S Office after managing the reliever. (2) No Casual Leave will be allowed without duty adjustment. (3) Wear overcoat with name tag during duty hours. (4) Duty doctor is responsible for fulfilling the admission charts/record as per MSDS Indicators/ SOPs. (5) Duty doctor is directed to strictly observe the COVID-19 and Hospital Waste Management SOPs. (6) All doctors are directed to observe strictly duty timings as per duty roster and not leave the duty place without handing over charge to next shift. Late arrivals will be considered as absent from duty. (7) All staff shall be present according to roster and replacements must be on the basis of application, duly signed by M.S (8) Relievers will have weekly off on Saturday.

Deputy Medical Superintendent
THQ Hospital Burewala

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