

Duty Roster Janitorial Staff, Month of November, 2023

Morning (7:00 am To 3:00 pm)

Sr.No.	Name	Desigination	duty Area	Day off
1	Tanveer Ahmad	Supervisor	All Emergency Area Of Hospital	Saturday
2	Arslan Afzal	Supervisor	All OPD Area Of Hospital	Sunday
3	Sikander	Sweeper	Waiting Area + Mortury	Wednesday
4	Zafar Shaheen	Sweeper	Male Ward	Friday
5	Ghulam Murtaza	Sweeper	Dialysis Unit	Sunday
6	Sajjad Ali	Sweeper	Admin Block	Saturday
7	Amir Mehmood	Sweeper	Emergency	Thursday
8	Ghulam Ahmed	Sewar Man	All Sewer Work+Cardiology ward	Tuesday
9	Shahzad Ahmed	Sewar Man	OT	Sunday
10	Akhter Masih	Sweeper	Emergency	Friday
11	Ahmed Ali	Sweeper	Paeds Ward	Monday
12	Ali Nawaz	Sweeper	Back side Roads+ Lawns	Tuesday
13	Shazia Boota	Sweeper	Female ward & Gallary	Thursday
14	Zreena BiBi	Sweeper	Labor Room+ Gynae Ward	Wednesday
15	M Nazir	Sweeper	Grassy Lawns Backside Emergency	Saturday
16	Faisal Nadeem	Gardner	Back side Gardens+ Lawns	Sunday
17	M.Shahbaz	Gardner	Front side Gardens+ Lawns	Monday
18	M Ibraar	Sweeper	OPD	Sunday
19	M Hussain	Sweeper	OT Gallery + Laboratory	Saturday
20	Amjad Ali	Sweeper	Eye Ward	Tuesday
21	Asif Ali	Sweeper	OPD	Saturday

Evening (03 pm To 11 pm)

Sr.No.	Name	Desigination	duty Area	Day off
1	Muhammad Asad	Supervisor	All Hospital Area	Friday
2	Ali Akbar	Sweeper	Emergency	Tuesday
3	Asif Masih	Sweeper	Outside Area	Tuesday
4	Altaf Hussain	Sweeper	Male Ward + Paed ward	Monday
5	M.Farooq	Sweeper	Emergency	sunday
6	Kamran Qadir	Sweeper	Cardiology Ward	sunday
7	Arsal Shamshad	Sweeper	Emergency	Wednesday
8	Shamem Bibi	Sweeper	Female ward+Labour Room	Friday

Night (11 pm To 07 am)

Sr.No.	Name	Desigination	duty Area	Day off
1	Furqan Ramzan	Supervisor	All Hospital Area	Thursday
2	Shahzaib Masih	Sweeper	Emergency	Friday
3	M Safdar	Sweeper	Emergency	Saturday
4	Abdul Razaq	Sweeper	Outside Area	sunday
5	Danish Masih	Sweeper	Mortury + Out side area	Tuesday
6	M Mudasir	Sweeper	All lawns and roads	Wednesday
7	Kishwar Bibi	Sweeper	Female ward + Labour room	Thursday

Relivers: 1. kamran qadir for Morning 2. Abdur Razaq for Evening 3. Amir Mehmood for Night

Admin Officer
THQ Hospital SDK

Supervisor
THQ Hosp.SDK

Medical Superintendent
THQ Hospital Sadiqabad

THQ HOSPITAL SADIQABAD

DUTY ROSTER OF NURSING STAFF PEDIATRICS DEPARTMENT

FOR THE MONTH OF NOVEMBER 2023 W.E.F. 01-11-2023 TO 30-11-2023

Shifts	STAFF NAME	DUTY AREA (PLACE)
Paeds Ward Morning (08:00 AM to 02:00 PM)	Ms. Shahida Nasreen, Head Nurse	Male / Female Ward (Day Off: Sunday)
	Ms. Shahida Nasreen will act as Head Nurse of Paeds Ward for Morning Evening & Night	
	Ms. Faiza Rauf, Charge Nurse	General Over + Linen Over + Daily & Monthly Reports & Record Maintain (Day Off: Sunday)
	Ms. Bushra Ali, Charge Nurse	Paeds Ward (Day Off: Thursday) → (Sunday Duty)
	Ms. Asma Rafique, Charge Nurse	Nursery (Off: Wednesday) → (Sunday Duty)
	Ms. Khalida Parveen, Charge Nurse	Paeds Ward (Day Off: Sunday)
	Ms. Samia Raza, Charge Nurse	Reliever (Day Off: Tuesday)
	Note: Ms. Samia Raza will perform day off reliever in Paeds Ward	
Paeds Ward Evening (02:00 PM to 08:00 PM)	Ms. Hina Yasin, Charge Nurse	Paeds (Ward + Nursery) (Day Off: Sunday)
	Ms. Rabia Batool, Charge Nurse	Paeds (Ward + Nursery) (Day Off: Friday)
	Note: Ms. Samia Raza will perform day off reliever in Paeds Ward	
Paeds Ward Night (08:00 PM to 08:00 AM)	Ms. Sana Khalil, Charge Nurse	Paeds (Ward + Nursery) (Off: Saturday + Sunday)
	Ms. Shamshad Akhtar, Charge Nurse	Paeds (Ward + Nursery) (Off: Thursday + Friday)
	Note: Ms. Samia Raza will perform day off reliever in Paeds Ward	

Note:

① Self granted / Self declared Day Offs (other than mentioned routine weekly Off) are strictly prohibited in case of non-compliance disciplinary proceedings will be initiated.

Revised Duty Roster for Cardiology Center THQH Sadiqabad

THQ HOSPITAL SADIQABAD

FOR THE MONTH OF NOVEMBER 2023 W.E.F. 01-11-2023 TO 30-11-2023

Shifts	Name	Duty Time / Shift
MORNING SHIFT (08:00am to 02:00pm)	Dr. Mujeeb ur Rehman, Cardiologist	8:00 AM to 2:00 PM (Day Off: Sunday)
	Dr. Shakeel Ahmed, MO	8:00 AM to 2:00 PM (Day Off: Saturday)
	Ms. Mussarrat Roshan, Head Nurse	8:00 AM to 2:00 PM (Day Off: Saturday)
	Ms. Fouzia Zikar, Charge Nurse	8:00 AM to 2:00 PM (Day Off: Sunday)
	Ms. Bushra Iftikhar, Charge Nurse	8:00 AM to 2:00 PM (Day Off: Friday)
	Mr. Rizwan Khalid, Ward Servent	8:00 AM to 2:00 PM (Day Off: Sunday)
	Mr. Awais Asif, Reliever	8:00 AM to 2:00 PM (Day Off: Saturday)
EVENING SHIFT (02:00pm to 08:00pm)	Dr. Rukhsana Ilyas, WMO	2:00 PM to 8:00 PM (Day Off: Friday)
	Ms. Shumaila Sattar, Charge Nurse	2:00 PM to 8:00 PM (Day Off: Monday)
	Mr. Nadeem Arshad, Supportive Staff	2:00 PM to 8:00 PM (Day Off: Thursday)
NIGHT SHIFT (08:00pm to 08:00am)	Dr. Jam Naveed Nawaz, MO	08:00 PM to 08:00am Duty Days: Even Days i.e. 2,4,6....30
	Dr. Ali Zahoor, SMO	08:00 PM to 08:00am Duty Days: Odd Days i.e. 1,3,5,7,9,11 (After 11-11-2023 his duty will be adjusted to other than night shift)
	Ms. Shabana Khaliq, Charge Nurse	08:00 PM to 08:00 am (Off: Tuesday + Wednesday)
	Mr. Qamar Masih, Supportive Staff	08:00 PM to 08:00 Am (Off: Friday)
Note	<u>2. No CL is allowed prior approval and arrangement of Reliever / duty adjustment.</u>	

**DUTY ROSTER OF MALE/FEMALE WARD NURSING STAFF
FOR THE MONTH OF NOVEMBER 2023 W.E.F. 01-11-2023 TO 30-11-2023**

INDOOR (FEMALE WARD)

Shifts	STAFF NAME	DUTY AREA (PLACE)
Female Ward Morning (08:00 AM to 02:00 PM)	Ms. Sughra Manzoor, Head Nurse	Male / Female Ward (Day Off: Sunday)
	Ms. Saba Noreen, Charge Nurse	Medicine Over + Monthly Record Maintain + Daily DHIS(2) Reporting. (Day Off: Sunday)
	Ms. Sadaf Naseem, Charge Nurse	Medical / Surgical (Day Off: Saturday)
	Ms. Sana Sarfaraz, Charge Nurse	Gynae / Labour Room (Day Off: Sunday)
	Ms. Kalsoom Akhtar, Charge Nurse	Reliever Morning (Day Off: Wednesday)
	Ms. Saima Bashir (Senior), Charge Nurse	Operation Theater (O.T) (Day Off: Sunday)
	Ms. Saima Bashir (Junior), Charge Nurse	Operation Theater (O.T) (Day Off: Sunday)
	Ms. Haleema Sadia, Charge Nurse	Dialysis Unit (OPD) (Day Off: Sunday)
	Ms. Malaika Yasin, LHV (PHCIP)	ANC - Paeds OPD-EMR Entry (Day Off: Sunday)

Note: Ms. Kalsoom Akhtar & Ms. Sadaf Naseem will perform Sunday (Morning) Duty.

Female Ward Evening (02:00 PM to 08.00 PM)	Ms. Nazish Sarfaraz, Charge Nurse	Gynae + Labour Room (Day Off: Thursday)
	Ms. Sonia Ashiq, Charge Nurse	Medical/Surgical + Male ward (Day Off: Friday)
Female Ward Night (08:00 PM to 08:00 AM)	Ms. Fakhra Sadiq, Charge Nurse	Labour Room+ Gynae (Night Off: Saturday + Sunday)
	Ms. Asqa Shahzadi, Charge Nurse	Medical/Surgical (Night Off: Thursday + Friday)

Shifts	STAFF NAME	DUTY AREA (PLACE)
Morning (08:00 AM to 02:00 PM)	Ms. Shahida Majeed, Charge Nurse	Male Ward Morning & Medicine / Record Maintenance (Day Off: Sunday)
Male Ward Evening	Ms. Asqa Shahzadi, Charge Nurse	Male Ward Evening (Day Off: Friday)
Male Ward Night	Ms. Rabia Batool, Charge Nurse	Male Ward Night (Night Off: Thursday + Friday)

NURSING (EMERGENCY DEPARTMENT) DUTY ROSTER FOR NOVEMBER 2023

Shifts	STAFF NAME	DUTY AREA (PLACE)
Emergency Morning (08:00 AM to 02:00 PM)	Ms. Zahida Yasin, Head Nurse	Emergency (Day Off: Sunday)
	Ms. Mussarat Kausar, Charge Nurse	Emergency (Day Off: Saturday) → (HDU)
	Ms. Abida Columbus, Charge Nurse	Emergency (Day Off: Sunday)
Emergency Evening (02:00 PM - 08:00 PM)	Ms. Sidra Akbar, Charge Nurse	Emergency (Day Off: Thursday) → (HDU)
	Ms. Sonia Saleem, Charge Nurse	Emergency (Day Off: Friday)
Emergency Night (08:00 PM to 08:00 AM)	Ms. Anisha Mustafa, Charge Nurse	Emergency (Night Off: Saturday + Sunday)
	Ms. Tahira Tabassum, Charge Nurse	Emergency (Night Off: Thursday + Friday)

Note:

① Self granted / Self declared Day Offs (other than mentioned routine weekly Off) are strictly prohibited in case of non-compliance disciplinary proceedings will be initiated.

② No Casual Leave is allowed in the night shift.

③ No Off / Casual Leaves is allowed without prior approval of Medical Superintendent

Duty Roster Security Service THQ Sadiqabad, Month of November 2023

Morning (7:00 am To 3:00 pm)

Sr No.	Name	Designation	Duty Area
1	Muhammad Ali 031524333922	Ex Army Security Guard	All Area of Hospital
2	Muhammad Faisal	Civil	OPD Area
3	Zubair Ashraf	Civil	Main Gate
4	Muhammad Abrar	Civil	Emergency
5	Muhammad Ashraf	Civil	Peads Ward
6	Sumaira Rasheed	Lady Searcher	OPD Area
7	Mehnaz Bibi	Lady Searcher	Gyne Ward

Evening (03 Pm To 11 Pm)

Sr No.	Name	Designation	Duty Area
1	Muhammad Nasir 0342-8997837	Ex Army Security Guard	All Hospital Area
2	Adil Hussain	Civil	Main Gate
3	Muhammad Nadeem	Civilian	Emergency
4	Muhammad Umair	Civil	Peads ward
5	Samra Yaqoob	Lady Searcher	Female Ward

Night (11 pm To 07 am)

Sr No.	Name	Designation	Duty Area
1	Ghulam Rasool	Ex Army Security Guard	All Hospital Area
2	Muhammad Aslam	Ex Army	Main Gate
3	Anees Ur Rehman	Ex Army Civil	Emergency
4	Abdul Malik	Ex Army	Peads Ward
5	Sumaira Rafiq	Lady Searcher	Female ward

Admin Officer

THQ Hospital SDK

Supervisor

THQ Hospital SDK

Malik Zahoor Ahmad Kulyar
Supervisor
GB Security Services Pvt. Ltd.
Cell 0302-5168115

Medical Superintendent

THQ Hospital SDK