

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

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30.12.2025


**Sub: Implementation of an online dashboard for accessing on-call duty rosters reg.**

It has been observed that delays or inconsistent sharing of such rosters sometimes result in logistical gaps, duplication of responsibilities, and disruption in coordination between clinical departments, administrative units, and support services. In order to ensure uninterrupted patient care services, proper coordination among clinical and support units, and effective deployment of manpower, it is imperative that all departments prepare and communicate their on-call duty rosters in a timely and transparent manner. Delay or gaps in sharing such rosters adversely affect continuity of services, responsiveness in emergencies, and overall institutional efficiency.

To streamline this process and to make the approved on-call duty rosters easily accessible to all internal stakeholders, it has been decided to develop an **online dashboard** on the AIIMS intranet, where each Centre/Department/Service shall directly upload its duty rosters. The dashboard shall allow real-time viewing of current rosters by concerned administrative sections, control room and other authorized users, thereby reducing dependence on manual circulation. The Computer Facility shall ensure development, testing, and smooth functioning of the dashboard on the AIIMS intranet, including appropriate user access controls. With effect from **1st April 2026**, the said dashboard shall be operational on the AIIMS intranet and will be the primary mode for submission, dissemination and reference of on-call duty rosters.

All Chiefs of Centers / Heads of Departments/ Medical Superintendent shall ensure that:

- Monthly/Fortnightly/Weekly on-call duty rosters, as applicable, are uploaded on the dashboard positively at least 7 days before the commencement of the period of duty.
- Any subsequent change/substitution in the roster (including leave, emergency changes, and additional on-call duties) is updated on the dashboard immediately upon approval, so that the latest version is always available in the system.

 30/12/2025

**Prof. M Srinivas**

Director

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