

F.No. 01-25/CDER – Misc (I)  
All India Institute of Medical Sciences  
Centre for Dental Education & Research  
(Office of the Chief)

New Delhi, Dated the 14.01.2026

OFFICE MEMORANDUM

**Subject: Delegation of responsibility for preparation, submission and uploading of On – Call Duty Roster on institute's online dashboard – regarding.**

In continuation of the Office Memorandum of even number dated 19.12.2025 regarding the compliance and preparation of duty rosters, and in compliance with the OM issued by the O/o Director, AIIMS, New Delhi vide F.No. 40-30/2025-Estt.I dated 30.12.2025 regarding implementation of an online dashboard for accessing on-call duty rosters, and with a view to ensuring timely submission, uniformity and effective coordination, some arrangements are hereby notified for this Centre.

2. With immediate effect, the responsibility for preparation, compilation and uploading of the monthly on – call duty roster of this Centre on the online dashboard/intranet portal of AIIMS, New Delhi shall vest with the Office of Addl. MS (CDER).
3. The Professor In – Charge(s) of all specialities/ divisions of this Centre shall forward the names of **Junior Residents, Senior Residents and Consultants** for on – call duties every month to the Office of Addl. MS, in the prescribed format (enclosed), positively at least seven (07) days before the commencement of the duty period, so as to enable timely consolidation and upload.
4. The Office of the Addl. MS (CDER) shall compile the duty inputs received from all Specialities/ Divisions, prepare the consolidated monthly on – call duty roster for this Centre and upload the approved roster on the online dashboard of AIIMS, New Delhi, which shall be the primary mode for submission, dissemination and reference.
5. **Any subsequent change, substitution or modification in the duty roster on account of leaves, emergency or any administrative exigencies shall be communicated immediately by the concerned Speciality/ Division to the Office of Addl. MS (CDER),** and shall be updated on the online dashboard immediately upon approval, so that the latest version is always available in the system.
6. All concerned are directed to strictly adhere to the above instructions.



**Internal Distribution:**

Addl. MS/ Professor In – Charge(s) of OMR, OMFS, Prosthodontics, CDE, Orthodontics, Periodontology, Oral Pathology, Pedodontics, PHD/ Faculty Members/ ANS

**Copy forwarded for information to: -**

1. PPS to Director/ Addl. Director (Admin)/ Medical Superintendent
2. The PIC (Computer Facility), AIIMS, New Delhi
3. PPS to Chief (CDER)

ANNEXURE I

Annexure/ Format for submission of Consultants and Residents' Details for the On – Call Monthly Duty Roster vide OM No. F.No. 01-25/CDER – Misc (I) of Centre for Dental Education & Research, AIIMS, New Delhi

Speciality/ Division: \_\_\_\_\_

**Details of the Junior Residents**

S.No.	Name	Contact Number
1.		
2.		
3.		
4.		

**Details of the Senior Residents**

S.No.	Name	Contact Number
1.		
2.		
3.		
4.		

**Details of the Consultants**

S.No.	Name	Contact Number
1.		
2.		
3.		
4.		
5.		

It is hereby certified that the above residents and consultants have been informed and consented for on – call duties and no leave/ conflicting duty is anticipated for the duty-period.

(Professor In – Charge)  
Signature with date and seal  
Dated the \_\_\_\_\_

The Addl. MS (CDER)  
AIIMS, New Delhi

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

**OFFICE OF DIRECTOR**

F. No. 40-30/2025-Estt.I

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.

*AS 30/12/2025*

**Prof. M Srinivas**

Director

**Distribution (with a request to also circulate it to all officials under their control)**

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor
7. Prof. I/c Computer Facility (with a request to upload this OM on AIIMS website)

F.No. 01-25/CDER - Misc (I)  
All India Institute of Medical Sciences  
Centre for Dental Education & Research  
(Office of the Chief)

New Delhi, Dated the 19.12.2025

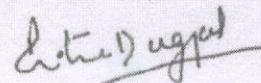
OFFICE MEMORANDUM

**Subject: Compliance of Duty Roster and Prior Arrangement in case of leave/ absence by the residents - regarding.**

It has come to the notice of the undersigned that some residents whose names are included in the on - call Duty Roster are proceeding on leave or remain absent without making any alternate duty arrangements or without formally handing over their duties to another residents.

2. Such unplanned absence causes serious inconvenience in the management of on - call patients and disrupts the smooth functioning of the Centre and clinical services. It also places an undue burden on the other residents and staff who are compelled to manage duties at short notice.

3. In this regard, all residents are hereby directed to ensure that in case of leave, absence or non-availability, they must, arrange a suitable substitute with prior consent of the concerned resident and inform the office of the undersigned in advance, along with details of the substitute, for proper record and approval. In cases where such arrangements are not made, it shall be the responsibility of the respective Professor In-charge of the speciality/ division to ensure that a resident is available for duty as per the duty roster.



(Dr. Ritu Duggal)  
Chief of the Centre, CDER  
Tele. 26588760 (2304)

**Copy to: -**

- i. Professor In-Charge(s) of all divisions of the Centre.
- ii. Junior and Senior Residents, CDER
- iii. Faculty Members, CDER
- iv. The ANS, CDER
- v. All concerned
- vi. Notice Boards

**Copy forwarded for information to: -**

- i. PPS to Chief, CDER
- ii. Addl. M.S. (CDER)