



GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT



NOTIFICATION

NO.SO (ME-I) 7-1/2024(CIP): In supersession of this Department's Notification No. SO(ME)7-6/2020(CIP) dated 11th March, 2021, the Competent Authority has been pleased to notify the "**Policy and Procedure Manual (PPM) of Post-Graduate Residency (PGR) of Level-III Programs**" which shall come into force at once, with immediate effect. The salient features of PPM are as under:

1. Introduction

1.1 The Post-graduate Residency of Level-III Program will lead to Post-graduate qualification of MD / MS / MDS / FCPS. It will be based on merit and academic performance of the doctors / dentists desiring to seek Post-graduate Training.

1.2 The Policy and Procedure Manual (PPM) has been devised to:

- continuously assess, review and update the training potential of public teaching hospitals,
- To improve the standards of training in public hospitals and
- To carry out admissions and placements of doctors in erstwhile PMC/PMDC Level-III Programs in Public Teaching Hospitals / Medical Colleges / Medical Universities in Medical and Dental (clinical and basic specialties) through uniform merit-based selection.

1.3 The Policy for the selection of PG Trainees will be implemented at all the Teaching Institutions under the administrative control of SHC & ME Department as well as in other Teaching Institutions to be selected by the PG Admission Committee.

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1.4 It is applicable for July 2024 induction and onwards.

2. **Mission, Goal and Objectives**

2.1 **Mission:** The Government of the Punjab, Specialized Healthcare & Medical Education Department shall uplift the quality of healthcare services at the "Tertiary and Specialized Teaching Hospitals" of the Punjab according to the national and international standards.

2.2 **Goal:** Launch systems, operationalize them and strengthen them through a continuous process of improvement.

2.3 **Objectives:** Uplifting of all three pillars of health care systems – Hospitals, Medical Education and Quality of Healthcare, in all Teaching Hospitals of the Punjab.

3. **Post-graduate Qualification framework:**

Learning levels	Duration (Min)	Research Component	Clinical Medical or Dental qualification	Basic Sciences Qualification
Level-I	5 year MBBS 4 year BDS		MBBS/ BDS	
*Level-II a	1 year after Level-I		Postgraduate Diploma	Diploma in Medical Education, DMJ, DHPE
*Level-II b	2 year after Level-I	Thesis/ Dissertation	M.Sc and Equivalent qualification with other nomenclature	M.Sc Basic Sciences MHPE/ MME. M.Phil, MSPH and equivalent qualification with other nomenclature
** Level-III	Minimum 3 or more year after Level-I	Thesis/ Dissertation	FCPS/MS/MD and equivalent qualification with other nomenclature	FCPS/ Ph.D and equivalent qualification with other nomenclature

*Degrees (Level II a/ II b) without a thesis or dissertation (approved by University) cannot proceed to Ph.D in Basic sciences.

***Source:** Pakistan Medical and Dental Council, Postgraduate Medical/Dental Education Standards and Regulations 2023

4. **Administration of the Training Program by Degree Awarding Institutions**

(DAIs):

Approved Status of Training Program by DAI	Formula for Seats Distribution Ratio	FCPS Seats Allocation%	MD / MS / MDS Seats Allocation %
Approved by both CPSP and Universities	50:50	50	50

5. Constitution of Committees and their TORs:

In order to streamline the process of the induction of post-graduate trainees, following committees and their terms of references (TORs) will be notified by Specialized Healthcare & Medical Education Department:

5.1 Post-Graduate Admission Committee (PGAC):

5.1(a) Post-graduate Admission Committee for admission in residency program will consist of following members:

1.	Secretary, Specialized Healthcare & Medical Education Department	Convener
2.	Special Secretary (Development & Reforms), Specialized Healthcare & Medical Education Department	Co-convener
3.	Special Secretary (Operations) Specialized Healthcare & Medical Education Department	Member
4.	Seven Vice Chancellors (UHS, KEMU, FJMU, UCHS, RMU, FMU and NMU)	Members
5.	Two Principals of Public Sector Medical Colleges (One from Lahore and one from outside Lahore) to be nominated by Secretary SCHMED	Members
6.	CEO, Mayo Hospital, Lahore	Member
7.	Prof. Syed Muhammad Awais (Retired) Ex-Professor of Orthopedic Surgery, KEMU, Lahore	Member
8.	Additional Secretary (Medical Education), SHC&ME Department	Member
9.	Additional Secretary (Technical), SHC&ME Department	
10.	Additional Secretary (Technical), P&SHC Department	Member
11.	Head of institutions of Specialized Hospital / Institution (Pediatrics and Cardiology) one from Lahore and one from outside Lahore to be nominated by Secretary SCHMED	Members
12.	Any co-opted Member	

5.1(b) The TORs of the PGAC will be as under:

- i. To uplift the quality of Healthcare in Punjab through improvement of quality of Medical Education of Healthcare Providers.
- ii. To frame all rules & regulations of postgraduate residency training for level-III in public-sector teaching institutions of Punjab.

- iii. To assist the Administrative Department in implementation of these framed rules & regulations.
- iv. To decide the cases referred by the Hardship and Grievance committees or any other source.

5.2 Grievance Committee:

5.2(a) In order to redress the grievances of applicants of Post-graduates Residency Program (PRP), there shall be following Grievance Committee:

1.	Vice Chancellor, Fatima Jinnah Medical University, Lahore	Convener
2.	Pro-Vice Chancellor, King Edward Medical University, Lahore	Member
3.	Registrar, King Edward Medical University, Lahore	Member
4.	Principal, Allama Iqbal Medical College, Lahore	Member
5.	Medical Superintendent, Lahore General Hospital, Lahore	Member
6.	Representative of SH&MED	Member
7.	Manager / Director IT, Punjab Health Foundation	Member
8.	Any co-opted Member	

5.2(b) The TORs of Grievance Committee will be as follows:

- i. To address the grievances of candidates regarding admission process in light of the Policy and Procedure Manual.
- ii. The meeting of the Committee will be held during the admission process as per requirement on notification by the SHC & ME Department.

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5.3 Hardship Committee:

5.3(a) In order to resolve the cases of Hardships of Post-graduate trainees after joining the Residency Program, there shall be following Hardship Committee:

1.	Vice Chancellor, King Edward Medical University, Lahore	Convener
2.	Registrar, University of Health Sciences, Lahore	Member
3.	Pro-Vice Chancellor of a Public sector medical University outside Lahore to be nominated by Secretary SCHMED	Member
4.	Principal, Services Institute of Medical Sciences, Lahore	Member
5.	Chairperson, PG Admission Committee, Fatima Jinnah Medical University, Lahore	Member
6.	Departmental Representative	Member
7.	Manager / Director IT, Punjab Health Foundation	Member
8.	Any co-opted Member	

5.3(b) The TORs of the Hardship Committee will be as follows:

- i. To scrutinize applications of PG Trainees received through the SHC&ME Department/online portal
- ii. To furnish recommendations regarding transfer / change of Specialty / change of Supervisor and / or change of Institution to the SHC & ME Department.
- iii. To recommend examination of PG Trainees by the Standing Medical Board, if deemed appropriate.
- iv. The Hardship Committee will meet on quarterly basis (minimal once in each quarter).

Note: No transfer shall be allowed within same city. Transfer on basis of hardship shall be subject to lower in merit and availability of vacancy in respective specialty in that induction session. However, that itself does not confer right for transfer. Individual merits of the case shall be examined by the Hardship Committee.

6. Guidelines / Requirements for Admission Procedure:

6.1 All Degree Awarding Institutions (DAIs), functioning in the field of Medical Education in Punjab, must have a legal charter, be notified by HEC and approved and included in the relevant schedules of the erstwhile PM&DC / PMC.

6.2 The Degree Awarding Institutions (DAIs) must obtain approval of their programs and qualifications from the PMDC and these qualifications must be included in the relevant schedules of HEC Qualification Framework and PMDC Act, Regulations.

6.4 All Public Teaching Institutions in Punjab must get their Specialty Programs and Training Sites inspected and approved / affiliated by the Degree Awarding Institutions (Universities/CPSP).

6.5 All Public Teaching Institutions must get their Specialty Programs and Training sites inspected and approved by PM&DC.

6.6 Only the Assistant Professors, Associate Professors and Professors shall be allowed to act as Supervisors for Post-Graduate training in teaching hospital. However, a Supervisor must have teaching experience of five (05) years, out of which three (3) years must be after the post-graduation. Moreover supervisor must qualify the minimum requirements of the respective approving body/DAI.

6.7 Each Faculty member (Assistant, Associate and Professor) shall have minimum one (01) PG Trainee per induction and HOD shall have minimum two (02) PG Trainees per induction.

6.8 In order to meet the criteria of having three (03) teachers for starting each Specialty Program, the list of faculties may include Professors, Associate Professors, Assistant Professors and Senior Registrars.

6.9 The Teaching Institution / Teaching Hospital shall be appropriately organized for the conduct of structured practical / clinical training program based on practice of modern medicine and current basic medical sciences. It must provide a scholarly environment and must be committed to excellence in both medical education and patient care.

6.10 For Postgraduate Training of Level-III Programs, one (1) PG Trainee will be inducted / admitted for every ten (10) beds per induction (except for Anesthesia and Radiology and others where the departments do not have patient beds).

6.11 Calculation of Beds / Faculty / Number of PGs, and allocation of PG Trainees to the Supervisors will be guided in principle by the PM&DC Regulations, published in Gazette of Pakistan. The average of one PGR for ten beds (**clause 6.10**) and number of PGRs as per number of faculty (**clause 6.7**) will be the general guiding principle for determining seat allocation. However, these shall not confer right for seat allocation.

6.12 The admissions will be carried out through centralized, computerized, transparent, merit-cum-availability system.

6.13 Admission / Entry for Post-graduate Residency will be twice a year (with January and July Inductions of Level III PG Trainees as two separate Induction programs. However, the Committee may change the schedule, if required. The selected candidates will start their training on 1st January and 1st July of every year. 50% seats will be filled in January and 50% seats will be filled in July.

6.14 The existing quota for Provinces and foreign national students should be as follows:

1.	Punjab	93%
2.	Disabled (of the Punjab Province): For the Disciplines of Anesthesia, Radiology and Pathology	01%
3.	AJK, Gilgit & Islamabad	02%
4.	Balochistan, KPK & Sindh	02%
5.	Foreign Candidates	02%

6.15 Seats of all Specialty Programs at all training sites will be calculated and publicized on portal at time of induction.

6.16 The training slots shall be allocated to College of Physicians and Surgeons Pakistan (CPSP) and Universities on 50:50 basis. Effort shall be made to fill seats in best interest of services to patients.

6.17 All training sites should be approved by both CPSP and Universities. If training sites / programs are approved by both DAI (CPSP and University), the seats will be divided among FCPS and MD / MS / MDS candidates on 50:50 basis. If approved by CPSP alone and not by University, then only 50% seats will be allocated to FCPS candidates. If training sites / programs are approved by University alone (not by CPSP), then only 50% seats will be allocated to University. No induction will be made in those institutions and programs which are not approved both by CPSP and University.

6.18 The DAIs are expected to provide the following documents / guidelines.

- i. Scheme of each program showing rotations, courses & examinations
- ii. Curriculum / Training Manual
- iii. Log Book / Portfolio
- iv. Technical requirements (equipment, facilities) of the program
- v. Research responsibilities

6.19 The DAIs (including CPSP and Universities such as KEMU, UHS, FJMU, NMU, FMU, RMU, UCHS) are expected to have in practice, an efficient monitoring system on training site(s), to ensure that the learning objectives of the curriculum are being met. This will be carried out in formal way through the rules / regulations of DAI.

6.20 The "Program Faculty Committee" and "Program Director" shall be notified by each teaching institution. "**Program Faculty Committee**", shall comprise of all Supervisors of each Specialty Programs. The Professor / HOD will be the "Program Director".

6.21 All Program Directors of an Institution will constitute "**Institutional Post-Graduate Medical Education Committee** (Institutional PGME Committee)" (as required by the PM&DC / PMC).


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6.22 The "Program Faculty Committee" will meet frequently and look after academics/training, allocation of PGs to supervisors, research, counseling, administration, internal examination, discipline within the program and continuous internal monitoring (as required by the PM&DC / PMC). The Program Faculty Committee shall maintain the minutes of all such meetings and will produce before Post-Graduate Admission Committee.

6.23 The "Institutional PGME Committee", will perform over all advisory role in all academic, administrative and disciplinary matters related to Level-III PG Residency within the Institution. This Committee will ensure that in all the programs, the curriculum is translated into training/competencies by a structured program and candidates are prepared for their final examinations. The Committee shall hold meetings and shall maintain its minutes.

6.24 The "Institutional PGME Committee" of each institution will manage / administer the morning, evening, night and on call duties in the light of standards given in gazette of Pakistan.

6.25 Post-Graduate Training is full-time & residential. Post-Graduate Residents are not allowed to indulge in private practice or second jobs including adhoc and/or locum. Violations of any kind shall call for strict disciplinary action and termination of training with debar of two years.

6.26 No honorary PG Residency is allowed in any case.

6.27 All PG Trainees (from Punjab, Pakistan or abroad) inducted under CIP are eligible for PG Stipend (admissible as per Government Rules) for the services they provide to the patients. The stipend shall be disbursed through a centralized Stipend Disbursement Portal run by Punjab Health Foundation.

6.28 The Medical Officers (M.O) / Demonstrators, in-service with minimum two years regular service, and are successful in getting admission on merit, will be provided deputation for their study period. For issue of salary they will be placed against deputation seats at Post-Graduate Medical Institute (PGMI). No regular Government Officer including MO, Demonstrator or teaching faculty shall be allowed to occupy his existing position and also undergo training. He / she shall have to proceed on deputation for training purpose. In case they do not have minimum two years regular service they shall have to take EOL/study leave as per their parent

department policy. However, consultants under administrative control of Primary and Secondary Healthcare Department shall have to submit NOC from PSHD for applying and proceeding on training. They shall ensure to have served the minimum number of years required to serve before pursuing training. No orders for joining of PG Training shall be issued by SCHMED unless the final merit lists are scrutinized and verified from HISDU, PSHD and ICT, SCHMED/Admin wing, SCHMED to clarify the status of their employees whether they are eligible to pursue training as per their parent department (PSHD or SCHMED).

6.29 The selected candidates and the concerned VCs, Principal / Head of Institution will be informed on the portal as well as e-mail/message regarding admission of the candidate. However, the applicants are strongly advised to visit the PHF portal frequently throughout the admission cycle till the finality and conclusion to avoid any inconvenience considering the network issues in delivery of text messages or email which is beyond the control of the Department. The concerned VC / Principal / Head of Institution will accept the candidate, get his / her original documents and issue the institutional orders and upload the joining report on the portal. The concerned VC / Principal / Head of Institution will also send the final notification of the joined candidates to the Medical Education wing of the Department. The Medical Superintendent of the Teaching Hospital VC / Principal / Head of Institution will include the name of the candidate in the Stipend / Salary system. It is the responsibility of the concerned Institution for verification of the credentials of the candidates before submission to SHC&ME Department and it should be duly certified in joining orders that all the documents and credentials claimed by the PG Trainees are duly verified by the Head of Institution for authenticity, accuracy and validity.

6.30 The candidate will give joining (in written and online) to the VC / Principal / Head of the institution within three (03) days after the admission. The concerned VC/Principal/ Head of Institution will send list of PGs who have joined to SHC&ME Department and the Medical Superintendent (both on-line and signed list on paper).

6.31 The VC / Principal / Head of Institution will forward the PGs to the Head of the Department who will call meeting of "Program Faculty Committee(s)" and distribute the PGRs to the relevant Units and Supervisors. The distribution of PGRs should be in accordance with the approved Supervisors as per CPSP/University by the concerned Program Faculty Committee. The Program Faculty Committee (s)

must frame guidelines and parameters for distribution of PGRs to uphold merit as well as judicious distribution of PGRs.

6.32 Post-Graduate Residents will also give their joining at the program site. The joining report shall be signed by the Supervisor, Program Director and Head of the Department. The candidate will submit the copies of the joining report to the VC / Principal / Medical Superintendent / Head of Institution and Post-Graduate Admission Committee and apply to the DAI for enrolment.

6.33 The Government of the Punjab, Specialized Healthcare & Medical Education Department will coordinate with all DAIs to maintain uniform standards in line with the competencies of the "Specialist Doctors".

6.34 The Public sector medical Universities of Punjab, running MD / MS / MDS Programs in their teaching hospitals will ensure uniform standards in their curriculum, training, examinations and quality assurance through inter-University Board which already exists.

6.35 The PG Trainees will be appointed during last two years of their training at non-teaching DHQ/THQ Hospitals for a period of three months at department(s) where consultant(s) are available in their specialty. The DAI shall arrange training of the consultant to act as co-supervisor for this period. DHQ / THQ Hospitals will be responsible to arrange for boarding and lodging in this case. Primary & Secondary Health Department will request SHC&ME Department for not filing specific non-teaching DHQ / THQ for PG trainee appointments. Main teaching hospital and clusters of non-teaching DHQ / THQs shall be identified and notified for these periphery rotations by the SCHMED to be implemented by the host institution to which the trainee belongs.

6.36 A Standing Medical Board (SMB) at provincial level will be notified by the Specialized Healthcare & Medical Education Department to ascertain the cases of PGRs who apply to change their specialty purely on medical grounds. The SMB will forward its recommendations to the Convener of Hardship Committee (i.e. VC KEMU). The Hardship Committee will consider all such cases in its meeting and will clearly furnish its recommendations to the SHC&ME Department along with the reports of SMB regarding change of specialty / issuance of orders.

6.37 All PG Trainees (whether on Stipend or MO) will have to leave the training slot on completion of training tenure in respective of their status of examinations.

6.38 The PG Residents will read and sign "Terms and Conditions" of PG Residency/Training at time of application.

6.39 The "Code of Ethics" for the PG Trainees will be issued by the Government of the Punjab, SHC&ME Department, or its Appointed Body.

6.40 A Post-Graduate Residency Cell (PGRC) to conduct Central Induction Program (CIP) will be established at Punjab Health Foundation.

6.1 No candidate shall be allowed to apply again for Level-III Post-Graduate Training, if he has already completed his / her first Level-III Post Graduate Training on the expense of Government.

6.43 The period spent at any hospital while undergoing a Post-Graduate training shall not be counted as experience.

6.44 All the Vice Chancellors/ Principals and Heads of Medical Institutions/ Hospitals would ensure proper Medical Care of PGRs and handle the matter locally. Furthermore, the Universal Health Coverage would also be available to all the PGRs with choice about the place of treatment.

7 Terms and Conditions of Post-Graduate Residency Program

Terms & Conditions of Postgraduate Residency will be as follows:

7.1 All experience will be counted as per rules of Government of the Punjab. Total duration of the course will be Four to Five years (Duration required by DAJ), out of which PG Training shall be granted initially for a period of one year, which shall be extendable on yearly basis. Request for extension in PG Training shall be recommended by HOI and forwarded to SHC&ME Department on yearly basis along with annual performance report for approval / final order.

Stipend:

7.2 PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government. Stipend for PG Trainee or salary (for in-service

employees of both Health departments will be allowed for a maximum of 04 / 05 years (depending on the specialty and requirement of DAI). This time period will start from day one of induction in the first PG training program. In case of exemption of training duration by DAI, the exempted period will not be entitled for extension or stipend.

7.2.1 Disbursement of stipend shall be dealt by Punjab Health Foundation through the online portal as well Punjab Health Foundation will execute the system on behalf of Specialized Healthcare & Medical Education Department and will start by having an account opened in Bank of Punjab.

7.2.2 In order to make the system work more efficiently and with least human intervention, all the cases of annual extensions in PG Training (except those on deputation) shall continue to be done by the institutions but through the portal.

7.2.3 The respective training Institutions shall issue annual extension orders (within prescribed duration of training i.e. four or five years) in favor of PGRs subject to fulfillment of the criteria as already laid down for grant of annual extension.

7.2.4 Funds shall be released to Punjab Health Foundation on quarterly basis however a monthly stipend roll for PG Trainees will be run.

7.2.5 The PGR trainee will register himself/herself on the online portal for centralized disbursement of stipend developed and run by the Punjab Health Foundation as notified vide letter NO.SO(ME-1)Misc/22(Direct) dated 1st Jan, 2024(Annex). The PGR will provide all the required details including the bank account accompanied by account maintenance certificate clearly stating IBAN.

7.2.6 The hospital concerned shall verify the details of the PGR. Once verified the PGR attendance and payment details shall be uploaded by the hospital for disbursement of stipend. It shall be the responsibility of the hospital for genuineness of data regarding attendance and payment.

7.2.7 In case of employee under PSHD /SHMED, the hospital shall first ascertain whether he/she is eligible for stipend. In case he/she is not eligible, hospital shall declare him/her invalid on the portal. Stipend shall only be admissible to employee of PSHD/SHMED if he has approved EOL from the PSHD/SHMED for pursuing training

purpose solely. EOL for domestic purpose or any other purpose shall not be admissible for permitting pursuing of training.

7.2.8 Any employee of PSHD/SHMED enrolling on stipend portal whereby he was not eligible for claim of stipend shall be proceeded against for misrepresentation/fraud.

In-service candidates under PSHD/SHMED:

7.3 For in-service candidates (who are regular employees of Primary & Secondary Healthcare Department) or who are under the administrative control of Specialized Healthcare & Medical Education Department, the deputation will be granted by the Specialized Healthcare & Medical Education Department on the recommendations of the parent department (PSHD/SHMED) and subject to conditions/ criteria of the parent department (PSHD/SHMED). There will be minimum two years requirement for deputation for medical officers/demonstrators. However, in case of promotion being on probation for one year no deputation within one year of promotion will be granted. In case of new appointment through PPSC for those already in service, two years' service will be required in newly appointed grade before becoming eligible for deputation. In case of consultants under PSHD, training can only be applied and availed after serving number of service years required by the PSHD policy.

7.4 The Deputationist will be entitled to draw pay and other allowances as admissible under the rules against deputation seats at PGMI. However, there shall be no deputation allowance.

7.5 No official accommodation will be provided to the Deputationist /PG Trainee during the period of training. He / She will draw House Rent Allowances as admissible under the rules. However, the Principal of the concerned institute may arrange for accommodation. If the host institution provides accommodation, the institution will inform the Accountant General Punjab in writing for deduction of House Rent Allowance.

7.6 The PG Trainee / Deputationist will be required to maintain proper discipline and satisfactory progress of the work (including minimum attendance, time keeping and uniform) as fixed by the Degree Awarding Institution (University/CPSP), the Department of Specialized Healthcare & Medical Education Department and the Teaching Institution & Hospital.

7.7 The Deputationist can be repatriated to his / her Administrative Department / institution at any time during the course if his / her progress and conduct is not satisfactory and disciplinary proceedings under PEEDA Act, 2006 will be initiated, if needed.

7.8 The Candidates provided with the facility of deputation by Government, will not resign from Government service for at least three (3) years after completion of training. In case he / she decides to do it, he / she will return the salary received during this training period.

7.9 The PG Trainee / Deputationist, after his / her selection as per merit, will report (written and online) to the Vice Chancellor / Principal / Head of the concerned institution within three days failing which;

- i. The admission offer will stand withdrawn and seat will be declared vacant.
- ii. The Candidate will be debarred from new admission for the next induction if does not join after giving consent in final merit list.

7.10 PG Admission Registration Number will be issued by the Post-Graduate Admission Committee (PAC) of SHC&ME Department. All Postgraduate Candidates will provide their passport size photograph and information online within four (04) weeks of joining.

7.11 The PG Trainee / Deputationist will not be allowed to change his/her program (Discipline of Training) / course at any stage during the study for which he / she was initially recommended except in special circumstances (such as medical reasons). Such cases will be referred to the Hardship Committee by a Standing Medical Board notified by SHC&ME Department. On the recommendations of the Hardship Committee, PG Trainee may be placed where merit of the institution and trainee conform forth at particular induction. Final orders will be issued by Specialized Healthcare & Medical Education Department. In case of change of specialty the stipend will only be paid for the rest of the total period starting from the first awarded specialty/date of joining of training under CIP.

Leave:

8.1 Maximum of four weeks of leave (28 days) shall be allowed during one calendar year. No leave over and above 28 days shall be permissible in one calendar

year. All types of casual, medical, ex-Pakistan leaves are included in this 28 days permissible leave account. Haj leave (45 days), maternity leave (89 days) and leave upon death of husband (40 days) is excluded from this 28 days leave. However only one paid Hajj leave up to 40 days shall be given in entire PG training. Moreover, these leaves are not a right and may be regretted on administrative grounds. Leaves up to 5 consecutive days shall be granted at the Institutional Level and shall be updated in calendar on the PRP Leave Portal. Leave beyond 5 days shall be submitted to the department for approval well before time and PG shall not proceed on leave unless leave granted. Proceeding on leave without approval may call for disciplinary action.

8.2 In case of female PG Trainees, maternity leave of 90 days with stipend / salary will be given only once during the course of training. All those female PGRs who were undergoing training on 13-05-2023 or completing their extended training duration in lieu of first maternity leave, after the cut-off date 12-05-2023, shall be allowed payment of stipend during the extension period of three months over and above the prescribed training duration in lieu of first maternity leave only. However, the said provision shall not have a retrospective effect (The extended period of training in lieu of first maternity leave before 13-05-2023 shall not be paid and only the period left over w.e.f.13-05-2023 shall be paid).

8.3 Any maternity leave, other than the first, shall be allowed on unpaid basis, for which PGR must work to complete the prescribed duration of training, which shall also be unpaid.

8.4 All PGRs must ensure to have approval of the maternity leave from the SHC&ME Department through proper channel. The Department shall only issue extension orders in lieu of first maternity leave if the leave is approved by the department. There shall be no ex-post facto approval of the maternity leave at the time of seeking extension in lieu of first maternity leave. All such cases shall be considered as unauthorized absence where leave had not been sanctioned by the department well in time and no extension orders in lieu of first maternity leave shall be approved by the SHC&MED for receipt of stipend. Merely sending the leave and proceeding on leave without approval is misconduct and may call for disciplinary action. PGR shall ensure to initiate the case well in time to have leave sanctioned prior to proceeding on leave.

8.5 Leave will be granted to PGR upon death of her husband for a maximum period of forty days.

8.6 All PG Residents who will avail freezing and Hajj, Maternity and leave upon death of husband and shall have to work to complete the prescribed duration of training. For this period, they will not get stipend / salary.

8.7 All cases of leave shall be forwarded through proper channel i.e. from VC / Principal / HOI to the SHC&ME Department well in time for approval and final orders.

8.8 EX-Pakistan Leave for Hajj & Umrah will be recommended by Degree Awarding Institutions and forwarded to the SHC&ME Department for issuance of NOC and approval of leave. Hajj leave will be only once during the whole training and for a period of not more than 45 days with stipend / salary during the entire residency tenure.

8.9 All Postgraduate Trainee who will avail leave for Hajj must undergo additional training to complete training requirements. For this period, they will not get stipend / salary.

8.10 The Ex-Pakistan leave might be allowed for purposes other than for Hajj & Umrah, to a Level-III PG Trainee provided he submits proper written application with reasons for going ex-Pakistan, Surety bond stating that he would return to Pakistan upon completion of leave period or earlier; failing which his surety would pay back all stipend already paid to the PG Trainee and he shall be permanently debarred from future PG Trainings under the CIP and PPM of Punjab, leave title account and recommendation by the Institutional Committee duly consented to by the VC/ Principal/ HOI. The Degree Awarding Institutions (CPSP/ Medical Universities) may suggest any other necessary documentation, if they feel so. All ex-Pakistan leave other than Haj leave as mentioned above shall be within the 28 days permissible leave period in one calendar year. No leave beyond 28 days shall be allowed in one calendar year.

9. Freezing:

9.1 Freezing of training shall be allowed after completion of two years of initial training and mid-term evaluation. However, Freezing of the training could be allowed before completion of two years of initial training on medical grounds only duly

verified by the Special Medical Board constituted by the department on recommendations of Institutional Post Graduate Committee of the respective Training Institution.

9.2 Freezing can only be allowed once during the entire PG training and it must not exceed 6 months except in case of any untoward circumstances which include natural calamity, disasters and life threatening medical grounds. Moreover, freezing may also be availed in episodes, however, total duration shall not exceed 6 months during entire course of training. If a Postgraduate Trainee applies for freezing, his/her original documents will be submitted to the institution to ensure his /her continuation of training. After obtaining a No Objection Certificate from DAI, freezing of the program shall be notified by Specialized Healthcare & Medical Education Department.

9.3 All cases of leave shall be forwarded through proper channel i.e. from VC / Principal / HOI to the SHC&ME Department well in time for approval and final orders.

10. Wedlock Policy:

10.1 The candidate will apply and get his / her admission on merit. After joining and minimum 01 year of training at the allocated site, the PG Trainees (Husband / Wife) will be able to apply for transfer, only once in whole course of training. All such cases will be referred to Hardship Committee for scrutiny for clear recommendations. Final orders will be issued by SHC & ME Department.

10.2 If both husband & wife are in residency programs under CIP and are in training in teaching hospitals located in different cities under the Administrative Control of Specialized Healthcare & Medical Education Department, they are allowed to apply for migration and placement at one teaching hospital provided that the seats in the same program and in the same year of training (for both separately) are available / vacant at the proposed teaching hospital. Cases will be referred by SHC&ME Department to the Hardship Committee for scrutiny and clear recommendation.

10.3 Transfer under Wedlock Policy will be allowed only from higher to lower merit and availability of seats in the same specialty and induction cycle.

10.4 If more than one application is received for one vacant seat, the decision will be made on merit as calculated and as approved in the PRP for initial admission.

10.5 The Institution, where a PG Trainee wants to migrate, will identify the vacant slots in that specialty and induction cycle & year and shall issue NOC in favor of the Trainee. However, this NOC does not confer right for transfer. The PG Trainee will provide an attested copy of Marriage Certificate (Nikkah Nama) and CNIC along with his/her application.

10.6 Transfer on wedlock basis (including cases where the spouse is non-doctor and/or not in Government Service) will be considered by the Hardship Committee only after ascertaining the verification and genuineness of the cases.

10.7 In case of annulment of marriage on account of divorce or khula, transfer of PG Training from one city to another may be allowed only to female PGRs. However, such transfer will be allowed only from higher to lower merit and subject to the availability of seat in that specialty and induction cycle & year and supervisor in the recipient institution, NOCs from both the institutions and provision of attested documents regarding divorce and Khula. Such transfer will be allowed only one time during whole PG Training.

11. **Transfer during training:**

11.1 In order to ensure that merit-based admission policy is not compromised through transfer mechanisms, transfer within the city will not be allowed. PGRs may apply for Inter-city transfer during training on wedlock and hardship basis, only once during entire course of training and shall only be allowed after 1 year of training at the Institution of Induction. It will be considered by the Competent Authority subject to the following:

11.2 All requests for transfer of Postgraduate Trainees shall be forwarded to the SHC&ME Department through an online portal duly recommended by HOI along with the NOCs from the hospital authorities.

11.3 Transfer shall be restricted to and from public sector institutions under the administrative control of SHC&MED only.

11.4 Candidates admitted on reserved seats/quota seats may also apply for transfer as per Transfer policy guidelines. Since the candidates on reserved/quota

seats are inducted at the end of the specialty i.e after the lowest merit/last inducted PGR on open merit, the merit of the last inducted PGR in the relevant specialty, in a corresponding induction, in the Teaching Institution where the PG Trainee (Quota Seats) is receiving training at present shall be deemed to be the merit of PG Trainee inducted against quota seats who requests for transfer on wedlock basis.

11.5 No mutual transfer shall be allowed.

11.6 No transfer shall be allowed in violation of sanctioned strength for a particular admission.

11.7 Transfer shall be limited to the extent of institutions under the CIP under the administrative control of SHC&MED.

11.8 SHC&ME Department will refer all such cases to the Hardship Committee for scrutiny and clear recommendation.

11.9 Transfer of PG Trainee shall not be allowed more than once during the entire PG Training subject to rules/regulations of CPSP and Universities.

11.10 Transfer shall be allowed only from institution of higher merit to lower merit subject to vacancy. The merit and vacancy status of that relevant specialty in that institution in that particular induction will be considered. In case of more than one applicant against one vacancy, one on higher merit shall be considered. However merit and vacancy alone shall not create a right for permission of transfer. Those shall only be the eligibility for consideration of application of transfer by Hardship Committee. The Committee shall scrutinize and ascertain the genuineness and merits of each case and give final recommendations to the SHC&MED.

11.11 Final orders shall be issued by SHC&ME Department.

11.12 In case of any insufficiency, misconduct on the part of PGR, and in consideration of the exigency of the matter, PGR shall be penalized with transfer on administrative grounds. The orders shall be issued by the Department subject to availability of seat and towards lower merit. Furthermore, such transfer shall not favor a PGR as per his/her preference or hometown and shall be decided by the Department.

12. **Exit and resignation from the Program:**

12.1 If a trainee gets selected in induction, but he / she does not give consent and does not join, he / she will exit the program without penalty.

12.2 If a trainee gets selected in induction and he/she gives consent in initial lists and not in final list then he/she shall exit the program without penalty and will not be debarred for next induction. However, if the candidate gives consent in final list and then does not join then he/she shall be debarred for next one induction.

12.3 If a trainee gets admission, joins and then exits/leaves the program within six months without any approval from the Administrative department, then he / she will be debarred from applying in the next one induction program & will refund stipend of two months or half the amount of stipend received by him/her during the period of training, whichever is lesser.

12.4 If a trainee joins and exits the program after more than six months, he / she will be debarred from applying in the next two induction programs & will refund minimum six months stipend or 25% of the total stipend received during the period of training, whichever is lesser.

12.5 (i) If a trainee gets admission, joins and then applies for resigning at any stage of the program, his / her case will be processed by the institutional PG Committee. The Head of the Institution will also discuss the resignation with the Trainee and the Program Director. Head of Institution will upload the resignation on PRP Portal and will forward application of the PG Trainee to the Specialized Healthcare & Medical Education Department. SHC&ME Department will decide about debarring him/her for applying in two consecutive inductions and recovery of whole stipend. He/she shall also submit No due certificate.

(ii) The resignations of the PGRs shall be forwarded to SHC&ME Department after seeking approval from the relevant Committees.

(iii) The PG Trainee will not leave the training site until the final outcome of his / her application.

(iv) The candidate can withdraw his / her resignation within 15 days of tendering the resignation.

12.6 If a Postgraduate Trainee wants to complete his / her remaining Post-graduate training in another province on wedlock basis, he / she may be allowed "Exit" from training with the approval of SHC&ME Department, subject to the

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provision of necessary documents i.e. Nikkah Nama, NOC's from both Institutes. He / she will not be entitled to draw any stipend / salary from Government of the Punjab. Also, he /she will not be entitled to re-join PRP.

12.7 If a Postgraduate seeks for resignation from training on account of selection through Provincial or Federal Public Service Commission exam and has sought No Objection Certificate for application purpose from his/her parent department i.e. Specialized Health Care & Medical Education Department or Primary & Secondary Health Care Department, the PGR shall be allowed to exit from training with the condition that he/she shall not be entitled to rejoin Punjab Residency Program or draw any stipend/salary from Government of Punjab. Furthermore, the penalty of stipend recovery shall be exempted if the PGR has sought No Objection Certificate from his/her parent Department at the time of applying in Commission Exam.

12.8 All the Teaching Institutions/Hospitals shall forward the cases to SHC&ME Department, of the PGRs selected for getting training abroad under DAIs scholarship programs along with all the necessary documents and after seeking approval from the Program Faculty Committee, Institutional Post-Graduate Medical Education Committee, under the signature of VC / Principal / Head of Institution concerned. PG Trainee will receive no stipend / salary for training abroad. Training abroad will be recommended by DAIs and forwarded to SHC&ME Department for issuance of NOC. The PGRs requiring to complete remaining training abroad under DAI's scholarship program will be allowed to exit/resign from training with the condition that he/she shall not be entitled to rejoin Punjab Residency Program or draw any stipend/salary from Government of Punjab.

12.9 The regular employees of Primary & Secondary Healthcare Department & Specialized Healthcare & Medical Education Department will be placed at the disposal of their parent department once their resignation from PG training is approved by SHC&ME Department.

12.10 All such orders of exit and/or acceptance of resignation from program will be issued by SHC&ME Department.

13. **Cancellation/Termination of Training:**

13.1 The admission will be cancelled in case any information/ document(s) provided by the PG Trainee are found to be fake or fabricated or concealment/manipulation of facts is observed, at any stage. In case of deputationist, deputation will be cancelled and irregularity on his part will be reported to his / her parent department to initiate disciplinary proceedings. PG Trainee/ Deputationist whose admission is cancelled will be debarred for next two years and he/she will refund whole stipend/salary received during training.

13.2 In case progress and conduct is not satisfactory, the PG Training will be terminated at any time during the course. The Institutional committees shall recommend all such cases to the Department. The Departmental Committee constituted by the Secretary Health SHC&ME Department shall examine the case and decide about the termination.

13.3 The PGRs shall have one time right to appeal before the Secretary SHC&ME Department against the decision of the Departmental Committee.

13.4 No PG Resident will be allowed to participate in any political activity, agitation, strike etc. at any forum. If found indulged in such activities, his / her PG Training will be liable to be terminated.

13.5 The PGR/ Deputationist getting terminated shall have to recover whole amount of stipend received by him/her during the course of PG Training and shall be debarred from applying in Punjab Residency Program for next 2 years.

14. Application Form

APPLICATION FORM FOR ADMISSION IN LEVEL-III PROGRAM IN MEDICAL CLINICAL SPECIALTIES, LEADING TO QUALIFICATIONS OF FCPS/MD/MS/MDS PROGRAMS.

1. INSTRUCTIONS FOR THE CANDIDATES:

- i. Please read list of specialties offered and select the specialties (s).
- ii. Please read list of program site(s) for each specialty program(s) and select the program site(s).
- iii. Complete Form Carefully and Submit.
- iv. **After submission of the form no change will be accepted. So ensure to have reviewed the application before submitting.**
- v. Always **submit form from personal e-mail account** of the candidate. Forms from other's account will be rejected.
- vi. The candidates who have passed PART-I from both (CPSP and Universities) can apply for admission in both (FCPS&MD/MS).

- vii. Any grievance(s) felt by the candidate can be brought into notice of the "PG Grievance Committee" within three days after the notification of the Gazette. No grievance will be accepted after display of merit list. However mere display in merit list shall not create any right of the applicant against the seat. The SHC&MED reserves the right to rectify any errors and omissions in the merit list.
- viii. Read the "Terms and Conditions of PG Residency" carefully and "Accept" them before you submit the "Form".
- ix. Candidates will have to pay an amount of Rs. 1000/- with their applications.
- x. On the website two separate application forms are available for "FCPS" and "MD/MSMDS".
- xi. Candidates who have passed Part-I examination of both examinations can exercise their merit by applying on both forms.

2. WARNING:

The information given in the application form and PDF Scans of original documents shall be verified at three (03) stages;

- i. During Application Processing
- ii. Time of Acceptance by the Teaching Institution
- iii. During the Training

If information submitted is found wrong, mismatched or forged, the application will be rejected and training if started will be discontinued with no right of appeal at institution / government level. Further, the applicant shall be debarred for applying for two consecutive years and in case of receipt of any stipend, whole stipend shall be recovered.

3. ELIGIBILITY / PRE-QUALIFICATIONS:

- i. MBBS Degree
- ii. Certificate of Completion of 12months of House Job
- iii. PM&DC Registration / PMC Registration
- iv. Valid Pass result of PART-I Examination of FCPS/MD/MS/MDS

4. PERSONAL INFORMATION:

- i. Computer No.
- ii. Name
- iii. Father/ Husband Name
- iv. Gender-Male/Female
- v. Date of Birth
- vi. Date of Passing MBBS
- vii. Country of Passing MBBS
- viii. Applied as PG Candidate for
 - a. FCPS
 - b. MD/MS/MDS
 - c. FCPS&MD/MS/MDS
- ix. Date of passing Part-I Examination
- x. CNIC No
- xi. Date of Expiry of CNIC

<ul style="list-style-type: none"> xii. E-mail address xiii. PMDC Reg. No. xiv. Date of Expiry of PMC / PMDC Registration xv. Mobile Phone No. xvi. District of Domicile xvii. District of present Residence xviii. Present Postal address
<p>5. EDUCATION:</p> <ul style="list-style-type: none"> a. Matriculation (SSC) b. Intermediate (HSSC) c. MBBS/BDS Aggregate of Marks d. PART-I (FCPS/MD/MS/MDS)
<p>vi. House Job details</p>
<p>7. Experience at Primary, Secondary & Tertiary Healthcare level:</p> <ul style="list-style-type: none"> i. Experience at Primary Health Care level:(BHUs, RHCs of P&SH Department) ii. Experience at Secondary Health Care level (THQ Hospitals, DHQ non-Teaching Hospitals, Major Hospital of PESSI, Punjab with 100 beds and above strength only, Indus Foundation managed THQ level Hospitals of the Government of the Punjab and Govt. T.B. Sanatorium, Samli, Murree). iii. Experience at Tertiary Healthcare Level including PKLI & RC, MIKD, Multan. iv. Experience Marks for working in Jail Hospitals under P&SHC Department. <p>IMPORTANT:</p> <ul style="list-style-type: none"> a. For claiming experience as mentioned above, experience as regular/adhoc/locum will be considered subject to the verification by the PSHD/SHCMED. b. In case of "Adhoc" appointment, a maximum gap of 07 days between two consecutive adhoc appointments in the same institute will be considered to count for the experience marks. It is to clarify that gap of more than 7 days between two consecutive adhoc or locum appointments shall not be considered to count for experience marks c. At the time of applying the candidate shall download the "Experience Certificate" from the online portal and complete the form and get certified from Head of Institution and administrative department (PSHD/SHMED) and submit it as the PDF / Image. d. In case of Jail hospitals biometric attendance if available shall be provided as well for claiming the experience. e. In case of locum experience biometric attendance record verified by PSHD/SHMED shall be mandatory for award of relevant experience marks as above.
<p>8. Position at University Level Examinations Position in each professional examination conducted at the University (and not at the College) Level.</p>
<p>9. Specialty Preference:</p>
<ul style="list-style-type: none"> i. Out of List of Medical subjects approved for Level-III training, by PM&DC, following Clinical Subjects may be offered for

training leading to FCPS/MD/MS/MDS subject to availability of supervisor in particular institution under the CIP

- ii. A candidate can apply in more than one specialty as allowed by the Part-I (FCPS/MD/MS/MDS) and can exercise his / her merit.

The list of potential specialties likely to be offered subject to inclusion by DAI, availability of supervisor, other requirements for initiation of program :

iii.

Specialty No.

Specialty Title

LIST OF CLINICAL SPECIALTIES

1	Anaesthesia
2	Accident & Emergency
3	Cardiac Surgery
4	Cardiology
5	Cardiothoracic Anaesthesia
6	Dermatology
7	Diagnostic Radiology/Radiology
8	General Surgery*
9	Medicine*
10	Nephrology
11	Neurology*
12	Neurosurgery*
13	Nuclear Medicine
14	Obstetrics and Gynecology
15	Operative Dentistry
16	Ophthalmology
17	Oral/Oral & Maxillofacial Surgery*
18	Orthodontics*
19	Orthopedic Surgery*
20	Otorhinolaryngology(ENT)
21	Pediatrics
22	Pediatric Surgery*
23	Periodontology
24	Plastic Surgery*
25	Prosthodontics*
26	Psychiatry
27	Pulmonology
28	Radiotherapy*
29	Thoracic Surgery*
30	Urology*
31	Any new specialty Program that is approved by PM&DC

LIST OF MEDICAL BASIC SUBJECTS (PROGRAMS)

Specialty No.

Specialty Title

1.	Anatomy
2.	Biochemistry
3.	Chemical Pathology
4.	Clinical Oncology
5.	Community Medicine
6.	Forensic Medicine/Medical Jurisprudence
7.	Hematology

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8.	Histopathology
9.	Microbiology
10.	Pharmacology
11.	Physiology
12.	Any other specialty that is duly approved by PM&DC.

**Note: Mere reflection in the specialty list does not confer any right for offering the seat in any particular induction*

10. PROGRAM TEACHING HOSPITAL SELECTION.

- Preference(s) for specialty of program(s): select the Title of Specialty Program(s) as allowed by the type of PART-1 Examination.
- Preference(s) of teaching hospitals. Please give Preference out of the list of offered teaching hospitals according to title of the selected specialty program(s).

11. ATTACHMENT

Always submit PDF Scans of following original documents.

- Both Sides of valid CNIC
- Domicile Certificate,
- MBBS/BDS Degree,
- Certificate by University/Principal showing Marks obtained, total marks and attempts of all university examinations.
- House Job Certificate,
- Valid PM&DC Registration Certification.
- Valid CPSP/University Part-I Result Card
- Job Experience Certificate in Public primary and secondary (Non-Teaching Hospitals) and tertiary Healthcare facilities. Shortage of even one day shall not be credited for counting required experience as per scoring criteria.
- University Certificate showing distinction in each / any subject to university examination.
- The Foreign Graduates must also submit valid PDF Scan of PM&DC Equivalence Examination Result Card.

12. Quota for Provinces and Foreign National Trainees

Punjab:	93%
Disabled (of the Punjab Province): (From the Discipline of Anesthesia, Radiology & Pathology)	01%
AJK, Gilgit & Islamabad:	02%
Balochistan, KPK & Sindh:	02%
Foreign Candidates:	02%

13. Allocation of Seats to CPSP and University PG Training;

At all Teaching and Training Sites which are approved, by both CPSP and Universities, the candidates will be distributed on 50:50 basis to each group.

14. Allocation of seats for 1st and 2nd admission/induction cycle every year

Admission and Selection of Postgraduate Trainee Residents will be carried twice a year (in January and in July) as per the seats allocated in each induction by SHC&MED.

15. Candidates who have qualified PART-I of both (FCPS and MD/MS/MDS). These candidates will be allowed to apply for admission for both separately and exercise their merit for both.

Handwritten signature/initials

16. Essential Specialties:

In Punjab Healthcare System, the number of specialist doctors in both public and private sectors is grossly less than the required number on the basis of needs and size of population. Therefore, Post-graduate Admission Committee (PAC)/SHC&MED will determine additional seats in the institutes for essential specialties as and when need arises. However, only up to 50% of additional seats for essential specialties shall be determined for each induction. Under austerity considering the implication of stipend, the additional seats for essential specialties may be compensated from other specialties.

15. Scoring Criteria:

i. EDUCATION:		
a. Matriculation (SSC)		05 Points
Marks obtained divided by total marks, multiplied by 5		
b. Intermediate (HSSC)		07 Points
Marks obtained divided by total marks, multiplied by 7		
c. MBBS/BDS Aggregate of Marks		20 Points
For Pakistani Graduates, Sum of marks achieved in all professionals divided by sum of total marks in all professionals, multiplied by 20.		
d. PART-I (FCPS/MD/MS/MDS)		40 Points
<ul style="list-style-type: none">Part-I marks obtained divided by total marks multiplied by 40 for University Post-Graduates MD/MS/MDS.Part-1 marks obtained as communicated by College of Physician & Surgeon Pakistan (CPSP)/In case of non-communication of marks all FCPS-I "Pass" applicants shall be awarded 40 points.		
ii. House Job Marks		05 Points
Sr. No.	Marks Criteria	Points
1.	Graduates from public sector / private sector institutions in Punjab, who complete House Job in Hospitals attached with Medical / Dental College / University in Punjab from where the candidate had graduated	05
2.	Graduates from public sector / private sector institutions in Punjab, who complete House Job in such public sector / private sector recognized Teaching Hospitals in Pakistan that are not attached with Medical / Dental College / University in Punjab from where the candidate had graduated	2.5
3.	Graduates from public sector / private sector institutions in Pakistan but outside Punjab, who complete House Job in such public sector / private sector recognized Teaching Hospitals in Pakistan that are not attached with Medical / Dental College / University in Punjab from where the candidate had graduated	2.5
4.	Foreign Graduates who complete House Job in any public or private sector recognized Teaching Hospital in Punjab	2.5

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iii. **Application in the same Teaching / Graduating Institution 05 Points**

Candidates, who apply in the institutions from where they had graduated, will be given these marks. These will only be for Teaching/Graduating Institutions under the administrative control of the SCHM&E Department.

iv. **Experience at Primary, Secondary & Tertiary Healthcare : 10 Points**

a. **Experience at Primary Health Care level: (only BHUs/ RHCs of P&SH Department)**

- i. 1.25 points for each Three (03) months (without any gap / interruption in same institute). Up to two (02) years accepted.

b. **Experience at Secondary Health Care level (THQ/ THQ level Hospitals / civil hospitals/ trauma centers, DHQ / DHQ Level non-Teaching Hospitals, Major Hospital of PESSI, Punjab with 100 beds and above strength only, Indus Foundation managed THQ level Hospitals of the Government of the Punjab and Govt. T.B. Sanatorium, Samli, Murree).**

- i. 0.75 Points for each Three (03) months (without any gap / interruption in same institute). Up to three (03) years and four (04) months accepted.

c. **Experience at Tertiary Healthcare Level including PKLI & RC, MIKD, Multan.**

- i. 0.5 point for each three months (without any gap / interruption in same institute). Up to Five (05) years accepted.

d. **Experience Marks for working in Jail Hospitals under P&SHC Department.**

Sr. No.	Name of Institutions	Award of Marks
1.	Jail Hospital (Morning Shift)	1.25 point for each three (03) months (without any gap / interruption in same shift).
2.	Jail Hospital (Evening Shift)	1.50 points for each three (03) months (without any gap / interruption in same shift).
3.	Jail Hospital (Night Shift)	1.75 points for each three (03) months (without any gap / interruption in same shift).

IMPORTANT:

- a. For claiming experience as mentioned above, experience as regular/adhoc/locum at health facilities mentioned vide clauses a-d will be considered subject to the verification by the PSHD/SHCMED.
- b. In case of "Adhoc" appointment, a maximum gap of 07 days between two consecutive adhoc appointments in the same institute will be considered to count for the experience marks. It is to clarify that gap of more than 7 days between two consecutive adhoc or locum appointments shall not be considered to count for experience marks
- c. At the time of applying the candidate shall download the "Experience Certificate" from the online portal and complete the form and get certified from Head of Institution and / or administrative department (PSHD/SHMED)

and submit it as the PDF / Image. Furthermore, PSHD & SHCMED are working for making digital experience record available for individual candidates through his/her respective portal that shall be available on respective departmental websites. Once developed this may be used as an alternate way of establishing experience.

- d. In case of Jail hospitals biometric attendance if available shall be provided as well for claiming the experience.
- e. In case of locum experience biometric attendance record verified by PHFMC/PSHD shall be mandatory for award of relevant experience marks as above.

v. Experience at Primary Health Care Level, Hard Area BHUs and RHCs notified by SHCMED 05 Points

1.25 marks for each three consecutive months. Maximum upto 1 year.

NOTE: This shall be awarded from Jan 2025 induction against the Hard area BHUs and RHCs notified by SHMED.

All the instructions for claiming experience as above in iv shall be applicable here.

vi. Position at University Level Examinations 03 Points

Candidates shall be awarded 0.6 marks to MBBS graduates and 0.75 marks to BDS graduates each shall be awarded for getting 1st or 2nd or 3rd positions in each professional examination conducted at the University (and not at the College) Level.

* Total 95 points/marks for July 2024 induction but from Jan 2025 induction total 100 marks (including 5 marks for hard area BHUs/RHCs).

16. PG Entry Test (for future if need is felt)

i. Appointment and Function of PG Entry Test Committee.

- a. The Post-Graduate Admission Committee will appoint a "PG Entry Test Committee" comprising ten (10) Internal Examiners and ten (10) External Examiners (one each examination subject). The PG Admission Committee will also appoint a Coordinator Entry Test.
- b. The two (02) Examiners in each subject shall develop table of specification and blue printing of the paper.
- c. The internal examiner will construct, twice the number of questions required and send to the Coordinator Entry Test. The Coordinator Entry Test will send to external examiner who will select and improve the quality. The Coordinator will get the MCQ papers printed and sealed.

ii. Conduct of Entry Test

- a. Successful candidates of Part-I conducted by CPSP and MS/MD/MDS conducted by universities will have to appear in entry test for induction into Punjab Residency Program. (If/When required)
- b. Entry test will be conducted simultaneously at all medical universities of Punjab.

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- iii. **Entry Test Fee.**
Bank draft Rs.3,000/-in the name of "PG Admission Committee".
- iv. **Rules and Composition of Entry Test**
- Single MCQ Paper
 - Total Marks 250, total MCQs 125, one best type
 - No negative marking in the Entrance Test
 - Paper shall be prepared from the syllabus of MBBS
 - Composition of paper shall be notified well before the Entrance Test

17. **General Provisions:**

- i. Policy and Procedure Manual (PPM) will be uploaded on SHC&ME Department and Punjab Residency Program (PRP) websites.
- ii. Policy & Procedure Manual(PPM), notified by the Specialized Healthcare and Medical Education Department demands standardization / re- structuring of the post-graduate education / training of level-III program (FCPS/MD/MS/MDS) to be carried out in all teaching hospitals of Punjab in light of PM&DC Regulations published in Gazette of Pakistan.
- iii. The Educational Programs are monitored; candidates are enrolled, guided in training and evaluated in teaching hospitals by respective degree awarding institutions (DAIs), including CPSP, KEMU, UHS, FJMU, NMU, FMU, RMU and UCHS.
- iv. Although department of SHC&ME makes possible efforts to retrieve correct data from the teaching hospitals, the errors and omissions in the data may be ignored.
- v. SHC &ME Department requires all teaching hospitals to apply for approval of their programs / departments by PMDC and DAI. In case the teaching institutions face problem in number of teachers and / or technical requirements for approval of program / trainings site, they may apply to the SHC&ME Department at the earliest for solving the problem.
- vi. If a training site and department approved and recognized by the university and not approved and recognized by CPSP, 50% seats will remain vacant. Induction will be done only in approved sites and recognized departments. It is the responsibility of Hol/HoD/Principals/VCs to take necessary action accordingly to get the departments and training sites recognized and approved.
- vii. If any training site/department still remains to be approved and recognized by university as well as by CPSP, no induction will be done at any training site and in any training department.

17. All the PG induction Policies and scoring criteria issued prior to this notification, are hereby **repealed** with immediate effect. However, all instructions, notifications and policies issued from time to time in future which are applicable and valid for Level-III training programs shall be considered part and parcel of this procedure manual.

**SECRETARY
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT**

NO EVEN.

Dated Lahore, the 15th May, 2024

Copy of the above is forwarded for information and necessary action to the:

1. Minister for Specialized Healthcare & Medical Education, Punjab.
2. Minister for Primary & Secondary Healthcare, Punjab.
3. Chairman, Higher Education Commission, Islamabad.
4. Chairman, Planning & Development Board, Punjab.
5. Secretary to Chief Minister, Punjab.
6. President, Pakistan Medical and Dental Council, Islamabad.
7. President, College of Physicians and Surgeons of Pakistan, Karachi.
8. All the Heads of Regional Offices of College of Physicians and Surgeons of Pakistan in Punjab.
9. Secretary to Government of the Punjab, Higher Education Department.
10. Secretary to Government of the Punjab, Primary & Secondary Healthcare Department.
11. Secretary, Provincial Assembly of the Punjab.
12. All the Administrative Secretaries to Government of the Punjab.
13. Managing Director, Punjab Health Foundation, Lahore.
14. Registrar, Lahore High Court, Lahore.
15. Secretary, Provincial Ombudsman, Punjab, Lahore.
16. Vice Chancellor, King Edward Medical University, Lahore
17. Vice Chancellor, University of Health Sciences, Lahore.
18. Vice Chancellor, Fatima Jinnah Medical University, Lahore.
19. Vice Chancellor, Rawalpindi Medical University, Rawalpindi.
20. Vice Chancellor, Faisalabad Medical University, Faisalabad.
21. Vice Chancellor, Nishtar Medical University, Multan.
22. Vice Chancellor, University of Child Health Sciences, Lahore.
23. Chairman & Dean, Shaikh Zayed Medical Complex, Lahore.
24. All the Principals of Autonomous Medical Institutions in Punjab.
25. All the Deans/Heads of Specialized Health Institutions in Punjab.
26. Principal, Post-Graduate Medical Institute, Lahore.
27. Dean, Institute of Public Health, Lahore.
28. All the Medical Superintendents of Teaching Hospitals in Punjab.
29. Additional Secretary (General)/Staff Officer to Chief Secretary, Punjab.
30. Manager, Government Printing Press, Punjab, Lahore for publication in the Weekly Official Gazette.

31. Additional Secretary (Staff) to Secretary to Government of the Punjab, Specialized Healthcare & Medical Education Department.
32. All the Additional Secretaries to Government of the Punjab, Specialized Healthcare & Medical Education Department.
33. All the Deputy Secretaries to Government of the Punjab, Specialized Healthcare & Medical Education Department.
34. Chief Planning Officer, Specialized Healthcare & Medical Education Department.
35. All the Senior Planning Officers, Planning Officers and Section Officers Specialized Healthcare & Medical Education Department.
36. Director, ICT Cell, Specialized Healthcare & Medical Education Department for posting at official website.
37. P.S.O. to Additional Chief Secretary, Punjab.
38. P.S.O. to Special Secretary to Government of the Punjab, Specialized Healthcare & Medical Education Department.
39. Section File.

