



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

NOTIFICATION

NO.SO(ME)7-6/2020(CIP): In supersession of this Department's Notification No.SO(ME)7-6/2017(CIS) dated 14th June, 2017, the Competent Authority has been pleased to revise the "**Policy and Procedure Manual (PPM) of Post-Graduate Residency (PGR) of Level-III Programs**" 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 (a) continuously assess, review and update the training potential of public teaching hospitals, (b) to improve the standards of training in public hospitals and (c) to carry out admissions and placements of doctors in erstwhile PMDC / PMC 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.

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. Erstwhile PM&DC / PMC Framework of Levels of Higher Education, their duration, entry qualifications and corresponding exit qualifications

| Levels of Education | Course | Duration | Entry Qualification | Exit Qualification |
|---------------------|----------------------------|-----------|--------------------------------------|--|
| I | Graduate Qualification | 6-Years | F.Sc Pre-medical / Equivalent | MBBS |
| II | Intermediate Qualification | 2-Years | Level-I Qualification | Diploma / MCPS / M.Phil |
| III | Terminal Qualification | 4-5 Years | Level-I Qualification | MD/MS/MDS/ FCPS |
| IV | Sub-Specialization | 2-Years | Level-III / equivalent Qualification | Fellowship or 2 nd qualification in sub-specialty |

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 Committee 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 (PAC):**

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, Specialized Healthcare & Medical Education Department | Co-convener |
| 3. | Six Vice Chancellors (UHS, KEMU, FJMU, RMU, FMU and NMU) | Members |
| 4. | Two Principals (One from Lahore and one from outside Lahore) | Members |
| 5. | CEO, Mayo Hospital, Lahore | Member |
| 6. | Prof. Syed Muhammad Awais (Retired) Ex-Professor of Orthopedic Surgery, KEMU, Lahore | Member |
| 7. | Representative of SHC&ME Department | Member |
| 8. | Representative of P&SHC Department | Member |
| 9. | Head of institutions of Specialized Hospital / Institution (Paediatrics and Cardiology) one from Lahore and one from outside Lahore | Members |
| 10. | Any co-opted Member | |

5.1(b) The TORs of the PAC 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 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 sub-committees or any other source.

5.2 **Grievances Sub-Committee:**

5.2(a) In order to redress the grievances of applicants of Post-graduates Residency Program (PRP), a Grievances Sub-Committee consisting of following members will be constituted:

| | | |
|----|--|-----------------|
| 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. | Departmental Representative | Member |
| 7. | Manager / Director IT, Punjab Health Foundation | Member |
| 8. | Any co-opted Member | |

5.2(b) The TORs of Grievances Sub-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.

5.3 **Hardship Sub-Committee:**

5.3(a) In order to resolve the cases of Hardships of Post-graduate trainees after joining the Residency Program, a Hardship Sub-Committee will be constituted comprising of following members:

| | | |
|----|--|-----------------|
| 1. | Vice Chancellor, King Edward Medical University, Lahore | Convener |
| 2. | Registrar, University of Health Sciences, Lahore | Member |
| 3. | Pro-Vice Chancellor of a University outside Lahore | 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 all applications of PG Trainees received through the SHC&ME Department.
- ii. To furnish recommendations regarding Migration / 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.

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 Training of PG Residents shall be allowed in the Specialty Programs which are approved and notified by the erstwhile PM&DC / PMC.

6.3 The Degree Awarding Institutions (DAIs) must obtain approval of their programs and qualifications from the PMC and these qualifications must be included in the relevant schedules of HEC Qualification Framework and PMC 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 / PMC.

6.6 Only the Assistant Professors, Associate Professors and Professors shall be allowed to act as Supervisors for Post-Graduate training. However, a Supervisor must have teaching experience of five (05) years, out of which three (3) years must be after the post-graduation.

6.7 Each Faculty member shall have one (01) PG Trainee per induction and Professor / HOD shall have 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 according to 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) shall be taken by the SHC&ME Department to determine the final allocation of seats.

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. 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 advertised.

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 all 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. From July, 2021 onwards, 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) are expected to have in practice, an efficient monitoring system(s) 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).

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.

6.26 No honorary PG Residency is allowed in any case.

6.27 All PG Trainees (from Punjab, Pakistan or abroad) will get PG Stipend from the hospital in which their training site / department is located in reward for the services they provide to the patients.

6.28 The Medical Officers (M.O) / Demonstrators, in-service, who pass Part-I, 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.

6.29 The selected candidates and the concerned VCs, Principal / Head of Institution will be informed through e-mail/message regarding admission of the

candidate. The covered VC / Principal / Head of Institution will accept the candidate, get his / her original documents verified and issue the institutional orders. The Medical Superintendent of the Teaching Hospital will include the name of the candidate in the Stipend / Salary system based on the information from the VC / Principal / Head of Institution.

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). In case, the candidate does not join, his / her admission shall be cancelled, and post shall be given to the next candidate on merit.

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.

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 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 Freezing of the program shall be allowed only for six months in whole program and this period will be without pay. Freezing of training shall only be allowed after completion of two years training and mid-term evaluation. However, exceptional cases can be entertained before two years (natural calamity, disasters and life threat). 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.

6.36 Maximum of four weeks of leave shall be allowed during one calendar year.

6.37 In case of female PG Residents, maternity leave of 90 days with pay will be given only once during the entire course of training.

6.38 All PG Residents who will avail freezing or leave for more than allocated period i.e. four (04) weeks per year and 90 days paid maternity leave once in entire training, must work to complete the prescribed duration of training. For this period, they will not get stipend / salary.

6.39 All cases of leave and freezing 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.

6.40 The PG Trainees shall be allowed 06 months to 02 years training in other institutions of good reputation within the country or abroad with the approval of the Program Faculty Committee, "Institutional Post-Graduate Medical Education Committee", VC / Principal / Head of Institution and finally by SHC&ME Department. PG Trainee will receive no stipend / salary for training abroad. Stipend / Salary for up to 06 months for training within the country will be paid if the candidate is selected by a competitive process. Only 02 months stipend for training within the country will be paid if the candidate is not selected through a competitive process. This will apply if PG trainee is not being paid for the training within the country. Training in other institute (within the country and abroad) will be recommended by DAIs and forwarded to SHC&ME Department for issuance of NOC.

6.41 The PG Trainee may 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.

6.42. 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.

6.43 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.

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

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

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

6.47 No candi+date 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 (irrespective of the fact whether he / she completed previous Level-III through Central Induction or otherwise.

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

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, 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.

7.2 PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government. Stipend for PG Trainee and / or salary (for in-service employees of both Health departments will be allowed for a maximum of 04 / 05 years (depending on the specialty). This time period will start from day one of induction in the first PG training program.

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 concerned institution.

7.4 The Deputationist will be entitled to draw pay and other allowances as admissible under the rules against deputation seats at PGMI.

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.

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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 In case progress and conduct is not satisfactory, the PG Training will be terminated at any time during the course.

7.9 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.

7.10 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

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.

7.12 The admission will be cancelled in case any information/ document(s) provided by the PG Trainee are found to be fake or fabricated 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 will be debarred for next two inductions and he/she will refund whole stipend/salary received during training.

7.13 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. PG Trainee/Deputationist will be debarred for next two inductions and he/she will refund whole stipend/salary received during training.

7.14 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.

8 Exit and resignation from the Program:

8.1. If a trainee gets admission, but he / she does not give consent and does not join, he / she will exit the program without penalty.

8.2 If a trainee gets admission, but he / she does give consent and does not join, he / she will exit the program with the penalty of being debarred from applying in the next induction.

8.3 If a trainee gets admission, gives consent and joins and exits the program within six months without any approval by the Administrative Department, he / she will be debarred from applying in the next three induction programs & will refund whole stipend earned during the period of training.

8.4 If a trainee joins and then leaves without informing after more than six months, he / she will be debarred from applying in the next three induction programs & will refund whole stipend earned during the period of training.

8.5 (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 with clear recommendations. 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 PG Trainee will not leave the training site until the final outcome of his / her application.

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

8.6 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.

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

8.8 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 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.

9 Wedlock Policy:

The candidate will apply and get his / her admission on merit. After joining and six months of training at the allocated site, the PG Trainees (Husband / Wife) will be able to apply to the SHC&ME Department in case:

9.1 If both husband & wife are in residency programs, 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 recommendations.

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

9.3 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.

9.4 The Institution, where a PG Trainee wants to migrate, will identify the vacant slots and shall issue NOC in favor of the Trainee. The PG Trainee will provide an attested copy of Marriage Certificate (Nikkah nama) and CNIC along with his/her application.

9.5 This wedlock policy will apply even if spouse is a non-doctor and is a government employee of other organizations.

9.6 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 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. The PG Trainee may apply to SHC & ME Department only after completion of first 06 months 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. **Transfer during training:**

In order to ensure that merit-based admission policy is not compromised through transfer mechanisms, transfer within the city will not be allowed. Inter-city transfer during training will be allowed on wedlock and hardship basis. It will be considered by the Competent Authority subject to the following:

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

10.2 Transfer shall be restricted to and from public sector institutions only.

10.3 Candidates admitted on reserved seats/quota seats shall not be allowed transfer.

10.4 No mutual transfer shall be allowed.

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

10.6 Transfer shall be limited to the extent of institutions recognized by the regulatory body like PM&DC / PMC and from / to the public sector institutions that are affiliated with the universities recognized by the Higher Education Commission.

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

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

11 **Maternity Leave:**

In case of female PG Trainees, maternity leave of 90 days with stipend / salary will be given only once during the course of training. The female PG Trainee may avail further maternity leave and her training will be handled according to Para 6 (38) which states:

All PG Residents who will avail freezing or leave for more than allocated period i.e. four (04) weeks per year and 90 days paid maternity leave once in entire training) must work to complete the prescribed duration of training. For this period, they will not get stipend / salary.

The regular employees of P&SHC Department and SHC&ME Department must get their leave during training approved from SHC&ME Department.

12 **EX-Pakistan Leave for Hajj:**

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

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.

13 **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 available (PMC / PM&DC approved) 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. After submission of the form no change will be accepted.
- iv. Always submit form from personal e-mail account of the candidate. Forms from other's account will be rejected.
- v. The candidates who have passed PART-I from both (CPSP and Universities) can apply for admission in both (FCPS&MD/MS).
- vi. Any grievance(s) felt by the candidate can be brought into notice of the "PG Grievance Sub-Committee" within three days after the notification of

- the admission result.
- vii. Read the "Terms and Conditions of PG Residency" carefully and "Accept" them before you submit the "Form".
 - viii. Candidates will have to pay an amount of Rs. 1000/- with their applications.
 - ix. On the website two separate application forms are available for "FCPS" and "MD/MSMDS".
 - x. 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.

3. ELIGIBILITY / PRE-QUALIFICATIONS:

- i. MBBS Degree
- ii. Certificate of Completion of 12months of House Job
- iii. PM&DC Registration / PMC Registration
- iv. Result of passing PART-I Examination of FCPS/MD/MS/MDS within last three (03) year

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
- 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

5. EDUCATION:

I. 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.

II. Attempts

Up to 05 Points

For Pakistani Graduates One Point will be given for passing each professional examination in the first attempt.

III. PART-I(FCPS/MD/MS/MDS)

40 Points

- 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 (CP&SP).

IV. NEB Exam/NLE

Those who fail to qualify NEB / NLE exam in a single attempt will not be awarded any score.

6. House Job in Hospitals in Punjab attached with Medical Institutions in Punjab from where the candidate has graduated 05Points

*This would be applicable from January 2022 Induction.

7. Application in the same Teaching / Graduating Institution 05 Points

Candidates, who apply in the institutions from where they graduated, will be given these marks.

8. Experience at Primary, Secondary & Tertiary Healthcare level / Distinctions in University Examinations: 20 Points

i. Experience at Primary Health Care level: (BHUs & RHCs)

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

ii. Experience at Secondary Health Care level (THQ Hospitals and DHQ non- Teaching Hospitals).

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

iii. Experience at Tertiary Healthcare Level

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

IMPORTANT:

(a) 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.

(b) Please download the "Experience Certificate", complete the form and get certified and submit it as the PDF / Image.

iv. Distinctions in University Examinations

- Marks will be awarded for a maximum or two distinctions. Two (02) points for each distinction.
- Please provide scan/image of certificate/result of distinction from the university.

Twenty (20) marks will be calculated jointly by giving credit for job in Primary & Secondary or Tertiary Healthcare sites and distinctions.

The period spent at any hospital while undergoing a Post-Graduate training shall

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not be counted as experience.

9. Research Papers.

05Points

- i. Papers published in National and international Impact factor Journals shall be accepted. The Journals will be evaluated in pursuance of HEC Journals Recognition System (HJRS) and latest list of JCR impact factor journals (Web of Sciences).

Links are as follows:

HJRS

<http://hjrs.hec.gov.pk>

JCR 2019 (Web of Sciences)

(http://clarivate.com/webofsciencegroup/wp-content/uploads/2/dlm_uploads/2019/08/JCR_Full_Journal_list140619.pdf)

- ii. 2.5 marks for only 1st, 2nd and 3rd author for each paper (up to two papers allowed)
- iii. The candidate will be responsible to give reference **DOI link** of the journals. No credit will be given if **DOI link** fails to open up.
- iv. Letter of approval provided by the Journal with not be entertained for the Award of Marks.

TOTAL POINTS:

100 Points

10. Specialty Preference:

- i. Out of List of Medical subjects approved for Level-III training, by PM&DC, following Clinical Subjects are offered for training leading to FCPS/MD/MS/MDS.
- 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.

LIST OF MEDICAL CLINICAL SUBJECTS(PROGRAMS) OFFERED

| Specialty No. | Specialty Title |
|---------------|--------------------------------------|
| 1. | Anaesthesia |
| 2. | Accident & Emergency |
| 3. | Cardiac Surgery |
| 4. | Cardiology |
| 5. | Clinical Chemical Pathology** |
| 6. | Clinical Hematology** |
| 7. | Clinical Histopathology** |
| 8. | Clinical Pharmacology & Therapeutics |
| 9. | Dermatology |
| 10. | Diagnostic Radiology/Radiology |
| 11. | Family Dentistry |
| 12. | Family Medicine |
| 13. | Gastroenterology* |
| 14. | General Surgery* |
| 15. | Medicine* |
| 16. | Nephrology |
| 17. | Neurology* |
| 18. | Neurosurgery* |
| 19. | Nuclear Medicine |

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| | |
|-----|---|
| 20. | Obstetrics and Gynecology |
| 21. | Operative Dentistry |
| 22. | Ophthalmology |
| 23. | Oral/Oral & Maxillofacial Surgery* |
| 24. | Orthodontics* |
| 25. | Orthopedic Surgery* |
| 26. | Otorhinolaryngology(ENT) |
| 27. | Pain Medicine |
| 28. | Pediatrics |
| 29. | Pediatric Surgery* |
| 30. | Periodontology |
| 31. | Physical Medicine & Rehabilitation |
| 32. | Plastic Surgery* |
| 33. | Prosthodontics* |
| 34. | Psychiatry |
| 35. | Pulmonology |
| 36. | Radiotherapy* |
| 37. | Rheumatology* |
| 38. | Thoracic Surgery* |
| 39. | Urology* |
| 40. | Any new specialty Program that is approved by PM&DC |

LIST OF MEDICAL BASIC SUBJECTS (PROGRAMS) OFFERED

| Specialty No. | Specialty Title |
|---------------|---|
| 1. | Anatomy |
| 2. | Biochemistry |
| 3. | Chemical Pathology |
| 4. | Clinical Oncology |
| 5. | Community Medicine |
| 6. | Forensic Medicine/Medical Jurisprudence |
| 7. | Hematology |
| 8. | Histopathology |
| 9. | Microbiology |
| 10. | Medical Education/Health Professions Education |
| 11. | Occupational/Industrial Health |
| 12. | School/Children Health |
| 13. | Public Health |
| 14. | Diet & Nutrition |
| 15. | Dental & Oral Health |
| 16. | Dental Public Health/Community Dentistry |
| 17. | Pharmacology |
| 18. | Physiology |
| 19. | Public Health |
| 20. | Any other specialty that is duly approved by PM&DC. |

PART II THE GAZETTE OF PAKSITAN, EXTRA, JULY 2018, APPENDIX -III {14(5)}

11. PROGRAM TEACHING HOSPITAL SELECTION.

- i. Preference(s) for specialty of program(s): select the Title of Specialty Program(s) as allowed by the type of PART-1 Examination.
- ii. 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).

13. ATTACHMENT

Always submit PDF Scans of following original documents.

- i. Both Sides of valid NID Card,
- ii. Domicile Certificate,
- iii. MBBS/BDS Degree,
- iv. Certificate by University/Principal showing Marks obtained, total marks and attempts of all university examinations,
- v. House Job Certificate,
- vi. Valid PM&DC Registration Certification.
- vii. CPSP/University Part-I Result Card of within 03 years.
- viii. Job Experience Certificate in Public primary and secondary (Non-Teaching Hospitals) and tertiary Healthcare facilities. Shortage of even one day not allowed to complete a year.
- ix. University Certificate showing distinction in each / any subject to university examination.
- x. Published Papers (upto 02 papers) in National and International Impact factor Journals will be accepted.
- xi. The Foreign Graduates must also submit PDF Scan of PM&DC Equivalence Examination Result Card.

14. 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% |

15. 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.

16. Allocation of seats for 1st and 2nd admission every year

- i. All Training Sites / teaching hospitals will have allocated seats for each program, according to PM&DC criteria and will increase or decrease on basis of number of bed and number of faculty.
- ii. Admission and Selection of Postgraduate Trainee Residents will be carried twice a year (in January and in July).

17. 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.

18. 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) will determine additional seats in the institutes for essential specialties and also incentivize them from time to time as and when need arises. However, only up to 50% of additional seats and up to 50% increase in stipend for essential specialties shall be determined for each induction.

14

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 of 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 reject half and improve the quality. The Coordinator will get the MCQ papers printed and sealed.
- ii. **Conduction 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.
- iii. **Entry Test Fee.**

BankdraftRs.3,000/-in the name of "PG Admission Committee".
- iv. **Rules and Composition of Entry Test**
 - a) Single MCQ Paper
 - b) Total Marks 250, total MCQs 125, one best type
 - c) No negative marking in the Entrance Test
 - d) Paper shall be prepared from the syllabus of MBBS
 - e) Composition of paper shall be notified well before the Entrance Test

The specialty-based list of Level-III training.

Pakistan Medical & Dental Council (Post-Graduate Education Regulations, 2011)

**PART-II THE GAZETTE OF PAKISTAN, EXTRA, JULY, 2018, APPENDIX-III
{14(5)} (Annex attached)**

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.
- 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 should apply to the SHC&ME Department at the earliest for solving the problem.
- vi. If a training site and department approved and recognised by the university and not approved and recognized by CPSP in January 2021 induction, 50% seats will remain vacant. Induction will be done only in approved sites and recognized departments. It is the responsibility of HoI/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 and not approved by CPSP, no induction will be done at any training site and in any training department in July 2021 induction and onwards.

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All the PG induction Policies issued prior to this notification, are hereby **repealed** with immediate effect. However, the PG Induction Policy notified on 16th June, 2015 will be applicable for admission in Postgraduate Diploma/M.Phil Courses only till further recommendation/revisions by Post-Graduate Admission Committee.

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

NO EVEN,

Dated Lahore, the 11th March, 2021

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 & - 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. Chairman & Dean, Shaikh Zayed Medical Complex, Lahore.
23. All the Principals of Autonomous Medical Institutions in Punjab.
24. All the Deans/Heads of Specialized Health Institutions in Punjab.
25. Principal, Post-Graduate Medical Institute, Lahore.
26. Dean, Institute of Public Health, Lahore.
27. All the Medical Superintendents of Teaching Hospitals in Punjab.
28. Additional Secretary (General)/Staff Officer to Chief Secretary, Punjab.
29. Manager, Government Printing Press, Punjab, Lahore for publication in the Weekly Official Gazette.

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


11/03/2024

OSAMA JAVED
SECTION OFFICER (ME)