



NO.SO(AHP-I)8-38/18  
GOVERNMENT OF THE PUNJAB  
SPECIALIZED HEALTHCARE &  
MEDICAL EDUCATION DEPARTMENT  
(ESTABLISHMENT WING)

Dated: Lahore, the 22<sup>nd</sup> January, 2026.

To

1. All Vice Chancellors/Principals/Deans of Medical Universities/Colleges/Institutes of Specialized Healthcare & Medical Education Department.
2. All Executive Directors/M.D/COO/Medical Superintendents, of teaching Institutes/hospitals, SHC&MED.

Subject: **NOMINATION OF DEPARTMENTAL REPRESENTATIVE.**

I am directed to refer to the subject noted above and to state that it has come to the notice of the Competent Authority with grave concern that while forwarding the request by the concerned institute/hospital to this department for nomination of Departmental Representative (D.R) of this Department, proper procedure of recruitment/promotion of Human Resource (H.R) in universities/hospitals/institutes is not being adopted, which has resulted in undue litigation causing mammoth bulk of court cases as well as establishment/unlawful administrative implications with the regard to recruitment and promotion.

2. It has also be noticed that Institutes/hospitals grant upgradation/promotion to employees on wrong interpretation of the Rules/policies. When such employees, who have been appointed through direct recruitment or promotion etc., culminate to retirement, it creates undue financial burden on Govt. exchequer.

3. Foregoing in view, the Competent Authority has been pleased to direct that following instructions/guidelines shall be adhered to while forwarding the request for nomination of D.R. of this department in case of recruitment/promotion etc. against all the posts (related to Establishment Wing of this Department other than doctors and teaching cadre posts) in teaching institutes/hospitals:

- i) Each request for nomination of D.R must contain all necessary/requisite documents with proper flagging of service rules of the post, budgetary break-up/financial implication, legal status, complete service record, justification of the request and mode of promotion /recruitment.
- ii) Letter for nomination of D.R. shall be addressed to Secretary, SHC&MED with clearly mentioning of  
***"Attention: Additional Secretary (Establishment)".***
- iii) The request for nomination of D.R. shall be dealt by the concerned Section of this department in order to avoid undue complications of establishment-related issues.
- iv) Forwarding letter must reach this department well before 7-working days of the said recruitment/promotion for nomination of suitable D.R.
- v) The D.R shall be nominated by Establishment Wing, SHC&MED in all such cases.

*22/1/26*  
Section Officer (AHP-I)  
Government of the Punjab  
Specialized Healthcare & Medical  
Education Department

4. I am therefore, directed to state that the aforementioned instructions regarding upgradation/recruitment/promotion be complied with in true letter & spirit with immediate effect maintain administrative discipline and to avoid any adverse consequences.

**SECRETARY  
SPECIALIZED HEALTHCARE &  
MEDICAL EDUCATION DEPARTMENT**

**NUMBER & DATE EVEN**

A copy is forwarded for information and necessary action.

1. Accountant General Punjab, Lahore.
2. Director ICT Cell, SHC&MED.
3. PSO to Secretary, SHC&ME Department.
4. PS to Special Secretary (Operations), SHC&ME Department.
5. PAs to all Additional Secretaries, SHC&ME Department.
6. PA to Deputy Secretaries, SHC&ME Department.
7. All Section Officers, SHC&MED.
8. All concerned

  
**SECTION OFFICER (AHP-I)**

**Section Officer (AHP-I)**  
Government of the Punjab  
Specialized Healthcare & Medical  
Education Department