



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

NOTIFICATION

NO. S.O. (ME)7-6/2020(CIP): In partial modification of this department's notification No. S.O. (ME) 7-6/2017 (CIS) dated 18-05-2017, 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:

Contents of Policy and Procedure Manual (PPM) for Post-Graduate Residency (PGR) of Level III Programs

- i. Introduction
- ii. Mission, Goal and Objectives
- iii. Pakistan Medical & Dental Council (PM & DC) Framework of Levels of Higher Education, their duration, entry qualifications and corresponding exit qualifications
- iv. Administration of the Training Program by Degree Awarding Institutions (DAIs)
- v. Constitution of Committees and their Terms of Reference (TORs)
- vi. Guidelines/Requirements for Admission Procedure
- vii. Terms and Conditions of Post-Graduate induction "Contract".
- viii. Application Form
- ix. Guidelines for "Entry Test" (if/when required).

1. Introduction

1.1. The Post-graduate Residency of Level-III Program will lead to postgraduate qualifications 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) identify the training potential of public teaching hospitals, (b) to improve the standards of training in public hospitals and (c) to carry out admission and placement of doctors in PMDC Level-III programs in Public Teaching Hospitals / Medical Colleges / Medical Universities in Medical and Dental Clinical and basic specialties through uniform merit-based criteria.

1.3. The Policy for the selection of PG Trainees will be implemented at all the Healthcare Institutions engaged in imparting PG Training, and will be enforced immediately.

2. Mission, Goal and Objectives

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

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

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

3. PM &DC 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):

Sr. No	Approval Status of Training Program by DAI and distribution of seats between FCPS & MD/MS/MDS	Formula for seats distribution ratio	FCPS Seats Allocation %	MD/MS/MDS Seats Allocation %
1	Approved by both CPSP and University	50:50	50	50
2	Approved by CPSP not approved by University	100:00	100	00
3	Not approved by CPSP and approved by University	00:100	00	100
4	Not approved by both CPSP and University	00:00	00	00

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, Punjab:

5.1. Post-Graduate Admission Committee (PAC)

Post-Graduate Admission Committee for admissions in residency program will consist of following members:

1.	Secretary Health, SHC&ME Department, Punjab	Convener
2.	Six Vice Chancellors (UHS, KEMU, FJMU, RMU, FMU & NMU)	Members
3.	Two Principals, (One from Lahore, One from Outside Lahore)	Members
4.	CEO Mayo Hospital, Lahore	Member
5.	Prof. Syed Muhammad Awais (Retired) Ex-Professor of Orthopaedic Surgery, KEMU.	Member
6.	Representative of SHC&ME Department	Member
	Representative of P&SH Department	
7.	Head of institutions of Specialized Hospital / Institution (Paediatrics and Cardiology) one from Lahore and one from outside Lahore.	Members
8.	Any Co-opted Member	

The TORs of the PAC will be as under:

- i. To uplift the quality of Healthcare in Punjab through improving quality of Education of Healthcare provider
- ii. To frame all rules & regulations of postgraduate residency training in public sector teaching institutions of Punjab.
- iii. To help the Administrative Department in implementation of these framed rules & regulations.
- iv. To make final decision of cases referred by the sub-committees.

5.2. Grievances Sub-Committee

To redress the grievances of applicants of Post-Graduate 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	Members
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	

The TORs of Grievances Sub-Committee will be as follows:

- a) To address the grievances of candidates regarding admission process.
- b) To settle the cases in light of the Policy and Procedure Manual.

The meeting of the Committee will be held after every admission process as per notification of SHC&ME Department.

5.3. Hardship Sub-Committee

To resolve the cases of hardships of post-graduate trainees after joining the residency program, a Hardship Committee will be constituted constituting of following members:

1.	Vice Chancellor, King Edward Medical University, Lahore	Convener
2.	Registrar, University of Health Sciences, Lahore	Members
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	

The TORs of the Hardship Committee will be a follows:

- a) To scrutinize all applications of PG Trainees received through the SHC&ME Department
- b) To recommend cases relating to migration/change of specialty/change of supervisor and/or change of Institute for appropriate orders by the Government
- c) To recommend examination of PG Trainee by the Standing Medical Board, if deemed appropriate.
- d) The Hardship Committee will meet quarterly

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 PM&DC Act, 1962.
- 6.2. Training of PG Residents shall be allowed in the Specialty Programs which are approved and notified by the PM&DC.

- 6.3. The Degree Awarding Institutions (DAIs) must obtain approval of their programs and qualifications from the PM&DC and these qualifications must be included in the relevant schedules of HEC Qualification Framework and PM&DC Act, 1962.
- 6.4. All Public Teaching Institutions in Punjab must get their Specialty Programs and Training Sites inspected and approved/affiliated by the both Degree Awarding Institutions (Universities/ CPSP).
- 6.5. All Public Teaching Institutions must get their Specialty Programs and their Training sites inspected and approved by PM&DC.
- 6.6. For acting as supervisors, the Post Graduate Training Faculty includes Assistant Professor, Associate Professor and Professor. Each one of them 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 year and Professor/HOD shall have two (02) PG Trainees per year.
- 6.8. 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 year. (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 to by the SHC & ME to determine the final allocation of seats.
- 6.12. The admissions will be carried out through computerized, transparent, merit-cum-availability system.
- 6.13. Admission/Entry for Post Graduate Residency will be twice a year. 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 revised as follow:
- | | |
|---|------------|
| 1. Punjab: | 93% |
| 2. Disabled (of the Punjab Province): | 01% |
| For the Disciplines of Anesthesia, Radiology and Pathology | |
| 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 bases. (If candidates will be less in one group, the seats shall be transferred to other group automatically. 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 a training site is 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, all 100% seats will be allocated to FCPS candidates. If training site/program is approved by university alone (not by CPSP), 100% seats will be allocated to university. In case any training site/program is not approved by both (CPSP and University), no admission will be made.
- 6.18. The DAIs are expected to provide the following documents/guidelines.
- ii. Scheme of each program showing rotations, courses & examinations
 - iii. Curriculum / Training Manual
 - iv. Log Book/Portfolio
 - v. Technical requirements (equipment, facilities) of the program
 - vi. 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. All these 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 program. The Prof/HOD will be the “Program Director”.
- 6.21. All program Directors in an institution will constitute “Institutional PGME Committee” (as required by the PM&DC).
- 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 (required by the PM&DC). The Program Faculty Committee shall maintain the minutes of all such meetings and will produce before “Punjab PG 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. 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 Post-Graduate Admission Committee (PAC) will inform grant of admission to the candidate and to the VC/Principal/Head of Institution who 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 to the VC/Principal/Head of the institution within three (03) days after the admission, who will send list of PGs who have joined to Post-Graduate Admission Committee 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 PGs 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 Specialized Healthcare & Medical Education Department, Government of Punjab 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. All such cases shall be forwarded to the Department well in time.
- 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 (four (04) weeks per year) must work to complete the prescribed duration of training. For this period, they will not get stipend/salary.
- 6.39. 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 upto 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. If he/she is not being paid. Training in other institute (within the country and abroad) will be recommended by DAIs and forwarded to SHC&ME Department for issuance of NOC.
- 6.40. 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 notifying specific non-teaching DHQ/THQ for PG trainee appointments.
- 6.41. 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.
- 6.42. All PG Trainees (whether on Stipend or M.O.) will have to leave the training slot on completion of training tenure irrespective of their status of examinations.

- 6.43. The PG Resident Candidates will read and sign “Terms and Conditions” of PG Training at time of application.
- 6.44. The “Code of Ethics” for the PG Trainees will be issued by the SHC & ME Department, Government of Punjab or its Appointed Body.
- 6.45. A Post-Graduate Residency Cell (PGRC) to conduct Central Induction Program (CIP) will be established at Punjab Health Foundation.

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 Two to Five years out of which contract for initially one year shall be granted which shall be extendable on yearly basis, subject to satisfactory performance certificate from the head of training institute. Request for extension of PGR contract shall be forwarded to SHC & ME Department on yearly basis along with annual performance report for approval/ order.
- 7.2. Renewal of contract will be issued by the Specialized Healthcare & Medical Education Department on the recommendation of concerned institution for every year.
- 7.3. PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government. Stipend / salary 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. No official accommodation will be provided to the PG Trainee during the period of training.
- 7.4. 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.
- 7.5. The Deputationist will be entitled to draw pay and other allowances as admissible under the rules against deputation seats. 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 Punjab and the Teaching Institution & Hospital.
- 7.7. In case of Deputationist, he/she 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 / Deputatonist, after his/her selection as per merit, will report to the Vice Chancellor/Principal/Head of the concerned institution within three days failing which;
 - a. The admission offer will stand withdrawn and seat will be declared vacant.
 - b. 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, P.G Trainee may be placed where merit of the institution and trainee conform for that 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. In case of deputationist, deputation will be cancelled and irregularity on his part will be reported to his/her parent department.
 - 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.
 - 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 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 exits and they applies for leaving the program, his case will be presented and processed by the institutional PG Committee. It will be forwarded to PAC which may

decide to penalize the candidate or otherwise. Penalty will be in the form of debarring the trainees for applying in the induction.

(ii) The Head of the Institution will discuss the Exit with the candidate and the Program Director and will forward application to the Post-Graduate Medical Education Committee of Specialized Healthcare & Medical Education Department with the recommendation.

(iii) The candidate 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.

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 both by the Post-Graduate Admission Committee and SHC&ME Department. Orders of Exit from program will be issued by SHC&ME Department.

8.7. If a Postgraduate Trainee wants to complete his/her remaining Postgraduate 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 candidates will apply and get his/her admission on merit. After joining and six months of training at the allocated site, the candidates (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 final approval.

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, to whom PG wants to migrate, will identify the vacant slots and shall issue NOC in favor of the candidate. An attested copy of Marriage Certificate (Nikkah nama) shall also be provided.

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

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 only

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 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 residents, maternity leave of 90-days with pay/salary will be given only once during the course of training. The candidate will be entitled for further maternity leave according to Para 6(34) of PPM and training will be handled according to Para 6(37) of PPM which states:
(All PG Residents who will avail freezing, or leave for more than allocated period (04) weeks per year) must undergo additional training to complete the training requirements. 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 not more than 45 days 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.

I-INSTRUCTIONS FOR THE CANDIDATES.

1. Please read list of specialties available (PM&DC approved) and select the specialties(s).
2. Please read list of program site(s) for each specialty program(s) and select the program site(s).
3. Complete Form Carefully and Submit. After submission of the form no change will

- be accepted.
4. Always submit form from personal e-mail account of the candidate. Forms from other's account will be rejected.
 5. The candidates who have passed PART-I from both (CPSP and Universities) can apply on for admission in both (FCPS & MD/MS).
 6. 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.
 7. Read the "Terms and Conditions of Residency/Contract Agreement" of the PG Residency carefully and "Accept" them before you submit the "Form".
 8. Candidates will have to pay an amount of Rs. 1000/- with their applications.
 9. On the web site two separate application forms are available for "FCPS" and "MD/MSMDS".
- Candidates who have passed Part-I examination of both examination can exercise their merit by applying on both forms.

II-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.

III-ELIGIBILITY/ PRE-QUALIFICATIONS

1. MBBS Degree
2. Certificate of Completion of 12 months of House Job
3. PM&DC Registration
4. Result of passing PART-I Examination of FCPS/MD/MS. within last three (03) year

IV- PERSONAL INFORMATION

1. Computer No.
2. Name
3. Father/Husband Name
4. Gender Male/Female
5. Date of Birth.
6. Date of Passing MBBS
7. Country of Passing MBBS.
8. Applied as PG Candidate for;
 - i. FCPS
 - ii. MD/MS/MDS
 - iii. FCPS & MD/MS/MDS
9. Date of Passing Part-I Examination
10. CNIC No.
11. Date of Expiry of CNIC.
12. E-mail address
13. PMDC Reg. No.

<p>14. Date of Expiry of PMDC Registration 15. Mobile Phone No. 16. District of Domicile. 17. District of present Residence. 18. Present Postal address</p>	
<p>V- EDUCATION</p>	
<p>MBBS Aggregate of Marks For Pakistani Graduates,</p>	<p>20 Points</p>
<p>Sum of marks achieved in all professionals divided by sum of total marks in all professionals, multiplied by 20.</p>	
<p>Attempts</p>	<p>Up to 5 Points</p>
<p>1. For Pakistani Graduates One Point will be given for passing each professional examination in the first attempt.</p>	
<p>PART-I (FCPS/MD/MS/MDS)</p>	<p>40 Points</p>
<p>1. Part-I marks obtained divided by total marks multiplied by 40 for University Post-Graduates MD/MS/MDS. 2. Part 1 marks obtained as communicated by College of Physician & Surgeon Pakistan (CP&SP).</p>	
<p>VI- House Job in Parent Teaching Hospitals</p>	<p>03 Points</p>
<p>VII- Application in the same Teaching Institution Candidates who apply in their home institution from where they have graduated, are given additional marks.</p>	<p>07 Points</p>
<p>VIII- NEB Exam. Those who fail to qualify NEB exam in the first attempt they will not be scored.</p>	
<p>IX- Experience at Primary & Secondary level/Distinctions in University Examinations: 20 Points</p>	
<p>1. Experience at Primary Health Care level. (BHU,s & RHC,s) 05 points for each six (06) months. Points calculated Pro-Rata. Only two (02) years accepted</p>	
<p>2. Experience at Secondary Health Care level. (THQ Hospitals and DHQ non-Teaching Hospitals) 3 Points for each six (06) months. Points will be calculated Pro-Rata. Up to three years and 4 months accepted.</p>	
<p>3. Experience at Tertiary Healthcare Level. 2 points for each six months. Points will be calculated. Pro Rata. Up to Five (05) years accepted.</p>	
<p>IMPORTANT: Please down load the “Experience Certificate”, complete the form and get certified and submit it as the PDF/ Image.</p>	
<p>4. Distinctions in University Examinations. Marks will be awarded for a maximum for two distinctions. Two (02) points for each distinction. Twenty marks will be calculated jointly by giving credit for job in primary & secondary or tertiary healthcare sites and distinctions. Please provide scan/image of certificate/result of distinction from the university.</p>	

X- Research Papers.	05 Points
<ol style="list-style-type: none"> 1. Papers published in National and international Impact factor, Journals shall be accepted. 2. 2.5 marks for only 1st, 2nd and 3rd author for each paper (up to two papers allowed) Give reference link (www) of the journals. No credit if www link fail to open up. 3. Letter of approval provided by the Journal with not be entertained for the Award of Marks. 	
TOTAL POINTS:	100 Points
XI- SPECIALTY PREFERENCE:	
<ol style="list-style-type: none"> 1. Out of List of medical subjects approved for Level-III training, by PMDC, following CLINICAL SUBJECTS are offered for training leading to FCPS/MD/MS/MDS. qualifications. 2. 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
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 PMDC

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 PMDC.

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XII- PROGRAM TEACHING HOSPITAL SELECTION.

1. Preference(s) for specialty of program(s): select the Title of Specialty Program (s) as allowed by the type of PART-1 Examination.
2. 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).

XIII- ATTACHMENTS.

Always submit PDF Scans of following original documents.

1. Both Sides of valid NID Card,
2. Domicile Certificate,
3. MBBS Degree,
4. Certificate by University/Principal showing Marks obtained, total marks and

- attempts of all university examinations,
5. House Job Certificate,
 6. Valid PM&DC Registration Certification.
 7. CPSP/University Part-I Result Card of within 03 years.
 8. 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.
 9. University Certificate showing distinction in each/any subject of university examination.
 10. Published Papers (up to 02 papers) in National and International Impact factor Journals will be accepted.
 11. The Foreign Graduates must also submit PDF Scan of PM&DC Equivalence Examination Result Card.

XIV- Quota for Provinces and Foreign National Trainees

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

XV- Allocation of Seats to CPSP and University PG Training;

- 1). 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.
(In case number of applicants are less in one group, seats will be shifted from other automatically)
- 2). The training sites which are approved by only one of them, all candidates will be allocated that DAI.
- 3). No candidate will be admitted at sites not approved by both DAI.

XVI- Allocation of seats for 1st and 2nd admission every year

1. 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 beds and number of faculty.
2. Admission and Selection of Postgraduate Trainee Residents will be carried twice a year (in January and in July).

XVII- If number of candidates is less in any specialty program.

The deficiency will be distributed in all programs of the same specialty.

XVIII-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.

XIX- Essential Specialties:

In Punjab Healthcare System in Punjab, the number of specialist doctors in both public and private sectors is grossly less than the required number on the basis of needs of the size of population. The department of SCH&ME have felt gross deficiency of specialist doctors in following specialties and approved 50% increase in seats in

1. Anesthesia 2. Radiology 3. Pathology 4. Psychiatry

Additional 50% seats will be offered for July, 2020 admissions in each training site/program and it will be incentivized by paying 50% additional pay.

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

1. Appointment and Function of PG Entry Test Committee.

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.

The two (02) Examiners in each subject shall develop table of specification and blue printing of the paper.

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.

2. Conduction of Entry Test.

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)

Entry test will be conducted simultaneously at all medical universities of Punjab.

3. Entry Test Fee. Bank draft Rs.3,000/- in the name of "PG Admission Committee".

4. Rules and Composition of Entry Test.

- 4.1. Single MCQ Paper
- 4.2. Total Marks 250, total MCQs 125, one best type.
- 4.3. No negative marking in the Entrance Test
- 4.4. Paper shall be prepared from the syllabus of MBBS
- 4.5. Composition of paper shall be notified well before the Entrance Test

The speciality based list of Level-III training.

Pakistan Medical & Dental Council (Post-Graduate Education Regulations, 2011)
**PART II THE GAZETTE OF PAKSITAN, EXTRA, JULY, 2018, APPENDIX –III
{14(5)}**
(Annex attached)

General Provisions:

- 1) Policy and Procedure Manual (PPM) must be uploaded on SHC&ME Department and Punjab Residency Program (PRP) websites.
- 2) Policy & Procedure Manual (PPM), notified by the Specialized Healthcare and Medical Education Department demands standardization / restructuring 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.
- 3) 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.
- 4) 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.
- 5) All teaching hospitals are required by department of SHC & ME 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/training site, they should apply to the SHC & ME Department at the earliest for solving the problem.

All the policies, related to the induction of post-graduate trainees, issued prior to this notification, are hereby **repealed** with immediate effect.

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

NO EVEN, Dated Lahore, the August, 2020.

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. Chairman, Punjab Information Technology Board (PITB), Arfa Technology Park, 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. Incharge, 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.

DEPUTY SECRETARY (ME)