



OFFICE OF THE REGISTRAR
KING EDWARD MEDICAL UNIVERSITY
LAHORE

No. 15592 /REG/KEMU/2024.

Dated: 30/07/2024.

Notification

List of selected PGRs of FCPS/MS/MD in Level-IV, Supra Specialty/2nd Fellowship, inducted by the Government of the Punjab, Specialized Healthcare & Medical Education Department, Lahore, through Residency Program (PRP) for the session July, 2024 at KEMU/Mayo Hospital, Lahore, as per detailed mentioned below:-

Sr. No.	Name of PGR	Hospital	Program	Unit/Ward	Institution
1.	Dr. Samran Asim S/o Asim Shahzad	MHL	MS Vitreo Retinal	Ophthalmology Unit-III	KEMU/ Mayo Hospital, Lahore
2.	Dr. Syed Salman Haider Kazmi S/o Syed Javed Haider Kazmi	MHL	MD Gastroenterology	EMW	KEMU/ Mayo Hospital, Lahore
3.	Dr. Rizwan Munir S/o Muhammad Munir Khalid	MHL	FCPS Gastroenterology	EMW	KEMU/ Mayo Hospital, Lahore
4.	Dr. Maryam Ayub w/o D/o Ayub Ali	MHL	FCPS Child & Adolescent Psychiatry	Psychiatry	KEMU/ Mayo Hospital, Lahore
5.	Dr. Nida Khalid w/o D/o Khalid Jamil	MHL	FCPS Vitreo Retinal	Ophthalmology Unit-III	KEMU/ Mayo Hospital, Lahore
6.	Dr. Saman Zafar w/o D/o Zafar Mahmood	MHL	FCPS Paediatric Nephrology	Paediatric Medicine Unit-II	KEMU/ Mayo Hospital, Lahore
7.	Dr. Zartasha Sial w/o D/o Dilshad Ahmed Sial	MHL	FCPS Paediatric Neonatology	Paediatric Medicine Unit-I	KEMU/ Mayo Hospital, Lahore
8.	Dr. Unaiza Nasr w/o D/o Nasrullah Khan	MHL	FCPS Paediatric Ophthalmology	Ophthalmology Unit-III	KEMU/ Mayo Hospital, Lahore

Subject:- **OFFER OF APPOINTMENT AS POSTGRADUATE TRAINEE ON CONTRACT BASIS
AT KEMU/ALLIED HOSPITALS, LAHORE.**

In pursuance of Punjab Residency Program System's merit list, you are hereby offered appointment as **POSTGRADUATE TRAINEE FCPS/MS, Level-IV, Supra Specialty/2nd Fellowship**, at KEMU/Mayo Hospital, Lahore on contract basis, on the following terms and conditions:-

Terms & Conditions of PRP for 2nd Fellowship (Erstwhile Level-IV)/ Super-Specialty shall be as follows:

Sr. #. Clause #.

1. 7.1 Total duration of the course will be Two to three Years (Duration required by DAI), out of which PG Training shall be granted initially for a period of one year, which shall be extendable on yearly basis, subject to satisfactory performance evaluation report/ certificate from the head of training institute. Further extension after completion of initial one year of training will be granted by the Specialized Healthcare & Medical Education Department on the recommendation of the head of the concerned Institution every year
2. 7.2 PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government.

3. 7.3 For in service candidates, the deputation will be granted by the Specialized Healthcare & Medical Education Department on the recommendations of the concerned institution subject to the condition that PGR has completed his/her probation period of two (02) years after selection / appointment w through PPSC on regular basis and/ or of one (01) year after promotion 'P' through Departmental Promotion Committee (DPC) In case candidates do not possess minimum two years of regular service, they shall have to take EOL/ or as per their Parent Department's policy However, consultants under the administrative control of Primary and Secondary Healthcare Department (P&SHD) shall strictly comply with P&SHD policy for applying and proceeding on training They shall ensure to have served the minimum number of years required to serve before pursuing training. No orders for joining of PG Training shall be issued unless the final merit lists are scrutinized and verified from HISDU, P&SHD and ICT, SCH&MED/Admin Wing SCH&MED shall verify the status of the candidates, if found to be employee of PSHD/SHMED whether they are eligible to pursue training as per their parent department (P&SHD or SCH&MED).
4. 7.4 No regular Government Officer including MO, Demonstrator and/or teaching faculty etc. shall be allowed to occupy his existing position and also undergo PG training. He / she shall have to proceed on study leave/EOU deputation for training purpose as per the policy of the Administrative Department as well as SHMED
5. 7.5 The deputallonist will be entitled to draw pay and other allowances as admissible under the rules from the host institution where he / she gets Induction as PG trainee under Central Induction Program (CIP)/ Punjab residency Program (PRP),
6. 7.6 The selected candidates and the concerned VCs, Principal / Head of Institution will be informed on the portal as well as e-mail/message regarding admission of the candidate However, the applicants are strongly advised to visit the PHF portal frequently throughout the admission cycle till the finality and conclusion to avoid any inconvenience considering the network issues in delivery of text messages or email which is beyond the control of the Department The concerned VC / Principal / Head of Institution will accept the candidate, get his / her original documents and issue the institutional orders and upload the joining report on the portal. The concerned VC / Principal / Head of Institution will also send the final notification of the joined candidates to the Medical Education wing of the Department. The Medical Superintendent of the Teaching Hospital VC / Principal / Head of Institution will include the name of the candidate in the Stipend / Salary system. It is the responsibility of the concerned Institution for verification of the credentials of the candidates before submission to SHC&ME Department and it should be duly certified in joining orders that all the documents and credentials claimed by the PG Trainees are duly verified by the Head of Institution for authenticity, accuracy and validity.
7. 7.7 Post-Graduate Residents shall also submit 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 enrollment.
8. 7.8 The PG Trainee / Depulationist 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.
9. 7.9 No official accomodation will be provided to the PG Trainee during the period of training. However, the Principal of the concerned institute may arrange accommodation subject to availability of hostel, in case of deputationist, he/she will draw House Rent Allowance as admissible under the rules. If the host institution provides accommodation, the institution will inform the Accountant General Punjab in writing for deduction of House Rent.



10. 7.10 In case of Deputationist, he/she can be repatriated to his/her Administrative Department at any time during the course if his/her progress and conduct is not satisfactory and disciplinary proceedings under PEEDA can be initiated if needed.
11. 7.11 In case progress and conduct is not satisfactory, the PG Trainee can be terminated at any time during the course.
12. 7.12 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. Moreover, in case he/she was a regular employee of Primary & Secondary Healthcare Department before induction, on completion of PG Training he/she will serve in Primary & Secondary Healthcare Department for a period in accordance with the policy in-vogue of the parent Department/PSHD.
13. 7.13 Post-Graduate Training is full-time & residential. Post-Graduate Residents/ Deputationists are not allowed to indulge in private practice or second jobs including adhoc and/or locum. Violations of any kind shall call for strict disciplinary action and termination of training with debar of two years.
14. 7.14 The PG Trainee / Deputationist, 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 one (01) induction cycle if he does not join after giving consent in final list.
15. 7.15 The PG Trainee/Deputationist will not be allowed to change his/her course at any stage during the study for which he/she was initially inducted.
16. 7.16 The PG residency will be a whole-time and non-transferable
17. 7.17 The PG Trainee will not be allowed to freeze the training.

Cancellation/Termination of Training:

18. 7.18 The admission will be cancelled in case any information/ document(s) provided by the PG Trainee are found to be fake or fabricated or concealment/manipulation of facts is observed, at any stage. In case of deputationist, deputation will be cancelled and irregularity on his part will be reported to his / her parent department to initiate disciplinary proceedings PG Trainee/ Deputationist whose admission is cancelled will be debarred for next two years and he/she will refund whole stipend/salary received during training
19. 7.19 In case progress and conduct is not satisfactory, the PG Training will be terminated at any time during the course. The Institutional committees shall recommend all such cases to the Department. The Departmental Committee constituted by the Secretary Health SHC&ME Department shall examine the case and decide about the termination.
20. 7.20 The PGRs shall have one time right to appeal before the Secretary SHC&ME Department against the decision of the Departmental Committee.
21. 7.21 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 suspended and/or terminated
22. 7.22 The PGR/ Deputationist getting terminated shall have to recover whole amount of stipend received by him/her during the course of PG Training and shall be debarred from applying in Punjab Residency Program for next 2 years.

Resignation after joining:

23. 7.23 In case a PG candidate wants to resign after joining:
 - a. He/she will apply to the Program Director, who will discuss the case with the candidate and the "Program Faculty Committee" (Comprising of all supervisors in the same program) will send application with his remarks to the Head of Institution (VC/Principal/HOD).



- b. The Head of the Institution will discuss with the candidate and the Program Director and will forward application to the PG Medical Education Committee (Specialized Healthcare & Medical Education Department) with the recommendation, penalty to be paid by the candidate.
- c. In case the resignation is accepted, the refund of whole stipend/salary received by the candidate will be mandatory. In addition, the candidate will be debarred from re-application for one (01) year.

Surety Bond Undertaking:

24. 7. 24 The PG Trainee provided with facility of deputation shall furnish a surety bond undertaking to SHC&ME Department that after completion of PG Training, he/she shall serve his / her parent Department for the lime duration/ period equivalent to the period availed on deputation He / she will also not apply for EOL / resign from the Government service during this period after completion of training. In case he/she decides to do it, he/she will return the salary received during his / her training period. In case, the candidate already availed deputation / EOL for previous level of training and has not completed the mandatory post-PG training service period, he / she shall furnish a surety bond undertaking to SHC&ME Department that after completion of PG Training he / she shall also complete the remaining service period (for previous deputation / EOL) at his / her parent Department for the time duration/ period equivalent to the period availed on previous deputation / EOL. In case he/she does not do it, he/she will return the salary received during his / her training period.

Stipend:

25. 8.1 PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government. Stipend for PG Trainee or salary (for in-service employees of both Health Departments will be allowed for a maximum of 02 / 03 years (depending on the specialty and requirement of DA). This time period will start from day one of induction/ PG Training.
26. 8.2 Disbursement of stipend shall be dealt by Punjab Health Foundation through the on-line portal as well Punjab Health Foundation will execute the system on behalf of Specialized Healthcare & Medical Education Department and will start by having an account opened in Bank of Punjab.
27. 8.3 In order to make the system work more efficiently and with least human intervention, all the cases of annual extensions in PG Training (except those on deputation) shall continue to be done by the institutions but through the portal.
28. 8.4 The respective training Institutions shall issue annual extension orders (within prescribed duration of training i.e. two or three years) in favor of PGRs subject to fulfillment of the criteria as already laid down for grant of annual extension.
29. 8.5 Funds shall be released to Punjab Health Foundation on quarterly basis; however, a monthly stipend roll for PG Trainees will be run.
30. 8.6 The PGR trainee will register himself/herself on the online portal for centralized disbursement of stipend developed and run by the Punjab Health Foundation as notified vide letter NO.SO(ME-1)Misc/22(Direct) dated 1M Jan. 2024 (Annexure-A). The PGR will provide all the required details including the bank account accompanied by account maintenance certificate clearly stating IBAN.
31. 8.7 The hospital concerned shall verify the details of the PGR. Once verified the PGR attendance and payment details shall be uploaded by the hospital for disbursement of stipend. It shall be the responsibility of the hospital for genuineness of data regarding attendance and payment.
32. 8.8 In case of employee under P&SHD / SHC&MED. the hospital shall first ascertain whether he/she is eligible for stipend. In case he/she is not eligible, hospital shall declare him/her Invalid on the portal. Stipend shall only be admissible to employee of P&SHD / SHC&MED if he has approved EOL from the P&SHD/SHC&MED for pursuing training purpose solely EOL for domestic purpose or any other purpose shall not be admissible for permitting pursuing of training.

33. 8.9 Any employee of P&SHD/SHC&MED enrolling on stipend portal whereby he was not eligible for claim of stipend shall be proceeded against for misrepresentation/fraud.

In-service candidates under P&SHD/SHC&MED:

34. 9.1 For in-service candidates (who are regular employees of Primary & Secondary Healthcare Department) or who are under the administrative control of Specialized Healthcare & Medical Education Department, the deputation will be granted by the Specialized Healthcare & Medical Education Department on the recommendations of the parent department (P&SHD/SHC&MED) and subject to conditions/ criteria of the parent department (P&SHD/SHC&MED). There will be minimum two years requirement for deputation for medical officers/demonstrators. However, in case of promotion, being on probation for one year, no deputation within one year of promotion will be granted. In case of new appointment through PPSC for those already in service, two years' service will be required in newly appointed grade before becoming eligible for deputation. In case of consultants under P&SHD, training can only be applied and availed after serving number of service years required by the P&SHD policy.
35. 9.2 The Deputationist will be entitled to draw pay and other allowances as admissible under the rules against deputation seats at PGMI. However, there shall be no deputation allowance.
36. 9.3 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.
37. 9.4 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
38. 9.5 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.
39. 9.6 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.
40. 9.7 The PG Trainee / Deputalionist, after his / her selection as per merit, will report (written and online) to the Vice Chancellor / Principal / Head of the concerned institution within three days failing which;
- i. The admission offer will stand withdrawn and seat will be declared vacant.
 - ii. The Candidate will be debarred from new admission for the next induction if does not join after giving consent in final merit list.
41. 9.8 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.
42. 9.9 The PG Trainee I 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.
43. 9.10 The employees under PSHD/SHMED shall not be allowed to actualize their promotion if granted during training and only after training it shall be allowed to actualize. Hence, those in promotion zone should decide for pursuing training accordingly as once after joining no such waiver shall be granted.



Leave

44. 10.1 Maximum of four weeks of leave (28 days) shall be allowed during one calendar year. No leave over and above 28 days shall be permissible in one calendar year. All types of casual, medical, ex-Pakistan leaves are included in this 28 days permissible leave account. Haj leave (45 days), maternity leave (90days) and leave upon death of husband (40days)is excluded from this 28 days leave However only one paid Hajj leave up to 40 days shall be given in entire PG training. Moreover, these leaves are not a right and may be regretted on administrative grounds Leaves up to 5 consecutive days shall be granted at the Institutional Level and shall be updated in calendar on the PRP Leave Portal. Leave beyond 5 days shall be submitted to the department for approval well before lime and PG shall not proceed on leave unless leave granted. Proceeding on leave without approval may call for disciplinary action.
45. 10.2 In case of female PG Trainees, maternity leave of 90 days with stipend / salary will be given only once during the course of training for which she will have to complete her extended period of training in lieu of maternity leave without stipend.
46. 10.3 Leave will be granted to PGR upon death of her husband for a maximum period of forty (40) days.
47. 10.4 All PG Residents who avail Hajj. Maternity and leave upon death of husband, shall have to work to complete the prescribed duration of training. For this period, they will not get stipend / salary.
48. 10.5 Ex-Pakistan Leave for Hajj & Umrah will be recommended by Degree Awarding Institutions and forwarded to the SHC&ME Department for issuance of NOC and approval of leave. Hajj leave will be only once during the whole training and for a period of not more than 45 days with stipend / salary during the entire residency tenure. Umrah leave will be counted within 28 days permissible leave account No leave beyond 28 days.
49. 10.6 The Ex-Pakistan leave might be allowed for purposes other than for Hajj & Umrah, to a Level-IV PG Trainee provided he submits proper written application with reasons for going ex-Pakistan, Surety bond stating that he would return to Pakistan upon completion of leave period or earlier; failing which his surety would pay back all stipend already paid to the PG Trainee and he shall be permanently debarred from future PG Trainings under the CIP and PPM of Punjab, leave title account and recommendation by the Institutional Committee duly consented to by the VC/ Principal/ HOL. The Degree Awarding Institutions (CPSP/ Medical Universities) may suggest any other necessary documentation, if they feel so. All Ex-Pakistan leave other than Hajj leave as mentioned above shall be within the 28 days permissible leave period in one calendar year, No leave beyond 28 days shall be allowed in one calendar year.
50. 10.7 All cases of leave shall be forwarded through proper channel i.e. from VC / Principal I HOI to the SHC&ME Department well in time for approval and final orders.
51. 10.8 Merely sending the leave and proceeding on leave without approval is misconduct and may call for disciplinary action. PGR shall ensure to initiate the case well in time to have leave sanctioned prior to proceeding on leave.

11. 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 Erstwhile Level-IV/ Super-Specialty programs (FCPS/MD/MS) to be carried out in all teaching hospitals of Punjab in light of PM&DC Regulations published in Gazette of Pakistan.



iii. The Educational Programs are monitored; candidates are enrolled, guided in training and evaluated in teaching hospitals by respective degree awarding Institutions (DAIs), including CPSP, KEMU, UHS, FJMU, NMU, FMU, RMU and UCHS.

iv. Although department of SHC&ME makes possible efforts to retrieve correct data from the teaching hospitals, the errors and omissions in the data may be ignored.

v. SHC &ME Department requires all teaching hospitals to apply for approval of their programs / departments by PM&DC and DAI.

vi. 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. Induction shall be made in line with the order No. SO(ME)12-37/2020 dated 1st June, 2021 passed in compliance of directions of Honorable Court (ANNEX-B) Induction shall induction will be done at any training site and in any training department if that is approved both from the University and CPSP. If any training site/department still remains to be approved and recognized by university as well as by CPSP, no induction will be done at any training site and in any training department.

52. 12. All the PG induction Policies and scoring criteria Issued prior to this notification, hereby cease to have any effect with immediate effect. However, all instructions, notifications and policies issued from time to time in future which are applicable and valid for Super-Specialty/Level-IV training programs shall be considered part and parcel of this procedure manual.

The PGRs are directed to report to Office of the Assistant Registrar (Acad.) Patiala Block, KEMU, for Registration on 13.08.2024, during working hours, otherwise this Offer of appointment will stand cancelled automatically.



Registrar
King Edward Medical University,
Lahore.

No. 15593-99 /REG.

Dated. 30 / 07 /2024.

Copy Forwarded for Information and necessary action to:-

1. The Secretary to Government of the Punjab, Specialized Healthcare & Medical Education Department, Lahore.
2. The Vice Chancellor, KEMU, Lahore.
3. The Director Postgraduate, KEMU, Lahore.
4. All Concerned Heads of Departments, KEMU/Mayo Hospital, Lahore.
5. The Medical Superintendent, Mayo Hospital, Lahore.
6. The Manager IT, KEMU, Lahore with the request to display this information on KEMU, website.
7. Personal Files.



Registrar
King Edward Medical University,
Lahore.