



**GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
(MEDICAL EDUCATION WING)**

Dated Lahore, the 17th May, 2024



NOTIFICATION

NO.SO(ME-II)7-1/2024(L-IV)(Policy). In supersession of this Department's Notification No.SO(ME)7-6/2019(L-IV) dated 23.01.2019, the Competent Authority has been pleased to notify the "Policy and Procedure Manual (PPM) of Post-Graduate Residency of 2nd Fellowship (Erstwhile Level-IV) Super-Specialty Programs" in various public sector Medical Teaching Institutions/ Hospitals in Punjab. This shall come into force at once with immediate effect.

1. Introduction

1.1 Government of Punjab, Specialized Healthcare and Medical Education Department has formalized the said Policy (PPM) with the aim to produce qualified human resource and provision of better healthcare delivery system for the patients and community.

1.2 2nd Fellowship is a formal, full-time training program that focuses on a particular area within the specialty that a doctor may undertake only after completing the Level-III specialty-training program. This 2nd Fellowship is a vertical training program that has been developed to enhance training skills in a Super-specialty only after attaining Level-III qualification (FCPS/MD/MS or Equivalent).

1.3 2nd Fellowship training is aimed at providing comprehensive medical education and training in advanced areas of medicine and/or surgery considered as Super-specialty by the Degree Awarding Institution (CPSP/UHS/KEMU/FJMU/UCHS/NMU/FMU/RMU). Fellowships range in length from two to three years.

1.4 There is a long list of internationally recognized specialties with established programs. With rapid advancement in technology this list is ever enlarging. A list of the some currently recognized Super-specialties is given below:

Sr. No.	Specialty	Super specialties
1.	Allergy and Immunology	Paediatric allergy and Immunology
2.	Dermatology	i. Paediatric dermatology ii. MOHS Surgery
3.	Emergency Medicine	i. Disaster / Emergency medical services ii. Paediatric Emergency Medicine
4.	Cardiology	i. Electrophysiology ii. Interventional cardiology iii. Imaging
5.	Family Medicine	i. Adolescent Medicine ii. Geriatric medicine iii. Hospice and palliative medicine iv. Sleep medicine v. Sports medicine
6.	Medicine	Gastroenterology
7.	Medicine	Endocrinology
8.	Medicine	Geriatrics
9.	Medicine	Hepatology
10.	Medicine	Infectious Diseases

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11.	Medicine	Intensive Care Medicine
12.	Psychiatry	i. Child and Adolescent Psychiatry ii. Geriatric Psychiatry iii. Addiction Psychiatry iv. Neuropsychiatry v. Sleep Medicine vi. Psychosomatic medicine vii. Pain Medicine
13.	Paediatrics	i. Adolescent medicine ii. Paediatric Cardiology iii. Developmental & Behavioral Paediatrics iv. Paediatric Emergency Medicine v. Paediatric Endocrinology vi. Paediatric Gastroenterology vii. Paediatric Critical care Medicine viii. Paediatric Infectious Disease ix. Paediatric Hematology / Oncology x. Paediatric Nephrology xi. Neonatology xii. Paediatric Neurology xiii. Paediatric Dermatology xiv. Paediatric Pulmonology xv. Paediatric Rheumatology
14.	General Surgery	i. Colorectal Surgery ii. Gastrointestinal Surgery iii. Organ Transplant Surgery iv. Hepato-Pancreato-Biliary & Liver Transplant Surgery v. Breast Surgery
15.	Anesthesia	i. Paediatric anesthesia ii. Pain Management / Medicine iii. Intensive/Critical Care iv. Cardiothoracic Anesthesiology
16.	Cardiovascular Surgery	i. Paediatric and congenital ii. Cardiac Transplant
17.	Neurosurgery	i. Cerebrovascular ii. Neurosurgical Oncology iii. Stereotactic and functional iv. Spine Surgery v. Neuro-trauma vi. Skull Base vii. Paediatric Neurosurgery
18.	Obstetrics and Gynecology	i. Maternal-fetal medicine ii. Reproductive Medicine iii. Gynecologic Oncology iv. Uro-Gynecology v. Pediatric Gynaecology
19.	Ophthalmology	i. Paediatric Ophthalmology ii. Vitro-retinal Ophthalmology iii. Cornea
20.	Oral and Maxillofacial Surgery	i. Oral and craniofacial surgery (head and neck) ii. Facial cosmetic surgery iii. Craniofacial trauma
21.	Orthopedic Surgery	i. Hand Surgery ii. Surgical Sports Medicine iii. Arthroplasties iv. Spine Surgery v. Foot and ankle vi. Musculoskeletal oncology vii. Orthopedic trauma Surgery viii. Paediatric Orthopedic Surgery
22.	Otorhinolaryngology, or ENT	i. Head and Neck ii. Facial Cosmetic Surgery iii. Neuro-otology iv. Laryngology

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23.	Plastic Surgery	i. Cosmetic Surgery ii. Burn iii. Microsurgery iv. Hand Surgery v. Craniofacial Surgery vi. Paediatric plastic and Reconstructive Surgery
24.	Radiology	i. Interventional Radiology ii. Nuclear Medicine iii. Paediatric Radiology

1.5 Although 2nd Fellowship education / training in Super-specialty are internationally recognized, all 2nd Fellowship programs in Punjab Institutions are not approved by PM&DC and Degree Awarding Institutions (CPSP/ KEMU/ UHS/ FJMU/ UCHS/ NMU/FMU/RMU). A list of potential 2nd Fellowship Programs (Erstwhile Level-IV) /Super-specialties in Punjab is as under:

Sr. No.	Name of Super-Specialty	Eligible Specialties for Super-Specialty
1.	Pediatric Orthopedic Surgery	MS Orthopedic Surgery/Pediatric Surgery
2.	Pediatrics Neurosurgery	MS Neurosurgery/ Pediatric Surgery
3.	Pediatric Gynaecology	MS Gynaecology & Obstetrics/ Pediatric Surgery
4.	Developmental & Behavioral Pediatrics	MD Pediatrics
5.	Neonatology	MD Pediatrics
6.	Pediatric Cardiology	MD Pediatrics
7.	Pediatric Critical Medicine	MD Pediatrics
8.	Pediatric Emergency medicine	MD Pediatrics
9.	Pediatric Endocrinology & Diabetes	MD Pediatrics
10.	Pediatric Gastroenterology & Hepatology	MD Pediatrics
11.	Pediatric Hematology oncology	MD Pediatrics
12.	Pediatric Nephrology	MD Pediatrics
13.	Pediatric Neurology	MD Pediatrics
14.	Pediatric Dermatology	MD Dermatology
15.	Pediatric Ophthalmology	MS Ophthalmology
15.	Vitreo-Retinal Ophthalmology	MS Ophthalmology
16.	Orbit & Oculoplastic	MS Ophthalmology
17.	Urogynaecology	MS Gynaecology, Urology
18.	Spine Surgery	MS Orthopedic or Neurosurgery
19.	Hepato-Pancreato-Biliary & Liver Transplant Surgery	MS General Surgery
20.	Critical Care Medicine	MD Medicine/ MD Pulmonology/ MS Anesthesia
21.	Emergency Medicine	MD Medicine
22.	Infectious Disease	MD Medicine
23.	Pain Management / Medicine	MS Anesthesia
24.	Rheumatology	MD Medicine
25.	Child & Adolescent Psychiatry	MD Psychiatry

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23.	Plastic Surgery	i. Cosmetic Surgery ii. Burn iii. Microsurgery iv. Hand Surgery v. Craniofacial Surgery vi. Paediatric plastic and Reconstructive Surgery
24.	Radiology	i. Interventional Radiology ii. Nuclear Medicine iii. Paediatric Radiology

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5.	Neonatology	MD Pediatrics
6.	Pediatric Cardiology	MD Pediatrics
7.	Pediatric Critical Medicine	MD Pediatrics
8.	Pediatric Emergency medicine	MD Pediatrics
9.	Pediatric Endocrinology & Diabetes	MD Pediatrics
10.	Pediatric Gastroenterology & Hepatology	MD Pediatrics
11.	Pediatric Hematology oncology	MD Pediatrics
12.	Pediatric Nephrology	MD Pediatrics
13.	Pediatric Neurology	MD Pediatrics
14.	Pediatric Dermatology	MD Dermatology
15.	Pediatric Ophthalmology	MS Ophthalmology
15.	Vitreo-Retinal Ophthalmology	MS Ophthalmology
16.	Orbit & Oculoplastic	MS Ophthalmology
17.	Urogynaecology	MS Gynaecology, Urology
18.	Spine Surgery	MS Orthopedic or Neurosurgery
19.	Hepato-Pancreato-Biliary & Liver Transplant Surgery	MS General Surgery
20.	Critical Care Medicine	MD Medicine/ MD Pulmonology/ MS Anesthesia
21.	Emergency Medicine	MD Medicine
22.	Infectious Disease	MD Medicine
23.	Pain Management / Medicine	MS Anesthesia
24.	Rheumatology	MD Medicine
25.	Child & Adolescent Psychiatry	MD Psychiatry

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Super Specialty Programs upgraded from Level-III to Level-IV		
Sr. No.	Super Specialty	Eligible Specialties
26.	Endocrinology (Provisionally upgraded to 2 nd Fellowship subject to approval of Syndicate)	MD Medicine
27.	Gastroenterology (Provisionally upgraded to 2 nd Fellowship subject to approval of Syndicate)	MD Medicine

CPSP PROGRAMS		
Sr. No.	Super-specialty	Eligible Specialties for Super-specialty
1.	Critical Care Medicine	FCPS Anesthesiology/ General Medicine/ General Surgery / Nephrology / Pulmonology / Emergency Medicine
2	Pain Medicine	FCPS Anesthesiology
3	Breast Surgery	FCPS General Surgery
4	Colorectal Surgery	FCPS Surgery or Equivalent Qualification
5	Hepato-Pancreato-Biliary and Liver Transplant Surgery	FCPS Surgery
6	Surgical Oncology	FCPS Surgery
7	Vascular Surgery	FCPS Surgery
8	Spine Surgery	FCPS Orthopaedics Surgery Neuro Surgeons
9	Endocrinology	FCPS Medicine
10	Gastroenterology	FCPS Medicine
11	Rheumatology	FCPS Medicine
12	Infectious Diseases	FCPS Medicine
13	Palliative Medicine	FCPS Medicine / Family Medicine or Equivalent Qualification
14	Interventional Cardiology	FCPS Cardiology
15	Clinical Cardiac Electrophysiology	FCPS Cardiology
16	Child and Adolescent Psychiatry	FCPS Psychiatry
17	Interventional Radiology	FCPS Diagnostic Radiology
18	Community and Preventive Paediatrics	FCPS Paediatrics
19	Neonatology Paediatrics	FCPS Paediatrics
20	Developmental and Behavioral Paediatrics	FCPS Paediatrics
21	Paediatrics Cardiology	FCPS Paediatrics
22	Paediatrics Critical Care Medicine	FCPS Paediatrics
23	Paediatrics Dermatology	FCPS Paediatrics
24	Paediatrics Endocrinology and Diabetes	FCPS Paediatrics
25	Paediatrics Gastroenterology & Hepatology	FCPS Paediatrics
26	Paediatrics Haematology and Oncology	FCPS Paediatrics

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27	Paediatrics Infectious Diseases	FCPS Paediatrics
28	Paediatrics Nephrology	FCPS Paediatrics
29	Paediatrics Neurology	FCPS Paediatrics
30	Reproductive Endocrinology and Infertility	FCPS Obstetrics and Gynaecology
31	Gynaecological Oncology	FCPS Obstetrics & Gynaecology
32	Maternal Fetal Medicine	FCPS Obstetrics & Gynaecology
33	Urogynaecology	FCPS Obstetrics and Gynaecology
34	Paediatrics Ophthalmology and Strabismus	FCPS Ophthalmology
35	Orbit and Oculoplastic	FCPS Ophthalmology
36	Vitreo Retinal Ophthalmology	FCPS Ophthalmology

**Note: Mere reflection in the specialty list does not confer any right for offering the seat in any particular induction. Eligible specialties (Level-III) requirement for super-specialty shall be as per the DAI (Universities/CPSP)*

1.6 The Induction of Fellows in various disciplines approved by CPSP, Universities and PM&DC will be done in various institutions of Punjab under the administrative control of SH&MED who fulfill the requirements of 2nd Fellowship Induction Program.

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. MARKING CRITERIA FOR INDUCTION (Total 30 Marks)

ELIGIBILITY / PRE-QUALIFICATIONS:

- Age less than 50 years on last date of submission of application.
- Level-III (as defined by PMDC) qualified (FCPS/MS/MD) recognized by PM&DC

3.1 Attempts and percentage marks in MBBS (5 marks)

- 75% and above, 1st Attempt 01 point each
- 75% and above, 2nd Attempt / below 75%, 1st Attempt 0.5 point each

	Percentage	Number of Attempts	Points
1 st Professional Examination			
2 nd Professional Examination			
3 rd Professional Examination			
4 th Professional Examination			
5 th Professional Examination			

NEB Exam/ NLE (for Foreign Graduate)**(5 marks)**

- 75% or above marks (1.67 point each)
- Below 75% marks (0.83 point each)

	Percentage	Points
Step-1		
Step-2		
Step-3		

3.2 **First Position in any professional examination conducted at University Level** (2 marks)

3.3 **Gold Medal in FCPS/MD/MS** (5 marks)

3.4 **Any Publication** (6 marks)

- Original Article (02 marks each)
- Case Report (01 marks each)

Original articles and case reports 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 according to latest list of JCR Impact Factor Journals. Links are as follows:

HJRS: <http://hirs.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)

	Authorship	Original Article	Case Report
a.	1 st Author	02 marks each	01 mark each
b.	2 nd Author	1.5 marks each	0.75 mark each
c.	3 rd Author	01 mark each	0.5 mark each

3.5 **Already working in Institution where applying** (2 marks)

3.6 **Post-fellowship/MD/MS experience (Government of the Punjab Institutions or Any PM&DC recognized Institution(s))** (5 marks)

i).	1 complete year or more	5 marks
ii).	6 months to one year	3 marks
iii).	03 months to 06 months	1 mark

**The experience does not need to be in the specialty applied for.*

3.7 **Interview marks** (5 marks)

(Interview shall be a mandatory condition for eligibility of the candidate to be considered in merit list. An interview panel shall be notified by SHC & ME Department)

NOTE: Candidates having equal marks shall be selected as per following order of preferences:

- Regular employee of Punjab Government serving in host institution
- Regular employee of Punjab Government serving in other institution(s)
- Contract / Adhoc employees of Punjab Government
- Private sector candidates

4. Induction will be done twice a year (i.e. January and July of each year).

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5. Guideline criteria for seat calculation for number of PGRs admitted in each Program per induction will be as under:

- i. One (01) PGR for one (01) Super-specialty Supervisor
- ii. Three (03) PGRs (maximum) for two (02) Super-specialty Supervisors

Note: However, this shall not confer any right for seat allocation.

6. The Vice Chancellor, University of Child Health Sciences (UCHS), Lahore shall be the "Convener" of Sub-Committee constituted by the Specialized Healthcare & Medical Education Department, Government of the Punjab for Erstwhile Level-IV/ 2nd Fellowship Postgraduate Training/ Induction.

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

- 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.
- 7.2 PG Trainee will be entitled to draw stipend admissible under the rules as fixed by the Government.
- 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 through PPSC on regular basis and/ or of one (01) year after promotion 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).
- 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/EOL/deputation for training purpose as per the policy of the Administrative Department as well as SHMED.
- 7.5 The deputationist 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).
- 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

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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 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.
- 7.8 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.
- 7.9 No official accommodation 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.
- 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.
- 7.11 In case progress and conduct is not satisfactory, the PG Trainee can be terminated at any time during the course.
- 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.
- 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.

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- 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.
- 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.
- 7.16 The PG residency will be a **whole-time** and **non-transferable**.
- 7.17 The PG Trainee will not be allowed to **freeze** the training.

Cancellation/Termination of Training:

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

- 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/HOI).
 - 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.

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Surety Bond Undertaking:

- 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 time 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.

8. Stipend:

- 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 DAI). This time period will start from day one of induction/ PG Training.
- 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.
- 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.
- 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.
- 8.5 Funds shall be released to Punjab Health Foundation on quarterly basis; however, a monthly stipend roll for PG Trainees will be run.
- 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 1st Jan, 2024 (Annexure-A). The PGR will provide all the required details including the bank account accompanied by account maintenance certificate clearly stating IBAN.
- 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.

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- 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.
- 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.

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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

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- 9.7 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;
- The admission offer will stand withdrawn and seat will be declared vacant.
 - The Candidate will be debarred from new admission for the next induction if does not join after giving consent in final merit list.
- 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.
- 9.9 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.
- 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.

10. Leave:

- 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 (90 days) and leave upon death of husband (40 days) is excluded from this 28 days leave. However only one paid Hajj leave up to 40 days shall be given in entire PG training. Moreover, these leaves are not a right and may be regretted on administrative grounds. Leaves up to 5 consecutive days shall be granted at the Institutional Level and shall be updated in calendar on the PRP Leave Portal. Leave beyond 5 days shall be submitted to the department for approval well before time and PG shall not proceed on leave unless leave granted. Proceeding on leave without approval may call for disciplinary action.
- 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.
- 10.3 Leave will be granted to PGR upon death of her husband for a maximum period of forty (40) days.
- 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.
- 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.

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

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

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applicable and valid for Super-Specialty/Level-IV training programs shall be considered part and parcel of this procedure manual.

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

Number & Date Even:

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

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

(OSAMA JAVED)
SECTION OFFICER (ME-II)

mm/Saw
17/05/2024



NO.SO(ME-1)Misc/22(Direct)
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT
(Medical Education Wing)
Dated Lahore, the 1st January 2024

To

1. All Vice Chancellors of public sector Medical Universities in the Punjab.
2. All Heads / Deans/ Executive Directors/ Principals of Teaching / Autonomous Medical Institution / Specialized Medical Institutions in the Punjab.
3. All Medical Superintendents of public sector Medical and Healthcare Institutions in the Punjab.

Subject: DISBURSEMENT OF STIPEND TO THE POSTGRADUATE RESIDENTS

Kindly refer to this Department's earlier letter of even number dated 01.06.2023 on the subject cited above.

2. It is to state that Specialised Healthcare & Medical Education Department recognizes the imperative role played by Post Graduate Residents in ensuring efficient delivery of healthcare services to all patients within Tertiary Hospitals and in an attempt to facilitate them, the department allowed all institutes to grant annual extensions in PG Training at the institutional level. However, during the current financial year It has been noted with grave concern that there has been an undue delay in disbursement of stipend in favor of PGRs from their respective training Institutions. Additionally, it is commonly observed that PGRs in general and female PGRs in particular often have to grease palms of various clerical staff to get their justified salaries/ stipends.

3. The said delay in payments is largely attributed to the allocation of seats and corresponding funds availability. The SHC&ME Department is actively pursuing the case with finance department for provision of correct amount of funding. However, this is a cumbersome process, and on account of multiple stakeholders, the PGs continue to suffer owing to the inefficient financial system.

4. Accordingly, in order to ensure smooth timely and efficient payments to all PGs, the department is switching to a new payment mechanism as under:

- Punjab Health Foundation will execute the system on behalf of Specialised Healthcare & Medical Education Department and will start by having an account opened in Bank of Punjab

ManB...

- PHF shall develop a portal and in order to facilitate the institution, the data collected at the time of induction shall be made available.
- 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. The respective training Institutions shall issue annual extension orders (within prescribed duration of training i.e. four or five years) in favor of PGRs subject to fulfillment of the criteria as already laid down for grant of annual extension
- Disbursement of stipend shall be dealt by Punjab Health Foundation through the online portal as well..
- Funds shall be released to Punjab Health Foundation on quarterly basis however a monthly stipend roll for PG Trainees will be run.
- Lastly, it has been decided that The Head of Department / Supervisor of the PG Trainee shall upload monthly attendance on the portal. This shall facilitate the disbursement of stipend on first working day of the month.

5. Based on the the requirements of the modern day, and efficient system is being put into place which will ensure timely disbursement of payment and minimize the sufferings of our valued PGRs.

6. The said procedure shall be implemented w.e.f. 01-03-2024.

SHC & ME DEPARTMENT

Mansoor Ahmad
(MANSOOR AHMAD)

SPECIAL SECRETARY (OPERATIONS)

No. & Date Even:

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

1. Accountant General, Punjab, Lahore.
2. Minister for SHC & ME.
3. Managing Director, Punjab Health Foundation to ensure necessary modification in the online portal.
4. Deputy Secretary (B&A), SHC & ME Department to ensure the implementation of timely disbursement of the stipend.
5. PSO to Secretary, SHC & ME Department.
6. PS to Special Secretary (D&R) & (Ops.), SHC & ME Department.
7. PA to Additional Secretary (ME), SHC & ME Department.
8. PA to Deputy Secretary (ME), SHC & ME Department.

Mansoor Ahmad

(MANSOOR AHMAD)

SPECIAL SECRETARY (OPERATIONS)



GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

Annex-B

Dated Lahore, the 1st June, 2021

ORDER

NO.SO(ME)12-37/2020:

This order shall dispose of the case received through Order dated 09.10.2020 passed by His Lordship Mr. Shams Mehmood Mirza, Judge Hon'ble Lahore High Court, Lahore, in Writ Petition No.49530/2020 titled as Dr. Furqan Yaqoob Pannu Vs Chairman Punjab Residency Program etc. directing the undersigned as under:-

"..... A copy of this writ petition along with its annexures is ordered to be transmitted to respondent No.2 who shall pass a decision thereon after granting hearing to all the concerned parties. The needful shall be done within a period of three weeks from the date of receipt of certified copy of this order."

2. And whereas, the basic prayer of Dr. Furqan Yaqoob Pannu was that the advertisement for induction of Postgraduate Residents in Level-IV Program was discriminatory, biased and lopsided; and allow the Petitioners to apply for Level-IV induction.

3. And whereas, on the direction of the Hon'ble Court, Dr. Furqan Yaqoob Pannu was given an opportunity of personal hearing on 16.04.2021, which he availed. During personal hearing, the Petitioner changed his stance and contended that the doctors having FCPS (Level-III) qualification were being inducted against the seats of Level-IV MD/MS Postgraduate Programs whereas candidates having Level-III MD/MS qualification were not being admitted to Level-IV FCPS Programs.

4. And whereas, Dr. Furqan Yaqoob Pannu requested this Department that appropriate directions may be passed for the induction of candidates in Level-IV (2nd Fellowship) Postgraduate Programs on equality in ratio of 50:50 for CPSP Programs and University Programs.

5. Now, therefore, I, Barrister Nabeel Ahmed Awan, Secretary, Specialized Healthcare & Medical Education Department, in due consideration of the request of Petitioner and factual position direct all the Vice Chancellors and Principals of public sector medical Universities / Medical & Dental Colleges in Punjab, all the Medical Superintendents of teaching hospitals / Specialized Medical Institutions in Punjab as under:

- i. From July 2021 onwards, only the candidates possessing Level-III MD/MS qualification will be eligible to be inducted in Postgraduate Training in Level-IV (2nd Fellowship) MD/MS programs. FCPS

- candidates will not be eligible to be inducted / adjusted against the seats of Level-IV MD/MS Postgraduate Programs.
 - ii. If any Unit of a hospital is approved for both CPSP Programs (FCPS) and University Programs (MD/MS), then, the total number of seats of that Unit shall be equally allocated in ratio of 50:50 for CPSP Programs and University Programs. If a Unit is not recognized by either of the two i.e. CPSP Programs and University Programs, no seat shall be allocated to that particular Unit of the hospital.
 - iii. All medical teaching institutions must get their Postgraduate Programs recognized from CPSP, University and Pakistan Medical Commission (PMC). From July 2021, no induction will be made in those 2nd Fellowship Programs which are not recognized by CPSP, University and PMC.
6. The case is hereby disposed off.

OP
SC(ME)

(Barrister Nabeel Ahmad Awan)
Secretary I.B.U.
Specialized Healthcare &
Medical Education Department

NO. & DATE EVEN:-

Copy is forwarded for information to the:-

1. Assistant Registrar (Writ-I) for Additional Registrar (Judicial), Lahore High Court, Lahore w/r to letter No.036267 dated 16.10.2020.
2. PSO to Secretary, Specialized Healthcare & Medical Education Department, Lahore.
3. PS to Special Secretary, Specialized Healthcare & Medical Education Department, Lahore.
4. Dr. Furqan Yaqoob Pannu, 28-A, Canal bank Cooperative Housing Society, 1.5 Km Thokar Niaz Baig, Lahore.

mmil/ Sawo
01/06/2021
SECTION OFFICER (ME)