

POLICY/GUIDELINES OF PGMI PESHAWAR
FOR LEAVE, BREAK IN TRAINING AND ROTATIONAL TRAINING
FOR PGR UNDER TRAINING IN
(NON-MTIs, CMHs AND PRIVATE SECTOR HOSPITALS)

1. LEAVE DURING TRAINING:

- PGRs, who intends to apply for leave including i.e. Hajj leave, Umra leave, wedding leave or maternity leave, should forward application from their supervisor and institutional I/C of postgraduate training and then submit their application to PGMI Peshawar through diary, at least seven (07) days before the date of availing of leave, for approval. If a PGR starts availing leave without approval of PGMI, then that period will be considered as absent and stipend will be deducted accordingly.
- As per CPSP & PGMI rules, a total of fifteen days leave with stipend is allowed over a period of six months per calendar year. If leave is not availed during this period, then this leave shall automatically expire and will not be added to the fifteen days leave of next six months.
- Absence from training without prior information shall be dealt strictly with the deduction of stipend for the duration of absent period as per Executive Council's decision. Penalty & disciplinary action shall be taken according to the situation and circumstances as per policy of the training institute & PGMI Peshawar.
- In case of maternity leave, original Medical Certificate issued by Consultant Gynaecologist from parent training institution and if Gynae Department is not available there then from public sector hospital along with ultrasound report is mandatory to provide with application before proceeding on maternity leave. As per CPSP & PGMI's rules, forty-five (45) days leave is allowed before delivery and forty-five (45) days after delivery. Maximum of ninety (90) days are allowed. The approval of maternity leave shall be "without" stipend, which the PGR concerned shall complete as deficiency at the end of training "with" stipend. Maternity leave is allowed once in the entire FCPS training, therefore, if a PGR applies for another one, it shall be granted without stipend and the deficiency period of the second maternity leave shall be completed at the end of training without stipend along with the deficient period of the first maternity leave that shall be with stipend.
- Sick leave should also be submitted to PGMI for approval along with a medical certificate from recognized public sector hospital and documentary proof of illness. The application should be duly forwarded by the supervisor & institutional Head/Incharge of postgraduate training. The sick leave shall be considered with stipend but the deficient period shall have to be completed at the end of training without stipend.

2. BREAK IN TRAINING:

- Break/freeze in training is allowed once in the entire FCPS training.
- A PGR is eligible to apply for break/freeze in training on genuine grounds after two years of completion of FCPS training.
- The maximum period allowed for break is six months.
- Prior permission from PGMI is mandatory, by submitting application, duly forwarded by the supervisor & institutional Incharge of postgraduate training (dated, signed and stamped) followed by permission from CPSP.
- The effective date of availing break shall be considered from the date approved by CPSP.
- If a PGR proceeds on break in training on his/her own without prior permission & approval from PGMI & CPSP or only from CPSP and not from PGMI then he/she is liable for strict disciplinary action including termination from training by PGMI.
- Departure & Arrival by the concerned PGR shall be submitted to PGMI duly forwarded by the supervisor & institutional Incharge of postgraduate training.
- The deficiency in training due to break shall be completed by the PGR at the end of his/her training with stipend.

3. **MANDATORY ROTATIONS:**

- Mandatory rotational training is allowed only in CPSP recognized Units/Departments and with approved supervisors of CPSP.
- Rotation is allowed to PGRs in CPSP recognized Unit/Department in the same hospital. If the Unit of rotation is not available in the same hospital for the intended rotational specialty then the PGR shall be allowed rotation in the CPSP recognized Unit/Department of some other training institute in the same city. If the required rotational specialty is not available in the same city, then it is allowed outside that city in another city having CPSP recognized Unit/Department for that specialty. Prior permission from PGMI is mandatory. Application for approval from PGMI for rotational training should be submitted duly forwarded from supervisor (main & rotational supervisor) and Incharge of postgraduate training of both institutes (if two training institutes are involved) along with CPSP prescribed proforma, duly filled, signed and stamped from supervisor and Incharge of postgraduate training with dates.
- The application should reach PGMI at least seven days before indicated date of starting rotation. If a PGR proceeds on rotational training before the date of approval from PGMI that period will be considered without stipend and stipend will be deducted as penalty for that unapproved training from PGMI.

POLICY/GUIDELINES OF PGMI PESHAWAR
FOR LEAVE, BREAK IN TRAINING AND ROTATIONAL TRAINING
FOR PGR UNDER TRAINING AT MTIs
(PUBLIC SECTOR)

- In addition to guidelines outlined for PGRs working in non-MTIs, those PGRs, who are under training in MTIs of Khyber Pakhtunkhwa, must follow Rules & Regulations of concerned training institute & CPSP.
- As per office letter No. 22403/PS/CEO/PGMI, dated 05/6/2017, all matters related to PGRs, working in MTIs i.e. academics, finance and administrative, will be dealt with by Associate Dean of their respective MTIs.
- It has to be clearly noted that all kind of applications intended by PGRs to submit to PGMI regarding any issue, must be forwarded by their supervisor & Associate Dean of concerned MTI (duly signed, stamped and dated).
- The MTI/HMC Peshawar has the policy of sanctioning maternity leave with stipend, which the PGR completes as deficiency at the end of training otherwise no experience certificate is issued to her by the Associate Dean.
- *Please note that all applications intended by a PGR for submitting to PGMI with regard to any matter must be forwarded from supervisor & institutional Incharge of postgraduate training (duly signed, stamped and dated).*
- *PGR has to follow Rules & Regulations of the concerned training institute as well as of CPSP & PGMI.*