

## Instructions for filing of application for Experience Certificate

### ✓ Step One:-

- Download the proforma (complete file) available on official website of PGMI i.e. [www.pgmi.edu.pk](http://www.pgmi.edu.pk).
- Fill the application addressed to the Dean PGMI for issuance of Course Completion Certificate on a pre-formatted template designed in MS WORD.
- Write all your training details correctly as it will be check with record.
- Attach attested photocopies of the RTMC(s) and all the testimonials pertaining to the period(s) of elective / mandatory rotations done.

### ✓ Step Two:-

- Sign your application.
- Get your application signed and stamped by your Supervisor
- Get it countersigned and stamped by Head of the Unit.

### ✓ Step Three:-

- On page three fill the Clearance Certificate Proforma on a pre-formatted template designed in MS WORD.
- If you have **NOT** availed any accommodation facility throughout your training then fill the relevant portion of clearance proforma as Day Scholar accordingly.
- If you have **AVAILED** any accommodation facility provided by hospital administration then please mention the period(s) accordingly.
- Get the clearance proforma signed and stamped from the **PROVOST** or **Chairman Accommodation Committee**.
- After that get it countersigned and stamped from Hospital Director.

### ✓ Step Four:-

- Get clearance from the **Library of PGMI / LRH** if you have worked in LRH otherwise get it signed from the **Librarian PGMI Main Office**.
- Make sure that the clearance proforma, RTMC(s) and testimonials are properly (page) numbered and attached in a chronological order.
- Now **Diary** your application in Diary / Dispatch Section of PGMI Hayatabad Office.
- Email the soft copy of application (mentioned at Step One) on this email address  
➔ [pg.training@pgmi.edu.pk](mailto:pg.training@pgmi.edu.pk)
- Your certificate will be ready in 10 working days. You will be notified by SMS Alerts

To,

**The Chief Executive Officer,**  
Postgraduate Medical Institute,  
Hayatabad Phase-IV Peshawar

Subject: ISSUANCE OF EXPERIENCE CERTIFICATE

Respect Sir,

It is stated that I Dr. \_\_\_\_\_ S/D/O \_\_\_\_\_ have worked as Postgraduate Resident (PGR) of **FCPS-II** or **MCPS** or **Diploma** in the specialty of \_\_\_\_\_ with effect from \_\_\_\_\_ to \_\_\_\_\_. Details of my training tenure duly authenticated by my Supervisor and Head of the Unit are mentioned below:-

No.	Name of Specialty/Unit & Hospital (Including subspecialties rotation)	Period		Worked under supervision of
		Start Date (DD,MM,YYYY)	End Date (DD,MM,YYYY)	

**Verified as Correct**

**Head of Unit**

Signature:

Name:

Designation:

Stamp:

**Supervisor**

Signature:

Name:

Designation:

Stamp:

I have completed all my elective and mandatory rotations as per CPSP criteria. Attested copies of testimonials along with the Clearance Certificate are also enclosed herewith according to requirements.

Kindly issue a Course Completion certificate to me accordingly.

Encl: (\_\_\_ No. of pages attached)

Signature:

Name:

CNIC No.

Contact No.

**POSTGRADUATE MEDICAL INSTITUTE (PGMI)**

**CLEARANCE CERTIFICATE FOR AWARD OF COURSE COMPLETION**

<b>Name:</b>	_____	<b>Father Name:</b>	_____
<b>CNIC</b>	_____	<b>Ward / Unit:</b>	_____
<b>Hospital</b>	_____		

**Clearance from Hospital Administration**

It is certified that the doctor concerned has **not availed** <<write “not availed” if you are a Day Scholar>> or **availed** << write “availed” and specify with **start** and **end** dates if you were a Boarder>> any accommodation during the tenure of his / her training at <write name of Hospital>.

<<if you were a Boarder include this line as well>>. Furthermore, upon completion of training he / she has vacated the room and nothing is outstanding against him / her.

Signature:	Signature:
Provost	Hospital Director
Stamp	Stamp

**Clearance from Librarian of PGMI / Lady Reading Hospital or PGMI Main Office**

Nothing outstanding against the doctor concerned .....Librarian

**For Office Use of PGMI Administration**

➤ Remarks of PGR Section

**I/C PGR Section PGMI**

➤ Remarks of Accounts Section

**Accounts Section PGMI**

➤ Remarks of Litigation Section

**Litigation Officer PGMI**

**Approved / please issue required certificate**

**Chief Executive Officer PGMI**