

STEPS OF APPLYING FOR ROTATION

Mandatory steps of applying for rotation in training are:

1. NOC from Associate Dean and Supervisor where the Postgraduate Resident is under training and NOC from Associate Dean and Supervisor where the postgraduate resident intends to do rotational training.
2. Online registration with CPSP.
3. Application to the CEO PGMI for issuance of PGMI office order.

NOTE: The PGR has to apply to PGMI for rotation office order at least 15 days before his/her starting date of rotation. After completion of the above mentioned steps & issuance of PGMI office order the PGR will then submit his/her arrival at the rotational unit. Moreover, PGMI will not accept any arrival prior to the issuance of rotation office order from PGMI. The PGR will be penalized & stipend will be deducted for late receiving of application.

GUIDELINES FOR ROTATION

1. ROTATION GUIDELINES FOR MTIs:

a. Associate Dean can allow rotation within the institute. If desired specialty is not available in the institute, then he can refer the case to PGMI for permission to do rotation outside the institute. He has to certify in his forwarding letter that the desired specialty is not available within the institute.

b. Without permission of PGMI, if a resident moves on rotation outside his parent institute, then he/she will be considered as absent and immediate disciplinary action will be taken against him/her.

c. **Policy for rotation outside province:** PGMI can allow rotation outside province only when the desired specialty is not available within the province.

d. **Requirement of application for rotation outside parent institute:** The application must be recommended and forwarded by the supervisor and Associate Dean with certificate of non-availability of that specialty in the institute. It is also mandatory that he/she has to get NOC from rotational supervisor and Associate Dean of that institute where rotation is desired. In this regard, CPSP guidelines will be followed. "Rotation should be in the same institute. If not available within the institute then within the same city and if not available within the same city only then outside the city is allowed".

2. ROTATION GUIDELINES FOR NON-MTIs:

a. The Dean/Head of Institute or the Training Director of the institute can allow rotation within the parent institute. If the desired specialty is not available in the institute then he can refer the case to PGMI for permission to do rotation outside the institute. He has to certify in his forwarding letter that the desired specialty is not available within the institute. Without permission of PGMI, if a resident starts rotation outside his parent institute, he/she will be considered as absent and immediate disciplinary action will be taken against him/her, including stipend stoppage and explanation/reporting to PGMI.

b. **Policy for rotation outside province:** PGMI can allow rotation outside province only when the desired specialty is not available within the province.

c. **Requirement of application for rotation outside parent institute:** The application must be recommended and forwarded by the supervisor and the Dean/Head of Institute or the Training Director (anyone nominated by the Head of Institute) with certificate of non availability of that specialty in the institute. It is also mandatory that he/she (the resident) has to get NOC from rotational supervisor and the Associate Dean/the Dean/Head of Institute or the Training Director of the institute where rotation is desired. In this regard, CPSP guidelines will be followed that "Rotation should be in the same institute if not available within the institute then within the same city and if not available in the same city only then outside the city is allowed".