



**PGMI** POST GRADUATE MEDICAL INSTITUTE  
PESHAWAR, KPK PAKISTAN  
*Department of Medical Education*

No. 9993/DME/PGMI

Dated: 27 / 09 /2023.

**NOTIFICATION:**

It is to inform all the affiliated MTIs and Private Sector Hospital/Institutions in Khyber Pakhtunkhwa that Department of Medical Education, PGMI Peshawar has taken the initiative of starting online registration of all CME/CDE activities to be accessed at the following link: <http://pgmi.edu.pk>. In future no hard copy/ paper proforma for CME activities will be accepted at DME, PGMI Peshawar.

All the affiliated institutions of PGMI in both public and private sector in Khyber Pakhtunkhwa are requested to fill the online proforma for all CME activities i.e. workshops, symposia, courses, mock examinations and conferences etc.

Please find attached information and important instructions regarding online CME for your kind perusal.

**Chief Executive Officer**  
Postgraduate Medical Institute,  
Hayatabad, Peshawar.

Cc:

1. Secretary Health, Govt: of Khyber Pakhtunkhwa Peshawar..
2. Director, DME PGMI Peshawar.
3. Deans/Principles of All Public and Private Medical Colleges Khyber Pakhtunkhwa.
4. Associate Deans of All MTIs and Private Affiliated Hospitals Khyber Pakhtunkhwa.
5. Deputy CEO, PGMI Peshawar.
6. Accounts Section, PGMI Peshawar.
7. HR Manager, PGMI Peshawar.
8. Incharge IT, for placement on the official website.
9. All Incharge, Sections PGMI Peshawar.

Address: Phase-IV, Hayatabad, Peshawar. website: [www.pgmi.edu.pk](http://www.pgmi.edu.pk)



**Instructions for registration of an Online CME/CDE activity at PGMI:**

- The online CME portal is available at <http://pgmi.edu.pk>. On this website, click on 'CME/CDE activity registration', and create your account. Your email address and password are your log-in ID. After registration an email verification link will be sent on the provided email address. Follow instructions to verify and activate your account.
- Once you sign-in to your account, the next step will be submission of details of focal person for the proposed CME/CDE activity. Fill in the form and press 'Save and proceed'.  
**(Note: Focal person should have the designation of Registrar/SPR/ Assistant Professor/ Associate Professor/ Professor who is an organizer/facilitator/ attendee/participant in the proposed activity).**
- An 'Accreditation proforma for CME/CDE activity' will appear on your screen. Fill the proforma with required details and press 'Save and proceed'.
- A window will appear displaying 'Program schedule' with details regarding topics and names of facilitators/speakers. Fill in the schedule and press 'Save and submit'. The Accreditation form along with program schedule will be forwarded to the CME section of the Department of Medical Education (DME), PGMI.  
**(Note: Program schedule cannot be uploaded as a document).**
- You will receive an acknowledgement email regarding submission of the application form. Department of Medical Education, PGMI will check details regarding the activity and program schedule. The form may be sent back to you for correction in case of any discrepancy in the form or schedule.
- Complete details regarding CME/CDE Form, program schedule and challan status will be displayed on your dashboard.
- Once the activity is approved by DME, an email will be sent to the focal person to pay the CME/CDE fee mentioned in the challan.
- On submission of fee, final approval for conducting the activity will be sent to the focal person of the proposed activity by DME, PGMI.
- Electronic attendance will be monitored by the PGMI focal person on the day of the activity.
- At the end of the activity, feedback forms will be sent via email to all the participants.
- Certificate will only be issued after online submission of the feedback form.

**Important information:**

- CNIC and a valid PMDC registration number of all the participants, focal person, speakers/ facilitators and organizers should be provided. This will facilitate those involved in these activities to access their data for future reference and also help in verification of the certificates issued by DME, PGMI.
- Recitation, opening/ introductory remarks, tea/ lunch break and closing remarks/ certificate distribution will not be counted as CME hours.