



Office of the Principal

Allama Iqbal Medical College /

Jinnah Hospital, Lahore

Allama Shabbir Ahmad Usmani Road, Lahore



No. 13 /PGR/AIMC

Dated Lahore the 18-07-2026

STANDARD OPERATING PROCEDURES

Induction of Newly Selected Postgraduate Residents

Purpose: To ensure a transparent, efficient, uniform, and time-bound induction process for all newly selected Postgraduate Residents (PGRs).

STEP 1: REPORT TO THE PGR SECTION

8:30 AM-9:00 AM sharp

All selected PGRs shall report to the PGR Section, Administration Block, Allama Iqbal Medical College, on the scheduled induction date.

Required original documents

- MDCAT Result/Certificate
- MBBS Degree/Certificate
- MBBS Position Certificate, where applicable
- House Job Certificate
- Valid FCPS-I Certificate
- Valid PMDC Registration Certificate
- JCAT Result
- PRP Form

No joining request shall be processed unless all required original documents are presented.

STEP 2: SCRUTINY OF DOCUMENTS AND ISSUANCE OF PROVISIONAL JOINING ORDER

Department reporting at 10:00 AM

After successful document scrutiny, the PGR Section shall issue a Provisional Joining Order duly signed by the Principal, Allama Iqbal Medical College/Jinnah Hospital, Lahore.

Each PGR shall submit the Provisional Joining Order to the Head of the relevant department/specialty mentioned on the order, for further issuance/allocation of ward and supervisor letter from the relevant departments.

STEP 3: SUBMISSION OF ISSUED DOCUMENTS

Submit at 12:30 PM; final deadline 1:00 PM

After receiving the required departmental and supervisor allocations, the PGR shall return to the PGR Section and submit the following original documents:



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1. Provisional Joining Order issued by the Principal
2. Departmental/Ward Allocation Letter, where applicable
3. Supervisor Allocation Letter

The documents must be submitted by 12:30 PM and no later than 1:00 PM. Documents received after 1:00 PM may not be processed on the same day.

STEP 4: ISSUANCE OF FINAL INDUCTION ORDER

After receiving and verifying all required documents, the PGR Section shall issue the Final Induction Order, duly signed by the Head of the Institution.

The induction process shall be considered complete only after the Final Induction Order has been issued.


PRINCIPAL

Allama Iqbal Medical College/
Jinnah Hospital, Lahore

No. & Date Even

A copy is forwarded for information and necessary action to the:-

1. All Heads of Clinical & Basic Departments, AIMC/ Jinnah Hospital, Lahore.
2. All Members of Institution PGMI Committee, AIMC/Jinnah Hospital, Lahore.
3. Medical Superintendent Jinnah Hospital, Lahore.
4. PA to Allama Iqbal Medical, Lahore
5. Record Keeper AIMC.