

**STANDING OPERATING PROCEDURE (SOP) FOR ATTESTATION NOC/ LETTER OF NEED (DOCTORS, NURSES, PARAMEDICS, PHARMACISTS, HOMEOPATHICS, TABIBS AND PHYSIOTHERAPISTS**

1. Following must be contended before obtaining attestation of any of the subject certificates:-

- a. Original Documents (Degrees and Experience certificates from authorized institutions of Pakistan).
- b. Degrees duly verified from HEC, PMDC certificates from PMDC and Diplomas from relevant Council.
- c. Experience certificates relating to private institutions / hospital duly verified from DHO / EDO of the concerned districts. (Kindly bring original degrees / diplomas).
- d. Transcripts/ Mark sheets/ Testimonials duly verified from PMDC / HEC/ Issuing authorities/ Controller of Examination.
  - Transcript attestation will be done if issued within 3 years from the date of declaration of result. Original degree is mandatory incase duration has expired.
  - Mark sheets will only be attested if degrees have been issued and duly verified by Controller of Examination of the concerned university / boards
- e. Pharmacist Certificates duly verified from Secretary Pharmacy Council of Pakistan.
- f. Homeopathy / Tibb Certificates duly attested from concerned Council.
- g. CPSP Fellowship / Membership Certificates duly verified by Controller of Examination CPSP and PMDC.
- h. Original Degree / Diploma (for attestation of any other certificate).
- i. Original Equivalence Certificate (for attestation of equivalence letter issued by HEC or relevant Education Boards).
- j. Certificates / Letter of Attendance / Short Courses less than 1 year duration will be attested if verified by PMDC/ HEC/ PNC or concerned Council.
- k. All experience certificates should have a reference No. date and duly stamped.
- l. Documents omitted or erased will not be entertained.

**Note**

Following documents in Original or photo Copies will **NOT** be attested by Ministry:-

- a. Birth Certificates/ Death Certificates.
- b. Medical Fitness Certificates.
- c. Discharge Certificates from hospitals.
- d. Foreign Education Certificates/ Degrees. Diplomas. etc,

- e. Any qualification / degree/ certificate not recognized by PMDC or Education Boards or HEC incase of Paramedics by relevant Faculty/ Board. Council,
3. All documents to be submitted in the Attestation section, GroundFloor, LG & RD Complex, Sector G-5/2, Islamabad.
4. The person presenting the documents on behalf of the applicant must produce his/ her original ID card/ Passport. He/ She must obtain an authority letter duly verified by a Gazette Officer along with documents.
5. An Affidavit (min Rs 20/ stamp paper) attested by Oath Commissioner/ Notary Public.
6. Individuals applying for NOC/ Letter of Need must also go through the website of Ministry in conjunction with this SOP.

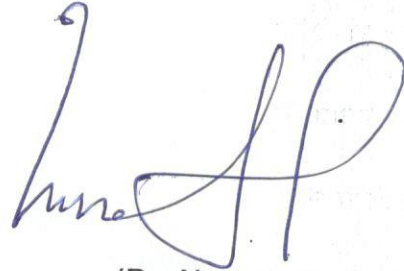
7. **Timings**

a. **Documents (Submission)**

- (1) Monday – Thursday 09:00 am to 12:30 pm.  
(2) Friday 09:00 am to 11:30 pm.

b. **Documents (Return)**

- (1) Mon – Thursday after 01:00 pm.  
(2) Friday after 02:00 pm.



**(Dr. Nusrat Haider)**  
Assistant Director (Attestation)  
M/o NHSR&C, Islamabad.