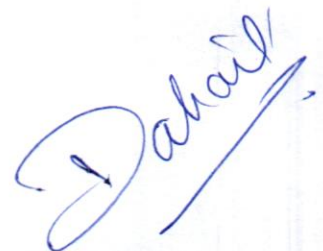


STANDING OPERATING PROCEDURE (SOP) FOR ATTESTATION OF DOCUMENTS
(DOCTORS, NURSES, PARAMEDICS, PHARMACISTS, HOMEOPATHISTS, TABIBS AND PHYSIOTHERAPISTS)

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. (i) Degrees duly verified from HEC, PMDC certificates from PMDC and Diplomas from relevant Council.
(ii) Nurses must get their Diplomas verified by the concerned Controller, Nursing Examination Board.
 - c. Experience certificates relating to private institutions / hospitals duly verified from DHO / EDO of the concerned districts. (Kindly bring original degrees / diplomas).
 - d. All paramedics must get their diplomas / certificates verified by the concerned Provincial Health Department.
 - e. (i) Transcripts / Mark sheets / Testimonials duly verified from PMDC / HEC / Issuing authorities / Controller of Examination.
(ii) 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.
(iii) Mark sheets will only be attested if degrees have been issued and duly verified by Controller of Examination of the concerned university / board.
 - f. Pharmacist Certificates duly verified from Secretary / Registrar Pharmacy Council of Pakistan.
 - g. Homeopathy / Tibb Certificates duly attested from concerned Council.
 - h. CPSP Fellowship / Membership Certificates duly verified by Controller of Examination CPSP / PMDC.
 - i. Kindly bring original degrees / diplomas for attestation of any other certificate.
 - j. Original Equivalence Certificate (for attestation of equivalence letter issued by HEC or relevant Education Boards).
 - k. Certificates / Letter of Attendance / Short Courses less than 1 year duration will be attested if verified by PMDC / HEC / PNC or concerned Council.
 - l. All experience certificates should have a reference No. date and duly stamped.
 - m. Documents omitted or erased will not be entertained.



Note

2. Following documents in Original or photocopies will **NOT** be attested by this 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. Visit "das.nhsrsrc.gov.pk" to process online application for documents attestation.
4. All documents to be submitted in the Attestation section, 3rd Floor, Kohsar Block, Pak Secretariat, Islamabad.
5. 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 Gazetted Officer along with documents.
6. An Affidavit (minimum Rs. 20/- stamp paper) attested by Oath Commissioner / Notary Public.

7. TIMINGS

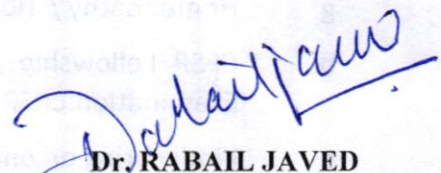
Documents (Submission)

Monday- Friday 09:00am to 12:30pm

Documents (Return)

After 03:00pm on the same day "for documents submitted until 12:30pm"

Note: - If the documents are submitted after 12:30pm, documents will be return on the next day


Dr. RABAIL JAVED
Deputy Director (Attestation)
M/o NHSR&C, Islamabad