

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. Degrees duly verified from HEC, PMC certificates from PMC and Diplomas from relevant Council.
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 / degrees / certificates verified by the concerned Provincial Health Department.
- e. Transcripts / Mark sheets / Testimonials duly verified from PMC / 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 / board.
- f. Pharmacist Certificates duly verified from Secretary 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 and PMC.
- i. Original Degree / Diploma (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 PMC / 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 PMC or Education Boards or HEC incase of Paramedics by relevant Faculty / Board / Council.

3. All documents to be submitted in the Attestation section, 3rd Floor, Kohsar Block, Pak Secretariat, 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 Gazetted Officer along with documents.

5. An Affidavit (minimum 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 am

b. **Documents (Return)**

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

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

17- Aug- 2022.