



**OFFICE OF THE SECRETARY TO BOARD OF GOVERNORS
MEDICAL TEACHING INSTITUTION (MTI), NOWSHERA
(KHYBER PAKHTUNKHWA)**

(Phone No: 0923-920511)



No. **138-146** /SEC/BoGs/MTI/NSR

Dated: **17/03/2025**

"34th BoGs Meeting Minutes, held on Dated: 27-03-2025"

MINUTES OF THE 34TH MEETING OF THE BOARD OF GOVERNORS, MTI, NOWSHERA

1. The 34th Meeting of the Board of Governors, MTI, Nowshera, was held on 27th of March, 2025, 26th Ramazan, 1446 AH, Thursday at 12:00 Noon, in the conference room of Qazi Hussain Ahmad Medical Complex, MTI, Nowshera. The following attended the meeting:

1. **Mohammed Ishfaq Khan** *In Chair (Not Available)*
2. **Kashif Ali Shah** (Hon'ble; Chairman, BoGs, MTI, Nowshera, Mr. Mohammad Ishfaq Khan, Nominated Mr. Kashif Ali Shah (Advocate), Member, BoGs, MTI, Nowshera, as Acting Chairman, for only 34th BoGs Meeting under KP, MTI, Reforms Act-2015, Section-5, Sub-Section-6, in his absence, vide Notification No.123-132/SEC/BoGs/MTI/NSR Dated: 27/03/2025).
3. **Bakht Baz Khan**
4. **Dr. Gulman Shah**
5. **Shabnan Khattak**
6. **Adnan Naveed Babar**
7. **Muhammad Waleed Akhtar**
8. **Meher Ali** (Secretary BoGs)

Invitees:

- i. Prof. Dr. Anwar Khan Wazir (Dean, NMC, Nowshera)
- ii. Assistant Prof. Dr. Kamran Hakeem Khan (Hospital & Nursing Director, QHAMC, Nowshera)
- iii. Associate Prof. Dr. Sardar Sohail Afsar (Medical Director, QHAMC, Nowshera)

2. The meeting was started with recitation from the Holy Quran. The agenda items were taken up for discussion one by one and decision made therein as under;



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AGENDA ITEM NO.	DESCRIPTION	ACTION BY
	Agenda Items;	
1.	List of Equipments Required for Department of Ophthalmology.	
	<u>DECISION:-</u> The Board directed the Medical Director to take up the matter with the Hospital Director and Finance Department of QHAMC and approach the Finance Department, Govt. of Khyber Pakhtunkhwa, for the approval of budget for the purchase of the equipments.	MD
2.	Dr. Kashif Altaf, Assistant Professor, Cardiology, for IBP Incentive. The Medical Director recommended the IBP Incentive to Dr. Kashif Altaf, AP, Cardiology, as he provided services as IBP Consultant.	
	<u>DECISION:-</u> The Board directed the Medical Director to do the needful in accordance with the analogy of other IBP Consultants incentives.	MD
3.	House Job Policy. Medical Director presented to the Board, the following House Job Policy has been drafted and put up for approval and amendments if any in order to streamline administrative and financial issues with regard to House Job. <ul style="list-style-type: none">i. The "House Job Induction Committee" will interview applicants and will sign Appointment Orders jointly.ii. (105) slots shall be distributed in Departments keeping in view patients influx and HR of concerned speciality.iii. The said Committee shall seek documents for House Job from all candidates along with NMC, Graduates, and will interview them along with NMC, Graduates, after advertisement of House Job.iv. The Public Sector Medical Graduates of KPK will be 02nd priority for induction as House Officer after NMC, Graduates.v. Whereas, other Provinces Public Sector Medical Graduates, shall be 03rd priority.vi. Private Medical Colleges, Graduates of KPK shall be 04th priority.vii. Private Medical Colleges, Graduates of other Provinces shall be 05th priority.viii. Foreign Medical Graduates, shall be 06th priority.ix. The Committee shall keep other than NMC, HO, on waiting list for (02) months. Once an NMC, HO, who does	



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	<p>not submit arrival or resign / left, then the HO on the waiting list shall be appointed on his vacant slot in the respective department.</p> <p>x. The Private Medical Colleges, and Foreign Medical Colleges / Universities, in light of Honorable; Supreme Court of Pakistan decision in HRC No.38513/2018, shall be required to pay stipend to their graduates at the specified rate. They shall also submit NoC of their respective College / University of Graduation, that their parent institution will pay the stipend.</p> <p>xi. In case Private Medical College / Foreign Medical Graduate is selected on merit in interview, his / her institute must deposit amount equal to (01) year of House Job stipend at specified rate in Hospital Bank Account before issuance of House Job Appointment Order.</p> <p>xii. Hospital Account Section shall disbursed the said amount to concerned HO on monthly basis in response to duty at QHAMC, Nowshera.</p> <p>xiii. The concerned Private Medical Graduates and FMGs shall ensure this step / mechanism prior of interview, otherwise, they will not be entertained in the interview.</p> <p>xiv. No over and above induction shall be made on paid slots, otherwise, the concerned appointing authority shall be held responsible for legal and administrative repercussions.</p> <p>xv. House Job shall commence from a fixed date and if any one HO failed to submit arrival by stipulated time then his slot will be automatically vacant. Furthermore, a House Officer shall be appointed from the waiting list upon requisition by the Chairman of the concerned Department.</p> <p>xvi. Biometric Attendance shall be mandatory and Certificates / Testimonials shall be issued to only those HOs who have (75%) attendance in respective wards.</p> <p>xvii. As House Job is full time, residential and paid, therefore, each House Officer shall complete minimum (72) hours duty in a week.</p> <p>xviii. HOs shall be granted (02) Casual Leaves per month only. They are not entitled to more than (02) leaves in a month.</p> <p>xix. (01) Year House Job shall be continuous and no one shall be allowed to freeze House Job otherwise the concerned House Officer shall give resign.</p> <p>xx. House Job Certificate shall be issued within (05) working days upon submission of clearance form.</p> <p>xxi. All House Officers shall be required to submit (06) months latest passport size picture along with clearance form for</p>	



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	<p>issuance of House Job Certificate.</p> <p>xxii. (05) Explanations / Warnings shall result in Termination of House Job.</p> <p>xxiii. All matters related to House Job shall be managed by House Job Section in order to maintain privacy of record / documents and to avoid forgery.</p> <p>xxiv. All Clinical Departments shall maintain record of testimonials issuance, dispatch, verification and future correspondence etc., within their Departments. Departmental Testimonials shall not be issued dispatch number from Medical Director Officer anymore. Each Department shall issue the testimonials at Departmental Letter Head and must have email or cell number of the concerned Chairman / Chairperson / HoD. Whereas, In-charge, HO Section shall facilitate HOs with regard to their Certificates / Testimonials composing works only.</p> <p>xxv. All the House Officers shall ensure to submit clearance form within (01) month upon completion of their House Job and in case of failure they shall be fined Rs.200/- per day on account of late submission.</p> <p>xxvi. No attachment to additional ward shall be made during House Job.</p>	
	<p><u>DECISION:-</u></p> <p>The Board endorsed the above House Job Policy of Medical Director, QHAMC, MTI, Nowshera, for new induction of House Officers.</p>	MD
4.	<p>SPRs and TRs Job Status.</p>	
	<p><u>DECISION:-</u></p> <p>The Board directed the Medical Director to put up the case in next BoGs Meeting along with the all necessary documents.</p>	MD
5.	<p>Foreign Medical Graduates Writ Petition for Stipend.</p>	
	<p><u>DECISION:-</u></p> <p>The Board directed the Medical Director to get the Legal Opinion of Legal Advisor of MTI, Nowshera, on the said matter at the earliest.</p>	MD
6.	<p>Main Operation Theater, Surgical Technicians, Critical Care Allowance.</p> <p>The Medical Director recommended the Critical Care Allowance for the Main Operation Theater, Surgical Technicians, on the analogy of</p>	