

**STANDING OPERATING PROCEDURE (SOP) FOR ATTESTATION, NOC/LETTER  
OF NEED (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.

**Additional requirements for Nurses:** Nurses must get their Degrees/Diplomas attested by the Director General Nursing (DGN) of concerned province.

- 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 Eqrivalence Certificate (for attestation of equivalence letter issued by NEC 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, 3<sup>rd</sup> 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