

From :

PG House Officer:

Dept.: _____

To,

Civil Surgeon / Medical Superintendent,

Sub: Joining Report

Through Head of Department

Sir/ Madam,

With reference to the appointment order no. _____

dated : _____ , I am joining as PG House Officer in the department of _____

w.e.f. _____ .

I am accepting all terms & conditions as per the appointment order issued to me. And I assure, I will abide by the rules & regulation of the Institute.

Kindly accept.

Thanking you,

Yours Faithfully,

(Sign of PG House Officer)

Sign & Stamp

(Sign of HOD)

<On Institution Letter Head>

APPOINTMENT LETTER TO SELECTED CANDIDATE

Ref. no.:

Date:

To

Dr.

Subject: Appointment Letter as PG House Officer for DHS CPS Courses.

Dear Dr.

We are happy to inform you that you have been selected for the DHS CPS PG Diploma program in the subject of in Institute.

Your appointment is being done under Unit headed by Dr..... and assisted by Dr.

Your appointment is subject to the following terms and conditions:

1. Your duties will be governed by the rules & regulations frame by the institute.
2. Attendance & performance should be as per CPS rules.
3. You should get enrolled with the CPS Office, Parel, Mumbai.
5. You should submit all your originals documents to State CPS Cell located at DHS Mumbai.
6. You should pay the fees on Annual basis for this course regularly to DHS Mumbai as per DHS guidelines.
7. Your behaviour towards faculty, working staff and patients should be supportive and good. DHS CPS holds right to cancel admission based on bad / troublesome behaviour of the candidates.

Thanking You!

Signature of Institute Head
along with stamp / seal

Cc to –

- Director, Directorate Of Health Services , Arogya Bhavan , Mumbai
- Assistant Director (DHS CPS) Directorate Of Health Services , Arogya Bhavan , Mumbai

<On Institution Letter Head>

POST HOLDING CERTIFICATE

Ref. no.: <>

Date: <>

To
The Secretary / Registrar
College of Physicians & Surgeons of Mumbai
CPS House, Dr. E. Borges Road,
Parel, Mumbai: 400012

Subject: **POST HOLDING CERTIFICATE**

This is to certify that Dr.

(Doctors name)

Is working in

(Institution name)

As PG House Officer in the Department of

(Subject name)

as follows:

Post	Period (From – To)	Unit Head	Department
I			
II			
III			
IV			

He/she will not be relieved before completion of tenure of the aforesaid said posts.

The above post is recognized by CPS and intimated to CPS office in the list of candidates dated

Signature of Unit Head
along with stamp/seal

Signature of Institute Head
along with stamp/seal

WORKING OF CPS RESIDENTS

1. The duration of the course will be of two years after enrollment for all the Diploma Courses; three years after the enrollment for all the FCPS courses and one year after the enrollment for Certificate courses.
2. It is mandatory to maintain the attendance muster/bio-metric attendance of all the students and the teaching staff at the recognized institution. This should be shown at the time of inspection or whenever demanded by CPS.
3. A student will be allowed a maximum of 8 days casual leave with prior permission of unit head and institution head countersigned by co-resident during 12 months duration. The scanned copy of the leave application be sent to CPS office by email on the same day and a photocopy be sent by post/speed post. No carry forwarding/accumulation of leave will be permitted for further postings.
4. Attendance at lecture series at CPS will be considered to be 'on duty'. The hospital authorities shall make an alternate arrangement on leave.
5. Any leave without application will be considered as absence.
6. Students not complying with these rules should be reported to CPS and should not be given Post Completion Certificate.
7. Disciplinary actions against the students, if required, shall be at the discretion of CPS council and is binding to the student and the institution.
8. The institution is advised to appoint (at a given time) only the permitted number of residents enrolled with CPS apart from students enrolled for other qualifications viz. MD/MS/DNB.

TRAINING OF STUDENTS

1. Every institution undertaking CPS PG training program shall work out the details of the training program in each specialty in consultation with other department faculty and coordinate, monitor and document the implementation of these training programs. Every institution will prepare a monthly teaching schedule for the enrolled candidates, which will include hands on training, bed-side clinics, lectures & practical.
2. The institution should arrange appropriate number of lectures/demonstrations/group discussions / seminars in Basic sciences as related to the specialty concerned. It is mandatory to send the copy of the teaching program every month along with compliance to CPS.
3. The training program shall be written up and strictly followed and presented to CPS at the time of inspection or whenever demanded.
4. Students shall maintain a record in log book of the work carried out by them and the training program undergone during the period of training, details of surgical operations seen, assisted or done independently. They will also maintain the record of the tutorials. The log book shall be checked by the teachers imparting the training and to be presented to CPS at the time of inspection or whenever demanded.
5. The student should enter (in the Log Book) the journal clubs attended, articles read about recent advances in journal club, papers and poster presentation at the State, Regional, & National conferences. The student should always have the completed log book and present to CPS at the Time of inspection or whenever demanded.
6. At the end of every term, the institution will conduct internal assessment of students in the form of written test and oral test. The assessment would cover theoretical knowledge, clinical skills, procedural skills, communication skills, knowledge of health care system, ethical & legal issues. The progressive report of the student should be sent to CPS every 6 months without fail.
7. All the students have to prepare two poster presentations or OHP films on each of the topics of their subject. Every student will have to be prepared for a presentation any time during the lecture sessions. Every day few students will have to present one topic from the list given. The presentation should not exceed 10 minutes. The list of the topics will be mailed to the institutions.
8. Similarly at the end of every lecture series the CPS will conduct a written test of all the students and evaluate their knowledge and skill which will be communicated to the respective institutions.