INTERNATIONAL ISLAMIC UINVERSITY, ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
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No.HRM-II.14(1)/2025 IIU- 1964 23rd July, 2025

CIRCULAR

It is circulated for information and compliance by all employees (Regular, Contract, Adhoc, CPS and TTS) that as per IIUI Medical Rules-2018, following are defined as dependents for indoor medical treatment facility:

i) Parents, husband, wife, legitimate children and stepchildren residing with and wholly dependent upon employee.

ii) Male children / stepchildren till the age of 22 and unmarried daughter (s)

2. All employees are therefore, advised to update their dependent data in their concerned HRM-Sections, in accordance with the aforementioned rules. Moreover, to facilitate the process of indoor medical treatment, following officers have been nominated as focal persons to liaise with hospitals and employees:

i) Mr. Shakeel Ahmad, Assistant Director (Finance) (for financial issues)
Contact No.03215016723 / 9019709
E-mail: shakeel.ahmad@iiu.edu.pk

ii) Mr. Umair Majeed, Assistant Director (HRM-II)
Contact No. 03325232709 / 9019252
E-mail: umair.majeed@iiu.edu.pk

iii) Mr. Ahsan Awais, Superintendent (HRM-II)
Contact No. 03335606406 / 9019232
E-mail: ahsan.awais@iiu.edu.pk.

iv) Mr. Saleem Asim, Principal Technician, Medical Centre, IIUI
Contact No.03335172760
E-mail: saleem.asim@iiu.edu.pk

v) Dr. Sidra Imdad Hussain, Senior Medical Officer
Contact No.9258002 / 9019898

vi) Dr. Subeen Shad, Resident Medical Officer
Contact No.9258002 / 9019898

3. This issues with the approval of the President, IIUI.

(UMAIR MAJEED)
Assistant Director (HRM-II)

DISTRIBUTION:

1. All Vice-Presidents / Directors General / Executive Directors
2. All Deans/Directors/Chairpersons/ Sectional Heads of IIU (Main) and its Constituent Units
3. Incharge (Finance)
4. Incharge (Medical Center)
5. Incharge (Financial Audit)
6. Incharge (IT) [With the request to upload on IIU Website]
7. Senior Medical Officer, F.C.
8. All Notice Boards
9. Master File

Cc: i) SPS to Rector, IIUI
ii) SPS to President, IIUI
iii) PS to Vice-President (A&F), IIUI
iv) APS to Director (HRM&D), IIUI

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INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

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No.HRM-II.14(1)/2025-IIUI- 3799 16th December, 2025.

NOTIFICATION

In continuation of Notification No.HRM-II.14(1)/2025-IIUI-2346 dated 29.08.2025, on the recommendations of the Medical Committee made in its 41st meeting held on 07.11.2025 and in terms of Section:9 of IIUI Medical Rules-2018; the President, IIUI has been pleased to allow the University employees to get **Cancer treatment for themselves only at the "NORI Atomic Energy Cancer Hospital, G-8/3, Islamabad"** on reimbursement basis.

(UMAIR MAJEED)
Assistant Director (HRM-II)

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INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
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No.HRM-II.14(1)/2025-IIUI-1795 08th July, 2025.

NOTIFICATION

The University is pleased to announce the initiation of the indoor medical treatment facility for entitled employees, their dependents and pensioners of the University from state of the art hospitals in Rawalpindi and Islamabad. Under this facility employees may avail indoor medical treatment at designated panel hospitals subject to the following conditions:-

i) **Medical Emergency cases:** In the event of a medical emergency, the employee must present a valid IIUI employee card at the panel hospital. A referral letter from the IIUI Medical Centre, duly signed by the Medical Officer, must be submitted on the next working day.

ii) **Non-Emergency cases:** For all planned hospital admissions, a referral letter from the IIUI Medical Centre must be obtained and submitted to the hospital prior to admission.

2. The following hospitals are included at panel of the University:-

i) Kulsum International Hospital, Blue Area, Islamabad - **For cardiac diseases only**
ii) Bilal Hospital, Satellite Town, Sadiq-abad Road, Rawalpindi
iii) Shamshad Aslam Hospital, Wah Cantt, Rawalpindi
iv) Any other hospital on the recommendations of the Medical Committee

3. Henceforth, the employees who will avail indoor medical treatment from private / military hospitals other than above-mentioned hospitals, their claims will be reimbursed as per PIMS rates. All Government Hospitals' claims will be fully reimbursed as per entitlement of the employees.

4. Employees are advised to contact with the IIUI Medical Centre for further information and guidance regarding hospitals and the referral process.

5. This issues with the approval of the President, IIUI.

(Ateeq ur Rehman Chughtai)
Director (HRM&D)

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INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
Directorate of Human Resource Management & Development

No.HRM&D/2025-IIUI-10718 July 08, 2025

NOTIFICATION

The President in consultation with the Rector, IIUI on the recommendations of the Medical Committee made in its meeting held on 15.05.2025 solicited in principle approval for inclusion of different hospitals on panel of the International Islamic University, Islamabad (IIUI) after signing Memorandums of Understanding (MoUs) with the hospitals to provide indoor medical treatment facility to the IIUI employees and their dependents on discounted rates.

2. Accordingly, after due consultation with all stakeholders; the President, IIUI has approved deduction of following amount from the monthly salaries of BPS/TTS/CPS employees/pensioners (under the head of medical allowance or from pay, as applicable) w.e.f 01.07.2025:

BPS/equivalent TTS & CPS	Monthly Deduction/Contribution (in PKR)	
	Employees	Pensioners
19 & above	2,000	1,000
17 to 18	1,500	750
11 to 16	1,000	500
06 to 10	750	375
01 to 05	500	250

(Ateeq Ur Rehman Chughtai)
Director (HRM&D)

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INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
MEDICAL CENTRE
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Date: _____

To: **Medical Superintendent / Administrator**

- **Hospital Name:** _____
- **Hospital Address:** _____
- **Entitlement (Room / Ward)** _____

Subject: **Referral Letter for indoor Medical treatment on credit basis**

Dear Sir / Madam,

This is to certify that Mr./Ms./Dr. _____ bearing Employee ID _____, serving as _____ BPS _____, in the Department / Section / Unit: _____ of the International Islamic University, Islamabad (IIUI) required indoor medical treatment for _____ at your hospital under the credit facility arrangement agreed between IIUI and your esteemed institution.

Kindly extend the necessary indoor medical services as per the terms of Memorandum of Understanding (MoU) signed between IIUI and your hospital. All medical expenses incurred during the treatment may be billed directly to the University in accordance with the agreed protocol.

Your cooperation in providing timely and appropriate care is highly appreciated.

Thank you for your support.

Verified by concerned HRM Section: _____
(Signature & Stamp)

Sincerely,

Authorized Signatory: _____
(Medical Officer, IIUI) (Signature & Stamp)

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INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
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No.HRM-II.14(1)/2025-IIUI-2346 29th August, 2025.

NOTIFICATION

In order to facilitate the employees of the University, the President, IIUI in terms of Section:3(iv) of IIUI Medical Rules-2018 has been pleased to include following hospitals on panel of the University for indoor medical treatment of entitled employees / pensioners and their dependents. The entitled employees can also avail discount on OPD services on cash basis, as mentioned below:-

i)	Pakistan Airforce Hospital (PAF), E-9, Islamabad	5% discount on OPD / cash basis services
ii)	Kulsum International Hospital, Blue Area, Islamabad - **For cardiac diseases only**	10-15 % discount on OPD / cash basis services
iii)	Rawal General & Dental Hospital, Khanapul, Islamabad	20 % discount on OPD / cash basis services
iv)	Bilal Hospital, Satellite Town, Sadiqabad, Rawalpindi	15 % discount on OPD / cash basis services
v)	Al-Shifa Trust Eye Hospital, Rawalpindi	17-20% discount on OPD / cash basis services
vi)	Shamshad Aslam Hospital, Wah Cantt, Rawalpindi	10% discount on OPD / cash basis services
vii)	Al-Khidmat Raazi Hospital, Chandni Chowk, Rawalpindi	
viii)	Combined Military Hospitals **- on reimbursement basis**	
ix)	All Government Hospitals of Pakistan (Civil Hospitals, DHQs, THQs) **- on reimbursement basis**	
x)	Any other hospital on the recommendations of the Medical Committee	

2. Following procedure shall be observed by the employees to avail the indoor medical treatment on above mentioned hospitals:-

i) **Medical Emergency cases:** In the event of a medical emergency, the employee must present a valid IIUI employee card at the panel hospital. A referral letter available at IIUI website duly signed by the Medical Officer, IIUI must be submitted on the next working day.

ii) **Non-Emergency cases:** For all planned hospital admissions, referral letter duly signed by the Medical Officer, IIUI must be submitted to the hospital prior to admission.

3. In case of any difficulty / issue related to medical treatments, focal person(s) notified vide Circular No.1964 dated 23.07.2025 may be contacted.

4. This issues with the approval of the President, IIUI and in supersession of all previous Notifications / Office Orders / Circulars on the subject.

(Umair Majeed)
Assistant Director (HRM-II)

DISTRIBUTIONS:

1. All Vice-Presidents / Directors General / Executive Directors
2. All Deans of Faculties
3. All Directors / Incharges / Heads of Administrative and Constituent Units
4. Incharge (Medical Centre)
5. Senior Medical Officer, F.C
6. Webmaster - **To circulate the information electronically**
7. Relevant File

Cc: SPS to President, IIUI

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