



# PAKISTAN MEDICAL COMMISSION

## STEP BY STEP GUIDE FOR STUDENTS

Step by Step guide for Students who have a Complaint regarding:

- A) Refusal of Admission on Merit
- B) Charging of Fee from College

Please lodge a complaint as follows:

- 1 Go to PMC Complaints Portal by clicking the link below  
<https://cmspmc.com/registerComplaint.aspx>

### Complainant Information

- 2 Fill all the details carefully in the section "Complainant Information" on the left side

#### Complainant Information

Full Name *	<input type="text" value="Sara Khan"/>
Email *	<input type="text" value="saraxhan@gmail.com"/>
Contact No. *	<input type="text" value="03331234567"/>
Identification Type *	<input checked="" type="radio"/> CNIC <input type="radio"/> Passport
CNIC *	<input type="text" value="35202-1234567-1"/>

## Ticket Details

- 3 Select type of Department Wise Issue. You can pick any one from the two options in the dropdown.

<b>Department Wise Issues *</b>	Select Department Wise Issue ▲
<b>Status Category*</b>	
<b>Registration No.(MDCAT Roll No)*</b>	Select Department Wise Issue
<b>Description</b>	Charging of Fee from College
	Refusal of Admission on Merit

- 4 Enter your MDCAT Roll Number in the given field

<b>Registration No.(MDCAT Roll No)*</b>	1234567
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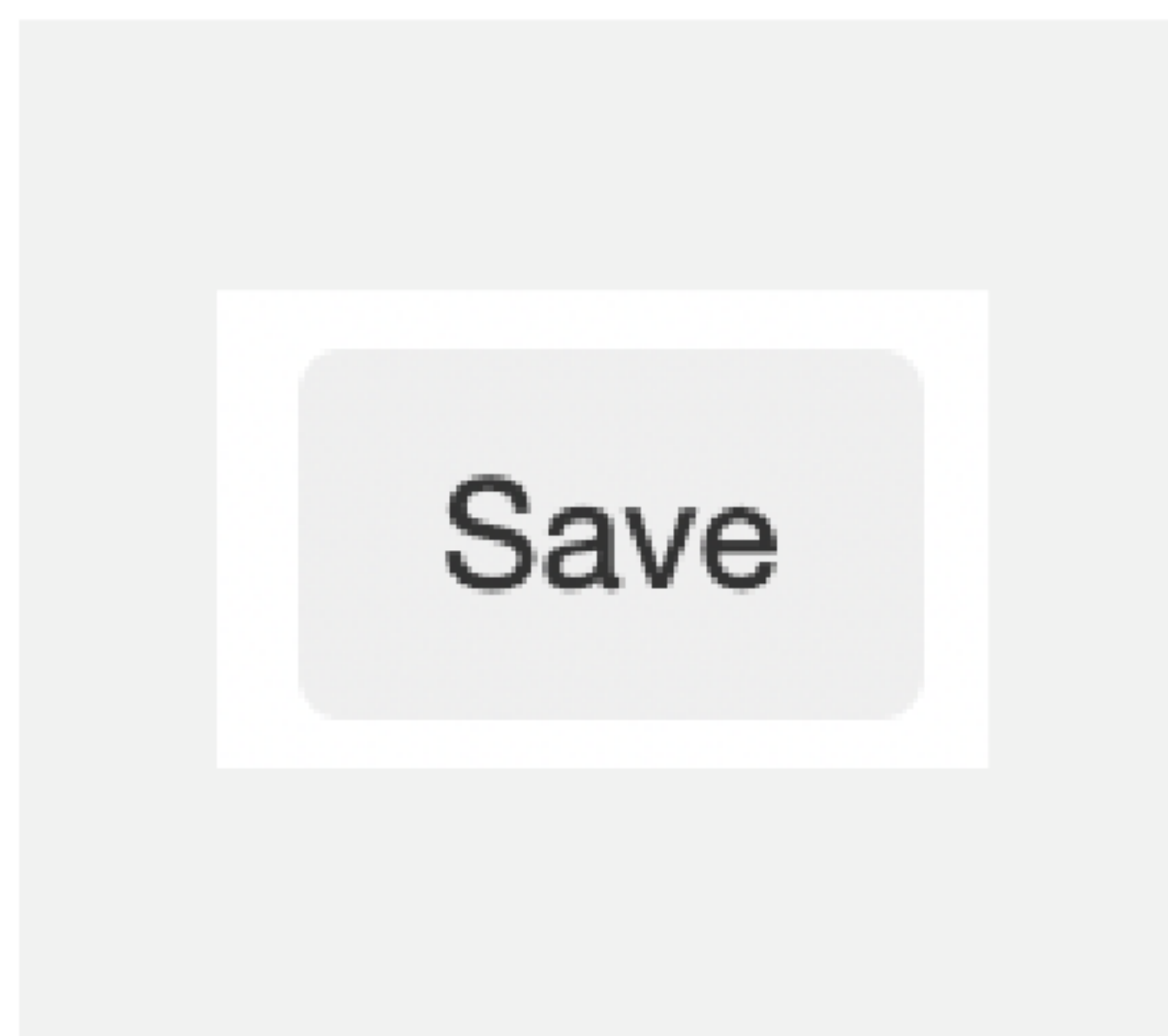
- 5 Enter a detailed summary of your complaint including all the relevant information

<b>Description</b>	Please enter your complaint details here
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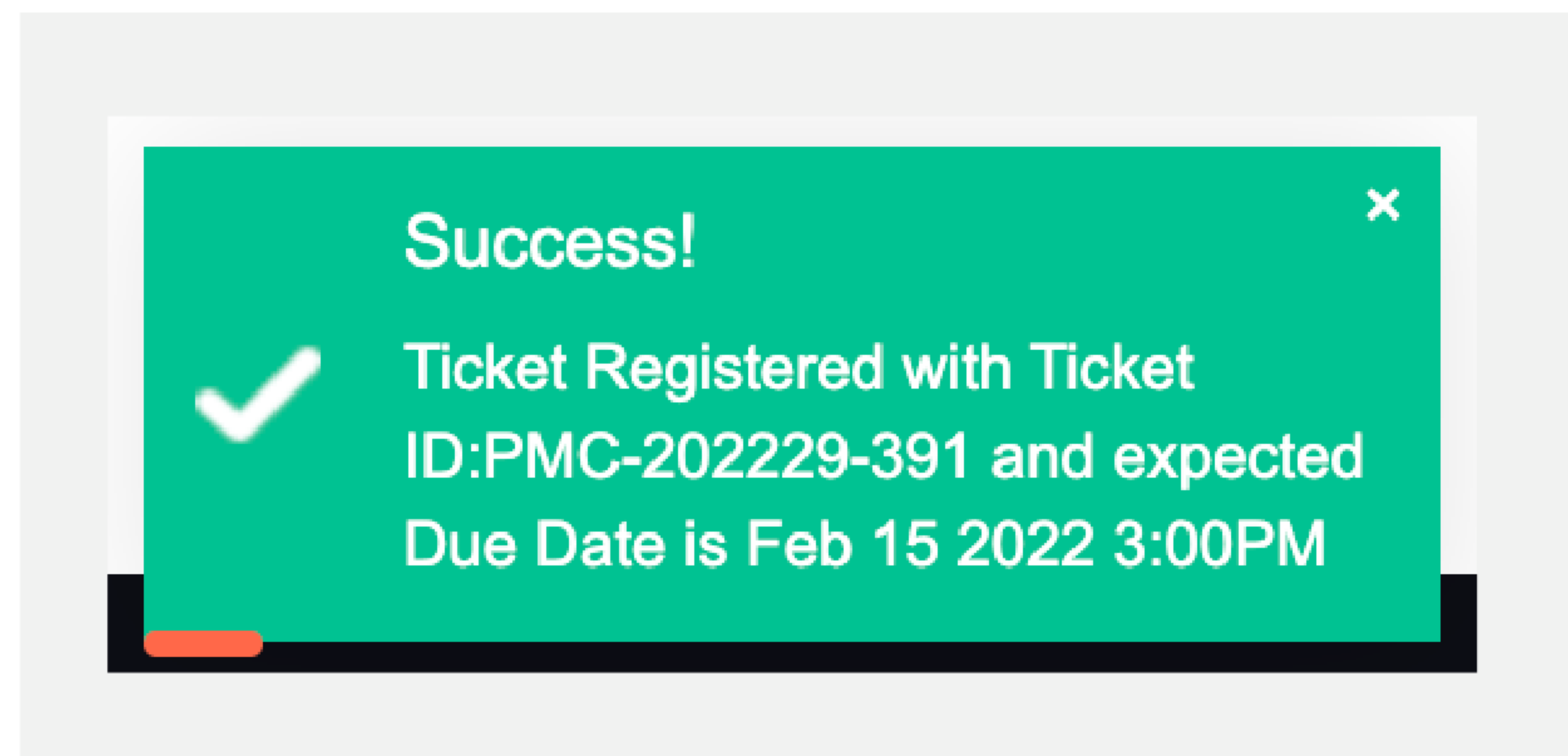
- 6 Please attach your relevant documents / all proofs in a combined file

<b>Attachment (if any .jpg,.pdf)</b>	Choose file No file chosen
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7 Click Save Button



8 A popup will be appeared on the left corner



9 You will receive an SMS and an email regarding your complaint and it's resolution time

