



## Smiling Sun Franchise Program

To: Project Directors: PSTC, UPGMS, MMKS, SSKS, PSF, SOPIRET, PKS, JTS, FAIR FOUNDATION, SUS

From: Mr. Juan Carlos. Negrette, Chief of Party, SSFP

CC: Ms. Gulfam Ifat Ara, Grants Manager, SSFP  
Mr. Abdul Motin, Acting Franchise Operations Officer, SSFP  
Franchise Technical Support Team, SSFP  
Dr. Md Kamran Mehedi, Health Training Specialist, SSFP  
Ms. Loretta Ann Fraser, Training Coordinator, SSFP  
Dr. Zahed Md. Masud, Executive Director, AITAM Welfare Organization  
Ms. Angelina Das, Operations Manager, SSFP

Date: February 14, 2010

Subject: **Training on Family Planning Clinical Services Course (FPCSC) for Paramedics**

This is for your information that, Smiling Sun Franchise Program (SSFP) has arranged training on **Family Planning Clinical Services Course (FPCSC)** for Paramedics of Smiling Sun clinic. **The training is scheduled for February 27, 2010 to March 11, 2010** at AITAM Welfare Organization, House No. 45, Road No. 2, Janata Housing Society, Ring Road, Mohammedpur, Dhaka -1207 (Telephone: 9121828, Cell: 01721-937533).

To make the training effective you are requested to follow the following guidance:

- Send the Paramedics according to the table of participant list;
- Inform the participants about the training by letter with a copy to Dr. Md Kamran Mehedi, Health Training Specialist, SSFP, Dhaka and another copy to Dr. Zahed Md. Masud, Executive Director, AITAM Welfare Organization. If your participant is unable to attend the training due to personal/official reasons, inform Dr. Md Kamran Mehedi, Mobile: 0173-0013539, immediately;
- Advise the participants to report to Dr. Faugia Begum, Training Coordinator at AITAM, Mobile: 01817-028736, positively by 4:00 PM on February 26, 2010. And ask your participants to carry the 'white coat' with them.
- The training fee is required for the said training is Tk **5450.00** (Taka Five Thousand Four Hundred Fifty only) for each participant which will cover tuition fee (Actual tuition fee is Taka **10,900.00**, we will pay only 50% in advance during the training and remaining 50% will be paid after successful completion on training as well as approval from the SSFP Training Coordinator) and Taka **400** (Taka Four Hundred only) per day for cost of food and accommodation only Demand Draft (DD) payable to "AITAM Welfare Organization". Participants must take acknowledgement receipt from AITAM and submit it to respective clinic office upon their return from the training.



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- The training is residential and all the participants have to stay in the training venue. Each individual organization is responsible to pay the travel and per diem as applicable to the participant according to Financial and Accounting Management Manual.
- Please note that the Training Institute discourages children and attendants at the institute. However, the participants may bring breast-feed children and accompanying attendants with prior permission. Participants carrying such children and/or attendants should bear the required additional costs. For detail please communicate with Ms. Loretta Ann Fraser, Training Coordinator, SSFP, Mobile: 0173-0017386.

**Table: Participant list**

SI no	Name of the participant	Name of the clinic	Name of the Franchise
1	Nasrin Sultana	Bhairab SSC	PSTC
2	Salma Akhter	Narshingdi SSC	PSTC
3	Rashida Akter	Lalmonirhat SS Clinic	UPGMS
4	Shirin Sultana	Gosairhat	MMKS
5	Ms. Sabrina Hoq	Tilagor	SSKS
6	Ms. Nibedita Ghagra	Chhatak	SSKS
7	Ms. Sharifa Akter	Chowkidekhi	SSKS
8	Ms. Suchitra Singh	Kalapur	SSKS
9	Misnera Khatun	Badalgachi	PSF
10	Ms. Kabita Rani Shill	Faridgonj	SOPIRET
11	Syeda Rabea Khatun	SHC, Phultala	PKS
12	Tapoti Rani	SHC, Islamabad	PKS
13	Shefali Khatun	Godagari	JTS
14	Bimala Kabiraj	Daulatpur SH Clinic	Fair Foundation
15	Ms. Rokeya Begum	Sitakunda-Urban	SUS

We wish your participants a very successful training.