



Smiling Sun Franchise Program

To: Project Directors: BAMANEH, CRC, IMAGE, Fair Foundation, JTS, Kanchan Samity, Niskriti, UPGMS, SSKS, Proshanti, Shimantic, and SWV.

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. Nitai Kanti Das, Director Training and Communication, PSTC

Date: March 03, 2010

Subject: Training on Counseling for Counselors

This is for your information that, Smiling Sun Franchise Program (SSFP) has arranged training on Counseling for Counselors of Smiling Sun clinic. The training is scheduled for March 14, 2010 to March 16, 2010 at PSTC, 30, Shahid Sangbadic Selina Rahman Sarak (Old 103, New Circular Road), Siddeswari, West side of Mouchak Market, Dhaka-1217 (Telephone 9334496, Cell: 01718685346).

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

- Send the Clinic Aid according to the table:

Sl no	Name of the participant	Name of the clinic	Name of the Franchise
1	MS. Rozifa Khatun	Hili	Kanchan Samity
2	MS. Sarwari Alom	Mirzapur	Kanchan Samity
3	Selina Begum-Counselor	Lakkhankhola	BAMANEH
4	Ms Shamima Begam	Shastipur	SSKS
5	Ms Panna Dev Prukayasta	Chandnighat	SSKS
6	Ms. Jibon Nessa	Haragach SS Clinic	UPGMS
7	Sraboni Sarker	Jamal Khan	NISHKRITI
8	Ms. Laila Khled	Jalalabad	IMAGE, Chittagong
9	Papia Sultana	Lohagara	JTS
10	Ms. Putul Akhter	Sharonkhola	CRC
11	Nurun Nahar	Sonapur	Proshanti
12	Samapti Rani Das	Deana SH Clinic	Fair Foundation
13	Shahanaj Parvin	Gopalganj	Shimantic
14	Nasrin Jahan	Dhanbari	Swanirvar Bangladesh
15	Nasima Begum Sarkar	Kuliarchar	Swanirvar Bangladesh



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- 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. Nitai Kanti Das, Director Training and Communication, PSTC. If your participant is unable to attend the training due to personal/official reasons, inform Dr. Md Kamran Mehedi,, Mobile: 0173-0013539, immediately;
- Ask your participants to report to Dr. Rehana Begum, Training Coordinator at PSTC, Mobile: 01819435696, positively by 5:00 PM on March 13, 2010 and bring the 'white coat' with them;
- The training fee is required for the said training is Tk 2,400 (Taka two thousand Four hundred) only for each participant which will cover tuition fee and only payable (payment should be made by DD) to "PSTC Training Fund". Actual tuition fee is Taka 4,800 & 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. For food & accommodation participants have to pay cash taka 400 (Taka Four Hundred) per day. Participants must take acknowledgement receipt from PSTC and submit it to respective clinic office upon their return from the training.
- 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.

We wish your participants a very successful training.