



## Smiling Sun Franchise Program

To: Project Directors: Bandhan, FDSR, MMKS, SGS, SWV and Tilottoma.

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

CC: Ms. Gulfam Ifat Ara, Grants Manager, SSFP  
Franchise Operations Team, SSFP  
Franchise Technical Support Team, SSFP  
Dr. Kamran Mehedi, Health Training Specialist, SSFP  
Ms. Loretta Ann Fraser, Training Coordinator, SSFP  
Dr. Rahima Ali, Training Coordinator, Dhaka Community Hospital

Date: March 3, 2010

Subject: Training on Safe Delivery (SD) for Paramedics

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This is for your information that, Smiling Sun Franchise Program (SSFP) has arranged training on Safe Delivery (SD) for Paramedics of Smiling Sun clinic. The training is scheduled for March 14 to April 04, 2010 at Dhaka Community Hospital, 190/1 Boro Moghbazar Wireless Railgate, Dhaka-1217 (Telephone: 9351190 and 9351191, Mobile: 01817066062).

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

- Send the Paramedics according to the table:

Sl No	Name of the participant	Name of the clinic	Name of the Franchise
1	Zannatul Nayeem	Companigonj	Bandhan
2	Protima Rani Dey	Lohagara	FDSR
3	Sabina Sultana	Shibchar	MMKS
4	Mukti Rani Sarker	Chapainawabgonj	Tilottama
5	Shilpi Akter	Debigonj	Swanirvar Bangladesh
6	Nirupoma Biswas	Tungipara	SGS
7	Kajoli Rani Halder	Chitalmari	SGS

- 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. Rahima Ali, Training Coordinator, Dhaka Community Hospital, Dhaka. If your participant is unable to attend the training due to personal/official reasons, inform Dr. Md Kamran Mehedi, Mobile: 0173-0013539, immediately;



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- Ask your participants to report to Ms. Margina Begum, Training In-charge, Mobile: 0171-5616120, 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 15,500 (Taka Fifteen thousand Five hundred) only for each participant which will cover tuition fee and only payable (payment should be made by DD) to "Dhaka Community Hospital". Actual tuition fee is Taka 31,000.00, & 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. For food & accommodation participants have to pay cash taka 450 (Taka Four Hundred Fifty) per day. Participants must take acknowledgement receipt from Dhaka Community Hospital and submit it to respective clinic office upon their return from the training.
- As regards to per diem, the relevant clause of the travel policy for residential training shall be applicable, since this training is residential.
- The training is residential and all the participants have to stay in the training venue.

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.