



COLLEGE OF PHYSICIANS AND
SURGEONS PAKISTAN

DEPARTMENT OF MEDICAL EDUCATION
NATIONAL TEACHERS TRAINING CENTRE



WHO COLLABORATING CENTRE
FOR RESEARCH & TRAINING IN
EDUCATIONAL DEVELOPMENT
OF HEALTH PERSONNEL

No. CPSP/DME/Workshop/2017/SOP/Mand-Wks-S/Fee/04

February 28, 2017

NOTIFICATION

This is for information of all Supervisors that henceforth following Standard Operating Procedures (SOPs) will be strictly complied with regarding registration for mandatory workshops:

1. Registration fee for workshop will be valid for only one year

Supervisors are requested to attend the workshop within one year of registration, else the deposited fee shall be forfeited and their names shall be removed from the waiting list of the workshop and they will have to re-register for the workshop with full payment of the fee.

2. Absence in a registered workshop despite three invitations

In response to the invitation of a workshop, a person may make a request for re-scheduling of the dates of the workshop. But if the person is unable to attend the workshop after rescheduling of dates three times, his/ her name shall also be removed from the waiting list of the workshop and will have to re-register for the workshop with full payment of the fee.

3. Workshop registration in 2015 and before

All Supervisors who had deposited fee for the workshop(s) in 2015 or before and have not completed the workshop(s) are advised to contact Workshop Unit at workshopregistration@cpsp.edu.pk by 31st March 2017 so that they may be facilitated to complete their workshop(s) in next few months.

The names of those person who fail to contact workshop unit within the above mentioned time frame shall also be removed from the waiting list of the workshop and will have to re-register for the workshop with full payment of the fee.

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c.c:

1. P.S. to The President, CPSP.
2. CPSP Councilors.
3. Secretary, CPSP, Karachi.
4. Registrar, CPSP, Karachi.
5. Treasurer, CPSP, Karachi.
6. Executive Officer, R&RC, Karachi.
7. Directors, CPSP Regional Centers.
8. Chief Controller of Examinations, CPSP, Karachi.
9. Senior Lecturer, REU, CPSP, Karachi.
10. Controllers/Joint Controllers of Examination.
11. Faculty unit, DME.
12. Chief Manager, ASD.
13. GM Operations, CPSP, Karachi.
14. Director Finance, CPSP, Karachi.
15. Director Publications, CPSP, Karachi.
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