



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/Surcharge/02

January 10, 2017

### NOTIFICATION

It is notified for information of all residents that henceforth following Standard Operating Procedures (SOPs) are to be followed:

1. Ensure to furnish current email address to CPSP data base, particularly to the workshop unit
2. Invitation letter for the workshop will be sent to the candidates on the email addresses present in the CPSP data base 2 weeks before the commencement of the workshop
3. Within 3 days the invited candidates shall intimate about non acceptance, if for any reason he/she will not be able to attend the workshop
4. No response shall be considered as acceptance to attend the workshop on given dates
5. In case workshop unit does not receive a response to the invitation and the candidate does not turn up for the workshop then he/she shall pay additional Rs 2000/= to become eligible for re- invitation for the registered workshop.
6. Any excuses that the email address is no longer in use shall not be accepted.

*Sirajul Haque*

Dr. Sirajul Haque Shaikh  
Director & Associate Professor  
Department of Medical Education

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
16. Webmaster for CPSP website

7th Central Street, Defence Housing Authority, Phase-II, Karachi -75500.  
Ph: +92-21-99207100-10, (Direct: 021-99266436-7), U.A.N: 111-606-606  
Fax: +92-21-9266450, 9266432  
Web: www.cpsp.edu.pk  
Email: dme@cpsp.edu.pk

