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COMMERCIAL CONTRACEPTIVE MARKETING DEVELOPMENT

IN

BANGLADESH

ANNUAL REPORT

Contract No. AID/pha-C-1055  
Project No. 932-11-580-611

Population Services International  
110 East 59th Street, Suite 1019  
New York, New York 10022

June 30, 1978

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I. Review of 12 Months vis a vis Contract Requirements

A. Project Objectives

The number of acceptors or users of non-clinical methods of family planning through this program increased by 22.3% over that of last year in terms of couple years of protection. Comparative data for 1976-7 and 1977-8, just completed, are as follows:

Yearly Sales

	Condoms	Pills	Total
Total previous year:	14,871,063	760,048	
Total this year:	19,673,820 (up 32%)	1,020,848 (up 34%)	

Monthly Sales

Average/mo. previous year:	1,239,255	63,337	
Average/mo. this year:	1,639,485 (up 32%)	85,037 (up 34%)	

Couple Years Protection

CYP previous year:	148,711	58,465	207,176
CYP this year:	196,738 (up 32%)	78,526 (up 34%)	275,264 (up 33%)

	<u>Outlets</u>	
	Condoms	Pills
Outlets previous year:	28,230	17,700
Outlets this year:	38,113 (up 35%)	23,640 (up 34%)
%pharmacies previous year:	48%	75%
%pharmacies this year:	45%	70%

Cost Per Couple Month Protection

(exclusive of contraceptives)

Cost/CMP previous year: 25¢

Cost/CMP this year: 24¢

See Attachements "A," "B," "C," "D," and "E" for statistical and graphic presentations.

The program continues to be an important part of the National program: According to the last GOB statistics made available to us (Nov. 1977), the project was distributing 38.7% of the condoms and 15% of the pills being supplied in the country, which included the Mohammed Pur (Pathfinder) Clinic, the Labor Directorate and the Concerned Women project, all of which totalled 1.9% of the condom distribution and .003% of the pill distribution. (It is our understanding that Government no longer publishes this report and hence no later information has been received.)

While it is not possible to document sales of government supplied products (which are, in fact, identical to Raja and Maya and are supplied free to retailers), project sales representatives comment that such sales have continued on a sufficient scale to appear as a directly limiting factor to their own sales performance. It is widely accepted that the continuing expansion of such sales is due in most part to the interest and motivation generated by the social marketing program's intensive publicity/advertising campaign.

B. Project Related Matters

Targets

Compared to PSI/Dacca internal sales targets of 18,280,080 for Raja and 985,440 for Maya, this period's cumulative sales passed the Raja target by 7% and the Maya target by 4%. Targets set by local staff have been realistic and attainable, and brought sales considerably above the levels of the previous year.

Advertising and Promotion

This year saw the production of new and fresh advertising materials to ensure the continued public appeal of FPSMP promotional efforts. Raja and Maya radio spots were re-written; new press ad designs and themes were employed; galvanized advertising panels were placed on 15 buses; Raja and

...

Maya sponsored 52, 30-minute song request programs; the program leaflet "Facts about Oral Contraceptives" was revised and printing quality improved; media theme test was carried out during October and November (see Attachment "F" for report on results); and an attractive new Raja shelf sticker was produced using a sharp red logo on a solid black field. For samples of the above, see bimonthly Progress Reports.

New Raja and Maya color cinema trailers were filmed; "new" Raja entered the market (with Raja branded wrap); an R/M ad on one month's railway timetable was produced; a small survey was conducted to test the acceptability among consumers of a condom instruction slip; the "new" Raja 18-pack dispenser was printed to hold the "new" Raja branded condoms; five project vehicles were colorfully painted with Raja/Maya logos and a most attractive (27' x 21') Raja sail was hoisted on a country boat. Samples were made of Raja and Maya T-shirts, singlets and jute hand and shoulder bags for possible sale at reduced prices, and plans were made to produce Maya dual package overwraps locally. For samples of various of the above, see Progress Reports from January -June 1978.

As demonstrated by the above, advertising and promotion was improved, developed and diversified to further bolster the important role it has always played under the program. New and

aggressive quality approaches to this aspect of the program have no doubt contributed to its success, and have demonstrated the variety of promotional techniques that can be employed in a social marketing program of this type.

#### Consultants

Mr. Terry Louis made a follow-up visit to his previous consultancy regarding field marketing organization and procedures. Mr. Henry Elkins visited the project in connection with the ICARP-funded University of Dacca evaluation, final results of which are awaited.

#### Project Council

There were some shifts in the composition of the Family Planning Social Marketing Council, which is still chaired by Dr. M.A. Sattar, the Secretary, Population Control and Family Planning Division. At June 20, 1978 the members were:

Col. Hashmat Ali, Director of the Directorate General  
of Population Control & Family Planning,  
Jalaluddin Ahmed, Joint Secretary, PC&FP Division.,  
Mr. M.A. Hakim, Deputy Secretary, PC&FP Division.,  
Charles Gurney, head of the Health & Population Division  
USAID/Dacca

Farhat Ghuznavi, Chairman, I.C.I (Bangladesh) Ltd.,  
Mrs. Ayesha Noman, Head, Department of Sociology,  
University of Dacca.

Dr. A.P. Satterthwaite, Coordinator, UNFPA,  
Mr. Alvin G. Edgell, Member/Secretary.

The Council took up such matters as review and approval of Key personnel appointments, budget review, the official sale of free GOB contraceptives in retail outlets, product diversification, and all major aspects of the program, present and projected.

C. Special Projects (promotional schemes)

Vending Machine Project - Monthly reports were submitted to AID/W on machine sales - 88,399 for the reporting year, with June sales up 19% over the same month one year ago. Maintenance and refurbishing of the machines has been ongoing, and in the last months comparatively few machines have had to be relocated in order to maintain sales levels. Staff supervision of this special project has been under the same man since project inception, and this, too, is felt to be a contributing factor to the success and continuity of this sub-project. PSI anticipates expansion of the vending machine project in months to come, and the incorporation of this operation into the budgeting and plans of the prime project, and work has begun to determine the cost of locally produced packaging of vending machine condoms for project expansion.

Staff Incentive Scheme - An incentive scheme covering individual and collective performance for CY 1977 was funded through project revenues per our contract. The scheme appears to have played a valuable role in sustaining staff morale, leading to maximum performance by all staff since everyone shared an interest in the

outcome. The sales force reaped proportionately higher returns individually, related, of course, to their individual performance. This year's experience strongly argues for continuing a similar incentive scheme, and Attachment "G" both justifies and states plans for the continuation of staff incentives.

Credit Scheme - Consideration and establishment of this scheme, or the idea of discounting for cash or early payment was tabled during the year as a matter of least priority in comparison with other work. The very fact that staff tended to relegate this matter may be a statement in itself of its place in Bangladesh, and certainly its newness, and will receive new consideration by PSI management.

Post Office Sales - See Attachment "H" for the list of (40) Post Offices in two Thanas which were set up to sell contraceptives and PSI's/Dacca's evaluation, which was also submitted to the Project Council. No further work on this scheme is planned.

Household Distribution - This sub-project came on the program's agenda in Mod. 17 at the end of January 1978 at the request of AID. The operational plan for household distribution was submitted to AID in May, complete with budget and with questionnaire, coupon, representatives and supervisor's report designs. As this submission was made near the end of the reporting year, no further action is reported here.

Group Interviews - This sub-project came on the program's agenda in Mod. 17 at the end of January 1978 at the request of AID. Arrangements had been made to work with and through the Organization of Concerned Women, but that group subsequently declined to participate due to limitations imposed by its charter. PSI began the search for another group to collaborate.

D. Administrative Report

Time Sheet Survey - Attachment "I" contains the survey from September 1977 through June 1978. The survey for the first two months of the reporting year was attached to the July/August 1977 Progress Report.

Personnel - Total field staff was kept at the same level as one year ago through tightening of work schedules and up-grading of a few of the outstanding, long-time employees. This was achieved despite increased program sales and program takeover of the full first tier distribution operation.

Project Director Alvin G. Edgell joined PSI in December 1977, replacing Robert L. Ciszewski whose overseas tour concluded in February 1978. Mr. Anwar Ali joined PSI/Dacca as Manager of Operations with a view toward eventual local takeover of the program, and Mr. Shahadat Ahmad's position was upgraded, from chief accountant to Manager of Finance and Administration. Mr. Ahmad has been with the program since its inception.

Equipment Inventory - Attachment "J" contains summary sheets of purchases over the entire one-year reporting period.

Commodity Supplies from AID - During this year a new procedure for marking shipping cartons of pills and condoms was requested by Project Director Edgell, and AID cooperated by having the word Raja or Maya, as appropriate, written in large red letters on each shipping carton. This improved the circumstances in which FPSMP cartons are sorted from among AID/GOB supplies, which are frequently shipped on the same vessel.

Local packaging procedures were changed somewhat as a result of the change in the manner of packing AID shipping cartons. Previous manner of packing was 40 gross/carton, in an even number of strips of 3, which is the number of condoms in each Raja pack. The new AID system packs 100 in 60 boxes per shipping carton, in strips of 4, thus necessitating an additional packaging step, i.e. separating one condom from the strip of 4. This step, while inconvenient and ultimately more expensive, is manageable.

Monthly Distribution Sheets - All monthly sheets were submitted to AID in a timely manner. A new format to incorporate comprehensive sales data from the vending machine project was drawn up at PSI headquarters, but was not used since it necessitated the recalculation of all prior distribution sheets, and VM sales did not warrant the work involved.

...

Requests for Approval/AID-W Approvals - PSI Submitted

and AID/W approved the following:

- FPSMP assumption of first tier distribution function
- Contract Administrator travel to Bangladesh
- Purchase by FPSMP of four Toyota automobiles
- Promotion of two long-standing employees
- New Project Director
- Consultancy of Terry Louis during transition period
- New post of Manager of Operations and candidate to fill the post
- New Bogra Area Manager
- Executive Director travel to Bangladesh.
- Household Distribution sub-project
- Travel to Calcutta of two local managerial employees to explore product diversification (oral rehydration salts).

The matters approved by AID greatly helped program continuity, and ongoing talks with TO and CO staff helped us to comply with the mandate of our contract.

II. Recap

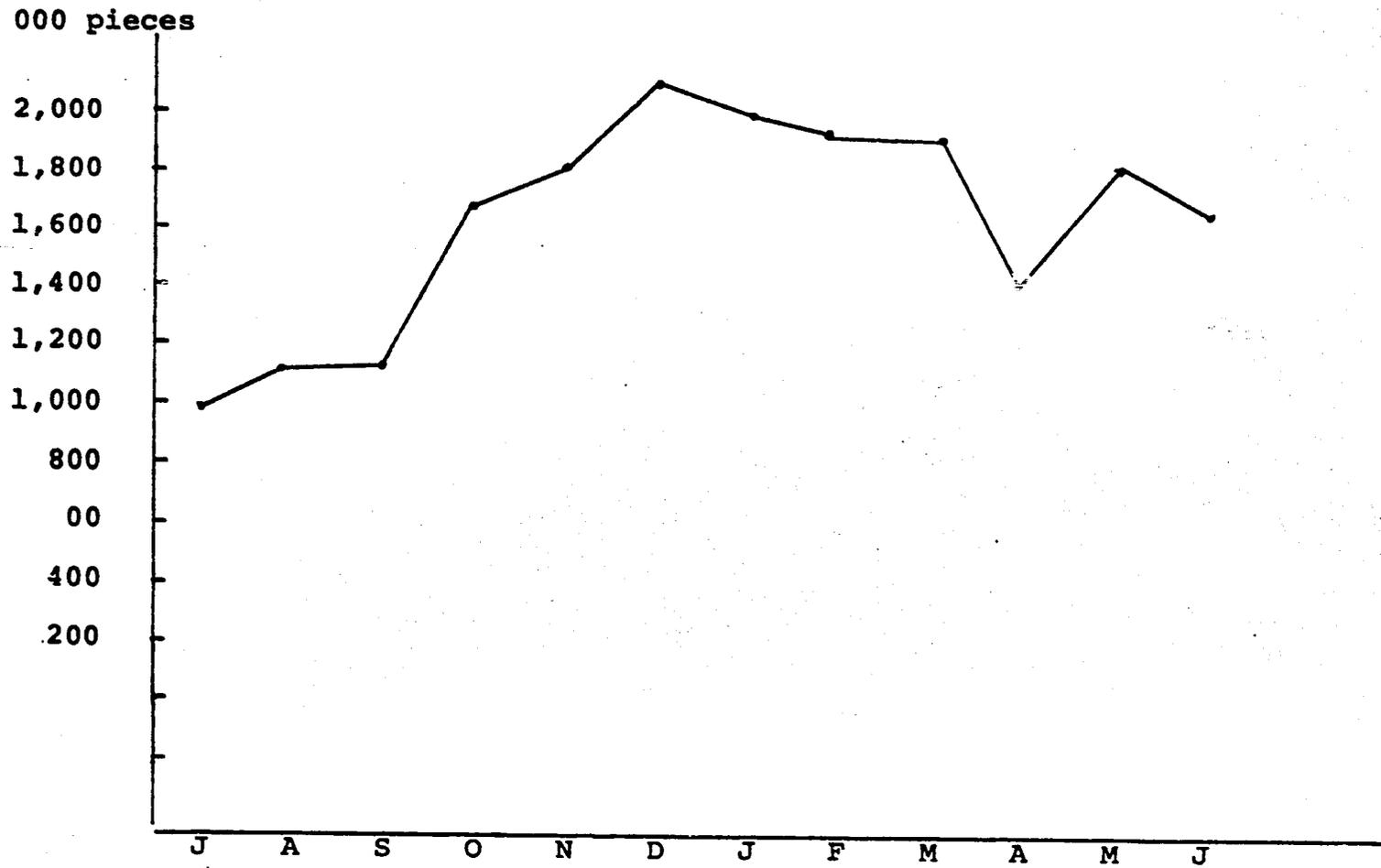
A. Significance of FPSMP - At the fourth anniversary of C-1055 the program continued to demonstrate its uniqueness and strength as the largest contraceptive social marketing program in the world and as an integral part of the GOB/AID-supported program. FPSMP has done what no other drive has done, by putting quality contraceptives within reach of increasing numbers of needy people, by producing effective, varied and continuous advertising messages on radio, in newspapers, on railway timetables and shop signs, buntings, stickers and packaging, by offering the greatest cost-effectiveness possible thus far in such a program, and by maintaining close, cordial and productive relations with the host government.

B. Plans for the Ensuing Period - Greater refinement of media themes as determined via the media theme test conducted this year; construction of a river launch to enable sales force to reach less accessible, deeply rural communities; use of Raja and Maya sails on commercial launches; advertising in the form of a banner on a prominent high-rise building; focus on new product development; staff and vehicle increase to meet growing program needs; continuing improvement in the already-high record of sales and performance.

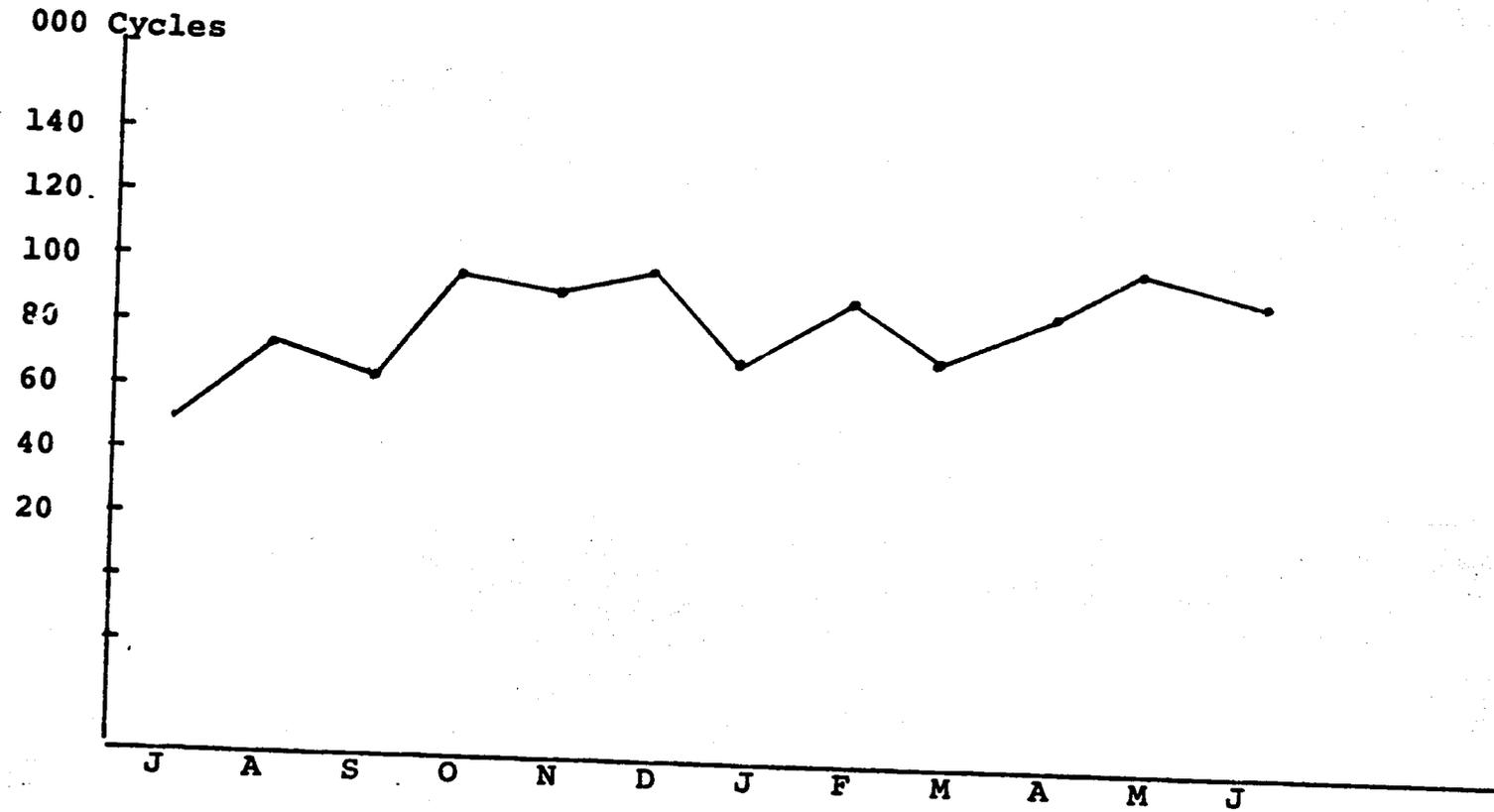
1977 - 1978  
PSI/Bangladesh Sales

	<u>Condoms (pieces)</u>	<u>Pills (cycles)</u>
July	1,020,390	54,972
August	1,014,048	75,420
September	1,084,720	71,860
October	1,717,452	93,888
November	1,767,520	94,248
December	2,317,128	96,938
January	2,010,922	71,064
February	1,909,086	98,792
March	1,910,522	78,342
April	1,398,600	84,930
May	1,804,176	101,932
June	1,669,256	98,462

CONDOM SALES, BANGLADESH 1977 - 1978

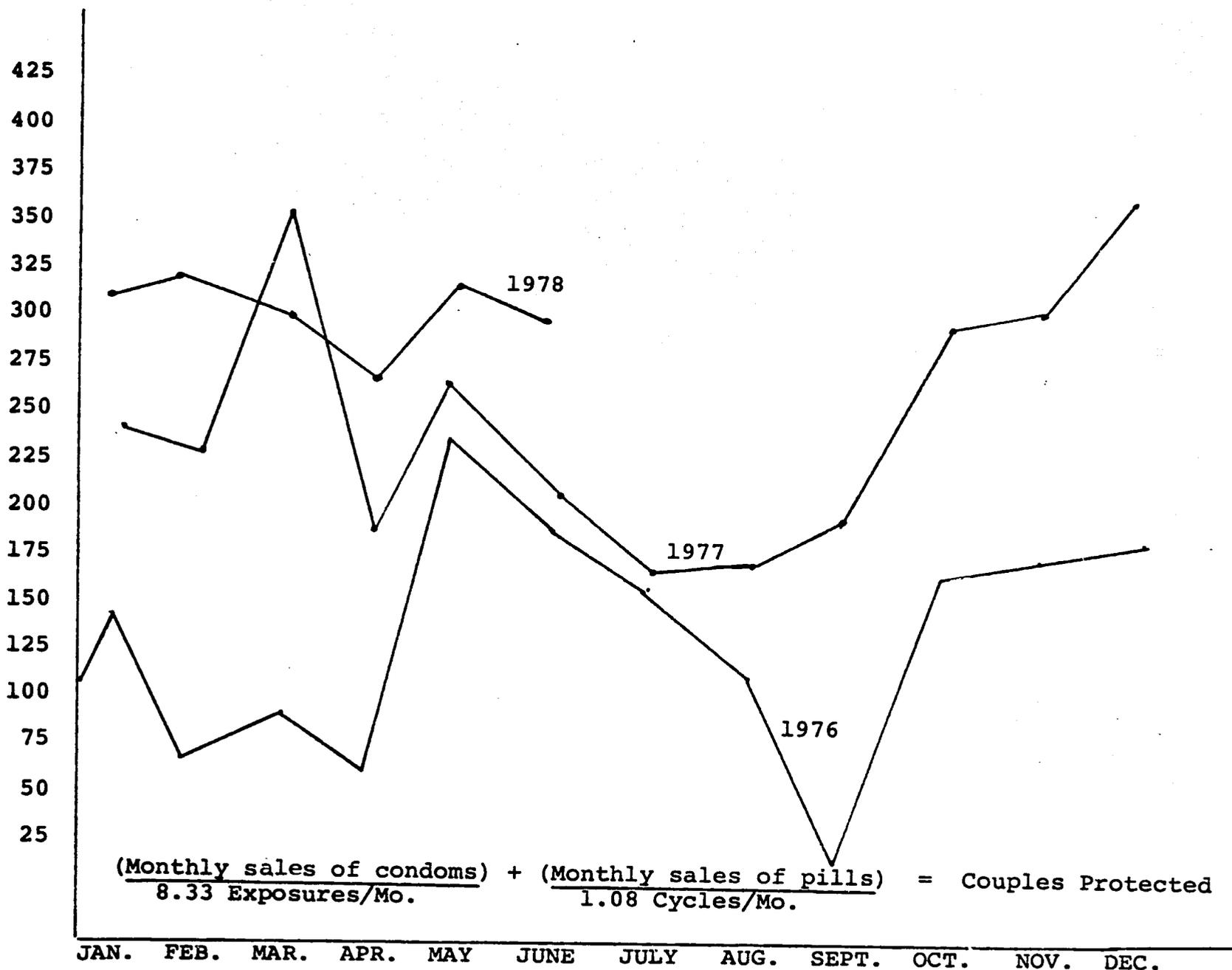


PILL SALES, BANGLADESH 1977 - 1978



COUPLES PROTECTED BY MONTH

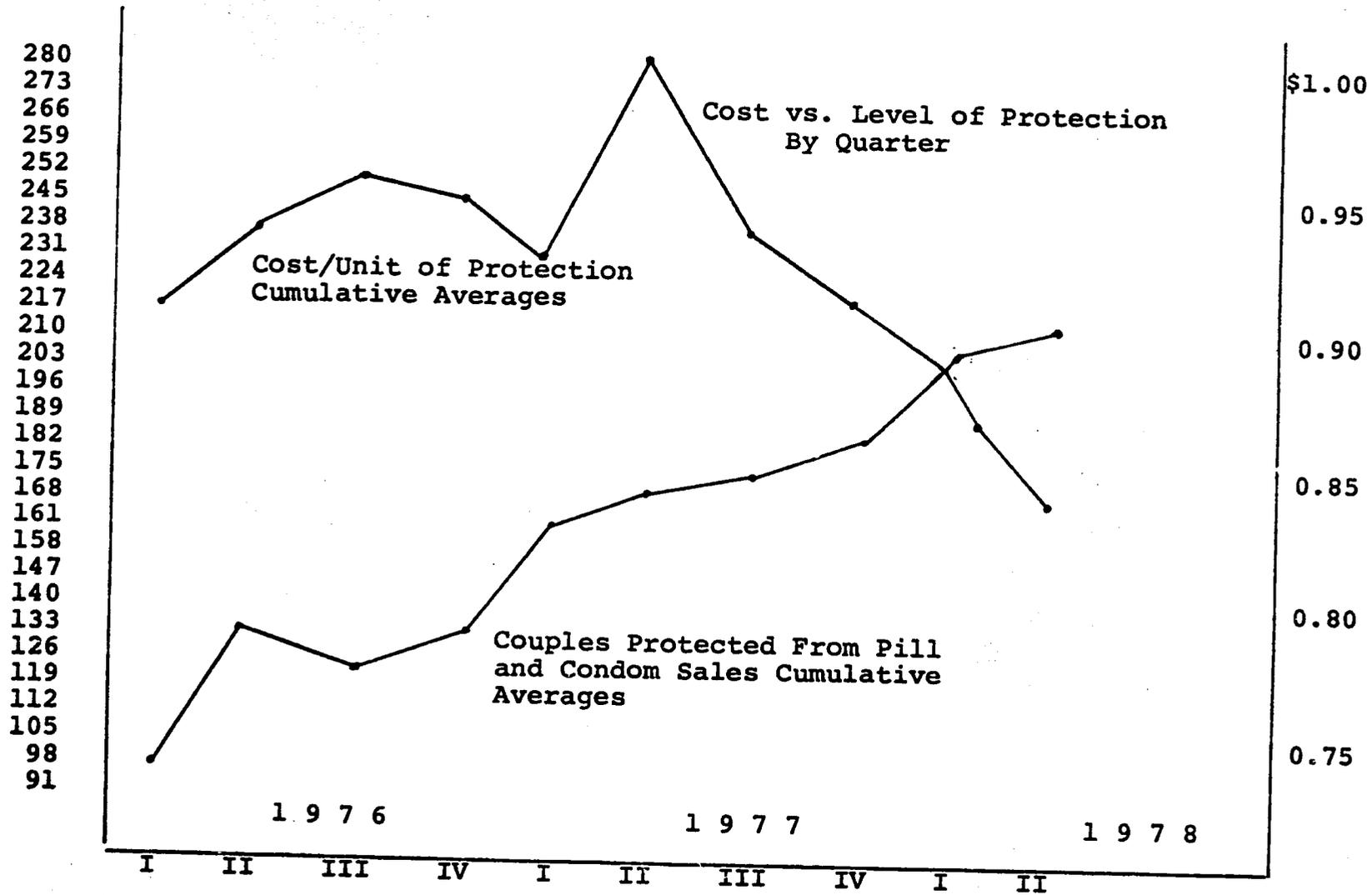
1,000 Couples



$$\frac{\text{Monthly sales of condoms}}{8.33 \text{ Exposures/Mo.}} + \frac{\text{Monthly sales of pills}}{1.08 \text{ Cycles/Mo.}} = \text{Couples Protected}$$

Attachment "D"

BANGLADESH SOCIAL MARKETING PROJECT PSI



RESULTS OF MAIL ORDER TEST TO FIND THE  
REASONS OF THREE DIFFERENT FAMILY PLANNING  
THEMES APPEARING FROM OCTOBER TO NOVEMBER '77

The mail order press advertisements were part of controlled series of direct response tests of determine the relative strengths of economic (family care), child education and maternal welfare (mothers' health) appeals as reasons for practicing family planning among literate and semi-literate people. Three ads. were designed, each of which appeals strongly to one of the three themes. Each ad was run twice in each paper and the intervals between insertions were the same. All the ads. were in Bengali and properly keyed so that the responses could be identified. All mention of Raja and Maya was carefully avoided. Every person writing to our Box No. with clipping of the coupon in the ad was sent a free booklet on family planning (attached). To help us understand better, the correlates of responses, we divided them into three geographic parts according to the mailing addresses.

- a) Dacca and Narayanganj - most modern and urbanized
- b) All district towns - largely inhabited by comparatively educated and urbanized people.
- c) Rural - (all other places) - in general at best semi-literate.

In addition to the press ads, a radio spot in the commercial service of the Dacca Radio for the mail order campaign was run for a period of 10 days with two spots of a day of 15" duration each.

By analysing the responses of the press ads, it is found that out of a total response of 6843, male responses was 90%.

Preference for child's future education is 38%, closely followed by family care which was 33%. Rural responses were 47%. Among the publications, Ittefaq pulled the highest nos. of responses (71%).

The numbers of responses from Radio was only 626.

STAFF SALES - RELATED INCENTIVES

OBJECTIVES:

1. To increase distribution of contraceptive supplies by providing additional motivation of field sales staff.
2. To improve involvement and unity of purpose of entire project staff by including even non-sales personnel in financial rewards for total sales performance.

JUSTIFICATION:

The use of sales bonuses is common in Bangladesh and is normally based on progress toward and achievement of established sales goals or targets.

One of the prime challenges in keeping any sales staff motivated is trying to help overcome their boredom. Most of our salesmen will have been in the field for many months, and the repetitious nature of their work leads, naturally enough to ennui and often a slackening of performance. It is believed that this incentive plan provides a stimulus leading to more calls and harder selling in the field and justifies increased pressure and promotes keener personnel evaluation from above.

It is felt also that, since unlike strictly commercial operation this project does not have a profit goal, the support staff's morale and involvement with the sales effort will improve by including them in an overall incentive plan. This cannot but be beneficial to the project's objectives.

METHOD:

Sales Representatives: A sales incentive is offered to each salesman for all retail sales he completes @ Tk.3.60 per s/c (1296 pieces) of Raja and Tk.30.00 per s/c (864 cycles in old, 500 in new) of Maya.

Area Sales Managers: For all sales in their individual territories:

ASM-Dacca	Raja	0.80 per s/c	Plus additional incentive upon reaching 100%, 110%, 120% etc. of his sales target.
	Maya	5.00 per s/c	
ASM-Chittagong:	Raja	1.20 per s/c	-do-
	Maya	8.00 per s/c	
ASM-Khulna	Raja	1.20 per s/c	-do-
	Maya	8.00 per s/c	
ASM-Bogra	Raja	1.50 per s/c	-do-
	Maya	10.00 per s/c	

National Sales Staff

Product Manager	Raja	0.25 per s/c	Plus additional incentive upon reaching 100%, 110%, 120% etc. of the country-wide sales targets.
	Maya	1.20 per s/c	
Marketing Manager	Raja	0.40 per s/c	-do-.
	Maya	2.00 per s/c	

Non-Sales staff: In proportion to their total salaries and positions.

Estimated total cost: Tk.200,000/- on account of incentive for the year ending December 31, 1977.

This incentive system seems to have stimulated sustained sales force effort and to have boosted morale of both sales and administrative staff. I intend to propose to the SMP Council a modified version to be primarily funded from Revenue/Trust funds for 1978.

1. Number of Post Offices and workers involved and locations:

A total number of 40 Post Offices are included in the Post Office scheme, with an approximate number of 65 workers involved directly. The names and locations of the Post Offices are given in Annexure-I.

2. Successful Sales level to justify extension/expansion

To justify, in terms of SMP's purposes (and procedures for achieving them), extension and geographical expansion of this scheme for P.O. distribution should require average sales at the 40 Project P.Os approaching 50 Raja condoms and 2.5 Maya cycles per mo. These are the rough averages among all our present outlets. Actual average monthly sales per P.O. have been 1.01 Raja condoms and .25 Maya cycles. However, no sales targets were set at the outset of the scheme. See Annexure II for sales by Post Offices per month since the beginning of the scheme in July 1977.

3. Logistics & Incentives

The scheme originally provided for supplies of Raja and Maya to be sold by SMP to Thana centre P.Os at same rates as to regular wholesalers, except that Raja was sold to P.O. at 27 paisa per pack of 3 instead of the normal 29 paisa (retails at 40 paisa). Maya was sold at normal wholesale price - 53 paisa per cycle (Retail at 70 paisa). The proportion of the difference between wholesale and retail price which was to be given to PMs was left to the discretion of Postal authorities although SMP urged that the maximum share be given to the PMs to motivate them to enthusiastic participation. To make the workers of the scheme interested in taking initiatives to sell the products from their counter, after originally providing no such incentive, the P.O. authorities established for the workers a share of .05 paisa per packet of 3 Raja and .22 paisa per cycle of Maya in December '77. Unfortunately, despite the incentive, there has been no improvement of sales.

4. Promotion materials and orientation courses.

SMP has given 2 orientation courses for the Postmasters of the 40 Post Offices. No such orientation course was given for commercial retailers. Enough promotional materials were distributed to the Postmasters so that they could in turn distribute them in the villages under their Post Offices and also retain some for display in the Post Office premises. In most of the Post Offices that we have visited so far we found that these were neither distributed nor displayed properly in the Post Offices. The costs of the promotional materials distributed so far and the orientation course are given below:

1. Cost of promotional material distributed in two orientations	Tk. 6,227.03
2. Expenditure in two orientations	Tk. 2,842.90
3. 7 Cinema Halls (slides) for 6 months in Tangail district	Tk. 1,641.11
Total:	Tk. 10,711.04

## 5. Possible influences at work

(a) Social characteristics of Postmasters: The social status of the Postmasters seem valued next to the Chairman and school teachers in the villages and therefore the P.Ms often play a vital role in advising the village inhabitants. They often have a conservative bent and are hesitant to discuss contraceptives because that might jeopardise their position in the locality. However, lack of consumer interest or even shyness are probably also prevalent.

(b) Attitude of Postmasters: Most of the Postmasters seem to be frustrated as far as their financial rewards are concerned. As a result they tend to confine themselves to their routine activities. Any extra responsibilities, other than the ones with extra substantial financial supports, are considered to be an unnecessary burden and receive minimum attention. It has been observed that the workers involved in the scheme are not the types to take enterprenurial interest in selling the products unless some very substantial benefits -- perhaps among other considerations -- is provided to them.

(c) It is estimated that for sheer financial motivation they would have to sell a quantity that will bring them a monthly minimum of Tk.100.00. From the commission that is being extended by their superiors at present from the sales receipt; to earn this Tk.100/- each Post Office has to sell minimum 1200 packs of Raja and 320 cycles of Maya per month. The Post Office is a most unlikely outlet for such high commercial level of sales. The Postmasters, though realising that the population control effort is 'essential', are more inclined to avoid the issue than to take initiative towards its success. Moreover they seem to feel that as these products are being supplied abundantly free of cost by the Family Planning Directorate and other aid agencies and the same products are available in the retail outlets, anyone interested in the products can always procure them elsewhere. It is therefore a common feeling amongst the Pbstmasters that making contraceptives available in the Post Offices hardly makes any difference to the consumers.

(d) The Nature of a Post Office: The present nature and traditional purposes of Post Offices, and the way citizens view them -- not as outlets for commercial items -- have also almost certainly worked against the success of this Pilot scheme. This constraint along with others above noted suggests the major effort, overtime, that would be required to change P.Os into effective outlets of contraceptives.

(e) Sense of importance or requirement communicated by Govt.: Although the Govt. has taken considerable interest in the introduction of the project, participating in two orientation courses for the Postmasters, informing the Postmasters of the importance and benefits of the projects and drwving up a system for the project to operate, there appears to have been no clear instructions to the Postmasters to tive sustained importance to the project, little supervision of their work or continuing guidance.

6. Additional efforts which might contribute to success:

(a) Clear Govt. instructions to Postmasters: There should be a direct instruction to the Postmasters from the Ministry or the Departments asking them to take proper initiative in selling the products and it should be treated with more importance than their other activities. Moreover monthly sales target might be imposed on the Postmasters in accordance with the population and location of the Post Offices with instructions to apply maximum efforts to meet the targets.

(b) Educational materials to Postmasters, to include religious issues: This should be provided to the Postmasters with instructions to read and distribute among the people in the villages. If literature is distributed by the Postmasters, its importance is enhanced. The booklets should be attractive with maximum information but in simplest possible language, and illustrated.

(c) Promotional efforts to include: Slides in Cinema Halls for public information on Post Office availability, posters, mobile film units etc.

(d) Visits of SMP Field sales personnel to the Postmasters

To mount these with the intensity needed to have any chance, under present circumstances, of getting the PMs moving would seriously affect our normal commercial sales, which our limited sales force must assiduously pursue.

7. Summary & Recommendations

Every reasonable effort feasible within the SMP framework has been given to support the sale of Raja and Maya through Head Office of Post Offices in Tangail and Mirzapur, as a trial for possible wider implementation. The results have been so poor that they indicate further effort by the SMP cannot be justified.

Effective utilization of Post Offices for distribution of contraceptives -- with or without association with the SMP -- seems basically an issue for Govt. in getting one of its organs to initiate and carry out a socially desirable function. The SMP can only usefully assist a Post Office distribution scheme when conditions are compatible with our essentially commercially structured organization and procedures. However, the SMP should remain ready to participate in any Post Office distribution scheme for which successful cooperation is clearly feasible.

APPENDIX-I

NAMES OF POST OFFICES IN TANGAIL AND MIRZAPUR THANAS OF TANGAIL DISTRICT THROUGH WHICH FAMILY PLANNING MATERIALS WILL BE SOLD TO THE MEMBERS OF THE PUBLIC.

- |     |                                  |     |                     |
|-----|----------------------------------|-----|---------------------|
| 1.  | Tangail H.O.                     | 21. | Gola EDBO           |
| 2.  | Mirzapur S.O.                    | 22. | Kaijuri EDBO        |
| 3.  | Santosh S.O.                     | 23. | Shehanghonj EDBO    |
| 4.  | Bhekura S.O.                     | 24. | Tenguripura EDBO    |
| 5.  | Gorai S.O.                       | 25. | Milu Batka EDBO     |
| 6.  | Warshipaikpara S.O.              | 26. | Garinda EDBO        |
| 7.  | Alia Madrasha T.S.O.             | 27. | Atia Dargha EDBO    |
| 8.  | Tangail N.P.O., T.S.O.           | 28. | Chow Baria EDBO     |
| 9.  | Karatia C.S.O.                   | 29. | Bariapur EDBO       |
| 10. | Elashin C.S.O.                   | 30. | Anorhela EDBO       |
| 11. | Mahra C.S.O.                     | 31. | Putoajori Bazar EDB |
| 12. | Jamurki C.S.O.                   | 32. | Deohatta EDBO       |
| 13. | Solealia EDSO                    | 33. | Kanthalia EDBO      |
| 14. | Hinanagar EDSO                   | 34. | Baharia EDBO        |
| 15. | Porabari EDBO                    | 35. | Gohail Bari EDBO    |
| 16. | Medical College EDSO             | 36. | Bhetgram EDBO       |
| 17. | Kagmari EDSO                     | 37. | Bawra EDBO          |
| 18. | Ashokpur EDBO                    | 38. | Karail EDBO         |
| 19. | Baghil EDBO                      | 39. | Maishamura EDBO     |
| 20. | Bali Ashrafulah<br>Madrasha EDBO | 40. | Halalia EDBO        |

Annexure II

Sales thru Post Offices Project in Tangail

<u>Month</u>	<u>Raja</u>	<u>Maya</u>
July, 1977	31	3
August '77	52	10
September '77	19	10
October (77	6	2
Nov ember '77	8	4
December '77	129.5	22.3
January '78	61	4
February '78	72.5	26
March '78	14	20.7
April '78	17.5	6.5
May '78	<u>34</u>	<u>3</u>
	444.5	111.5

BANGLADISH TIME SHEET SURVEY MAY - June 1978

Name	Position	LEAVE		Remarks
		Annual	Sick	
1. Mr. A. G. Edgell	Project Director	-	-	
2. Mr. S. Amwar Ali	Operations Director	-	-	
<u>Administration</u>				
3. Mr. Shahadat Ahmad	Manager Finance & Adm.	-	-	
4. Mr. Amir Hossain	Chief Acctt/Off.Mngr.	-	-	
5. Mr. Cedric Randolph	Admin. Officer	-	-	
6. Mr. Serajul Islam	Accountant	-	1/5	
7. Mr. A.Q. Sharif	Asstt. Accountant	-	1 & 2/5	
8. Mr. Daniel D'Cruze	Off.Asstt/Secy	-	2/6	
9. Mr. Ali A. Chowdhury	Secretary	-	1/6	
10. Mr. Q.A. Majid	Adm/Asstt/Statistics	15, 18, 19, 22 & 23/5	24/5	
11. Mr. Bashiruddin	Off.Asstt/Inventory	-	7/6	
12. Mr. Jagonmoy Roy	Chief Driver & Maint.Supervisor	-	-	
13. Mr. Dula Mia	Driver	-	-	
14. Mr. Mohd. Hossain	"	-	-	
15. Mr. Profulla Mondol	Driver, Khulna	-	-	
16. Mr. Pius Costa	Office Boy	30&31/5	-	
17. Mr. Abdul Matin	"	12&13/6	-	
18. Mr. Manik Khan	Driver, Bogra	31/5 1/6	-	
19. Mr. Abdul Aziz	Driver, Ctg.	26-31/5 1-3, 5-10/6-	-	
20. Mr. Amjad Hossain	Driver, Dacca	-	-	
21. Mr. Abdul Razzaque	-do-	-	-	

-more-

Name	Position	Leave		Remark
		Annual	Sick	
22. Mr. Nesar Ahmed	Driver	-	-	Left for foreign Ser
<u>Marketing:</u>				
23. Mr. G. S. Khan	Marketing Manager	-	5&6/6	
24. Mr. Abid A. Ali	National Sales Mngr.	5-21/6	-	Excluding 2 Sat.dys. 2Sn.dys
25. Mr. S.Z. Khan	Area Sales Mgr. Dacca	-	-	
26. Mr. Hafizul Hoque	" " " Khulna	-	-	
27. Mr. Najibuddin Ahmed	" " " Ctg.	-	-	
28. Mr. Q.A. Najee	" " " Bogra	-	-	
29. Mr. M.H. Kabir	Secretary (Mktg.)	15&16/5	-	
30. Mr. N.I. Chowdhury	Sales Representative	31/5 1-5/6	-	
31. Mr. .AH. Wawesi	-do-	-	-	
32. Mr. S. Showkat Ali	-do-	-	-	
33. Mr. Mahfuzur Rahman	-do-	-	-	
34. Mr. Bahauddin Chowdhury	-do-	-	-	
35. Mr. Sirajul Islam	-do-	-	-	
36. Mr. Mohiuddin Chowdhury	-do-	-	-	
37. Mr. Amir Hossain Miah	-do-	27&28/5	-	
38. Mr. Abul Fayez	-do-	27-31/5 1/6	-	
39. Mr. I.U.M. Ashfaq	-do-	-	-	
40. Mr. Khairul Alam	-do-	-	-	
41. Mr. M.A. Jilil	-do-	-	-	
42. Mr. Khalilur Rahman	-do-	13-18, 20-23/5	-	28-30/6
43. Mr. J. A. Khan	-do-	-	1&2/6	
44. Mr. A. Khaleque	-do-	-	-	

"more"

Name	Position	Leave		Remark
		Annual	Sick	
45. Mr. Moheemad Azad	Sales Representative	-	-	
46. Mr. Logman Hossain	-do-	-	-	
47. Mr. K.A. Haider	Sales Promoter	6&8/5 23,24&26/6.	-	
48. Mr. Stanley Robeiro	-do-	-	-	
49. Mr. A. Mannan Bhuyan	-do-	-	-	
50. Mr. Kazi A. Hossain	-do-	-	-	
51. Mrs. Maksuda Kader	Field Educator	22&23/5	-	
52. Mrs. Jahanara Sarker	-do-	-	17-20/5	
53. Mr. Mizanur Rahman	Sales Promoter	-	-	
<u>Vending Machine:</u>				
54. Mr. A.A.M. Anwar	Manager Spl.Projects	-	-	
55. Mr. Henry Roy	Operator/Mechanic	-	-	
56. Mr. A.F.M. Chowdhury	Operator	-	-	
<u>Warehouse:</u>				
57. Mr. D.K. Roy	Warehouse Incharge	-	-	Left and did not return since 28 June 1978.
58. Mr. John Rozado	" Asstt.	6,12-14/6	-	
59. Mr. Ali Arshad	Warehouse Guard	-	-	12-24/6 con time off.
60. Mr. Zahir Ahmed	" "	-	-	3-25/5 comp time off.
61. Mr. Abdul Razzaque	Office Guard	-	-	
62. Mr. Jamal Hossain	" "	-	-	
63. Mr. Md. Montaz Mia	Guard (P.D's Res)	-	-	2-17/5 comp. time off.
64. Mr. Tofael Hossain	" "	-	-	19-26/5 con time off.
65. Mr. Shahajshan Howlader	Automobile Mechanic	-	-	

BANGLADESH TIRE SURVEY MARCH - APRIL 1978

<u>Name</u>	<u>Position</u>	<u>Leave</u>		<u>Remarks</u>
		<u>Annual Leave</u>	<u>Sick Leave</u>	
1. Mr. Alvin G. Edgell	Project Director	-	-	
2. Mr. S. Anwar Ali	Operations Director	-	-	
<u>Administration</u>				
3. Mr. Shahadat Ahmad	Manager, Finance & Administration	-	13/3	
4. Mr. Amir Hossain	Chief Accountant/Office Manager	-	-	
5. Mr. Cedric Randolph	Adm. Officer/Secy.	-	3/4	
6. Mr. Scrajul Islam	Accountant	26-28/4	-	
7. Mr. Daniel D'Gruze	Office Asst/Secy	27-28/3	-	
8. Mr. Ali Akbar Chowdhury	Secretary	-	-	Joined April '77
9. Mr. A. Q. Sharif	Asstt. Accountant	28-31/3	-	
		3-7/4 & 21/4 (Sick)	-	
10. Mr. Qasim Anwarul Haq	Asstt./Asstt./Statistics	20/3	-	
11. Mr. Bachiruddin	Office Asstt./Inventory	5-7/4	13-17/3	
12. Mr. Jaganmoy Roy	Chief Driver & Maint. Supervisor	-	-	
13. Mr. J. Md. Hossain	Driver	-	-	
14. Mr. Dala Kish	Driver	-	-	
15. Mr. Profulla Mondol	Driver, Khulna	-	-	
16. Mr. Abdul Rasique	Driver, Dacca	-	27/3	Joined April
17. Mr. Henik Khan	Driver, Bogra	4-9/3	-	
18. Mr. Abdul Aziz	Driver, Chittagong	-	-	
19. Mr. Pious Costa	Office Boy	24-27/3	-	
20. Mr. Abdul Matin	Office Boy	20/3	-	
21. Mr. Nesar Ahmed	Driver	-	-	
22. Mr. Anjad Hossain	"	-	-	

None

<u>Name</u>	<u>Position</u>	<u>Leave</u>		<u>Remarks</u>
		<u>Annual Leave</u>	<u>Sick Leave</u>	
<u>Marketing</u>				
1. Mr. Chulca Sarwar Khan	Marketing Manager	-	-	
2. Mr. Abid Ahmed Ali	National Sales Manager	-	-	
3. Mr. Shamsuzzaman Khan	Area Sales Manager-Dacca	-	-	
4. Mr. Hafizul Haque	Area Sales Manager-Khulna	21&22/3	-	
5. Mr. Najibuddin Ahmad	Area Sales Manager-Ctg.	-	-	
6. Mr. Q. A. Hafee	Area Sales Manager-Bogra	-	-	
7. Mr. M. H. Kadir	Secretary	-	-	
8. Mr. N. I. Chowdhury	Sales Representative	-	11/3 10 to 15/4	
9. Mr. A. H. Wazari	-do-	-	-	
10. Mr. Syed Shaukat Ali	-do-	-	1/3	
11. Mr. Hafizur Rahman	-do-	-	5.6.8-10/4	
12. Mr. Behauddin Chowdhury	-do-	-	-	
13. Mr. Sirajul Islam	-do-	-	18/4	
14. Mr. Ehsanuddin Chowdhury	-do-	-	5&6/4	
15. Mr. Amir Hossain Miah	-do-	-	-	
16. Mr. Abul Foyaz	-do-	-	-	
17. Mr. I.U.M. Ashfaq	-do-	-	-	
18. Mr. Khairul Alam	-do-	-	-	
19. Mr. Jamal Adin Ahmad Khan	-do-	17&18/4	-	
20. Mr. A. Khaleque	-do-	-	5/4	
20a. Mr. Khalilur Rahman	"	-	-	

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Name	Position	Leave		Remarks
		Annual Leave	Sick Leave	
21. Mr. Mohammad Isad	Sales Representative	-	-	
22. Mr. K. A. Haider	Sales Promoter	-	3/4	
23. Mr. Stanley Roberts	-do-	-	11-16/3	
24. Mr. A. Manna Mulyan	-do-	-	4/5/3	
25. Mr. Kazi Ali Hossain	-do-	-	-	
26. Mr. Miskaur Rahman	-do-	-	-	
27. Mrs. Masuda Kader	Field Educator	32/3	-	
28. Mrs. Jahanara Sarker	-do-	1-11/3, 13-27/3 (21 days) 1-19/4 (17 days)	-	
<u>Vending Machine</u>				
1. Mr. A.A.M. Anwar	Manager, Spl. Projects	-	-	
2. Mr. Henry Roy	Operator/Machine	-	-	
3. Mr. A.F.M. Chowdhury	-do-	-	-	
<u>Warehouse</u>				
1. Mr. D.E. Ray	Warehouse Incharge	-	-	
2. Mr. John Rosado	Warehouse Asstt.	21/3	-	
3. Mr. Ali Arshad	Warehouse Guard	-	-	
4. Mr. Zahir Ahmed	Warehouse Guard	-	-	
<u>Mechanic</u>				
1. Mr. Shehbaz Hossain	Automobile Mechanic	-	-	
<u>Guards continued:</u>				
1. Mr. Abdul Razaque	Guard (office)	-	-	14-21/4 Comp time off.
2. Mr. Jamal Hossain	"	-	-	2-12/4 Comp time off.
3. Mr. Md. Montas Miah	Guard (PD's residence)	-	-	
4. Mr. Tofael Hossain	-do-	-	-	14-18/3 comp time off.

N.B.: All guards employed by PSI, Dacca, get compensatory time off for working on Sundays and all local government holidays, this is in addition to their normal leave entitlement, but in this comp. time off, is in no way connected with their normal leave.

BAKGLADISH TIME SHEET SURVEY January - February 1978

	<u>N a m e</u>	<u>P o s i t i o n</u>	<u>L e a v e</u>		<u>R e m a r k s</u>
			<u>Annual</u>	<u>Sick</u>	
1.	Mr. A.G. Edgell	Project Director	-	-	
2.	<del>XXXXXXXXXXXX</del> <u>Administration:</u>				
2.	Mr. Shahadat Ahmad	Manager, F & A	-	-	
3.	Mr. Amir Hossain	Chief Acctt/Off.Mgr.	-	-	
4.	Mr. Cedric Randolph	Admin. Officer	-	-	
5.	Mr. Serajul Islam	Accountant	3,6&7/2	-	joined PSI on 3-1-78
6.	Mr. A.Q. Sharif	Asstt.Accountant	-	-	
7.	Mr. Daniel D'Cruze	Off.Asstt/Secretary	-	26/1	
	<del>XXXXXXXXXXXX</del> <u>Secretary</u>				
8.	Mr. Q.A. Majid	Adm.Asstt/Statistics	-	22&23/2	
9.	Mr. Bashiruddin	Off.Asstt/Inventory	-	-	
10.	Mr. Jaganmoy Roy	Chief Driver & Maint.Supervisor	-	-	
11.	Mr. Dula Mia	Driver,Dacca	-	-	
12.	Mr. Mohd. Hossain	-do-	-	6/1	
13.	Mr. Profulla Mondol	Driver,Khulna	19/1	-	
14.	Mr. Pius Costa	Office Boy	23-27/1	-	
15.	Mr. Abdul Matin	-do-	-	-	
16.	Mr. Manik Khan	Driver,Bogra	-	-	
17.	Mr. Abdul Aziz	Driver,Chittagong	-	-	
18.	Mr. M.H. Kabir	Secretary (mrktg)	9/1	-	

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BANGLADESH TIME SHEET SURVEY November - December 1977.

Name	Position	Leave		Remark
		Annual	Sick	
1. Mr. A.G. Edgell	Project Director	-	-	
<u>Administration:</u>				
2. Mr. Shahadat Ahmad	Manager F & A	-	-	
3. Mr. Amir Hossain	Chief Acctt/Off.Mngr.	21&25/11	-	
4. Mr. Cedric Randolph	Admin. Officer	-	22, 27-30/12	
5. Mr. A.Q. Sharif	Asstt.Accountant	-	-	
6. Mr. Daniel D'Cruze	Off.Asstt/Secretary	30/11( <sup>1</sup> / <sub>2</sub> day)- *1,2,5-8/12	-	*worked 5 hr all of these
7. Mr. Q.A. Majid	Adm.Asstt/Statistics	21&25/11	-	
		-	29/12	
8. Mr. Bashiruddin	Off.Asstt/Inventory	-	25&28/11( <sup>1</sup> / <sub>2</sub> day) 21/12	
9. Mr. Jagannoy Roy	Chief Driver & Maint. Supervisor	-	-	
10. Mr. Dula Mia	Driver, Dacca	-	-	
11. Mr. Mohd. Hossain	-do-	8,9,10/11	-	
12. Mr. Profulla Mondol	Driver, Khulna	-	3&4/11	
13. Mr. Pius Costa	Office Boy	<del>27-29</del> 27-29/12	-	
14. Mr. Abdul Natin	Office Boy	25,28-30/11 1&2/12	-	
15. Mr. Manik Khan	Driver, Bogra	-	-	
16. Mr. Abdul Azis	Driver, Chittagong	-	-	
<u>Marketing:</u>				
17. Mr. G.S. Khan	Marktg. Manager	-	-	
		2,5-9, 12-14/12	-	
18. Mr. Abid A. Ali	National S. Mgr.	25/11	-	
19. Mr. S. Z. Khan	Area S. Mgr.Dacca	9-11/11	-	
20. Mr. Hafizul Hoque	Area S. Mgr.Khulna	25&26/11	-	

- more -

Name	Position	Leave		Remark
		Annual	Sick	
<u>Marketing:</u>				
19. Mr. G.S. Khan	Marketing Manager	--	--	
20. Mr. Abid A. Ali	National Sales Mngr.	--	--	
21. Mr. S. Z. Khan	Area S. Manager, Dacca	--	--	
22. Mr. Hafizul Hoque	Area S. Mngr. Khulna	--	--	
23. Mr. Najibuddin Ahmed	Area S. Mngr. Ctg.	--	--	
24. Mr. Q.A. Najce	Area S. Mngr. Bogra	21&23/1	--	
25. Mr. N.I. Chowdhury	Sales Representative	22&23/2	--	
26. Mr. A.H. Wawesi	-do-	8, 9, 11-16, 18&19/2	--	
27. Mr. S. Showkat Ali	-do-	--	--	
28. Mr. Mahfuzur Rahman	-do-	--	--	
29. Mr. Bahauddin Chowdhury	-do-	--	--	
30. Mr. Sirajul Islam	-do-	--	--	
31. Mr. Mohiuddin Chowdhury	-do-	--	--	
32. Mr. Amir Hossain Miah	-do-	19/2	23, 25&26/2	
33. Mr. Abul Fayez	-do-	--	--	
34. Mr. I.U.M. Ashfaque	-do-	12&13/1	--	
35. Mr. Khairul Alam	-do-	--	--	
36. Mr. Khalilur Rahman	-do-	--	--	
37. Mr. J. A. Khan	-do-	4&5/1	--	
38. Mr. A. Khaleque	-do-	--	--	
39. Mr. Mohd. Azad	-do-	22-24/1	--	

Name	Position	Leave		Remark
		Annual	Sick	
40. Mr. K.A. Haider	Sales Promoter	-	4-7/1	
41. Mr. Stanley Robeiro	-do-	-	-	
42. Mr. A. Mannan Bhuyan	-do-	-	-	
43. Mr. Kazi A. Hossain	-do-	23-28/1	-	
44. Mrs. Maksuda Kader	Field Educator	-	-	
45. Mrs. Jahanara Sarker	-do-	22-28/2	-	
46. Mr. Mizanur Rahman	Sales Promoter	-	-	
<u>Vending Machine:</u>				
47. Mr. A.A.M. Anwar	Manager, Spl. Projects	-	-	
48. Mr. Henry Roy	Operator/Mechanic	22-24/2	-	
49. Mr. A.F.M. Chowdhury	Operator	-	-	
<u>Warehouses:</u>				
50. Mr. D.K. Roy	Warehouse Incharge	-	-	
51. Mr. John Rozado	Warehouse Asstt.	-	-	
52. Mr. Ali Arshad	Warehouse Guard	-	-	3-19/1 comp. time off.
53. Mr. Zahir Ahmad	-do-	-	13, 14, 16-21/1	
54. Mr. Abdul Razzaque	Office Guard	-	-	Joined PSI on 15/2/78 (regul
55. Mr. Jamal Hossain	-do-	-	do	
56. Mr. Montaz Mia	Guard(PD's Res)	-	-	Joined 1.2.7 (regular)
57. Mr. Tofael Hossain	-do-	-	-	-do-
58. Mr. Shahjahan Howlader	Automobile Mechanic	-	-	

Name	Position	Leave		Remark
		Annual	Sick	
21. Mr. Najibuddin Ahmed	Area S. Mgr. Ctg.	-	-	
22. Mr. Q. A. Najee	Area S. Mgr. Bogra	-	-	
23. Mr. M.H. Kabir	Secretary (Mrktg)	25/11	-	
24. Mr. N. I. Chowdhury	Sales Representative	30/11 1-3/12	- 14/12	
25. Mr. A. H. Wawesi	-do-	-	8/12	
26. Mr. S. Showkat Ali	-do-	-	1/12	
27. Mr. Mahfuzur Rahman	-do-	-	-	
28. Mr. Bahauddin Chowdhury	-do-	-	-	
29. Mr. Sirajul Islam	-do-	19&20/11	- 27-31/12	
30. Mr. Mohiuddin Chowdhury	-do-	-	-	
31. Mr. Amir Hossain Miah	-do-	21, 26-30/11	-	
32. Mr. Abul Fayez	-do-	15/12	-	
33. Mr. I.U.M. Ashfaque	-do-	-	-	
34. Mr. Khairul Alam	-do-	-	-	Joined PSI on 16/11/77
35. Mr. Mominul Haque	-do-	-	8-12&14/11	Resigned on 30.11.77.
36. Mr. Khalilur Rahman	-do-	-	-	
37. Mr. Hafisuddin Ahmed	-do-	-	-	Resigned on 3/
38. Mr. J. A. Khan	-do-	-	7&8/11	
39. Mr. A. Khaleque	-do-	-	-	
40. Mr. Mohammad Asad	-do-	-	-	

<u>Name</u>	<u>Position</u>	<u>Leave</u>		<u>Remark</u>
		<u>Annual</u>	<u>Sick</u>	
41. Mr. K. A. Haider	Sales Promoter	-	-	
42. Mr. Stanley Robefro	-do-	-	8&9/11	
43. Mr. Mannan Bhuyan	-do-	-	-	
44. Mr. Kazi A. Hossain	-do-	-	-	
45. Mr. Mizanur Rahman	-do-	-	-	
46. Mrs. Maksuda Kader	Field Educator	-	-	
47. Mrs. Jahanara Sarker	-do-	-	-	
<u>Vending Machine:</u>				
48. Mr. A.A.M. Anwar	Manager.Spl.Projects	-	-	
49. Mr. Henry Roy	Operator/Mechanic	-	-	
50. Mr. A.F.M. Chowdhury	Operator	-	-	
<u>Warehouse:</u>				
51. Mr. D. K. Roy	Warehouse Incharge	-	-	
52. Mr. John Rozado	Warehouse Asstt.	-	-	
53. Mr. Ali Arshad	Warehouse Guard	-	-	
54. Mr. Zahir Ahmed	-do-	-	-	17-30/11 comp time off.
55. Mr. Shahajahan Howlader	Automobile Mechanic	-	-	

BANGLADESH TIME SHEET SURVEY SEPTEMBER - OCTOBER 1977

<u>N A M E</u>	<u>P o s i t i o n</u>	<u>L e a v e</u>		<u>R E M A R K S</u>
		<u>Annual Leave</u>	<u>Sick Leave</u>	
1. Mr. R. L. Cisowski <u>Administration</u>	Project Director	-	-	
2. Mr. Shahzad Ahmed	Manager, Finance & Administration	-	-	
3. Mr. Amir Hossain	Chief Accountant/Office Manager	-	-	
4. Mr. Cedric Randolph	Asst. Officer/Secy.	-	-	
5. Mr. Daniel D'Cruse	Office Asst/Secy.	-	-	
6. Mr. A. Q. Sherif	Asstt. Accountant	14/19/9	-	
7. Mr. Qarsi Anzoul Hajid	Asst. Asstt/Statistics	14/21/9	-	
8. Mr. Bashiruddin	Office Asst/Inventory	-	-	
9. Mr. Jagannoy Ray	Chief Driver & Maint. Supervisor	19/10	25-28/10	
10. Mr. Dala Mia	Driver	-	-	
11. Mr. Mohd. Hossain	Driver	-	-	
12. Mr. Profulla Mondol	Driver, Khulna Dacca	19/20/9	-	
13. Mr. Pious Costa	Office Boy	6/9	-	
14. Mr. Abdul Matin	Office Boy	-	-	
15. Mr. Manik Khan	Driver, Bogra	-	-	
16. Mr. Abdul Asis	Driver, Chittagong	-	-	
17. Mr. Vincent Karackar	Driver, Khulna	-	-	

Name	Position	Leave		Remark
		Annual Leave	Sick Leave	
<u>Marketing</u>				
1. Mr. Gules Sarwar Khan	Marketing Manager	-	-	
2. Mr. Abid Ahmad Ali	National Sales Manager	-	-	
3. Mr. Shamsuzzaman Khan	Area Sales Manager, Dacca	26-28/10	-	
4. Mr. Hafizul Haque	Area Sales Manager, Khulna	12-14/9	-	
5. Mr. Najibuddin Ahmad	Area Sales Manager, Chittagong	-	-	
6. Mr. Ehsaul Haque	Area Sales Manager, Bogra	-	-	
7. Mr. Q. A. Hajeer	Area Sales Manager, Bogra	-	-	Joined 27/9/77
8. Mr. M. H. Kabir	Secretary	-	-	
9. Mr. N. I. Chowdhury	Sales Representative	-	18, 25-29/10	
10. Mr. A. H. Karim	-do-	-	15/10	
11. Mr. Syed Shaukat Ali	-do-	-	-	
12. Mr. Mahfuzur Rahman	-do-	-	-	
13. Mr. Bahauddin Chowdhury	-do-	-	-	
14. Mr. Sirajul Islam	-do-	-	-	
15. Mr. Mohiuddin Chowdhury	-do-	19-30/9 1 - 4/10	-	Excluding Sunday
16. Mr. Amir Hossain Miah	-do-	18-22/9	-	
17. Mr. Abdul Foyez	-do-	18-20, 24-29/9	-	
18. Mr. I.U.M. Ashfaq	-do-	20-21/10	-	
19. Mr. Fazle Elahi	-do-	-	-	
20. Mr. Mozinul Haque	-do-	-	-	
21. Mr. Maktar Ahmed	-do-	-	-	
22. Mr. Hafizuddin Ahmad	-do-	-	-	
23. Mr. Khalidur Rahman	-do-	14, 18-22/9	4/9	

Name	Position	Leave		Remark
		Annual Leave	Sick Leave	
23. Mr. Jamaluddin Ahmad Khan	Sales Representative	1-3/9	-	
24. Mr. A. Ehsaque	-do-	-	-	
25. Mr. Mohammed Isad	-do-	6,7,8/9	-	
26. Mr. K. A. Haider	Sales Promotor	12,17-19/10	-	
27. Mr. Stanley Roberts	-do-	-	-	
28. Mr. A. Herman Eluiyen	-do-	-	18/9	
29. Mr. Kisi Ali Hossein	-do-	-	-	
30. Mr. Miszur Rahman	-do-	-	-	Joined on 17-10-
31. Mrs. Maksudah Kadir	Field Educator	-	-	
32. Mrs. Jehanara Sarkar	-do-	12,12,14,17 19 & 20/9	-	
<u>Vending Machine</u>				
1. Mr. A.A.M. Anwar	Manager, Spl. Projects	-	-	
2. Mr. Henry Roy	Operator/Machine	-	-	
3. Mr. A.F.M. Chowdhury	Operator/Machine	-	-	
<u>Warehouse</u>				
1. Mr. D.K. Ray	Warehouse Incharge	30/9	-	
2. Mr. John Rosado	Warehouse Asstt.	-	-	
3. Mr. Ali Arshad	Warehouse Guard	-	9,10,21/9	1-18/10 CTO
4. Mr. Zahir Ahmad	Warehouse Guard	-	-	
<u>Mechanics</u>				
1. Mr. Shahjahan Hudaibor	Automobile Mechanic	-	-	

Family Planning Social Marketing Project  
Population Services International, Bangladesh

Schedule of Fixed Assets Purchased and Procured  
from January 1978 to July 1978

Items	Description	Location	Code No.	Reference	Date of procurement	Amount in Taka	Remarks
Chair	Armless Chair	Head Office	4/92	Bank Voucher	July 24, 78	130/-	
"	"	"	4/93	No. 53	"	130/-	
Sofa	Armed Sofa three seated	Head Office	3/3	"	"	3000/-	
"	"	2nd floor		"	"		
"	"	Head Office	3/4	"	"	3000/-	
"	"	Ground floor		"	"		
Chair	Revolving Chair with Foreign Raxine	Head Office	4/94	"	"	1600/-	
"	"	2nd floor		"	"		
"	"	"	4/95	"	"	1600/-	
"	"	Head Office	4/96	"	"	1600/-	
"	"	1st floor		"	"		
Seckt. Table	Full Sectt. Table 5' x 3' x 2½'	Head Office	1/23	Bank Voucher	"	1750/-	US \$118.50
"	"	1st floor		No. 54	"		
Half Sectt. Table	Half Sectt. Table 4' x 2½' x 2½'	"	1/24	"	"	950/-	64.27
"	"	"	1/25	"	"	950/-	64.27
Bookshelf	Bookshelf 4' x 15' x 2½'	"	6/26	"	"	575/-	38.90
Rack	Rack 4½' x 18" x 72"	"	6/27	"	"	1495/-	101.15
Full Sectt. Table	Full Sectt. Table	"	1/26	"	"	1950/-	131.93
Armed Chair	Armed Chair Rubber Cushion	"	4/97	"	"	495/-	33.50
Foot Rest	Foot Rest	"	1	"	"	75/-	5.00

Family Planning Social Marketing Project  
Population Services International, Bangladesh

Schedule of Fixed Assets Purchased and Procured  
from January 1978 to July 1978

Items	Description	Location	Code No.	Reference	Date of procurement	Amount in Taka	Remarks
Chair	Armed Chair cane seated	ASM-Bogra	4/68	BV. No. 37	January 11, 78	185/-	
"	"	"	4/69	"	"	185/-	
"	"	"	4/70	"	"	185/-	
"	"	"	4/71	"	"	185/-	
"	"	"	4/72	"	"	185/-	
"	"	"	4/73	"	"	185/-	
"	"	ASM-Khulna	4/74	BV. No. 41	January 11, 78	150/-	
"	"	"	4/75	"	"	150/-	
"	"	"	4/76	"	"	150/-	
"	"	"	4/77	"	"	150/-	
"	"	"	4/78	"	"	150/-	
Book Shelf	Book Shelf	"	6/23	"	"	250/-	
"	"	Head Office	6/24	BV. No. 8	March 2, 78	410/-	
Cabinet	Steel File Cabinet	"	6/25	"	"	410/-	
Chair	Armed Chair cane seated	Mr. S. Amwar 1st floor Head Office	10/11	Cash Voucher # 78	May 24, 78	980/-	
"	"	"	4/79	Band Voucher # 53	July 24, 78	180/-	
"	"	"	4/80	"	"	180/-	
"	"	"	4/81	"	"	180/-	
"	"	"	4/82	"	"	180/-	
"	"	"	4/83	"	"	180/-	
"	"	"	4/84	"	"	180/-	
"	"	"	4/85	"	"	180/-	
"	"	"	4/86	"	"	180/-	
"	"	"	4/87	"	"	180/-	
"	Armed Chair	"	4/88	"	"	180/-	
"	"	"	4/89	"	"	130/-	
"	"	"	4/90	"	"	130/-	
"	"	"	4/91	"	"	130/-	

Population Services International, Bangladesh  
 Schedule of fixed Assets Purchased and Procured  
 from October 1977 to December 1977

*also  
 July  
 entries  
 of  
 purchase*

Items	Description	Location	Code No.	Reference	Date of procurement	Amount in Taka	Remarks
Desk	Secretariat Table	ASM-Chittagong	1/22	BV No. 33	13.10.77	1,175.00	
Chair	Armed Chair with cane seat	"	4/62	"	"	150.00	
	-do-	"	4/63	"	"	150.00	
	-do-	"	4/64	"	"	150.00	
	-do-	"	4/65	"	"	150.00	
	-do-	"	4/66	"	"	150.00	
	Armed Chair with black varnise	"	4/67	"	"	215.00	
Rack	Bookshelf	"	6/23	BV No. 33	"	250.00	
	Microphone sets	"	19/5	BV No. 1/6	20.7.77	4,702.76	
	-do-	"	19/6	"	"	4,702.76	
	-do-	"	19/7	"	"	4,702.76	
	-do-	"	19/8	"	"	4,702.76	
Fan	GEC Ceiling Fan size 56"	ASM-Bogra	16/16	BV No. 79	27.10.77	1,100.00	
	-do-	ASM-Dhaka	16/17	"	"	1,100.00	

FAMILY PLANNING SOCIAL MARKETING PROJECT, BANGLADESH  
( Population Services International, Bangladesh )

Schedule of Fixed Assets Purchased & Procured  
from August 1977 to September 1977

Items	Description	Location	Code No.	Reference	Date of Procurement	Amount in Taka	Remarks
DESK	Half Sectt. Size 4'x2 1/2'x2 1/2'	First floor	1/20	BV No. 88	31.8.77	635.00	
"	-do-	2nd floor	1/21	"	"	635.00	
TABLE	Typist Table	1st floor	2/9	BV No.88	31.8.77	325.00	
BENCH	Made of shill Karoi	ground floor	4/57	BV No.88	"	195.00	
CHAIR	Chair without arm	"	4/58	BV No. 3	8.8. 77	120.00	
"	-do-	"	4/59	"	"	120.00	
"	-do-	1st floor	4/60	"	"	120.00	
	Chair with arm seat	ground floor	4/61	"	"	300.00	
STOOL	Spring cushion back half	Ground floor	5/4	BV No.88	31.8.77	70.00	
"	Feon Stool .....	"	5/5	"	"	70.00	
RACK	Rack with Pegion hole	"	6/20	"	"	1150.00	
"	Book shelf	1st floor	6/21	"	"	320.00	
"	-do-	ground floor	6/22	"	"	320.00	
CABINET	Steel File Cabinet	"	10/9	BV. No.3	8. 8.77	950.00	
"	-do-	1st floor	10/10	"	"	950.00	
FAN	GEC Ceiling Fan 56"	With Chittagong- Sub Office Area-Manager.	16/15	BV No. 21	13.9.77	1,100.00	
CASSETTE	Cassette Tape Recorder	-	20/6	Purchase from PSI-New York	30.6.77	-	2522.00
"	-do-	-	20/7	"	"	-	
"	-do-	-	20/8	"	"	-	
"	-do-	-	20/9	"	"	-	Kept in Store.
"	-do-	-	20/10	"	"	-	
"	-do-	-	20/11	"	"	-	