

**Guideline for get relevant allowances for attending official approved foreign delegation/ meetings/ training/ workshop/ study tour under Ministry of Health**

1. Payment of incidental allowance is eligible in the absence of payment of incidental allowances by foreign Government or Donor Agency covering expenses such on travelling, telephone and airport taxes incurred abroad for participation in a programme. If eligible to request incidental allowance according to the Circular of Ministry of Finance, Economic Stabilization and National Policies no. MF/06/23/50/2023 dated 20.03.2023 and the decisions made by the Fellowship Committee of Ministry of Health following documents should be submitted to Director/International Health (Officers belongs to provincial Health Services, Cooperation, Authority and Board should be submit the above documents to the relevant Provincial Office)

- Request letter addressed to Director/International Health for incidental allowance
- Copy of confirmed Air Ticket
- Individual invitation letter received from organizer address to the name
- Administrative note/details of financial assistance which covering by organizer

Note: *According to the decision made by the Fellowship Committee of Ministry of Health Maximum period for payment of incidental allowance for a travel should be seven days and three times per year per person.*

2. If eligible to request warm cloth allowance according to the Section 9 Chapter XV Establishment Code following documents should be submitted to Director/International Health.

- Request letter addressed to Director/International Health to pay warm cloth allowance
- A letter from personal file to ensure that you has not get warm cloth allowance within last five years (this letter should be signed by Head of the Division/Institute which has the personal file).

3. If could **not** able to get the allowances before departure the country, nominee/s can claim to **reimburse** the incidental/warm cloth allowance and should be submitted following documents in addition to the above mentioned documents.

- Request letter addressed to Director/International Health to reimburse the incidental/warm cloth allowance
- Copy of Passport first page and pages which are embarked departure and arrival seal in both countries
- All copies of passport pages should be certified as true copy by relevant Director/Head of the Division or Institute
- Government General 177 voucher filled with the name, designation and signature of applicant (for incidental allowance)
- Bills for which purchased warm cloth

➤ Relevant formats are published on Ministry of Health official web site, International Training

Link : <https://www.health.gov.lk/moh-page/training-fellowship-relevant-document/>

Formats and documents

- Request letter for Incidental/warm cloth allowance
- Appendix XVI (duty leave application)
- Government General 177 voucher
- Post-participation Overseas Report which should be submitted
- Circular of Ministry of Finance, Economic Stabilization and National Policies no. MF/06/23/50/2023 dated 20.03.2023.
- Nomination format

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**Director/ International Health**  
**Ministry of Health & Mass Media**