

General Circular No, 01-16/ 2015

all units of M.O.S
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My No ; HPG / 11 /2015

Ministry of Health & Indigenous Medicine

Colombo 10

28/ April 2015

All Directors of thr Department of Health Services

including

Directors of Specialized Campaigns / Programmes / Decentralized units

And line Ministry Institutions

Provincial Directors of Health Services

Regional Directors of Health Services

Request to obtain foreign leave and allowances

to attend self arranged scientific conferences and workshops abroad

It has been brought to my notice that certain officials attached to the Ministry of Health , are requesting funds for self arranged visits abroad (scientific conferences ,workshops etc). As such , it has to be stated ; that the Ministry of Health is not in a position to allocate funds for self-arranged foreign tours and programmes .

02. However , the Ministry of Health would be able to grant duty leave for those officials for the period they have actively participated in such scientific conferences and workshops held in other countries ; provided the applicant has accomplished the following procedure .

(a) The officers should send a copy of the application (and other correspondence pertaining to the scientific conference, workshop which is to be held in the country proposed to visit) to the Secretary / Ministry of Health , in the first instance in such self arranged programmes

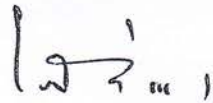
(b) The applicant should obtain prior approval from the Secretary / Ministry of Health before apply / confirm participation to the foreign institution .

(c) The officer should first obtain private leave (General form 126) to go abroad to attend the said scientific conference or workshop relevant to their specialty (vide General Circular No 1908 dated 08 April 1996)

(d) Once they return , they should submit proof that they have actually attended the said scientific conference /workshop in those countries (to submit Certificate of Participation with three copies of duly filled appendix 16 of Establishment Code 2013 edition)

(e) Duty leave will be granted (= private leave will be converted) only for the period of active participation at the said scientific conference or workshop .

03. Please bring the contents of this circular to the notice of all officers concerned in your institution / Programme / Province / District .



Dr D.M.R.B.Dissanayaka

Secretary

Ministry of Health & Indigenous Medicine

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Cc

1. Director General of Health Services
2. All Deputy Director Generals
3. Chief Accountant