



General Circular No: 1822

My No:  
Ministry of Health  
"Suwasiripaya"  
Ministry of Health  
Colombo - 10

All Secretaries of Provincial Ministries of Health.  
Director General of Health Services.  
All Deputy Directors General Ministry of Health.  
All Directors of Ministry of Health.  
All Directors of Teaching Hospitals.  
All Heads of Decentralized Units & Specialized Campaigns.  
All Provincial Directors of Health Services.  
All District Directors of Health Services.

**Payment of Honorarium/ Per Diem/ Lecture fees to Resource Persons,  
Participants, Lecturers and other engaged in Meetings, Workshops,  
Training Programmes, Conferences, Seminars, Surveys and Field  
Ministry of Health**

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Reference General Circular Nos: 1644 dated 15-10-1989, 1693 dated 03-01-1991 and Circular letter No: 3674 dated 27-05-1992 on the above subject.

Authority has been granted by the Director of Establishment by his letter No: 11/719 E 281/67 DA dated 1<sup>st</sup> Feb 1994 to increase the rates of Honorarium/Per Diem/ Lecture fees payable to Co-ordinator, Resource persons, Lecturers, Participants and other officials engaged in the above programmes funded by Government of Sri Lanka and foreign agencies. These circular instructions will be effective from 01<sup>st</sup> April 1994.

<u>Category of Staff</u>	<u>Rates of Payment Rs.</u>
Resource person/ Co-ordinator (Local) Within the province. *1/	1500/= per day
Resource person/ Co-ordinator (out station) outside the province. *2/	2000/= per day
Participants (Local) within the province.	1000/= per day
Participants (outstation) outside the province	1200/= per day
Lecture fees 1 hour	1000/=
Lecture fees over 1 hour up to minimum of 1 1/2 hrs.	1500/=
<b>Administrative support</b>	
Administrative officer )	
Planning & programming officers )	
Statistical officers )	
Computer operators )	400/= per day
Clerks )	
Typists )	
Officers of Similar category )	
Duplicating machine operators )	
Cinema operators )	300/= per day
Drivers )	
Drivers on duty outstation for )	
24 hrs * )	500/= per day
Labourers	200/= per day

\*  
1/ may apply for special permission to pay "outside province" rate in instances where the officer travels to another province.

2/ Outside province rate is payable only when the distance to work station exceeds 50 miles one way from the place of activity.

## 2. Guidelines for payment

### 2.1 Honorarium to the Co-ordinator /Facilitator

- 2.1.1 An officer identified as Co-ordinator or facilitator is entitled to the honorarium allowance as a Resource person when he is considered as a Resource for the programme and fully involves in the programme.
- 2.1.2 The Co-ordinator is eligible to one (1) day additional payment of per diem for a programme up to 3 days.
- 2.1.3. The Co-ordinator is eligible to two(2) days additional payment of per diem for a programme of four (4) days duration or more for the first programme in the year.
- 2.1.4. In case of a training programme more than 2 weeks duration, the course Co-ordinator will be entitled to payment **for 2 weeks only** and he/she will **not be entitled to additional days** as in 2.1.2 and 2.1.3.
- 2.1.5. When a programme of less than two weeks duration is repeated (twice or more) within the year, the Co-ordinator can be paid **only on (1) day additional per diem** for the subsequent programmes irrespective of the length of programme. (refer 2.1.3)
- 2.1.6. Coordinator of a programme **should not claim as a resource in any other programme** during the period of coordination of one programme.
- 2.1.7. The name of the co-ordinator should be clearly stated in all budget proposals.

### 2.2 Honorarium to Resource persons

- 2.2.1. Resource persons identified under the programme could be paid only on the days where they are fully involved in the programme. eg group activities when the resource person is involved in group work.
- 2.2.2. Resource persons should not be used throughout the period of the programme but only on the days where their expertise is really needed. The programme should be organized in such a way that economy is exercised throughout the programme both in terms of Resource person's time and finances.

- 2.2.3. In case when **resource persons attend more than one funded programme (including meetings) per day**, either **within** the Ministry or **outside** the Ministry, they are **entitled to a honorarium payment for one programme or meeting only**.
- 2.2.4. Resource persons/ co-ordinators are **entitled only to a maximum of 14 days honorarium** payments per calendar moth.
- 2.2.5. Total honorarium payment for Resource persons and co-ordinator should **not exceed 25% of the total budget**.
- 2.2.6. Name and designations of the Resource persons as well as number of days his/her services are to be utilized should be given in all budget proposals.

### **2.3 Honorarium to participants**

- 2.3.1 At least **60% of the total budget** should be set apart as per-diem for the participants.
- 2.3.2 Participants should be in attendance throughout the day.
- 2.3.3. Name & designation of the participants should be given in all budget proposals.

### **2.4 Payment to Lecturers**

- 2.4.1 A lecturer is entitled to claim **maximum of two (2)** lecture sessions per day.
- 2.4.2. The Resource persons who deliver lectures in a programme is **not** entitled to claim lecture fees in addition.
- 2.4.3. Names & designations of the lecturers and number of lecture sessions undertaken should be given in the all budget proposals.

### **2.5. Supporting staff**

- 2.5.1. Making arrangements for audio visual activities, labourers helping programmes, clerical, typist and stenographer support are normal activities that these persons perform for the Government and additional payment is no necessary.

However if payments are recommended to these officers, this should be limited to a minimum number of days. e.g. Audio visual officer involved in a workshop of 5 days

does not mean that he should be paid for all days but payment may be made for a day or two based on a computation of the quantum of work.

- 2.5.2. Only one person from each category can be paid and that would be to only cover the days in which his/ her services are really utilized. This should be restricted to days during which the programme is run.
- 2.5.3. Only one driver can be paid and only for the days when there is substantial travelling. If more than one driver is required, adequate justification has to be given.
- 2.5.4. The Accountant will be paid Rs. 500/= per activity and Financial Clerk Rs. 300/= per activity.

## 2.6. Fuel

Funds may be set apart for fuel only when officers have to travel for field trips and for the activities related to the programme. The necessary entries have to be made in the running chart and signed by the co-ordinator, mileage done and other details for trips made should be included in the Statement of Expenditure.

## 2.7. Stationery

To be paid only for the requirements of the activity and to be accounted for by the Course Co-ordinator. Budget should include breakdown of Expenditure on supplies provided.

## 2.8. General

- 2.8.1 Conference room and other facilities should be estimated at the rate of Rs: 400/= (maximum) per individual per day.
- 2.8.2 When officers have to stay out over night for the respective programme Rs. 3000/= per night per officer could be paid and the estimated amount could be included in the budget.
- 2.8.2. Allocations for incidental/miscellaneous expenses should not be included in the budget unless there is a specified requirement for a particular activity.
- 2.8.3 Allocations for planning meetings should not be included in the budget.
- 2.8.4. Budget proposals should be submitted to the Ministry six weeks prior to commencement of activity.

2.8.5. No alteration/amendment should be made to the budget once approved, without prior approval of the Ministry in writing.

2.8.6. Under no circumstances, programmes/project officers should submit budget direct to the funding agency.

They should also refrain from communicating direct with Director/ Establishment for approval of payments. All such requests have to be channeled through Secretary/Ministry of Health and Women's Affairs.

2.8.7. Any unspent balance should be deposited with the DDG (Finance)/ Accountant of decentralized unit immediately after completion of programme.

2.8.8. In respect of the programmes under DGHS, a cheque for the unspent balance should be sent along with the following documents to the funding agency within two (2) weeks after completion of the activity, with a copy to Deputy Director General (Planning).

- 1) Statement of Expenditure
- 2) Technical report

2.8.9. The following General Circular and Circular letters issued by this Ministry earlier are cancelled w.e.f. 01.04.1994.

General Circular No: 1644 dated 15-10-1984.

General Circular No: 1693 dated 03-01-1991.

General Circular Letter No: 3674 dated 27-05-1992.

2.8.10 All the officers concerned are requested to adhere to the circular instructions and bring the contents of the circular the notice of all officers who are involved in the funded programmes.

Secretary  
Ministry of Health

cc: (1) Auditor- General ) for your information please,  
(2) Director/ Establishment )