
Date:-----

Director/International Health
Ministry of Health,

Request of warm cloth allowance for attending training workshop/ conference/ meeting/ study tour in abroad

Reference is made to your letter no: _____

I have been nominated to participate for the following meeting/Workshop/programme.

Description of fellowship : _____

Date : _____

Country : _____

Please be kind enough to make necessary arrangements to obtain the warm cloth allowance(s)/payments related to the above visit on behalf of me.

_____(Signature of applicant)

_____(Designation)

(Certification for that the above officer has not taken the warm cloth allowance within the last five years according to his/her personnel file.

Letter taken through personal file by certifying that warm cloth allowance has not obtained within last 5 years should be attached herewith