

Memorandum

From: Director of Human Resource and Administration

To : All Member of Staff
cc : Director General
Deputy Director General
Director of Standards Development
Director of Testing Services
Director of Quality Assurance Services
Acting Director of Finance
Acting Director of Metrology Services



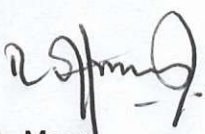
Date : 2024-10-04

SUBJECT : REVISION OF SUBSISTENCE ALLOWANCE FOR PUBLIC OFFICERS TRAVELLING OUTSIDE MALAWI ON DUTY

Reference is made to a General Notice Nr 754 in which I communicated a revision of external travel allowance following receipt of circular from Government (Ref. No. HRM/ALL.01/41). The same circular also provided the following guidelines that should be adhered to:

- (a) All Principal Secretaries must seek the Secretary to the President and Cabinet's approval, apart from approval from their Ministers for any trip to be undertaken.
- (b) Controlling Officers must personally approve external travel requests for Directors and Deputy Directors and any officers under them.

In view of this, Heads of Department (HoD) are requested to ensure that relevant documents for an external trip are submitted by officers before submitting the same to the Controlling Officer for approval.


R. Moyo