

NOTICE

MEDICAL WELFARE SCHEME – 2026

All Permanent Academic, Administrative, Academic Support & Non-Academic Staff
of the University of Colombo

I am pleased to inform you that the existing **Medical Welfare Scheme** for the Permanent Academic, Administrative and Non-Academic Staff of the University will continue for a further period of one year from **01.01.2026 to 31.12.2026** under the following three schemes.

Scheme I – Premium for the period is Rs.3,600/- which
Shall be paid in full or in monthly installments basis, that may be deducted from your salary. (at the rate of Rs.300/- p.m.)

Scheme II – Premium for the period is Rs.9,600 /-which
Shall be paid in full or in monthly installments basis, that may be deducted from your salary. (at the rate of Rs.800/- p.m.)

Scheme III – Premium for the period is Rs.16,800/- which
Shall be paid in full or in monthly installments basis, that may be deducted from your salary. (at the rate of Rs.1,400 /- p.m.)

- Please note that the employees who have already registered for the 2025 Welfare Medical Scheme are not required to re-register for the year 2026.
- All employees who have registered under the 2025 Welfare Medical Scheme will continue with the same scheme in 2026 without any changes. Please note that changing the current scheme will not be permitted.
- Those who wish to join the Medical Welfare Scheme for the first time shall submit properly completed application along with all the necessary documents to the Senior Assistant Registrar/Student & Staff Affairs on or before 31-01-2026 through the Senior Assistant Registrar/Academic Establishments or Senior Assistant Registrar/Non-Academic Establishments with the necessary certification.

Registrar
University of Colombo
January 09, 2026

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of the University of Colombo

Please be informed that all medical bills related to the 2026 Medical Welfare Scheme must be claimed for reimbursement within a **maximum of four months** from the date of treatment.

Accordingly, medical claims can be made under **three periods** per year as follows:

- January to April - On or before **15th May**
- May to August - On or before **15th September**
- September to December - On or before **15th January**

Note:

Please note that claims submitted after the relevant time period will be rejected.

Registrar
University of Colombo
January 09, 2026

NOTICE

To all Permanent Academic, Administrative, Academic Support and Non-Academic Staff,
The Medical Welfare Scheme for the Staff of the University of Colombo – 2026 (1st January to 31st December)

The conditions to be fulfilled to obtain benefits

- Please note that the employees who have already registered for the Medical Welfare Scheme 2025 are not required to re-register for the year 2026.
- All employees who have registered under the Medical Welfare Scheme 2025 will continue with the same scheme in 2026 without any changes. Please note that changing the current scheme will not be permitted.

1. It is compulsory to state the following fact in the medical prescriptions / Diagnosis card issued by the Medical Practitioners / hospital in applying for benefits under the Medical Welfare Scheme.
 - a. Name of the patient, Date
 - b. Certified copy of the diagnosis card by the Head of the Department in case of inward Patient
 - c. If the prescriptions do not carry the letter head of the medical practitioner/medical dispensary, the prescription should contain the official stamp of the medical practitioner (the frank should carry the name and the registration number of the doctor).
2. Please note that the Surgical Claims can be considered only for the treatments taken from the Hospitals of registered hospitals in the Private Health Services Regulatory Council (PHSRC) under the Ministry of Health.
3. Receipts / Bills should be certified by the Pharmacist with the official stamp.
4. Prescriptions issued by hospitals also must carry the name of the patient, the diagnosis and the name of the doctor or the official frank of him/her along with the date.
5. Any medical bill which is not recommended by the Medical Officer of the University of Colombo / Head of the Department to be reimbursed will not be considered for payment.
6. The payments will be done only for the medicines prescribed by the doctor out of the medicines appearing in the bill.
7. Cash receipts issued by the private hospital should be stamped with the paid seal.
8. Benefits cannot be obtained for vaccinations.
9. The name of the test should be stated in the bills paid for medical tests.
10. The bills where information is changed or disfigured should be signed by the same medical practitioner by placing his/her official stamp.
11. The signature of the relevant applicant should be certified by a witness in reimbursing expenses met for surgeries and hospital charges.
12. To include the name of a new-born baby into the membership register, the member must submit a request along with a copy of the birth certificate of the new-born baby.
13. In order to include the name of the spouse into the membership register, the member must submit a request with a copy of the marriage certificate.
14. The member must get his/her claim registered, according to the type of benefit at the Student and Staff Welfare Branch on submission of their claims, and as far as claims sent via post are concerned, the Student and Staff Welfare Branch will not bear any responsibility for loss of claims and bills relevant to such claims whilst in post.
15. In claiming payments that were secured over the Internet (e-channeling), the bill must be submitted along with the official stamp of the medical practitioner/hospital. No booking charges will be reimbursed.
16. If the OPD bill is equal or more than Rs.1, 000/-, details of the medicines prescribed are needed.
17. Reimbursement of bills for treatment of Cosmetic Surgery will not be considered.
18. OPD and Investigation Claims can be applied a **Maximum of 3 times per year**.

This will help us to speed up your payments.