



**Report of the Officials' Committee  
appointed by the Cabinet of Ministers  
to conduct a study and make recommendations  
pertaining to the acquisition of  
proficiency in the official languages by Public Officers**

**Office of the Cabinet of Ministers**

**2013-05-29**



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## 1. Introduction

- 1.1 P.A Circular No.07/2007 dated 2007.05.28 [Annex I] contains provisions regarding the acquisition of proficiency in the other Official Language, in addition to the Official Language in which such officers entered the public service, for the successful implementation of the Official Languages Policy of the Government. In terms of the provisions of the said Circular, officers recruited to and appointed to the posts in the public service after 2007.07.01 should acquire language proficiency at the prescribed level within five (05) years from the date of their appointment to such posts and officers who fail to acquire the required language proficiency within the prescribed period will have their increments deferred. In order to resolve certain issues that have arisen in relation to acquiring the aforesaid language proficiency, the Hon. Minister of National Languages and Social Integration and the Hon. Minister of Public Administration and Home Affairs submitted to the Cabinet on 2012.04.19, a Joint Note titled "Implementation of the Official Languages Policy - Bilingualization of Staff Grades in the public service" (CP No.12/0555/520/002) [Annex II].
- 1.2 Five (05) proposals were recommended to the Cabinet in the said Note and the Cabinet of Ministers granted approval on 2012-05-23 to the proposals I and V therein as follows: [Annex III]
  - (a) to offer a final concessionary period of two (02) years only, to officers recruited to the public service during the period from 2007.07.01 to 2010.06.30, to obtain the prescribed level of language proficiency; and
  - (b) to amend paragraph 2 of the Public Administration Circular No.07/2007, by the substitution of words "stoppage of increment" for the words "deferment of increment", appropriately.
- 1.3 The Cabinet Sub-Committee on Establishment Matters, which examined the proposals II, III and IV in the Note, observed that, the failure of a large number of public officers to make appropriate use of the

concessions hitherto granted by the Government, to achieve the required proficiency in the other Official Language, in addition to the Official Language in which such officers entered the public service, has been due to the reasons given in the Report of the Officials' Committee referred to in Annex I to the Note submitted by the two Hon. Ministers. It was further observed that, in addition to the said reasons, the extremely high level of proficiency expected from these officers in terms of the provisions of Public Administration Circular No.07/2007, too, has greatly contributed to this situation.

1.4 Accordingly, the Cabinet of Ministers decided to appoint an Officials' Committee consisting of the following, to examine in detail, the manner in which, officers could acquire a sufficient working knowledge to discharge their duties in the other Official Language in addition to the Official Language in which such officers entered the public service, and the examinations to be conducted for the officers of different grades, as applicable to them, and to formulate a Scheme for this purpose and submit a report to the Cabinet Sub-Committee on Establishment Matters, for consideration and for submission of its recommendations to the Cabinet:

- Secretary to the Cabinet of Ministers - (Chairman);
- Secretary, Ministry of Public Administration and Home Affairs;
- Secretary, Ministry of National Languages and Social Integration (Convenor)\* ;
- a representative nominated by the Secretary, Ministry of Finance and Planning;
- Director General of Establishments;
- Commissioner General of Examinations;
- Commissioner of Official Languages; and,
- a representative of the National Institute of Education (NIE) nominated by the Secretary, Ministry of Education\*\*.

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\*Due to practical considerations, the convening of the Official's Committee Meetings were done by the Office of the Cabinet of Ministers.

\*\*The Secretary to the Ministry of Education, personally attended.



## **2. Meetings of the Officials' Committee**

- 2.1 The Committee held 16 meetings during the period from 2012.05.31 to 2013.05.29. During the initial meetings, two Sub-Committees were allocated specific tasks as specified under 2.2 and 2.3 below, to facilitate the Committee in the submission of its recommendations to the Cabinet.
- 2.2 The Committee obtained the assistance of the officials referred to under (b) in Annex IV, for the preparation of preliminary information required to separately identify the different levels of language proficiency applicable to the different categories of officers in the public service.
- 2.3 The views of the Expert Committee, whose services were being obtained at the time by the Presidential Task Force on Trilingual Sri Lanka and referred to under (a) in Annex IV, were obtained by the Committee in working out the recommendations for a suitable methodology for the successful acquisition of language proficiency, for the formulation of new syllabi for the acquisition of the said proficiency as appropriate for the respective Services/Posts, and for the preparation of a list of textbooks for study purposes until the compilation of a new study package.
- 2.4 The public officials and the representatives of the Unions indicated in Annex V attended the meetings of the Committee, on various occasions and provided valuable inputs during the discussions.
- 2.5 When studying the matters before it, the Committee also considered the written representations specified at Annex VI.



**3. Current levels of proficiency in the other Official Language, expected from public officers, in addition to the Official Language in which the relevant public officer entered the public service, in terms of the existing provisions:**

The current levels of proficiency as set out in Public Administration Circular No.07/2007 [Annex I], consist of 3 categories as indicated below:

- (a) The proficiency in the other Official Language in addition to the Official Language in which the relevant public officer entered the public service, to be acquired by officers (the majority being senior officers in public service) belonging to Category 1 in the Annex to the above Circular, is a pass in Sinhala/Tamil at the G.C.E. (O/L) Examination as a main subject (not as second language or optional subject) and a speech test conducted by the Department of Official Languages or a pass in the special competence examination conducted by the Department of Official Languages.
- (b) The proficiency in the other Official Language in addition to the Official Language in which the relevant public officer entered the public service, to be acquired by officers belonging to the category 2 in the Annex to the above Circular, for example, Public Management Assistants' Service and parallel Departmental Services, officers of ranks below Assistant Superintendent of Police in the Police Service, Grama Niladhari Service, Family Health Service, and all Field Officers engaged in Extension Services, is a pass in the test of the language course at secondary level examination conducted by the Department of Official Languages.
- (c) The proficiency in the other Official Language in addition to the Official Language in which the relevant public officer entered the public service, to be acquired by officers belonging to the category 3 in the Annex to the above Circular, viz. Sri Lanka Scientific Service, Sri Lanka Engineering Service, Government Medical Officers and Dental Medical Officers, Sri Lanka Animal Production and Health

Service, Nursing Service and Librarians' Service, as well as, Minor Staff like drivers and Karyala Karya Sahayake, is a pass in the language courses examination at preliminary level conducted by the Department of Official Languages.

**4. Observations of the Committee regarding the difficulties faced by public officers in acquiring the expected Official Languages Proficiency in terms of the provisions of Public Administration Circular No.07/2007 and matters incidental thereto:**

The Committee, after deliberating the fact that provisions of Public Administration Circular No.07/2007, which provide for the acquisition of Official Language proficiency by public officers at present, have not been implemented as expected, and the other difficulties encountered by public officers in the acquisition of the required Official Languages Proficiency, observed the following:

**4.1 Issues in the implementation of the Public Administration Circular No.07/2007:**

4.1.1 Even though, the Public Administration Circular 07/2007 has been issued on 2007-05-28 , sufficient provisions have not yet been made to facilitate the acquisition of language proficiency in terms of the provisions specified therein:

- (a) unavailability of sufficient training and self-study courses or text books specially designed for the acquisition of the relevant language proficiency;
- (b) unavailability of appropriate courses and adequate facilities for public officers, who serve in remote areas in particular, to acquire the relevant Official Languages Proficiency; and
- (c) the difficulties faced by officers who are busy on official duties, including those who are required to serve during weekends as well on exigencies of service, in acquiring the relevant language proficiency due to reasons adduced at (i) and (ii) above.

4.1.2 Officers belonging to certain Services having to acquire the Official Languages Proficiency prescribed in their Service Minutes, as well

as, the proficiency as per Public Administration Circular No. 07/2007; and

4.1.3 Certain public officers who have obtained alternative qualifications that are not specified in the provisions of the Public Administration Circular No.07/2007, have made requests to the relevant authorities to exempt them from the requirement of acquiring the Official Languages Proficiency stipulated in the said Circular.

#### **4.2 The Issues pertaining to the Proficiency Levels prescribed for Senior Officers by Public Administration Circular No.07/2007:**

According to the provisions of the above Circular, in order to obtain the required proficiency in the other official language in addition to the official language in which they entered the service, senior officers have to pass the written examination conducted by the Department of Examinations and the oral test conducted by the Department of Official Languages. The Committee observed that although obtaining a pass in the other official language, at native speaker level/as a main subject (core subject) at the G.C.E (O/L) examination, would be accepted as an alternative to the said written examination, the obtaining of such a pass has become a difficult goal to attain due to the following reasons:

4.2.1 The G.C.E. (O/L) Sinhala/Tamil Language Question Paper (main subject) has been structured to assess the skills gained by students who have interacted in the Sinhala/Tamil language since childhood and have achieved a sufficient knowledge of the language through studying Sinhala/Tamil Language and Literature for five (05) hours per week for three (03)years (from Grade 9 - Grade 11).

4.2.2 The Expert Committee referred to at paragraph 2.3 of this report have pointed out that although the question paper on the main subject at 3 (a) above could be successfully answered by those who have acquired the proficiency of a native speaker, it would not be so achievable for those who have learned it as a second language.

4.2.3 Since public officers, specially those who serve in remote areas, do not have the opportunity to spare adequate time to acquire the level of proficiency equal to those who have learnt that language as native speakers, they have found it extremely difficult to successfully answer the G.C.E. (O./L.) Sinhala/Tamil Language (main subject) question paper.

#### **4.3 Issues in respect of the language proficiency to be acquired by certain other services:**

##### **4.3.1 Librarians' Service**

The level of proficiency recommended for the Librarians' Service, who assist those seeking information on books written in both Sinhala and Tamil Languages, is the minimum level of language proficiency expected from employees of minor grades. The Committee, however, was of the view that since the possession of a higher language proficiency by this category would facilitate a more efficient delivery of service to those who expect their assistance, it would be appropriate to apply a higher level of proficiency to the Librarians' Service than the one stipulated for them at present.

##### **4.3.2 Sri Lanka Ayurveda Medical Service:**

According to Public Administration Circular No.07/2007, the proficiency level-3 is applicable to Government Medical Officers and Dental Medical Officers. However, no provisions have been made with regard to the Ayurveda Medical Officers in the said Circular. Since the Sri Lanka Ayurveda Medical Officers, too, work with various communities throughout the country, the Committee observed that it would be appropriate to assign the proficiency level-3 currently applicable to the Government Medical Officers, to the Ayurveda Medical Service, as well.

### 4.3.3 Teachers' Service

- (a) Public Administration Circular No.07/2007, currently in force, does not contain any provisions regarding the Official Languages Proficiency applicable to the Teachers' Service.
- (b) Since the Teachers' Service is a transferable service, when serving in schools in areas where the official language other than the one in which such teacher joined the public service is used, and in dealing with pupils speaking that other Official Language, it would be necessary to possess a sufficient knowledge in that official language.
- (c) Taking into consideration the unique task vested in teachers and the guidance they can provide in steering their students towards learning the other official language, when progressing towards a Trilingual Sri Lanka, it would be advisable to apply the Official Languages Proficiency requirement to the Teachers' Service.
- (d) Since those in the Teachers' Service with pertinent qualifications could apply for posts in the Sri Lanka Education Administrative Service as well as the Principals' Service, obtaining Official Languages Proficiency while still in the Teachers' Service would be of considerable advantage to them.
- (e) Therefore, it would be appropriate for the Teachers recruited from 2013-07-01 onwards, to obtain during a period of five (05) years, the Level 3 proficiency of the language proficiency levels newly proposed by the Committee.



**4.4 The need to introduce a suitable proficiency level for Primary Grade Posts:**

In terms of the provisions of Public Administration Circular No.07/2007, the proficiency expected from employees at levels such as Karyala Karya Sahayaka and Driver, is the Level 3 proficiency which is also applicable to certain All Island Services such as Medical, Engineering, and Scientific Services. Therefore, the Committee has observed the need to introduce a new proficiency level, as Level 4, to commensurate the service needs of such officers, since it is inappropriate to make the language proficiency level recommended for the said senior posts to be applicable to the officers holding posts in the primary level referred to above.

**4.5 The staffs of all institutions in the Public Sector should acquire language proficiency:**

The acquisition of proficiency in the other official language, in addition to the Official Language in which the relevant public officer entered the public service, has hitherto been made compulsory only for officers in public service and provincial public service, who are "public officers" in terms of the Establishments Code, even though every institution which provides services to the public is required to comply with such provisions in terms of Article 22 of the Constitution. However, if the employees of other service providing institutions such as Public Corporations, Statutory Boards and Government Owned Companies, do not obtain the required proficiency in the other language in addition to the Official Language in which they entered the service, such employees will not be able to meet the expectations of service recipients speaking the other Official Language. Therefore, the Committee has observed that it would be appropriate to make applicable the language proficiency requirements prescribed for the public service, for the said Public Corporations and Statutory Boards, as well.

#### **4.6 Impediments to learning the other official language in addition to the native/first language at the level of G.C.E. (O./L.):**

4.6.1 According to the prevailing examination procedure, the candidates at the G.C.E. (O./L.) examination have the opportunity of choosing a maximum of nine (09) subjects including the six (06) Core Subjects of Religion, Native Language, History, Science, English and Mathematics. The three (03) Optional Subjects have to be chosen, one each, from 03 baskets which contain various subjects. Since the same basket which contains the Second Language (Sinhala) and Second Language (Tamil) subjects, also contains subjects relevant to the stream many students intend to follow at the Advanced Level, they do not tend to choose either Second Language (Sinhala) or Second Language (Tamil) from that basket. Furthermore, only one subject, either Sinhala or Tamil, could be offered at native language level. As such, the opportunities available for the candidates to offer the other Official Language which is not their native language as a subject at the said examination is extremely limited.

4.6.2 Since, the qualifications which are required when applying for posts in the public service do not include proficiency in the official language other than his/her native language, there is no inducement for a candidate to offer the official language which is not his/her native language as the second language at G.C.E. (O./L.) examination.

#### **4.7 The need to introduce appropriate transfer schemes for public officers to serve a considerable period of time in areas where the relevant official language is actively used, enabling the easy learning of such official language:**

It is a well established fact that the most pragmatic method of learning a language is to serve for a specific duration in an area where such language is actively used. Therefore, it was observed that providing an opportunity

for a public officer to serve for a specific period of time in a Public Institution at a Divisional Secretariat Division (to be declared as per 8.1.1. (g) of this report) where the majority of the population uses the official language other than the official language in which the relevant public officer entered the Service, as their administrative language, will enable him/her to acquire sufficient knowledge to attend to duties in the post in the other official language in addition to the official language in which the officer entered the Service.

**4.8 The need to motivate public officers to acquire a higher proficiency in the other official language, than the proficiency expected in the Circular:**

The Officials' Committee observed the need to expeditiously introduce an appropriate incentive package to encourage public officers to voluntarily acquire a level of proficiency over and above the proficiency stipulated in the Circular, in the other official language (which is equivalent to a passing that language as a main subject) at the G.C.E.(O./L.) examination, in addition to the proficiency in the official language in which the relevant public officer joined the public service.

**4.9 Amending the Service Minute of the Government Translators' Service for the efficient implementation of the official languages Policy:**

The dearth of competent Translators in the public service has affected the translation works in several State Institutions where the quality of translations is found to be far below the required standard. The retention of qualified and competent translators in the public service without adequate facilities and proper recognition for such Officers is becoming a serious issue. Therefore, the introduction of a new Service Minute for the Translators' Service with pragmatic solutions for the said issues, would be a timely measure.



## **5. The syllabi and the evaluation methodology recommended by the expert committee:**

The Officials' Committee after several rounds of discussion with the Expert Committee regarding the appropriate syllabi and evaluation methodology to test and evaluate the official languages Proficiency to be acquired by public officers, recommend the syllabi and evaluation methodology as given below. Accordingly, the Officials' Committee and the Expert Committee agreed on the need to re-classify the officers belonging to Level 3 in the Public Administration Circular No.07/2007, and create a new Level 4 for minor employees:

### **5.1 Official Languages Proficiency (Sinhala/Tamil) to be acquired by public officers to whom proficiency level-1 is applicable, in addition to the official language in which each officer entered the public service, as recommended by the Expert Committee:**

#### **5.1.1 Goal:**

To develop an appreciation and an awareness of socio-cultural differences among speakers of Sinhala and Tamil for the effective implementation of the Official Languages Policy.

#### **5.1.2 Objectives:**

- (a) to be able to communicate in the target language in its written and spoken forms in order to perform complex administrative duties;
- (b) to skillfully use the language in order to perform complex language functions such as persuasion, commendation, rejection etc.
- (c) to be able to appreciate the socio-cultural values of the target language speakers.
- (d) to be able to translate a range of texts into the target language.

### **5.1.3 Learning outcomes:**

At the end of this course, the student will be able to communicate in the target language in order to perform complex administrative tasks, skillfully use the target language in order to perform complex language functions such as persuasion, commendation, rejection, etc, and to be able to appreciate the socio-cultural values of the target language speakers, and to translate a range of texts into the target language.

### **5.1.4 Content:**

#### **(a) Listening skills:**

- (i) Listens to and comprehends conversations related to various situations and incidents;
- (ii) Listens to and comprehends contents at meetings and discussions at presiding level;
- (iii) Listens to and comprehends a range of day-to-day speech incidents and media programmes;
- (iv) Listens to and comprehends the nuances of feelings and opinions of the speakers .

#### **(b) Speaking skills:**

- (i) Expresses ideas and feelings systematically and meaningfully;
- (ii) Converses according to the conventions of politeness, forms of address, in a range of social and professional situations;
- (iii) Makes presentations on topics related to one's own profession;
- (iv) Speaks with a high degree of accuracy vis-à-vis grammar, vocabulary and pronunciation.

#### **(c) Reading skills:**

- (i) Reads and comprehends a range of publications related to day-to-day activities;
- (ii) Reads and comprehends technical and scientific documents related to one's own profession.

(d) **Writing skills:**

- (i) Writes a range of official letters and documents, including press releases;
- (ii) Summarizes and paraphrases official and day-to-day documents;
- (iii) Employs the conventions of written language with a high degree of accuracy;
- (iv) Writes using a range of appropriate vocabulary, grammar structures and style conventions of the written form of the language;
- (v) Translates a range of official and day-to-day texts into the target language and vice versa;
- (vi) Translates spoken texts into the written style and vice versa.

(e) **Assessment:**

(i) **Written Test:** (70% marks)

- Paper I : (02 hours - 20% marks)  
Grammar and vocabulary, comprehension.
- Paper II: (02 hours - 50% marks)  
Writing, summarizing, letters, translation.

(ii) **Oral test**

(30 minutes - 30%marks)

Includes reading, listening and speaking skills. 30% marks to be given as follows:

Reading : 05

Listening: 10

Speaking: 15

(f) **Duration of the Course :**

The duration of the course relevant to this syllabus is 300 hours.

**5.2 Official Languages Proficiency (Sinhala/Tamil) to be acquired by public officers to whom proficiency level-2 is applicable, in addition to the official language in which each officer entered the public service, as recommended by the Expert Committee:**

**5.2.1 Goal:**

To develop an appreciation and an awareness of socio-cultural differences among speakers of Sinhala and Tamil for the effective implementation of the Official Languages Policy.

**5.2.2 Objectives:**

- (a) To be able to communicate effectively in the written and spoken forms of the language;
- (b) To be able to engage in routine administrative tasks pertaining to one's own profession;
- (c) To be able to establish good public relations through the effective use of the language;
- (d) To be able to produce and to translate texts in the written and spoken media of the language.

**5.2.3 Learning outcomes:**

At the end of the course the student will be able to communicate effectively in the written and spoken forms of the language, to engage in the routine administrative tasks pertaining to his/her own profession, to establish good public relations through the effective use of the language, and to produce and translate texts in the written and spoken media of the language.

**5.2.4 Content:**

**(a) Listening skills:**

- (i) Listens to and comprehends conversations related to various situations and incidents in the profession;
- (ii) Listens and comprehends a range of messages, commands, announcements related to one's own profession;



- (iii) Listens to and comprehends electronic media related to one's own profession;
  - (iv) Listens to and comprehends proceedings of meetings, discussions, and lectures related to one's own profession.
- (b) **Speaking skills:**
- (i) Describes incidents and situations with accuracy including pronunciation;
  - (ii) Expresses opinions, agreement and disagreement appropriately;
  - (iii) Engages effectively in conversations in a range of situations;
  - (iv) Delivers short speeches such as a welcome speech or a vote of thanks;
  - (v) Presents own views and responds to others views in social situations.
- (c) **Reading skills:**
- (i) Reads aloud with correct pronunciation in necessary professional situations;
  - (ii) Reads and comprehends official letters, circulars, and documents including handwritten documents;
  - (iii) Reads and comprehends newspaper articles.
- (d) **Writing skills:**
- (i) Engages in practical writing tasks related to one's own profession which include official letters, memos;
  - (ii) Writes simple sentences using basic grammatical elements;
  - (iii) Translates short texts from the spoken form to the written form and vice versa;
  - (iv) Translates short texts from one language to the other.

(e) **Assessment:**

(i) **Written test** (03 hours - 70 % marks)

Includes reading and writing skills. It consists of two (02) parts:

- Part I (20% marks): simple grammar and vocabulary;
- Part II (50% marks): comprehension, essay, letter, summary, translation.

(ii) **Oral test** (30 minutes - 30% marks)

Includes reading, listening and speaking skills. Marks will be given as follows:

Reading : 05

Listening: 10

Speaking: 15

(f) **Duration of the Course:**

The duration of the course relevant to this syllabus is 250 hours.

**5.3 Official Languages Proficiency (Sinhala/Tamil) to be acquired by public officers to whom proficiency level-3 is applicable, in addition to the official language in which each officer entered the public service, as recommended by the Expert Committee:**

**5.3.1 Goal:**

To develop an appreciation and an awareness of socio-cultural differences among speakers of Sinhala and Tamil for the effective implementation of the Official Languages Policy.

**5.3.2 Objectives:**

- (a) Develop speaking and listening skills to engage in day-to-day personal and official conversations;

- (b) Develop reading skills to read and comprehend short official and personal texts;
- (c) Develop writing skills to produce short texts.

### **5.3.3 Learning outcomes:**

At the end of this course, the student will be able to engage in day-to-day personal and official conversations, read and comprehend short official and personal texts and to write short texts.

### **5.3.4 Content:**

#### **(a) Listening skills:**

- (i) Listens to and comprehends descriptions and explanations;
- (ii) Listens to and comprehends public announcements, instructions, and messages including telephone messages;
- (iii) Listens to and comprehends simple conversations.

#### **(b) Speaking skills:**

- (i) Describes and explains matters related to one's own profession using appropriate vocabulary;
- (ii) Engages in a variety of personal interactions;
- (iii) Engages in discussions related to one's own profession.

#### **(c) Reading skills:**

- (i) Reads notices and instructions;
- (ii) Reads short texts written in informal language.

#### **(d) Writing skills:**

- (i) Writes letters in the correct shape and size;
- (ii) Fills forms;
- (iii) Writes short texts in the spoken form of the language including messages, notices and instructions.

(e) **Assessment:**

The Assessment consists of two (02) parts viz. oral and written:

(i) **Oral Test:** (30 minutes - 60% marks)

- Tests reading, listening and speaking skills.

(ii) **Written Test:** (03 hours - 40% marks)

- Tests writing skills.

(f) **Duration of the Course:**

The duration of the course relevant to this syllabus is 150 hours.

**5.4 Official Languages Proficiency (Sinhala/Tamil) to be acquired by public officers to whom proficiency level-4 is applicable, in addition to the official language in which each officer entered the public service, as recommended by the Expert Committee:**

**5.4.1 Goal**

To develop an appreciation and an awareness of socio-cultural differences among speakers of Sinhala and Tamil for the effective implementation of the Official Languages Policy.

**5.4.2 Objectives:**

- (a) To develop speaking and listening skills to engage in simple, day-to-day conversations;
- (b) To develop reading skills to read names of people and place;
- (c) To develop writing skills to write names and addresses.

**5.4.3 Learning Outcomes:**

At the end of the course, the student will be able to engage in simple, day-to-day conversations, to read names of people and places, and to write names and addresses.

#### 5.4.4 Content:

(a) **Listening skills:**

Comprehends simple announcements, instructions, messages, and simple conversations including small talk in and outside the office.

(b) **Speaking skills:**

- (i) Meets and greets people;
- (ii) Engages in small talk;
- (iii) Gives simple instructions;
- (iv) Engages in short conversations in and out of the office;
- (v) Responds to callers on the telephone;
- (vi) Counts, and names the days of the week and months.

(c) **Reading skills:**

- (i) Reads road signs, name boards, instructions on boards;
- (ii) Reads names of newspapers;
- (iii) Reads names and addresses on envelopes;
- (iv) Reads names of people, places, designations.

(d) **Writing skills:**

- (i) Writes letters in the correct form and shape;
- (ii) Writes short words;
- (iii) Writes own name and address;
- (iv) Writes names of places and things.

(e) **Assessment:**

The Assessment consists of two (02) parts viz. oral and written:

(i) **Oral test:** (30 minutes - 60% marks)

- The duration of the test is distributed as 20 minutes for speaking, and 10 minutes for listening.

(ii) **Written test:** (01 hour - 40% marks)

- Tests writing and reading skills.

(f) **Duration of the Course:**

The duration of the course relevant to this syllabus is 100 hours.

**5.5 Grading:**

The performance level at examinations conducted for all categories should be graded as follows:

Distinction	-	75-100
Super credit	-	65-74
Credit	-	50-64
Pass	-	40-49
Fail	-	0-39

**5.6 Passing the Examination**

Sitting for both oral and written components is compulsory to complete the examination. A candidate should obtain at least 40% marks for both oral and written components of the examination in order to pass the whole examination.

**6. Language Proficiencies recommended by the Officials' Committee to be prescribed for each category of services/posts, based on the proposals made by the Expert Committee:**

The Officials' Committee conducted extensive discussions with respective Administrative Authorities of each service, representatives of Trade Unions and other interested parties regarding the syllabi and evaluation methodology as proposed at 5.1, 5.2, 5.3 5.4, 5.5 and 5.6 above, and proposes that the Official Languages Proficiency to be acquired by each category of services/posts should be as follows:

**6.1 Proficiency required for services/posts in Category - 1**

The level of proficiency required in the other official language, in addition to the official language in which such officer entered the public service, in order to take correct decisions in attending to supervisory and administrative duties on matters submitted orally and in writing in that other official language by subordinate officers and service recipients, and also to attend productively to the following functions, should be applicable to the officers in this category:

- (i) to correctly communicate in writing and orally in the other official language when discharging official duties;
- (ii) to convince others on various facts;
- (iii) to use the other official language constructively in performing complex tasks like encouraging, praising and eliciting views;
- (iv) to appreciate the sociocultural values of the speakers of the other official language;
- (v) to be able to submit non-technical short texts such as minutes in the other official language.

## **6.2 Proficiency required for services/posts in Category - 2**

The services/posts belonging to this category are required to possess the proficiency to effectively perform the following tasks:

- (i) to communicate effectively in both written and spoken forms of the other official language in the execution of duties and delivery of services.
- (ii) to establish good public relations through the effective use of the other official language in the execution of routine professional and administrative duties relevant to the post.
- (iii) to write and submit ordinary non-technical reports in the other official language.
- (iv) to utilize the other official language constructively to maintain successful interpersonal relations.

## **6.3 Proficiency required for services/posts in Category - 3**

The services/posts belonging to this category are required to acquire the proficiency to effectively perform the following tasks:

- (i) to engage in simple conversations during day-to-day professional and administrative duties relevant to the post.
- (ii) to read and write short official minutes.
- (iii) to maintain satisfactory interpersonal relations.

## **6.4 Proficiency required for services/posts in Category - 4**

The services/posts belonging to this category are required to acquire the proficiency to effectively perform the following tasks:

- (i) to cordially greet service recipients.
- (ii) to engage in a simple conversation in the other official language.
- (iii) to read names of people and places and write names and addresses.
- (iv) to direct a service recipient who uses other official language to an official or to a definite place.



**7. Table indicating the relevant proficiency level applicable to public officers in obtaining the proficiency in the official language other than the one in which such officers joined the public service**

	<b>Column I</b>  <b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b>	<b>Column II</b>  <b>Amendments proposed by the Committee to Column I</b>	<b>Column III</b>  <b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b>	<b>Column IV</b>  <b>Proposed methodology to test the required proficiency</b>
<b>1</b>	<p align="center"><b>Services/posts specified under Category 1 in P.A. Cir. No. 07/2007</b></p> <p>Sri Lanka Administrative Service, Sri Lanka Accountants' Service, Sri Lanka Planning Service, Sri Lanka Educational Administrative Service, Sri Lanka Agricultural Service, Inland Revenue Service , Sri Lanka Valuers' Service, Sri Lanka Audit Service, Judicial Officers, Assistant Superintendent of Police and above ranks in the Sri Lanka Police Service, Legal Officers, Sri Lanka Overseas Service, Sri Lanka Customs Service, Staff Grade Officers who do not belong to All Island Services but engaged in Departmental Services, Sri Lanka Surveyors' Service, Sri Lanka Architects' Service, Principals' Service</p>	<p>(i) Services/posts indicated as Category 1 in Column I of this Table should remain unchanged and the proficiency level-1 specified under 6.1 of this report should be applicable to these services/posts.</p> <p>(ii) Any other services/posts should also be included under this Category, based on service requirements, as determined by the Committee under the Chairmanship of the Director General of Establishments.</p>	<p>(i) to preserve the socio-cultural values of the users of the official language other than the official language in which such officer entered the public service, and engage in oral and written communication accurately when discharging duties that entail a high degree of responsibility.</p> <p>(ii) to attend to complex professional / administrative functions in relation to the post on a daily basis, such as rejecting certain requests by giving reasons, convincing service recipients of the decisions taken, encouraging and complimenting staff members and ascertaining their views by using language appropriately.</p> <p>(iii) to prepare non-technical short texts such as minutes of discussions.</p>	<p>(i) passing the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the proficiency level of Category 1.</p> <p>(ii) having obtained a simple pass in the Sinhala / Tamil Second Language subject at G.C.E. (O./L.) Examination, is an alternative qualification to passing the written test.</p> <p>(iii) active service for a period of one (01) year or more, at a public institution in a Divisional Secretariat Division where the majority of the population use the official language other than the official language in which such an officer entered the public service (as published by the Ministry of Public Administration per recommendation 8.1.1(g) of this Report) will be an alternative qualification to passing the oral test.</p>

	<p align="center"><b>Column I</b></p> <p align="center"><b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column II</b></p> <p align="center"><b>Amendments proposed by the Committee to Column I</b></p>	<p align="center"><b>Column III</b></p> <p align="center"><b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column IV</b></p> <p align="center"><b>Proposed methodology to test the required proficiency</b></p>
<p align="center"><b>2</b></p>	<p align="center"><b>Services/posts specified under Category 2 in P.A. Cir. No. 07/2007</b></p> <p>Public Management Assistants' Service and Similar Departmental Services,</p> <p>Officers below the rank of Assistant Superintendent of Police in the Police Service,</p> <p>Grama Niladhari,</p> <p>All Field Officers engaged in Extension Services (Services such as Technological Services),</p> <p>Public Health Inspector,</p> <p>Receptionist,</p> <p>Sri Lanka Audit Examiners' Service,</p> <p>Family Health Service.</p>	<p>(i) to continue to classify under Category 2, the services/posts specified under that category in Column I, other than the Family Health Service, and apply the proficiency level-2 specified at 6.2 of this Report to those services/posts.</p> <p>(ii) to remove the Family Health Service included in Column I, from Category 2 and include that service under Category 3.</p> <p>(iii) based on the observations at 4.3.1 in this report, to include Librarians' Service classified under Category 3 in Column I among the services/posts listed under Category 2 and apply the proficiency level-2 specified at 6.2 of this Report to that Service.</p> <p>(iv) to apply language proficiency level 2 to the other services / posts based on service requirements, as determined by a Committee under the chairmanship of Director General of Establishments.</p>	<p>(i) to successfully communicate in both written and oral forms when attending to day-to-day duties relevant to the post.</p> <p>(ii) to build and maintain good public relations through the effective use of language.</p> <p>(iii) to be able to write non-technical general reports and make oral presentations.</p>	<p>(i) passing the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the proficiency level of Category 2.</p> <p>(ii) having obtained a simple pass in the Second Language Sinhala / Tamil subject at G.C.E. (O./L.) Examination, is an alternative qualification to passing the written test.</p> <p>(iii) active service for a period of one (01) year or more, at a public institution in a Divisional Secretariat Division where the majority of the population use the official language other than the official language in which such an officer entered the public service (as published by the Ministry of Public Administration per recommendation 8.1.1(g) of this Report) will be an alternative qualification to passing the oral test.</p>

	<p align="center"><b>Column I</b></p> <p align="center"><b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column II</b></p> <p align="center"><b>Amendments proposed by the Committee to Column I</b></p>	<p align="center"><b>Column III</b></p> <p align="center"><b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column IV</b></p> <p align="center"><b>Proposed methodology to test the required proficiency</b></p>
<p align="center"><b>3</b></p>	<p align="center"><b>Services/posts specified under Category 3 in P.A. Cir. No. 07/2007</b></p> <p>Sri Lanka Scientific Service.</p> <p>Sri Lanka Engineering Service,</p> <p>Government Medical Officers and Dental Medical Officers,</p> <p>Sri Lanka Animal Production and Health Service,</p> <p>Nursing Service,</p> <p>Librarians' Service,</p> <p>Minor Staff.</p>	<p>(i) to continue to classify under Category 3, the services/posts indicated under that category in Column I, other than the Librarians' Service and Minor Staff, and apply the proficiency level-3 indicated at 6.3 of this Report to those services/posts.</p> <p>(ii) to remove the Librarians' Service included in Column I, from Category 3 and include that Service under Category 2 and apply the proficiency level-2 indicated at 6.2 of this Report to that Service.</p> <p>(iii) to include the Family Health Service classified under Category 2 in P.A. Cir. No. 07/2007, under this Category (Category 3) and apply the proficiency level-3 indicated under 6.3 of this Report to that Service.</p> <p>(iv) to include the Indigenous Medical Service and Sri Lanka Teachers' Service in this category (Category 3) and apply the proficiency level-3 specified under 6.3 of this report to those services.</p>	<p>(i) to be able to engage in simple conversations in the performance of day-to-day duties.</p> <p>(ii) to be able to read and write short minutes.</p> <p>(iii) to be able to maintain public relations satisfactorily.</p>	<p>(i) passing the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the proficiency level of Category 3.</p> <p align="center">OR</p> <p>(ii) having fulfilled the requirement of obtaining the relevant Official Languages Proficiency in terms of provisions of the Service Minute / Scheme of Recruitment which was in force at the time of entering the Service.</p> <p align="center">OR</p> <p>(iii) having participated, as a part of the induction training, in a Sinhala/Tamil language course of at least 150 hours conducted by the Department of Official Languages/National Institute of Language Education and Training or under their supervision, according to the syllabus stipulated at 5.3 of this Report, and having passed the written and oral examinations held at the end of that Course.</p>

	<p align="center"><b>Column I</b></p> <p align="center"><b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column II</b></p> <p align="center"><b>Amendments proposed by the Committee to Column I</b></p>	<p align="center"><b>Column III</b></p> <p align="center"><b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column IV</b></p> <p align="center"><b>Proposed methodology to test the required proficiency</b></p>
		<p>(v) to stipulate proficiency level 3 for Professions Supplementary to Medicine and for Para Medical Services instead of proficiency level 2 specified in respect of same in letter no. EST/POLCY/03/0792 dated 2012.04.30 of the Director General of Establishments and apply the proficiency level 3 specified in 6.3 of this Report.</p> <p>(vi) to classify the employees in Minor Staff indicated under Category 3 in Column 1, as coming under the newly introduced Category 4 and apply to them the proficiency level 4 specified at 6.4 of this Report.</p> <p>(vii) to apply language proficiency level-3 to the other services / posts based on service requirements, as determined by a Committee under the chairmanship of Director General of Establishments.</p>		<p align="center">OR</p> <p>(iv) having participated, as a part of the induction training, in a Sinhala/Tamil language course of at least 150 hours conducted by the National Institute of Language Education and Training, according to the syllabus stipulated at 5.3 of this Report, and having passed the written and oral examinations held at the end of that Course.</p> <p>(v) having obtained a simple pass in the Second Language Sinhala / Tamil subject at G.C.E. (O/L.) Examination, is an alternative qualification to passing the written test.</p> <p>(vi) active service for a period of one (01) year or more, at a public institution in a Divisional Secretariat Division where the majority of the population use the official language other than the official language in which such an officer entered the public service (as published by the Ministry of Public Administration per recommendation 8.1.1(g) of this Report) will be an alternative qualification to passing the oral test.</p>

	<p align="center"><b>Column I</b></p> <p align="center"><b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column II</b></p> <p align="center"><b>Amendments proposed by the Committee to Column I</b></p>	<p align="center"><b>Column III</b></p> <p align="center"><b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column IV</b></p> <p align="center"><b>Proposed methodology to test the required proficiency</b></p>
<p align="center">4</p>		<p>(i) to apply proficiency level-4 indicated at 6.4 of this Report to Un-skilled posts like Office Employees' Service, Sri Lanka Manum Sahayaka Service; to Semi-skilled posts like Judicial Book Binder; and to Skilled posts like Motor Vehicle Drivers, all of which belong to the Primary Level mentioned at Annex I of P.A. Circular 06/2006.</p> <p>(ii) to apply language proficiency level 4 to the other services / posts based on service requirements, as determined by a Committee under the chairmanship of Director General of Establishments.</p>	<p>i) to be able to greet service recipients / Officers cordially and with appropriate form of address;</p> <p>(ii) to be able to engage in simple dialogues with service recipients ;</p> <p>(iii) to be able to read names of persons and places and to write names and addresses;</p> <p>(iv) to be able to direct a service recipient/officer who uses the other official language to an officer or to a specific place.</p>	<p>(i) passing the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the proficiency level of Category 4.</p> <p align="center">OR</p> <p>(ii) following an Official Languages Proficiency course of at least 100 hours conducted under the guidance of the Department of Official Languages and in compliance with the syllabus referred to at 5.4 of this report, by the public service Training Institute or any Training Institution governed by a Provincial Council, and passing the written and oral examinations held at the end of the course under the guidance of the Department of Official Languages.</p> <p>(iii) having obtained a simple pass in the Second Language Sinhala / Tamil subject at G.C.E. (O/L.) Examination, is an alternative qualification to passing the written test.</p>

	<p align="center"><b>Column I</b></p> <p align="center"><b>In terms of P.A. Cir. No. 07/2007, the Services/Posts for which the proficiency in the other official language is required, in addition to the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column II</b></p> <p align="center"><b>Amendments proposed by the Committee to Column I</b></p>	<p align="center"><b>Column III</b></p> <p align="center"><b>Proposed language proficiency to be acquired by the relevant officers in the official language other than the official language in which such officers entered the public service</b></p>	<p align="center"><b>Column IV</b></p> <p align="center"><b>Proposed methodology to test the required proficiency</b></p>
				<p>(iv) active service for a period of one (01) year or more, at a public institution in a Divisional Secretariat Division where the majority of the population use the official language other than the official language in which such an officer entered the public service (as published by the Ministry of Public Administration per recommendation 8.1.1(g) of this Report) will be an alternative qualification to passing the oral test.</p>

## **8. Recommendations of the Committee:**

### **8.1 To issue a new Circular incorporating the following provisions in lieu of Public Administration Circular No.07/2007:**

As proposed in the Table under paragraph 7 of the Report :-

- 8.1.1. (a) to amend the existing provisions relating to the classification of services/posts in relation to the acquisition of proficiency in the official languages, as indicated in Column II of the Table.
- (b) to require each category of services/posts specified in Column (II) of the Table, to acquire the proficiency in the official language other than the one in which such officers entered the public service as given in Column III of the said Table.
- (c) to adopt the methodology proposed in Column IV of the Table to test and evaluate whether each category of services/posts specified in Column II of the Table has acquired sufficient proficiency in the official language other than the one in which the officer joined the public service.
- (d) to make applicable the syllabi recommended by the Expert Committee and as quoted under No. 5 of this report, in the implementation of the proposed methodology specified in the Column IV of the Table for the purpose of testing and evaluating the proficiency specified in Column III of the said Table.
- (e) to make it compulsory to obtain the services of an officer nominated by the Commissioner of Official Languages in future, when adopting the methodology proposed under (II) in Column IV of the Table for testing and evaluating of the official languages proficiency of services/posts belonging to

category 3 specified under Item (3) in Column (I) of the Table.

- (f) to apply the requirement of obtaining the official languages proficiency, as proposed by the Committee, to the Sri Lanka Ayurvedic Medical Service and the Sri Lanka Teachers' Service, as indicated below:
  - (i) Officers who entered/enter the public service/provincial public service during the period from 2007-07-01 to 2013-06-30, have to obtain the official languages proficiency relevant to their service within a period of five (05) years from 2013-07-01.
  - (ii) Officers who enter the public service/provincial public service with effect from 2013-07-01 or thereafter, have obtain the official languages proficiency relevant to their services, within a period of five (05) years from the date of their entry to such services.
- (g) to instruct the Ministry of Public Administration and Home Affairs to prepare, in consultation with the Ministry of National Languages and Social Integration, a list of Divisional Secretariat Divisions where the majority of the population use the official language other than the language in which a public officer joined the service, so as to enable such public officer to identify Divisional Secretariat Divisions where the other official language concerned is used as the administrative language.
- (h) to make applicable the recommendations from 8.1.1.(a) to 8.1.1(f) (i) above, to the officers who have joined the public service/provincial public service on or after 2007.07.01.



- (i) to grant a further concession period of one (01) year, in addition to the concession period already granted as per the decision of the Cabinet of Ministers on 2012-05-23, to the officers who were recruited to the public service and were required to obtain the stipulated official languages proficiency during the period from 2007-07-01 to 2010-06-30, to acquire that proficiency in the official languages.
- (j) to apply the requirement of obtaining the stipulated level of proficiency in the official languages within five (05) years of entering the public service, to the officers who entered the public service after 2010-06-30 and the officers who enter the public service in future; and stop the increments of officers who fail to fulfill the said requirement until they complete it.

8.1.2. to apply the requirement of obtaining the official language proficiency relevant to the higher post, when officers who are presently in service are promoted to such higher posts on limited/merit basis.

8.1.3. to apply the following provisions to the officers who enter the public service in English medium (the link language):

- (a) An officer who enters the public service in English medium should acquire proficiency in one official language as that of a native speaker and in the other official language as that of a second language speaker .
- (b) The official language in which such officer should obtain the proficiency of a native speaker can be as per the choice of the officer. The first language proficiency should be acquired within three (03) years and the second language proficiency should be obtained within five (05) years of entering the service.

- (c) If an officer who entered the service in the English medium, has passed the subject of Sinhala/Tamil language and literature at the G.C.E. (O.L) examination, prior to entering the service or while in service, he can be considered as having fulfilled the requirement of obtaining the level of first language proficiency in that official language.
- (d) If an officer who entered the service in the English medium, has passed the subject of Sinhala/Tamil (Second Language) at the G.C.E. (O.L) examination, prior to entering the service or while in service, he can be considered as having fulfilled the requirement of obtaining Second Language Proficiency in that official language.

**8.2 To provide the following facilities expeditiously for public officers to acquire the proficiency in official languages:**

- (a) to arrange for the compilation by an appropriate Expert Committee, a study pack befitting each category, based on the syllabi recommended by the Expert Committee and specified under paragraph 5 of this report in order to facilitate self-study, taking into consideration the non-availability of specially designed textbooks for public officers to improve their official language skills and the difficulties faced by all officers when taking part in formal full-time courses.
- (b) to formulate course modules befitting each proficiency level, based on the said study pack, with the assistance of a suitably qualified group or an institution.
- (c) to provide public officers, who do not have opportunities to participate at formal training courses, with access to self-study by designing the modules proposed at (b) above with a learning methodology facilitated by interactive CDs.

- (d) to implement a programme to publish official language course modules mentioned in (b) above, through electronic and print media under the patronage of State and Private Media Institutions.
- (e) to print an adequate number of copies of books determined as most appropriate from those given in the list at Annex VII by the Commissioner of Official Languages, and to introduce a mechanism to make such books accessible to the public officers who require those, as an interim measure, until the compilation of textbooks / modules referred to in (a) and (b) above.
- (f) to take action to publish the scanned PDF copies of the books identified by the Commissioner of Official Languages as referred to in (e) above in the Official Website of the Department of Official Languages.
- (g) to take necessary action expeditiously, to make available for the use of public officers, the books titled "Demala Akuru Potha" and "Sinhala Akuru Potha", authored by the Expert Committee whose names are given in Annex VIII and who served as the Advisers to the Presidential Task Force for a Trilingual Sri Lanka, or any other suitable books recommended by the Ministry of National Languages and Social Integration.
- (h) to take necessary action to organize and conduct the required training programmes adopting a more pragmatic and appropriate approach, after conducting a study of the present procedure followed by the Department of Official Languages to provide language proficiency to public officers, and to issue a new Circular accordingly.
- (i) to take action to recruit graduate trainees with adequate knowledge of both Sinhala and Tamil languages, if any, as resource personnel from among those who have already been recruited for training, after providing them with a formal training to teach the relevant official language at second language level as indicated at (h) above.

- (j) to motivate qualified persons and institutions to teach official languages and to introduce a mechanism to register such persons and institutions under the Department of Official Languages accordingly, and also assist such persons to teach official languages in their personal capacity.

### **8.3 To adopt the following methodology to test and evaluate Official Languages Proficiency:**

For the purpose of testing and evaluating the language proficiency applicable to all four (04) levels of services/posts specified in the Table at paragraph 7 of this report -

- (a) from year 2014 onwards, the written examinations to test and evaluate language proficiency to be conducted twice a year by the Department of Examinations on behalf of the Department of Official Languages.
- (b) to take action to make available for reference by public officers, a model set of question papers suitable for each level of proficiency, compiled jointly by the Department of Examinations and the Department of Official Languages with the assistance of the Expert Committee who contributed for the compilation of syllabi referred to in paragraph 5 of the report.
- (c) from year 2014 onwards, the oral examinations to test and evaluate language proficiency to be conducted twice a year by the Department of Official Languages.
- (d) in the year 2013, the Department of Examinations and the Department of Official Languages to conduct the relevant examinations in the same manner as previously conducted, for the benefit of public officers who have studied under the existing syllabi, until such time the examinations based on the proposals of this report are held to evaluate the Official Languages Proficiency of public officers .

**8.4 To facilitate for the acquisition of Official Languages Proficiency at the induction training programme:**

to take action by the relevant authorities to include an intensive language training course under the guidance of the Ministry of National Languages and Social Integration as a part of the induction training provided to the recruits to any service / posts belonging to the Level 3 or above specified in the Table at paragraph 7 of this Report, for those recruits to acquire proficiency in the official language other than language in which they entered the service, as follows: (officers who joined the service in English Medium should acquire the proficiency in either one of the official languages as applicable)

- (a) the duration of the course should be at least 150 hours, as specified in this Report for the acquisition of proficiency for Level 3;
- (b) obtaining a pass at the written and oral test conducted at the end of the training course, to be considered as an alternative qualification for the proficiency for Level 3;
- (c) to take action by the relevant authorities to conduct a training course at least to provide language proficiency for posts / services for which such formal induction training is not held prior to deploying recruits to new service stations.

**8.5 To appoint a Standing Committee to determine matters pertaining to Official Languages Proficiency:**

To delegate to a Standing Committee comprising of the following officials, to examine issues that may arise from time to time pertaining to the Official Languages Proficiency of public officers, including the determination of the specific Official Languages proficiency level applicable to posts/services, if any, that do not fall under the classification in the Table at paragraph 7 of this report; and arrive at the most appropriate decisions:

- (i) Director General of Establishments (Chairman);
- (ii) Commissioner of Official Languages (Member);
- (iii) Director General of Management Services (Member);
- (iv) an officer nominated by the Secretary, public service Commission;
- (v) Administrative Authority of the relevant service/post or a senior officer nominated by him/her when representations are considered.

**8.6 To amend the transfer policies and procedures of public officers currently in force so as to facilitate the acquisition of Official Languages Proficiency:**

to assign public officers in their first appointment to posts in Divisional Secretariat Divisions (identified as given at 8.1.1.(g) above) where the majority of the population use the official language other than the official language in which such public officers entered the service, so that they could actively serve at a public office in such area for at least one (01) year and also to take steps to introduce suitable transfer schemes that enable all officers in such service/posts to avail themselves of such opportunity. (This will enable public officers to obtain oral proficiency in the Official Language other than the language in which such public officer entered the service as specified under Column IV of the Table under paragraph 7 of this Report).

**8.7 To take following medium term and long term measures for the effective implementation of the Official Languages Policy in the country:**

- (a) the Official Languages Proficiency requirement which is currently applicable to the public service, to be made applicable to the officers in Public Corporations and Statutory Boards, State Banks and fully owned Government Companies, who enter the service on or after 2013.07.01.

- (b) Granting of special incentives to officers who acquire Official Languages Proficiency:
- (i) to give priority to those who possess proficiency in the Official Language other than the language in which the relevant officer entered the service, when applications are called for foreign scholarships, training or postgraduate courses.
  - (ii) to introduce a suitable incentive scheme, giving due consideration to the provisions in Public Administration Circular No.03/2007 presently in force, to encourage public officers to acquire a higher level of proficiency than what is recommended in this report in the Official Language other than the language in which the relevant officer entered the service.
- (c) to formulate a new Service Minute for the Translators' Service, taking into consideration the following, in order to deploy an adequate number of qualified Translators to facilitate the smooth implementation of the Official Languages Policy in public institutions:
- (i) the need to identify public institutions for which the services of graduate translators are essential in order to provide their services to such institutions on a priority basis.
  - (ii) the need to make the National Translators' Service more attractive to young graduates with high language proficiencies in order to obtain and retain their services.
  - (iii) the need to employ youths with G.C.E. (A/L) qualifications and language competencies to engage in translation and interpretation work as required at institutions like District Secretariats, Divisional Secretariats and Police Stations which are frequently visited by the general public seeking services.

- (d) to request the National Education Commission (NIE) to examine, in consultation with all stakeholders, the suitability of also including, in addition to the native/first language, the other official language at second language level as a core subject in the syllabus for G.C.E. (O/L) from 2017; and to submit a Report with recommendations to the Cabinet, within six (06) months, for consideration.
- (e) to make it mandatory for new entrants to Universities from 2014.01.01 to take part in an Official Languages Proficiency Course, conducted for a duration of at least 100 hours, in accordance with the syllabus referred to at 5.4 of this report, prior to the commencement of their respective degree courses.
- (f) to make it mandatory to possess proficiency in both Official Languages, when recruitments are made to the public service from year 2019 onwards. It is proposed to include passes in both Official Languages at G.C.E. (O/L), one at native/first language (main subject) level and the other at second language level, among the entry qualifications for public service.

**8.8 To assign the responsibility of implementing the recommendations mentioned in paragraphs 8.1 to 8.7 above to the Ministries and Institutions as specified in Annex IX of this Report.**

**8.9 To direct the respective Ministries, Departments and other State Institutions as specified in Annex IX of this Report to take action to include the necessary financial provisions under the Medium Term Budgetary Framework in the Budget Estimates for the implementation of recommendations contained in this Report.**

**8.10 To appoint a Cabinet Sub-Committee to ensure that the recommendations 8.1 to 8.8 of this Report are implemented within the stipulated time frame, to provide necessary guidance, to take follow up**

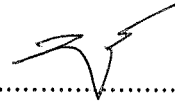


**actions and to report to the Cabinet of the progress achieved in this regard once in every six (06) months.**




**Officials' Committee**

S. Abeysinghe  
Secretary to the Cabinet of Ministers - (Chairman)



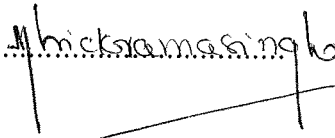
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P.B. Abeykoon  
Secretary, Ministry of Public Administration  
and Home Affairs



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M.S. Wickramasinghe  
Secretary, Ministry of National Languages  
and Social Integration



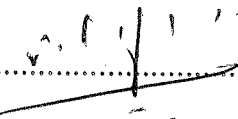
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S.M.G. Jayaratne  
Secretary, Ministry of Education




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P.A. Abeysekera  
Deputy Secretary to the Treasury



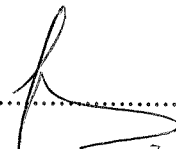
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W.D. Somadasa  
Director General of Establishments



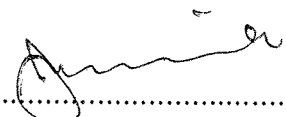
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W.M.N.J. Pushpakumara  
Commissioner General of Examinations



.....

J.D.C. Jayasinghe  
Commissioner of Official Languages



.....



## Annex I

Public Administration Circular 07/2007

My No. E/2/3/2/70  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo - 07  
28 May, 2007

All Secretaries to Ministries  
Chief Secretaries of Provincial Councils and  
Heads of Departments

### **Implementation of Official Language Policy**

The Government has decided to implement the following provisions to enable the Public Servants to carry out their functions and duties both in Sinhala and Tamil since the two languages are official languages in terms of the Constitution of the Democratic Socialist Republic of Sri Lanka.

- (a) All officers recruited to the Public / Provincial Public Service with effect from 01.07.2007 should acquire proficiency in the other official language within a period of 5 years in addition to the official language through which they enter the service.
- (b) Proficiency in the official language required by the functions assigned to the respective posts consists of 3 levels as follows. Several services identified accordingly are indicated in the Annexure.
  - (I) Pass in Sinhala / Tamil at the G. C. E. (O/L) examination as a main subject (not as second language or optional language) and speech test conducted by the Department of official languages or pass in the special competence examination conducted by the Department of official languages. This provision is applicable to the category I in the Annexure.
  - (II) Pass in the test of the language course at secondary level examination conducted by the Department of official languages. This provision is applicable to the category 2 in the annexure.
  - (III) Pass in the test of the language course at preliminary level examination conducted by the Department of official languages. This provision is applicable to the category 3 in the annexure.
- (c) If the appointing authority considers that a section of officers who belong to a post/service specified in Annex, due to the nature of duties assigned to them, should acquire a higher level of language proficiency than the level stipulated for such post/service, a determination should be obtained on the requisite level of language proficiency by a recommendation made to the Director General of Establishments through the Secretary of the relevant Ministry. The Director General of Establishments shall seek recommendation of the Commission of Official Languages on such determination.

- e.g. (If the proficiency level in category 3 is not sufficient for a certain post in the Sri Lanka Scientific Service mentioned under No. 14 in the annexure I, the proficiency level may be changed to category 1 or 2 adducing the reasons in this regard).
- (d) The categories applicable to the services / posts which are not listed in the Annexure will be determined by the Director General of Establishments. For such determination the Director General of Establishments shall consult the Secretary to the Ministry, under which such post has been created, and the Commission of Official Languages.
02. Increments of the officers who do not acquire the specified proficiency in the official language mentioned in para (a) above within a period of 5 years from the date of their appointments will be deferred until they obtain qualifications.
03. All Service Minutes and Schemes of Recruitment should be amended accordingly and these provisions should be incorporated in the notices calling applications for the recruitments made from 01.07.2007 and in the letters of appointments.
04. The provisions herein will be applicable only to the recruitments made to the Public / Provincial Public Service on or after 01.07.2007 and such provisions will not be applicable to the recruitments made such as graded promotions and on limited / merit promotions confined only to the Public Servants.
05. Provisions stipulated in the Public Administration Circular No. 03/2007 will not apply to the officers recruited after 01.07.2007.
06. This Circular is issued with the concurrence of the Ministry of Constitutional Affairs and National Integration.

Sgd./ D. Dissanayake  
Secretary  
Ministry of Public Administration  
and Home Affairs

## Annexure

	Service / Posts	Standard of Proficiency to be acquired		
		Category 1	Category 2	Category 3
1	Sri Lanka Administrative Service	✓		
2	Sri Lanka Accountants' Service	✓		
3	Sri Lanka Planning Service	✓		
4	Sri Lanka Educational Administrative Service	✓		
5	Sri Lanka Agricultural Service	✓		
6	Inland Revenue Service	✓		
7	Sri Lanka Valuers' Service	✓		
8	Sri Lanka Audit Service	✓		
9	Judicial Officers	✓		
10	Assistant Superintendent of Police and above ranks in the Sri Lanka Police Service	✓		
11	Law officers	✓		
12	Sri Lanka Overseas Service	✓		
13	Sri Lanka Customs Service	✓		
14	Sri Lanka Scientific Service			✓
15	Sri Lanka Engineering Service			✓
16	Government Medical officers and Dental Medial Officers			✓
17	Sri Lanka Animal Production and Health Service			✓
18	Staff Grade officers who do not belong to Island Wide Services but engaged in departmental Services	✓		
19	Sri Lanka Surveyors' Service	✓		
20	Sri Lanka Architects' Service	✓		
21	Public Management Assistants Service and Similar Departmental Serviced		✓	
22	Officers below the rank of Assistant Superintendent of Police in the Police Service		✓	
23	Grama Niladhari		✓	
24	All field officers engaged in extension Services (Services such as Technological Services)		✓	

25	Public Health Inspector		✓	
26	Receptionist		✓	
27	Sri Lanka Audit Examiners Service		✓	
28	Nursing Service			✓
29	Family Health Service		✓	
30	Librarians' Service			✓
31	Principals' Service	✓		
32	Minor Staff			✓



My No. E/2/3/2/70  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo - 07  
29 .08. 2007

All Secretaries to Ministries  
Chief Secretaries of Provincial Councils and  
Heads of Departments

**Implementation of the Official Language Policy**

Your kind attention is drawn to the Public Administration Circulars No. 07/2007 dated 28.05.2007 issued on the Implementation of the Official Language Policy.

02. Accordingly you are kindly requested to take action to perfect the annexed form and forward same to the Director General of Establishments enabling him to determine the level of language proficiency (Level of proficiency of official languages other than the language of appointment to service) of officers in the posts which are functioning under your Ministry / Department but which were not included in the annexure as per para I (d) of the said Circular.

03. To implement the above noted provisions, the following sub-section is included subsequent to the sub-section 12:11:1 of Chapter II of the Establishments Code.

"12:11:2. Every officers should attain the proficiency in the second official language (Prescribed level for the post) applicable to the relevant post within 5 years of the appointment to the service / post. salary increments of the officers who fail to attain the level of proficiency within the prescribed period will be deferred."

04. All Service Minutes and schemes of recruitment in the Public Service shall be amended including the above provisions as mentioned. Arrangements may please be made accordingly, to include the provisions stated in para 03 above, into the Service Minutes and the schemes of recruitments to be read with the existing provisions and conditions of service respectively.

05. Action should be initiated to include the above provisions and conditions of service in all the letters of appointments issued (please see the paragraph 4 of the previous Circular) from the date 01.07.2007 onwards.

Sgd./D. Dissanayake  
Secretary  
Ministry of Public Administration  
and Home Affairs

Copy: Chairman  
Official Languages Commission

(Please submit this specimen form in duplicate)

My No. ....  
Your No.....  
.....2007

Director General of Establishments

**Implementation of the Official Language Policy**

In terms of the Public Administration Circular No. 07/2007 dated 28.05.2007 please determine the level of proficiency in Second Languages applicable to the under mentioned posts coming under this Ministry / Department and inform me accordingly.

Serial No.	Name of the Post	Reference No. Scheme of Recruitment / Service Minute	Proficiency level as recommended by the Heads of Department / Secretary to the Ministry	Proficiency level as specified by the Director General of Establishments
1	2	3	4	5

.....  
Secretary to the Ministry/Heads of Department

My No:-  
Your No. :-  
.....2007

.....  
.....

**Implementation of the Official Language Policy**

Reference your letter dated .....2007.

02. I have the honour to inform you that the proficiency level in Second languages as determined for the posts stated therein, in terms of the Public Administration Circular 07/2007 shall be as mentioned in Column 5 of the above noted schedule please

Director General of Establishments

Public Administration Circular: 7/2007 (II)

My No: EST-2/POLCY/03/0767  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo 07

13.07.2011

Secretaries of Ministries,  
Chief Secretaries of Provincial Councils and  
Heads of Department

**Implementation of Official Language Policy**

It has been decided to revise Para 4 of the Public Administration Circular 7/2007 dated 28/05/2007 on the above subject, in the following manner.

“04. The provisions of this Circular shall be made applicable to all employees including those who are recruited on or after 01/07/2007 on limited /merit basis “

02. Accordingly, a concessionary period of five years for obtaining the proficiency in the prescribed language shall be granted to the officers who have already been recruited on limited/ merit basis on or after 01.07.2007 on being informed that they are not required to obtain the proficiency in other official languages.

Sgd./ P.B. Abeykoon  
Secretary  
Ministry of Public Administration and Home Affairs

Public Administration Circular: 07/2007 (III)

My No:- EST-2/POLCY/03/0797  
Ministry of Public  
Administration and Home Affairs  
Independence Square  
Colombo 07.

10.07.2012

Secretaries to Ministries  
Chief Secretaries of Provincial Councils and  
Heads of Departments

**Implementation of the Official Language Policy**

Your attention is invited to Public Administration Circulars 7/2007 dated 28.05.2007 and 07/2007 (I) dated 29.08.2007 on the above subject. A decision has been taken at the meeting of the Cabinet of the Ministers held on 23.05.2012 to revise the provisions of the said Circulars in the following manner.

02. Accordingly, a period of concession will be granted in the following manner to obtain proficiency in the other official language which should be satisfied within a period of five years by the officers who are recruited/ appointed to the Public Service/ Provincial Public Service from 01.07.2007 mentioned under (A) of first paragraph of Public Administration Circular 07/2007.

- I. To provide a further concessionary period of two years, in addition to the five years period which has already been granted, to the officers who have been recruited/ appointed to the Public Service from 01.07.2007 to 30.06.2010, to obtain the prescribed level of proficiency in the official language.

03. Further, provisions of paragraph 2 of Public Administration Circular 07/2007 and paragraph 03 of Public Administration Circular 07/2007 (I) are revised in the following manner.

- I. To revise the term “deferment of increment” as “stoppage of increment”

04. In case of an officer who obtains the proficiency in the other official language relevant to him during such period where his increment has been withheld, such officer shall be placed on the salary step to which he could have reached during the said period spent for obtaining the said proficiency and no arrears of salary shall be paid. Further the date of salary increment of the officer shall remain unchanged.

Sgd/ P.B. Abeykoon  
Secretary  
Ministry of Public Administration and Home Affairs

## Note to the Cabinet

### The Ministry of National Languages and Social Integration and the Ministry of Public Administration and Home Affairs

#### Implementation of the Official Language Policy Bilingualization of Staff Grades in the Public Service

The Public Administration Circular No. 07/2007 has been issued on 28.05.2007 as per the Cabinet Decision taken on 20<sup>th</sup> September 2006 with regard to the Note to the Cabinet dated 11.09.2006 submitted by the Hon. Minister of Constitutional Affairs and Social Integration on the above matter. The Circular has further been amended by No. 07/2007(II) on 13.07.2011 as per the Cabinet Decision dated 30.03.2011.

02. As per the provisions of the said Circular, the officers who are recruited to the Public Service and appointed to posts in the Public Service should obtain the prescribed level of proficiency in Official Languages within five (05) years from the date of their appointments and increments of the officers who are unable to obtain the prescribed level of proficiency within the specified period should be deferred.

03. Accordingly, an officer recruited to the Public Service on 01.07.2007 should gain the prescribed level of language proficiency by 30.06.2012. Thereby the situation that will arise by the due date has been reviewed and the recommendations have been submitted by a committee comprised of Senior Officers of these two Ministries. (Annex- 01)

04. In addition to observations and recommendations mentioned above, it has been observed that if an officer who entered the Public Service after 01.07.2007 has served for more than 2 years in a Public Institution where the other Official Language is used to perform duties instead of the Official Language in which the officer has entered the Public Service, such an officer is eligible to be exempted from getting through the prescribed level of Language Proficiency after passing an Oral Examination conducted by the Department of Official Languages.


05. Further, it has been observed that it is reasonable to offer a certain concessionary period for obtaining language proficiency for officers recruited to the Public Service during the years

2007, 2008 and 2009 owing to the fact that the Department of Official Languages had not designed a syllabus in relation to the levels of proficiency that should be achieved by Public Officers either in Sinhala or Tamil Language at the time of issuing the Public Administration Circular No. 07/2007 and due to the inability of conducting relevant courses properly throughout the country as a result of the war situation prevailed in the country in the years, 2007, 2008 and 2009.

06. We seek the approval of the Cabinet to take the following action considering all the above matters.

- I. to offer a concessionary period of another three (03) years to officers recruited to the Public Service during the period starting from 01.07.2007 to 30.06.2010 in order to obtain the prescribed level of language proficiency.
- II. to exempt an officer entered the Public Service in Sinhala Language and served in a Public Institution where duties are performed in Tamil Language or an officer entered the Public Service in Tamil Language and served in a Public Institution where duties are performed in Sinhala Language, from the requirement of passing the prescribed level of language proficiency after passing an oral examination conducted by the Department of Official Languages subsequent to the completion of a service of two (02) years in the relevant Public Institution.
- III. to take action considering that the prescribed level of proficiency has been obtained based on the certificates issued after getting through examinations conducted by universities and other institutions recognized by the Government subsequent to carrying out a proper evaluation of courses conducted by such institutions.
- IV. to determine the relevant proficiency level of such courses by a Committee appointed by the Commissioner of Official Languages on the approval of the Secretary to the Ministry of National Languages and Social Integration.

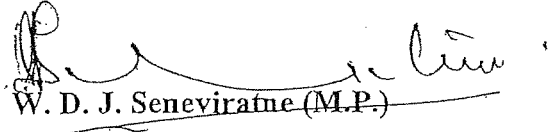
- V. to amend para 2 of the Public Administration Circular No. 07/2007 as “stoppage of increment” replacing “Deferment of increment”.



Vasudewa Nanayakkara (M.P.)

Minister of National Languages  
and Social Integration

at the Ministry of  
National Languages and Social  
Integration,  
40, Buthgamuwa Road,  
Rajagiriya  
on ...11<sup>th</sup> April 2012



W. D. J. Seneviratne (M.P.)

Minister of Public Administration  
and Home Affairs

at the Ministry of  
Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.

on ...19<sup>th</sup> April 2012

D/DGE/Note to the Cabinet-e

දෙවන භාෂා ප්‍රවීණතාවය පිළිබඳ ගැටලු විසඳීම

**පසුබිම**

2011.07.26 දින රාජ්‍ය පරිපාලන හා ස්වදේශ කටයුතු අමාත්‍යාංශයේ පැවති ත්‍රිභාෂා ශ්‍රී ලංකා වැඩසටහන ක්‍රියාත්මක කිරීම හා භාෂා පරිවර්තන සේවයේ ගැටළු පිළිබඳව වූ රැස්වීමේ අංක 02 යටතේ රාජ්‍ය නිලධාරීන්ගේ දෙවන භාෂා ප්‍රවීණතාව සම්බන්ධයෙන් සාකච්ඡා කරන ලදී.

එහිදී දෙවන භාෂා ප්‍රවීණතාවය පිළිබඳව විශේෂයෙන් ප්‍රවීණතා මට්ටම් I සම්බන්ධයෙන් අදාළ වෘත්තිකයින්, වෘත්තීය සංගම් හා පුද්ගලිකව ද යම් යම් නියෝජනයන් ලැබී ඇති බැවින් ඒ පිළිබඳව නැවත සමාලෝචනය කිරීම සුදුසු යැයි තීරණය කරන ලදී.

එම සමාලෝචනයන් කර ඒ පිළිබඳව නිර්දේශ ලබා දීමට පහත සඳහන් නිලධාරීන්ගෙන් කමිටුව පත් කරන ලදී.

- 1. බී. නිගමුනි මහතා - අතිරේක ලේකම්  
ජාතික භාෂා හා සමාජ ඒකබද්ධතා අමාත්‍යාංශය.
- 2. ජේ.සී. රණේපුර මහතා - රාජ්‍ය භාෂා කොමසාරිස්
- 3. ඩබ්.ඩී. සෝමදාස මහතා - ආයතන අධ්‍යක්ෂ ජනරාල්  
රාජ්‍ය පරිපාලන හා ස්වදේශ කටයුතු අමාත්‍යාංශය

ඒ අනුව අවස්ථා කීපයකදී රැස්වූ කමිටුව ඉදිරිපත්ව තිබූ පහත සඳහන් නියෝජනයන් හා කරුණු සමාලෝචනය කරන ලදී.

- I. මට්ටම් I, II හා III භාෂා ප්‍රවීණතාවය සඳහා අනුමත කර ඇති විෂය නිර්දේශ පුළුල් වීම හා එම මට්ටම් සම්පූර්ණ කිරීම සඳහා ලබා දී ඇති කාලය (වසර 5) ප්‍රමාණවත් නොවීම.
- II. විශේෂයෙන්ම විධායක මට්ටමේ නවක නිලධාරීන් පත්වීම් ලබන්නේ ප්‍රධාන නගර වලින් දුර බැහැර සේවා ස්ථාන වලට බැවින්ද, කාර්ය බහුල රාජකාරි ජීවිතය නිසා ද මුල් වසර 5 තුළ භාෂා ප්‍රවීණතාවය ලබා ගැනීමට කාලය කැප කිරීම අපහසු වීම. තව ද ඔවුන් මුල් වසර 3 තුළ කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය සමත් වීම සඳහා ද වෙහෙස විය යුතු වීම.
- III. විධායක ශ්‍රේණි නිලධාරීන් ඉහත ආකාරයට දුෂ්කර පලාත්වල විසිරී සිටීම නිසා කණ්ඩායම් ලෙස භාෂා ප්‍රවීණතාවය ලබා ගැනීමද උගහටය. පැවැත්වෙන කණ්ඩායම් පංතියකට සහභාගී වීමට බොහෝ විට දිස්ත්‍රික්කයේ ප්‍රධාන නගරයට පැමිණීම ද අධික රාජකාරි නිසා අපහසු වීම.
- IV. ඉහත වක්‍රලේඛයට අදාළව පැවරෙන කාර්යභාරය අනුව අවශ්‍ය වන නියමිත ප්‍රවීණතාවය පමණක් ලබා ගැනීම ප්‍රමාණවත් වුවද බොහෝ නිලධාරීන්ට දෙවන භාෂාව පිළිබඳව ප්‍රමාණවත් දැනුමක් නොමැති වීම නිසා පිළිවෙලින් III, II, I මට්ටම්වලට පෙනී



සිටීමට සිදුවේ. මේ නිසා වසර 5ක කාලය තුළ ප්‍රවීණතාවය ලබාගැනීම (විශේෂයෙන් II හා I) අපහසු වීම.

- V. නියමිත කාලය තුළ භාෂා ප්‍රවීණතාවය නොලබන නිලධාරීන්ගේ වැටුප් විලම්බනය වීම, එය ඔවුන්ගේ මුළු සේවා කාලයටම බලපෑමක් වීම.
- VI. ප්‍රවීණතාවය ලබා ගැනීම සඳහා භාෂා පංති පැවැත්වීම, රාජ්‍ය භාෂා දෙපාර්තමේන්තුව, පලාත් සභාවල පුහුණු ඒකක හා ජාතික භාෂා අධ්‍යාපන හා පුහුණු ආයතනය හා විවිධ පුද්ගලික ආයතන විසින් සිදු කරනු ලැබුවද ඒ සඳහා ඇති ඉල්ලුම වසර 5ක පමණ කෙටි කාලයක් තුළ සැපයීමට අපහසු වීම.
- VII. විවිධ පරිපාලන අපහසුතා, ප්‍රමාණවත් ප්‍රතිපාදන නොමැති වීම, ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව හා රාජ්‍ය භාෂා දෙපාර්තමේන්තුව මගින් පවත්වනු ලබන ප්‍රවීණතා විභාග අඛණ්ඩව හා වාර්ෂික කාල සටහන අනුව පසු ගිය වසර 4 තුළ නොපැවැත්වීම. (ඉදිරියේදී සෑම වර්ෂයකම පෙබරවාරි මස හා සැප්තැම්බර් මස විභාගය පැවැත්වීමට දෙපාර්තමේන්තු දෙක අතර දැනට එකඟතාවයක් ඇති කර ගෙන ඇත).

මෙම ගැටළු සැලකිල්ලට ගෙන 07/2007 වකුලේඛය සංශෝධනය කිරීම සඳහා පහත සඳහන් නිර්දේශයන් ඉදිරිපත් කරමු:

**නිර්දේශ :**

- (1) මෙම සහන 07/2007 රාජ්‍ය පරිපාලන වකුලේඛය අදාළ වන්නා වූ කණ්ඩායමට පමණක් සීමා විය යුතු අතර රාජ්‍ය පරිපාලන වකුලේඛ 03/2007 හි විධිවිධාන සඳහා මෙම සහන අදාළ කර නොගැනීම. එනම් 2007.07.01 ට පෙර සේවයට බඳවා ගත් අයට අදාළ නොවීම.
- (2) මෙම ප්‍රවීණතා මට්ටම් ලබා ගැනීම රාජ්‍ය භාෂා කොමිෂන් සභාවේ 2005 වර්ෂයේදී අතිගරු ජනාධිපතිතුමා වෙත ඉදිරිපත් කළ නිර්දේශවලිය පදනම් කර ගනිමින් සකස් වූ බැවින් මෙම සහන සැලසීමේදී කොමිෂන් සභාවේ එකඟතාවය ලබා ගැනීම.
- (3) ප්‍රවීණතාවය ලබා ගත යුතු මුල්ම කාණ්ඩයේ වසර 5ක කාලය 2012.06.30 දින අවසන් වන බැවින් ඔවුන්ට තවත් වසර 3ක සහන කාලයක් ලබාදීම.
- (4) වඩාත් ප්‍රායෝගික හා එදිනෙදා රාජකාරියේදී භාවිතා කළ යුතු මට්ටමක ප්‍රවීණතාවයක් තීරණය කිරීම. දැනට I මට්ටමේ ප්‍රවීණතාවය තුළින් වාර්ථා පිළියෙල කිරීම, විශ්ලේෂණය කිරීමේ හැකියාව බලාපොරොත්තු වේ. (2005 රාජ්‍ය භාෂා කොමිෂන් සභාවේ නිර්දේශවලිය 38 පිටුව) එහෙත් විධායක මට්ටමේ සියලු තනතුරු සඳහා එම හැකියාව අවශ්‍ය නොවන අතර තවදුරටත් වසර 5ක් වැනි කෙටි සේවා කාලයක් තුළ එවැනි අවශ්‍යතාවයන් පැන නැගෙන්නේ සීමිත තනතුරු කිහිපයකට පමණක් වේ. මේ නිසා විෂය නිර්දේශය නැවත සලකා බලා සරල කිරීම.

- (5) විශේෂයෙන්ම I මට්ටම සඳහා දුරස්ථ ඉගෙනුම් ක්‍රම භාවිතා කරන පාඨමාලාවක් සකස් කිරීම.
- (6) විශ්ව විද්‍යාල හා වෙනත් පිළිගත් අධ්‍යාපන ආයතන පවත්වනු ලබන පාඨමාලාවන් පිළිබඳව නිසි ඇගයීමකින් පසුව, එම පාඨමාලාවන් සමත්වීම අදාල ප්‍රවීණතා මට්ටම ලබා ගන්නා සේ සැලකීම.
- (7) ප්‍රවීණතාව ලබා ගැනීම හුදු සේවා අවශ්‍යතාවයක් පමණක් නොව ප්‍රායෝගික භාවිතය සඳහා වුවක් බැවින් අදාල විභාග සමත් වුවද පහත සඳහන් නිරන්තර ඇගයීම්වලටද ලක් විය යුතුය.
  - වාර්ෂික කාර්ය සාධනයේදී භාෂා ප්‍රවීණතාවය ලබා ගැනීමත්, එය ප්‍රායෝගික භාවිතයේ යොදා ගන්නා ආකරය පිළිබඳවත් ඇගයීමට ලක්කිරීම.
  - ඵලදායීතා වැඩසටහන් (තරඟ) වලදී භාෂා භාවිතය පිළිබඳව ද ඇගයීම.
  - ආයතන ප්‍රධානීන්ගේ නිරන්තර අධීක්ෂණය හා ප්‍රවීණතාවය ලබා ගත් නිලධාරීන්ට එය භාවිතය සඳහා අවකාශ සැලසීම. අංක 162/27, 2009.09.25 ගැසට් නිවේදනය අනුව මෙය ආයතන ප්‍රධානීගේ වගකීමක් බව නැවත නැවත තහවුරු කිරීම.

ඉදිරියේදී ඉහත දීර්ඝ කළ වසර 3ක කාලයත් ඇතුළත්ව සේවයට බැඳී වසර 8ක් තුළ අඛණ්ඩව III, II, I වන මට්ටම ළඟා කරගත හැකි පාඨමාලාවන් හා ඇගයීම් ක්‍රම (විභාග) සකස් කරගත යුතු වේ. මෙහිදී III මට්ටම ප්‍රමාණවත් වන සේවකයින් එම මට්ටම ලඟා කර ගැනීමෙන් පසුව තතර විය හැකි අතර, II මට්ටම අවශ්‍ය නිලධාරීන් දෙවන වටයේදී ද, I මට්ටම දක්වා (අවසානය දක්වා) ලඟා විය යුතු නිලධාරීන් වසර 8 කදී එම මට්ටම ළඟා කර ගත හැකි වන සේ ද පාඨමාලා සකස් කළ හැකි වේ. විෂය නිර්දේශය හා පෙළ පොත් ඒ ආකාරයට සංශෝධනය විය යුතුය. ඒ අනුව

III මට්ටම - පැය 108 - මාස 6 යි - අන්තර් සම්බන්ධතාවයන් වාචිකව පැවැත්වීමේ හැකියාව

II මට්ටම - පැය 216 - මාස 10 යි - ලේඛන හැකියාව, සරළ ලිපි සැකසීම, රාජකාරියට සම්බන්ධ දේ වාචිකව පැහැදිලි කිරීම, සවන්දීම හා පිළිතුරු ලබාදීමේ හැකියාව

I මට්ටම - පැය 314 - මාස 24 යි - සරල වාර්තා සකස් කිරීම, රාජකාරි ලිපි සැකසීම, රැස්වීම් ඇමතීම

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 (රා.පරි. හා ස්ව.ලේ. අමා.)

**Confidential**

**Copies:** Secretary to the President  
Secretary to the Prime Minister  
S/F & P  
S/Ed.  
Co-CEO, NS&CC  
S/PSC  
Auditor General

MyNo. CP/12/0555/520/002  
2<sup>nd</sup> June 2012  
Office of the Cabinet of Ministers  
Colombo.

Secretary, Ministry of National Languages and Social Integration  
Secretary, Ministry of Public Administration and Home Affairs.

**Implementation of the Official Language Policy - Bilingualization of Staff  
Grades in the Public Service**

(Joint Note to the Cabinet dated 2012-04-11 by the Ministers of National Languages and Social Integration; and Public Administration and Home Affairs)

A decision taken by the Cabinet of Ministers at its meeting held on 23<sup>rd</sup> May 2012 is sent herewith for necessary action.

L.P. Jayampathy  
**Additional Secretary.**

Sgd/ S. Abeysinghe  
**Secretary to the Cabinet of Ministers.**

**C) Supplementary Agenda Items:**

**Cabinet Sub-Committee on Establishment Matters**

31. The recommendations made by the Cabinet Sub-Committee at its meeting held on 2012-05-22 Report 1, annexed to the Note to the Cabinet dated 2012-05-23 by the Secretary to the Cabinet, numbered as Cabinet Paper No.12/0684/558/026 were considered by the Cabinet and the following decisions were taken:

**Establishment Matters to be dealt with by the Cabinet of Ministers in terms of the provisions of the Constitution.**

- 31.01 Cabinet Paper No.12/0555/520/002, a Joint Note to the Cabinet dated 2012-04-11 by the Ministers of National Languages and Social Integration; and Public Administration and Home Affairs on

**"Implementation of the Official Language Policy - Bilingualization of Staff Grades in the Public Service"** - Cabinet considered this matter along with the recommendation of the Cabinet Sub-Committee, the observations of the Minister of Finance and Planning and the Report in Annex 01 to the Note submitted by a Committee of Senior Officers of the above two Ministries. Cabinet also noted that representations had been made in this regard at the Meeting of the Cabinet Sub-Committee, by the Secretary, Ministry of National Languages and Social Integration, the Commissioner General of Examinations and the Commissioner of Official Languages. Cabinet further observed that a large number of Public Officers has not been able to make proper use of the concessions hitherto granted by the Government to achieve the required proficiency in the second language, as they have not had sufficient training facilities at their work places or outside during the past period. After discussion, it was decided to grant approval for the following:

- (i) to offer a final concessionary period of another two (02) years only, to officers recruited to the Public Service during the period from 2007-07-01 to 2010-06-30, to obtain the prescribed level of language proficiency; and
- (ii) to amend paragraph 2 of the Public Administration Circular No.07/2007, by insertion of the words "stoppage of increment", for the words "deferment of increment", appropriately.

With regard to the proposals (II), (III) and (IV) of the Joint Note, it was decided to appoint an Officials' Committee consisting of the following, to examine this matter in detail and formulate a Scheme/Modality for conducting an examination for the purpose to suit the Minor, Subordinate and Executive grades in the Public Service, taking into consideration in particular, the general duties and responsibilities entrusted to each such grade, so that an officer belonging to the Public Service could gain a working knowledge in the second language to suit his grade, and submit same to the Cabinet Sub-Committee on Establishment Matters within two (02) months, for consideration and for submission of its recommendations to the Cabinet:

- \* Secretary to the Cabinet of Ministers - (Chairman);
- \* Secretary, Ministry of Public Administration and Home Affairs;
- \* Secretary, Ministry of National Languages and Social Integration(Convenor);
- \* a representative nominated by the Secretary, Ministry of Finance and Planning;
- \* Director General of Establishments;

- \* Commissioner General of Examinations;
- \* Commissioner of Official Languages; and,
- \* a representative of the National Institute of Education (NIE) nominated by the Secretary, Ministry of Education.

The Committee could co-opt any other officials deemed necessary for its deliberations.

Action by: **Secretary to the Cabinet**

**My/National Languages and Social Integration** - above observations annexed.

**My/Public Administration and Home Affairs** - above observations annexed.

Copied to: **My/Finance and Planning**

**My/Education** - copy of the Joint Note and above observations annexed.

**Co-Chairman, National Salaries and Cadres Commission** - copy of the Joint Note and above observations annexed.

**Secretary, Public Service Commission** - copy of the Joint Note and above observations annexed.



**Sub-Committees that assisted the Committee in making its recommendations:**

**(a) The composition of the Expert Committee, who assisted in the process of formulating a suitable methodology for productive acquisition of language proficiency, preparation of new syllabi as required to meet the language proficiency level of each Service/Post and in proposing a suitable list of books , is as follows:**

- Emeritus Prof. K.N.O. Dharmadasa, Chief Editor, Sinhala Encyclopedia, University of Peradeniya;
- Deshamanna Prof. J.B. Dissanayaka, Emeritus Professor, University of Colombo;
- Prof. S.J. Yogarajah, Department of Linguistics, University of Kelaniya;
- Dr. Sandagomi Coparahewa, Senior Lecturer, Department of Sinhala, University of Colombo;
- Ms. Dinali Fernando, Senior Lecturer, Department of English, University of Kelaniya;
- Ms. Vijitha Sivapalan, Lecturer, Education Unit, Sri Lanka Foundation Institute.

**(b) The composition of the Officials' Committee appointed for the purpose of preparing basic information to identify the proficiency levels to be acquired by the officers who belong to different categories in the public service, is as follows:**

- Office of the Cabinet of Ministers -  
Mr. L.P. Jayampathi, Additional Secretary  
Mr. W.M.D.J. Fernando, Additional Secretary  
Ms. Mayuri Perera, Assistant Secretary
- Mr. W.D. Somadasa, Director General of Establishments
- Ministry of National Languages and Social Integration -  
Ms. A.U.K. Dodanwala, Senior Assistant Secretary
- Institute of National Languages, Education and Training -  
Mr. Prasad Herath, Director General
- Department of Official Languages -  
Mr. J.C. Ranepura, Commissioner of Official Languages





**The public officers and the representatives of Trade Unions who participated/made oral representations at the meetings of the Committee, on various occasions:**

**The Presidential Task Force for a Trilingual Sri Lanka:**

- Mr. Sunimal Fernando, Advisor to H.E. the President, Vice President;
- Mr. G.A.J. Sylvester, Director General;
- Ms. K. Krishmoorthi, Director;
- Ms. Y.K.S. Jeevamala, Assistant Director;
- Ms. M.M. Aleef, Assistant Director.

**Universities and Educational Institutes**

- Emeritus Prof. K.N.O. Dharmadasa, University of Peradeniya; Chief Editor, Sinhala Encyclopedia;
- Deshamanna Prof. J.B. Dissanayaka, Emeritus Professor, University of Colombo;
- Prof. S.J. Yogarajah, Department of Linguistics, University of Kelaniya;
- Dr. Sandagomi Coparahewa, Senior Lecturer, Department of Sinhala, University of Colombo;
- Ms. Dinali Fernando, Senior Lecturer, Department of English, University of Kelaniya;
- Ms. Vijitha Sivapalan, Lecturer, Education Unit, Sri Lanka Foundation Institute.

**Presidential Secretariat**

- Ms. Imelda Sukumar, Additional Secretary

**Ministry of Health**

- Dr. Nihal Jayatillake, Secretary;
- Mr. Somaratna Vidanapathirana, Additional Secretary (Administration).

**Ministry of Livestock and Rural Community Development**

- K.M.T. Kenderagama, Secretary

### **Ministry of National Languages and Social Integration**

- Ms. A.U.K. Dodanwala, Senior Assistant Secretary;
- Mr. S. Nanayakkara, Assistant Secretary;
- Mr. R.T.N.L. Kumara, Resource Assistant.

### **Ministry of Public Administration and Home Affairs**

- Mr. R.M.N.E.K. Ranasinghe

### **Department of Elections**

- Mr. Mahinda Deshapriya, Commissioner of Elections  
(Participated at the inaugural meeting, as a party interested in the subject.)

### **Department of Official Languages**

- Mr. J. C. Ranepura, Former Commissioner of Official Languages;
- Ms. R.P.R. Ranasinghe, Assistant Commissioner;
- Ms. W.M.R. Karunaratne, Project Development Assistant.

### **National Institute of Language Education and Training**

- Ms. Sita Withanarachchi, Chairman;
- Mr. Prasad Herath, Director General.

### **Department of Examinations**

- Mr. H.J.M.C.A. Jayasundera, Commissioner of Examinations;
- Mr. D.P. Dharmaguna, Commissioner of Examinations (Results).

### **Educational Publications Department**

- Mr. Tissa Hewavithana, Commissioner General;
- Mr. K.D. Bandula Kumara, Assistant Commissioner;
- Ms. Prageethika Jayasekera, Assistant Commissioner;
- Mr. S. Kantheepan, Development Assistant.

### **Government Analyst's Department**

- Mr. T.R.N.M. Liyanarachchi, Government Analyst

### **Government Engineers' Association**

- Eng. S.P.P. Gamage, President;
- Eng. D. Abeysiriwardena.

### **Government Medical Officers' Association**

- Dr. A.B. Padeniya, President;
- Dr. Chandika Epitakaduwa, Secretary;
- Dr. A.M.N. Ariyaratne, Assistant Secretary;
- Dr. W.D.T. Silva, Committee Member;
- Dr. H.N.D. Zoysa, Committee Member;
- Dr. Samantha Ananda, Committee Member;
- Dr. W.M.P. Warnasuriya, Editor;
- Dr. M. Ambepitiya.

### **Government Veterinary Surgeons' Association**

- Mr. S.B.A de Mel;
- Dr. I.T.B.L. Dharmawardena.

### **Sri Lanka Scientific Service Association**

- Mr. J.M.R. Jayasundera, Government Analyst's Department;
- Mr. K.G.R. Kuruppuarachchi, Medical Research Institute.



**Written representations submitted to the Committee.**

1. The Report of the Sub-Committee appointed by the Sri Lanka Administrative Service Association to look into the issues related to the Public Administration Circular 07/2007 regarding the implementation of the Official Languages Policy (09<sup>th</sup> November, 2011) ;
2. "Proposals regarding the Requirement of obtaining competency in Official Languages by public officers" submitted by a group of officers in Sri Lanka Administrative Service (30<sup>th</sup> May, 2012);
3. Letter titled "Implementation of the Official Languages Policy - Bilingualization of Staff Grades in the public service" submitted by Mr. M.N. Junaid, Co-Chairman, National Salaries and Cadre Commission (09<sup>th</sup> July, 2012);
4. Representations on "Implementation of the Official Languages Policy - Determination of Proficiency Levels" submitted by Joint Council of Professions Supplementary to Medicine (15<sup>th</sup> October 2012) and "Implementation of the Official Languages Policy" submitted by the Paramedical Services Front" (23<sup>rd</sup> October 2012) forwarded by the Secretary to the Ministry of Health (05<sup>th</sup> December, 2012);
5. "Implementation of Official Language Policy for Medical Professionals - A Conceptual Proposal" by the Government Medical Officers' Association, outlining a framework to enhance the linguistic skills of medical professionals, after consultations held with relevant authorities pursuant to the discussions held with the GMOA regarding the necessity of obtaining requisite competencies in the official languages (21<sup>st</sup> December, 2012);

6. Letter submitted by the 2007 Limited Batch of the Sri Lanka Administrative Service, title "Request to give priority to the 2007 Limited Batch of the Sri Lanka Administrative Service in implementing the Official Languages Policy according to the Public Administration Circular No.07/2007" (28<sup>th</sup> May 2013).

## Annex VII

### Books recommended for the use of public officers in obtaining Official languages Proficiency

Level	Books recommended for learning Tamil language at Second Language Level	Books recommended for learning Sinhala language at Second Language Level
<b>IV</b>	<ol style="list-style-type: none"> <li>1. Demala Vahara Uganimu (Part 1) Spoken Language - Ministry of Ethnic Affairs, National Integration and Mineral Resources Development</li> <li>2. Api Sinhala Demala Basa Igena Ganimu - Department of Official Languages</li> <li>3. Sarala Demala - Department of Official Languages</li> </ol>	<ol style="list-style-type: none"> <li>1. Moolika Sinhala - Department of Official Languages</li> <li>2. Api Sinhala Demala Basa Igena Ganimu - Department of Official Languages</li> <li>3. Sarala Sinhala - Department of Official Languages</li> </ol>
<b>III</b>	<ol style="list-style-type: none"> <li>1. Demala Vahara Uganimu (Part 1) Spoken Language - Ministry of Ethnic Affairs, National Integration and Mineral Resources Development</li> <li>2. Sarala Demala - Department of Official Languages</li> <li>3. Sinhala Demala - Department of Official Languages</li> </ol>	<ol style="list-style-type: none"> <li>1. Moolika Sinhala - Department of Official Languages</li> <li>2. Sarala Sinhala - Department of Official Languages</li> </ol>
<b>II</b>	<ol style="list-style-type: none"> <li>1. Sinhala Demala - Department of Official Languages</li> <li>2. Sarala Demala Weda Potha - Department of Official Languages</li> <li>3. Second Language-Tamil (Grade 6) - Educational Publications Department</li> <li>4. Second Language - Tamil (Grade 7) - Educational Publications Department</li> <li>5. Kathana Demala Basa - Department of Official Languages</li> <li>6. Lekhana Demala Basa - Department of Official Languages</li> </ol>	<ol style="list-style-type: none"> <li>1. Second Language - Sinhala (Grade 6) - Educational Publications Department</li> <li>2. Second Language - Sinhala (Grade 7) - Educational Publications Department</li> <li>3. Bhashana Sinhala - Department of Official Languages</li> </ol>
<b>I</b>	<ol style="list-style-type: none"> <li>1. Sarala Demala Weda Potha - Department of Official Languages</li> <li>2. Second Language -Tamil (Grade 6) - Educational Publications Department</li> <li>3. Second Language - Tamil (Grade 7) - Educational Publications Department</li> <li>4. Kathana Demala Basa - Department of Official Languages</li> <li>5. Lekhana Demala Basa - Department of Official Languages</li> </ol>	<ol style="list-style-type: none"> <li>1. Second Language - Sinhala (Grade 6) - Educational Publications Department</li> <li>2. Second Language - Sinhala (Grade 7) - Educational Publications Department</li> <li>3. Bhashana Sinhala - Department of Official Languages</li> </ol>





## Annex VIII

### The Expert Committee which prepared "Sinhala Akuru Potha" and "Demala Akuru Potha"

- Emeritus Prof. K.N.O. Dharmadasa, University of Peradeniya; Chief Editor, Sinhala Encyclopedia,
- Deshamanna Prof. J.B. Dissanayaka, Emeritus Professor, University of Colombo;
- Kalakeerthi Prof. S. Thillainathan, Emeritus Professor, University of Peradeniya;
- Dr. M.A. Nuhuman, retired Professor, University of Peradeniya;
- Prof. S.J. Yogarajah, Department of Linguistics, University of Kelaniya;
- Dr. Sandagomi Coparahewa, Senior Lecturer, Department of Sinhala, University of Colombo;
- Mrs. Dinali Fernando, Senior Lecturer, Department of English, University of Kelaniya;
- Mrs. Vijitha Sivapalan, Lecturer, Education Unit, Sri Lanka Foundation Institute.



**Annex IX**

<b>The Implementation Plan in respect of the recommendations specified under No. 8 of this Report</b>					
<b>Sr. No</b>	<b>Recommendation No. and its concise description</b>	<b>The Ministry assigned with the responsibility</b>	<b>Implementing institution/officer</b>	<b>Date/Period of implementation</b>	<b>Matters to be taken into consideration in implementation</b>
01	8.1 - Issue a Circular containing instructions pertaining to the implementation of the recommendations from 8.1 - 8.7	Ministry of Public Administration and Home Affairs in consultation with the Ministry of National Languages and Social Integration and other relevant authorities	Secretary, Ministry of Public Administration and Home Affairs	Within one (01) month after Cabinet Approval is granted for the recommendations in the Report of the Officials' Committee	Cabinet approval to be obtained in respect of the draft Circular.
02	8.1.1(e) - Commissioner of Official Languages to nominate an officer to test and evaluate the oral language proficiency specified under (iii) of Column IV of the Table indicated under No. 07 applicable to services/posts in Category 3 specified under (3) in Column I of the said Table.	Ministry of National Languages and Social Integration  Other relevant Ministries	Department of Official Languages	At the time of testing the Official Languages Proficiency of officers in the services/posts of Category 3, after approval is granted by the Cabinet for the recommendations in the Report of the Officials' Committee	A pool of Examiners with necessary qualifications to be appointed for this purpose, should be maintained.
03	8.1.1 (f) - To apply Official Languages Proficiency requirement to the Sri Lanka Ayurvedic Service and the Sri Lanka Teachers' Service	Ministry of Indigenous Medicine  Ministry of Education	Secretary, Ministry of Indigenous Medicine  Secretary, Ministry of Education	After Cabinet approval has been granted for the recommendations	The new provisions should apply with effect from 2013-07-01.

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
04	8.1.1 (g) - Prepare a list of Divisional Secretariat Divisions where the majority of the population uses the official language other than the language in which a public officer entered the public service so as to enable such officer to identify such divisions.	Ministry of National Languages and Social Integration Ministry of Public Administration and Home Affairs	Secretary, Ministry of National Languages and Social Integration Secretary, Ministry of Public Administration and Home Affairs Department of Census and Statistics	After Cabinet approval has been granted for the recommendations	The relevant list of Divisional Secretariat Divisions should be an Annex to the Public Administration Circular proposed to be issued pertaining to the implementation of recommendations of this Report.
05	8.2 (a) - compile study packs based on the syllabi proposed by the Expert Committee.	National Languages and Social Integration	Department of Official Languages	Within three (03) months after Cabinet approval is granted for the recommendations in the Report of the Officials' Committee.	Assistance of an appropriate Expert Committee should be obtained.
06	8.2 (b) - Compile suitable Course Modules for each Proficiency Level, based on the study packs referred at 8.2 (a).	Ministry of National Languages and Social Integration	National Institute of Language Education and Training	Within one (01) month after the compilation of the study packs referred to at 8.2 (a).	Should be in compliance with the syllabi prepared as per the recommendations of the Expert Committee referred to under No. 5 in the Report of the Officials' Committee.
07	8.2.(c) - Production of Course Modules referred to at 8.2(b) in the form of interactive CDs.	Ministry of National Languages and Social Integration	National Institute of Language Education and Training	Within two (02) months after the compilation of Course Modules referred to at 8.2 (b).	Should be a methodology that is catered to facilitate self-study for the public officers who are unable to participate in formal full time courses.

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
08	8.2 (d) - Take action to publicize Official Languages Training Course Modules through electronic and print media	Ministry of National Languages and Social Integration Ministry of Mass Media and Information	National Institute of Language Education and Training	After the compilation of Course Modules referred to at 8.2 (b) above.	When broadcasting programmes through electronic media, convenient listening hours for public officers should be selected.
09	8.2 (e) - Print and distribute among public officers, an adequate number of books, as selected by the Commissioner of Official Languages from the proposed books in Annex VII of the Officials' Committee Report.	Ministry of National Languages and Social Integration Ministry of Education	Department of Official Languages Educational Publications Department	After Cabinet approval is granted for the recommendations in the Officials' Committee Report.	Introduce a methodology to provide easy access to these books to public officers serving in Ministries, Departments and other State Institutions, as well as, at district and divisional level.
10	8.2 (f) - Provide facilities in the official website of the Department of Official Languages to download scanned copies of the books referred to at 8.2 (e) above.	Ministry of National Languages and Social Integration	Department of Official Languages	After Cabinet approval is granted for the recommendations in the Officials' Committee Report.	After this facility is provided, Secretaries to the Ministries and Heads of Departments should inform public officers of this facility.
11	8.2 (g) - Expeditiously print and distribute for the use of public officers, "Sinhala Akuru Potha" and "Demala Akuru Potha" referred to in 8.2(g) of the Report, authored by the Expert Committee referred to in Annex VIII or any other two books decided by the Ministry of National Languages and Social Integration.	Ministry of National Languages and Social Integration	Department of Official Languages	After Cabinet approval is granted for the recommendations in the Officials' Committee Report.	Introduce a methodology to provide easy access to these books to public officers serving in Ministries, Departments and other State Institutions, as well as, at district and divisional level.

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
12	8.2 (h) - Introduce a new methodology of organizing and conducting Official Language Training Programmes, by a Circular.	Ministry of National Languages and Social Integration	Department of Official Languages National Institute of Language Education and Training	After Cabinet approval is granted for the recommendations in the Officials' Committee Report.	The concurrence of relevant Ministries and other authorities should be obtained prior to the issuance of the Circular.
		Ministry of Public Administration and Home Affairs	Director General of Establishments		
13	8.2 (i) - Recruit as resource personnel, from graduate trainees who have been recruited for training, those with adequate qualifications to teach the official languages.	Ministry of National Languages and Social Integration	Department of Official Languages	Within two (02) months after Cabinet approval is granted for the recommendations in the Report of the Officials' Committee.	Provision of adequate training on teaching of official languages to the identified officers and their deployment to state institutions in areas where they permanently reside.
		Ministry of Public Administration and Home Affairs			
14	8.2 (j) - Registration of persons and institutions qualified to teach the official languages.	Ministry of National Languages and Social Integration	Department of Official Languages	Within three (03) months after the compilation of course modules referred to at 8.2. (b).	Should assure that the recommended duration is followed by the registered trainers and institutions when covering the prescribed syllabi.
			National Institute of Language Education and Training		
15	8.3 (a) - Conduct language proficiency examinations from year 2014 onwards.	Ministry of National Languages and Social Integration	Department of Official Languages	Twice a year from year 2014.	Provisions should be made to include these exams in the Exam Time Table of the Department of Examinations in order to conduct these examinations during specified times, each year.
		Ministry of Education	Department of Examinations		
16	8.3 (b) - Compile model question papers suitable for each proficiency level	Ministry of National Languages and Social Integration	Department of Official Languages	Prior to the calling of applications for the Official Languages Proficiency examinations for the first time in 2014 under the new syllabus.	This should be done under the close supervision of the Expert Committee that compiled the new syllabi.
		Ministry of Education	Department of Examinations		

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
17	8.3 (c) - Conduct oral tests to evaluate communicative competence in the official languages.	Ministry of National Languages and Social Integration	Department of Official Languages	Twice every year from year 2014 onwards.	Facilities and necessary provisions should be made to conduct these examinations at Provincial, District and Divisional levels.
18	8.3 (d) - Conduct the Official Languages Proficiency Examinations and the Oral Tests in year 2013 in the same manner as previously conducted.	Ministry of National Languages and Social Integration	Department of Official Languages	In the year 2013 (until such time the proposed new recommendations of this Report are implemented).	Arrangements should be made expeditiously to conduct the examination in year 2013, in the same manner as previously conducted, as an interim measure, until such time the proposed new recommendations of this Report are implemented.
		Ministry of Education	Department of Examinations		
19	8.4 Provide facilities to obtain Official Languages Proficiency during the induction training programme.	Ministry of National Languages and Social Integration	Department of Official Languages	For the officers recruited to the public service after the date on which Cabinet approval is granted for the recommendations of the Officials' Committee Report.	Should apply to the officers belonging to Category 3 and above specified in the Officials' Committee Report.
		Ministry of Public Administration and Home Affairs	Institute of National Languages Education and Training		
		All other Ministries	The Appointing Authorities/ Administrative Authorities in charge of the particular Service/Post		

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
20	8.4 (c) Provide facilities to those recruited to lower level services such as Office Employees Service, for whom it is difficult to provide an induction training at the time of recruitment, to obtain Official Languages Proficiency.	Ministry of National Languages and Social Integration Ministry of Public Administration and Home Affairs	Department of Official Languages Institute of National Languages Education and Training	For the officers recruited to the public service after the date on which Cabinet approval is granted for the recommendations of the Officials' Committee Report.	Should apply to the officers belonging to Category 4 specified in the Officials' Committee Report.
		All other Ministries	Relevant Training Units of the Provincial Councils		
21	8.5 Examine the issues which may arise pertaining to Official Languages Proficiency and take appropriate decisions.	Ministry of Public Administration and Home Affairs	The proposed Standing Officials' Committee under the Chairmanship of the Director General of Establishments	After Cabinet approval is granted for the recommendations in the Officials' Committee Report	Action should be taken to formulate an appropriate methodology to carry out the functions of the Committee and to appoint the necessary support staff.
22	8.6 Implement transfer policies that facilitate the acquisition of the Official Languages Proficiency.	Ministry of Public Administration and Home Affairs All other Ministries	Appointing/Administrative authorities of the respective service/post	From year 2014 onwards.	Action should be taken to identify the cadre positions in each service within the Divisional Secretariat Divisions with facilities to obtain Official Languages Proficiency as per 8.1.1.(g) of the Officials' Committee Report and to introduce a suitable methodology to encourage volunteer transfers to such posts or to effect transfers on exigencies of service.



**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
23	8.7 (a) On or after 2013.07.01, apply the requirement of obtaining Official Languages Proficiency to officers joining the service of Public Corporations, Statutory Boards, State Banks and Companies fully owned by the Government	Ministry of Finance and Planning All other Ministries	Department of Management Services Department of Public Enterprises Department of National Budget Heads of all Public Corporations, Statutory Boards, State Banks and Companies fully owned by the Government.	With effect from 2013.07.01	Necessary training facilities should be made available for officers in Public Corporations, Statutory Boards, State Banks and Companies fully owned by the Government to obtain the Official Languages Proficiency as proposed for public officers.
24	8.7 (b) Introduce schemes to grant special incentives to officers who obtain the Official Languages Proficiency.	Ministry of National Languages and Social Integration Ministry of Public Administration and Home Affairs	The Proposed Standing Officials' Committee under the Chairmanship of the Director General of Establishments	After Cabinet approval is granted for the recommendations in the Officials' Committee Report	The proposed scheme should be implemented in consultation with all the stakeholders and authorities.
25	8.7 (c) Introduce a new Service Minute for the Translators' Service.	Ministry of Public Administration and Home Affairs	Director General of Combined Services	Within three (03) months after Cabinet approval is granted for the recommendations in the Officials' Committee Report.	Action to be taken in consultation with the public service Commission and other relevant authorities.
26	8.7 (d) Explore the possibility of including in addition to the native official language, the other official language as a core subject of the G.C.E. (O/L) examination at Second language level from year 2017.	Presidential Secretariat Ministry of Education	National Education Commission	Within six (06) months after Cabinet approval is granted for the recommendations in the Officials' Committee Report.	Proposals to be made in consultation with all the relevant stakeholders.

**The Implementation Plan in respect of the recommendations specified under No. 8 of this Report**

Sr. No	Recommendation No. and its concise description	The Ministry assigned with the responsibility	Implementing institution/officer	Date/Period of implementation	Matters to be taken into consideration in implementation
27	8.7 (e) Conduct official language training courses for University students with effect from year 2014.	Ministry of National Languages and Social Integration  Ministry of Higher Education	Department of Official Languages  National Institute of Language Education and Training  University Grants Commission	From the beginning of year 2014.	The syllabi and time frame recommended for the officers in Category 4 specified in the Officials' Committee Report should be applicable.
28	8.7 (f) To consider passing one official language at native speaker level and the other official language at second language level, as a mandatory qualifications for recruitment to the public service from year 2019.	Ministry of Public Administration and Home Affairs	Director General of Establishments	From year 2019.	Implementation should be decided in consultation with all the relevant stakeholders.

### Acknowledgments

The Committee expresses its sincere gratitude:

- to Mr. Sunimal Fernando, Adviser to His Excellency the President and the Chairman of the Presidential Task Force for a Trilingual Sri Lanka, and the staff of the Task Force Office, for providing a venue and facilities to conduct the preliminary meetings of the Committee, for contributing views in relation to the subject matter and for introducing the Expert Committee referred to in Annex IV;
- to the public officers and the office bearers of the Trade Unions referred to in Annex V, for the assistance rendered in participating at the Committee meetings/making oral representations; and to the public officers cited at Annex VI who submitted written representations;
- to the Expert Committee referred to at (a) in Annex IV for the cooperation rendered through the compilation of the syllabi, and the officers mentioned under (b) of Annex IV for providing details regarding the categorization of public officers and the relevant levels of official languages proficiency;
- to the following officers at the office of the Cabinet of Ministers: Mr. L.P. Jayampathy, Additional Secretary; Mr. W.M.D.J. Fernando, Additional Secretary; Miss. P.K.S. Subhodini, Senior Assistant Secretary; Mrs. Mayuri Radhika Perera, Assistant Secretary; Mr. Kumudu Weerawardena, Assistant Secretary and Mr. K.L.D. Asela, Assistant Secretary for the cooperation given by organizing the meetings of the Sub-Committee, analyzing the various views expressed and assisting in the preparation of the Report while contributing their own ideas, and for working beyond office hours and during weekends, and to all the office staff who assisted in numerous ways including translation and typing.