

Ministry of Public Administration,  
Provincial Councils & Home Affairs,  
Independence Square,  
Colombo 7.  
22<sup>nd</sup> March, 1990.

To: All Secretaries to Ministries  
and Heads of Department

**Incentives, Increments and Promotions for  
Public Officers Proficient in more than one  
Language**

Further to Public Administration Circular No: 38/89 dated 31.07.89.

02. It has been brought to my notice that certain depts./ Ministries have made some payments contrary to the provisions in the above circular. Immediate action should be taken to correct such situations in terms of circular instructions. The following clarifications are also made to facilitate the authorities in determining eligibility for incentives.

- (i) Any payment in terms of sections 3:1(a), (b) and 3:11(a) of the above mentioned circular could be effected only after the completion of both written and oral tests prescribed in section 02(a). These examinations will be held by the Commissioner of Examinations in December each year. Passing a language as a subject of a G.C.E. (O/L) examination will be treated as having passed only the written test at grade ten mentioned in 02(a) of the circular. Therefore payment of incentives could be effected only after completion of both written and oral tests even though the officer has a credit pass or a distinction for the written test. Such payments will be done with effect from the date of such completion. Syllabus A & B of the English Language subject at G.C.E. (O/L) examination will be treated as equal for the purposes of this circular.
- (ii) Incentive payments for certificates higher than G.C.E. (O/L) which are mentioned in section 03:11(b) and (c) of the above circular could be effected with effect from the date of the circular or the date of passing of such examination whichever is latter. However, incentive payments should be paid only to those officers who have passed a prescribed language for incentive payments, as a subject. Incentive payments will not be made to an officer who has passed any other subject in an examination other than a prescribed language as a subject, though he may have answered in a medium different from his medium of entry to the Public Service at such an examination.

- (iii) No payment will be made for certificates which are not specifically mentioned in the above circular.
- (iv) Incentive payments will not be made to an officer, for a language, up to the level of the certificate used to get exceptions from second language requirement or language proficiency requirements. For example if an officer has forwarded a G.C.E. (O/L) English Language Certificate, to get such an exemption he is not entitled to incentives even through he may have hand a credit pass or a distinction.
- (v) An officer who has been paid Rs. 500/- in terms of Treasury Circular No. 379 is not entitled to get incentives for Sinhala language up to G.C.E. ((O/L) since he is bound to work in Sinhala medium up to that level.
- (vi) All these payments should be done subject to section 6 of the above circular.
- (vii) Incentive payments will not be made for any other language other than Sinhala, Tamil and English.
- (viii) In determining the medium of entry to the present service the authorities should consider the medium in which an officer sat the examination, if an examination was held for recruitment; the medium in which he/she studies for his/her basic education, if an examination was not held for recruitment; and the medium in which he/she was interviewed in all other instances.
- (vii) Incentive payments could be made for a maximum of two prescribed languages separately, subject to section 6 of the above mentioned circular.

When special nonpensionable increments are paid to officers in terms of this scheme, they should not be placed on the next higher steps in the salary scale, but be paid an allowance equal to the next increment. Incase where the officer has reached the maximum of the salary scale he may be paid an allowance equal to the last increment paid to him.

Sgd:P.N.M. Fernando  
Secretary,  
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