

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			✓