

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.

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

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

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

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**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