

Public Administration Circular: 26/2016

My No- EST-7/ALOWN/06/0007/04
Ministry of Public Administration
and Management
Independence Square
Colombo 07

16.11.2016

Secretaries to Ministries,
Provincial Chief Secretaries,
Heads of Departments

**Establishment of a Database of Resource Persons with Bilingual/ Trilingual
Competencies**

It has been decided at the meeting of the Cabinet of Ministers held on 30.03.2016 to establish a Database of Resource Persons with Bilingual/ Trilingual Competencies at district level.

02. Data (Name, address, telephone no, email address etc.) of the resource persons, who passed the written, listening and oral tests conducted by the Commissioner of Official Languages, after calling applications by the Office for National Unity and Reconciliation, have already been published on the relevant website which is www.bashawa.lk

03. Examinations for making recruitment to this Pool of Resource Persons should be held annually by the Commissioner of Official Languages. Officers who are already in the public service, retired officers, officers in the private sector and the individuals, who are not engaged in any service can apply for the examination.

04. Actions should be taken to obtain the optimum service of the officers, who have already been recruited to Government Institutions to perform duties applying bilingual and trilingual competencies and action should be taken to get the duties performed by the Resource Persons mentioned in paragraph 02 above only at the occasions, where it is impossible to get such service.

05. When the service of the Resource Persons included in this Database is obtained, fees can be paid in the following manner.

- I. When the service of the officers in this Database is obtained for the Government Institutions as per the decisions taken at the Cabinet Meeting held on 30.03.2016, Rs.2.50 should be paid per word based on the number of words in the document to be translated.
- II. If service is obtained on daily basis, Rs.1000/- (Thousand Rupees) should be paid for 08 hours of service
- III. If the service is obtained on contract basis, Rs.30,000 (Thirty Thousand Rupees) should be paid per month
- IV. Payments should be made as per para 04 of the Public Administration Circular No 12/2003 (III) dated 22.08.2016 for typing/ printing related to translation

06. If it is expected to obtain the service of these Resource Persons to any institution, the Heads of the Institutions should make sure to bear the expenses within the limits of provisions under the object code allocated for each institution to implement the official language policy.

07. Heads of Institutions, who obtain the service of these Resource Persons, should report the quality of their service to the Commissioner of Official Languages once in every three months.

08. This circular is issued with the concurrence of the General Treasury and the Ministry of National Co-existence Dialog and Official Languages.

Sgd/ J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management