

My No: EST-4/04/MNT/4604  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

19.03.2021

Secretaries to Ministries  
Secretaries to State Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Establishment of a Pool of Translators**

A decision has been taken at the meeting of the Cabinet of Ministers held on 14.01.2019 considering the grave dearth of proficient translators to recruit graduates, who have studied translation methods/ linguistics studies to the appropriate posts of translators' service on contract basis until recruitments are made to the service after getting approval for the new Service Minute.

02. Action should be taken to get the duties performed applying this method only at the occasions where it is difficult to obtain the service of permanent Translators already in service and where the posts of translators have fallen vacant. Further it is hereby emphasized that the priority should be given to recruit Translators (Sinhala/Tamil), which is the dire necessity at the moment.

03. It is hereby notified that the Heads of Institutions should take action to obtain approval from the Department of Management Services for new posts of Translators in Translators' Service to employ them on contract basis depending on the requirement in case where there are no vacancies in the approved posts in the institution.

04. The charges, which are applicable for the purpose of obtaining the service of the Translators in the Translators' Pool, are as follows.

- I. To pay Rs. 1000/- (Thousand Rupees) for a service of 08 hours in case where the service is obtained on daily basis.
- II. To pay Rs. 30,000/- (Thirty Thousand Rupees) monthly in case where the service is obtained on contract basis.
- III. To pay for typing/ computer typing the text of translation in terms of the provisions in para 04 of Public Administration Circular 12/2003(III) dated 22.08.2016.

05. The Heads of Institutions, who obtain the service of Translators under this method, should report quarterly to the Secretary in charge of the subject of Public Services regarding the quality of the service provided by such translators.

06. This Circular is issued with the concurrence of the General Treasury.

Sgd/ J.J.Rathnasiri  
Secretary  
Ministry of Public Service,  
Provincial Councils and Local Government