

Public Administration Circular : 12/2003(V)

My number : EST-7/04/CAB/4000(iv)
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square,
Colombo 07.

05.08.2026

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Fees for Translations, Interpretations and Typing

Your attention is drawn to the fees mentioned in Public Administration Circular 12/2003(III) dated 22.08.2016 and 12/2003(IV) dated 27.02.2017 issued on the above matter.

02. It has been decided at the meeting of the Cabinet of Ministers held on 30.06.2026 to revise the fees mentioned in the said circulars in the following manner.

03. **Translation fees**

(a) Translation fees

- I. A fee of Rs. 5.00 shall be paid per word translated irrespective of the category of the document.
- II. The relevant fee shall be paid depending on the number of words either in the document used for translation or the translated document.
- III. Your attention is drawn to Public Administration Circular 20/96 dated 19.07.1996 and accordingly, in case of the institutions where there are no translators, arrangements shall be made on exigency of service to get the translation work performed by way of maintaining a list of resource persons with professional qualifications on translation.

(b) Fees for interpretation

Nature of Interpretation	For each hour (Rs)
(a) Concurrent/ instantaneous interpretation of speeches of Council Meetings of Provincial Councils and Local Authorities	1400/-
(b) Concurrent/ instantaneous interpretation of Academic Lectures of Scientific or Technological nature	1500/-
(c) Concurrent/ instantaneous interpretation of public meetings, discussions and any other lectures not referred to in “(b)” above	1000/-

04. Typing fees

(a) For typing a page containing,

- | | | |
|------|---------------------|---------|
| I. | 360 words or more | Rs.90/- |
| II. | 240 to 359 words | Rs.80/- |
| III. | less than 240 words | Rs.60/- |

(b) Stencil cutting per page Rs.100/-

The above typing fees shall be paid for typing on the computer as well and relevant shall strictly be paid when work is performed on piece basis.

05. The revised fees mentioned above shall be effective from 01.08.2026.

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration, Provincial
Councils and Local Government

Telephone : 011-2697233
Fax : 011-2692158
Email : ad-7-est@pubad.gov.lk