

Public Administration Circular : 01/2014 (IV)

My Number: EST-2/05/POL/0059  
Ministry of Public Administration and  
Management  
Independence Square  
Colombo 07  
30.05.2017

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Implementation of the Official Languages Policy**

Your attention is drawn to Public Administration Circular No. 01/2014 dated 21.01.2014 on the above matter and Public Administration Circulars issued revising the above.

02. It has been decided at the meeting of the Cabinet of Ministers held on 31.01.2017 to revise the aforesaid circular with the inclusion of following provisions to sub para I of para 2 and sub para IV of para 3 of the aforesaid circular.

03. Accordingly following provisions are also included in the sub para I of para 2.

“Only the participation of officers, who have been promoted on limited or merit basis after joining public service before 01.07.2007 and completed 50 years of age as at 31.01.2017 or officers who have completed 50 years of age at the time of promotion on limited or merit basis after joining public service before 01.07.2007, in a language training course of which duration is 100 hours and conducted as per the syllabuses prepared on the directions of the Ministry of National Co-existence, Dialogue and Official Languages for the purpose of obtaining the competency in other official language prescribed for the higher post to which they are newly appointed.”

04. Further the sub para IV of para 3 is hereby revised.

“All the officers in primary category are not required to pass in the category 4, which is the level of competency in other official language but only the participation in a course for enhancement of language skills of which duration is 50 hours and conducted as per the syllabus prepared on the directions of the Ministry of National Co-existence, Dialogue and Official Languages is sufficient for the purpose.”

05. The Head of institutions shall organize these courses at the institutional level on the syllabuses provided by the Ministry of National Co-existence, Dialogue and Official Languages and getting the officers participated in such training courses and awarding certificates for participation are the responsibility of the respective Heads of institutions. The certificate for participation shall be considered as a qualification for the next grade promotion of the officers in

primary category and accordingly, the relevant service minutes and procedures of recruitment shall also be revised.

06. The Public Administration Circular 01/2014 and other conditions and provisions of all the circulars issued as the revisions of the above circular except the provisions revised by this circular shall remain unchanged.

07. These provisions shall be effective from 31.01.2017.

Sgd/J.J. Rathnasiri  
Secretary  
Ministry of Public Administration and Management