

Organizing of Courses:-

01. Each group should consist of a minimum number of 50 officers and the maximum number should not exceed 100 in order to commence a language course for a Service Level as per Management Services Circular No. 2/2016.
02. If the sufficient number of officers to form one group is not found from your institution, you can coordinate with other institution/s and make arrangements to organize the courses.
03. The Head of the Institution can determine at his/her discretion whether the classes are to be held on weekdays or weekends. Further, the Head of the Institution should determine the number of days allocated per week and the number of hours allocated per day so as to complete the course as expeditiously as possible without any hindrance to the functions of the institution. However, **the maximum number of hours allocated per day for these courses is 06 hours.**
04. If the officers of an institution are from different parts of the country, conducting the language course online for a maximum of 03 hours per day can be considered and, the web link required in that respect should be provided by the relevant institution.
05. **The approved instructor fee is Rs. 750.00 per hour.** The instructor can be paid directly with the allocations of your institution. Payments can be made as installments at the completion of each 50-hour of the course. No other additional allowance should be paid.
06. If several institutions participate in one course, the course fee can be incurred on concurrence of the said institutions. Nevertheless, no money should be charged from the officers.
07. Form A and Form B can be downloaded from the website of the Department of Official Languages. Separate forms should be completed for each Service Level, certified by the Head of the Institution, and sent to reach “Commissioner General of Official Languages, Department of Official Languages, 341/7, Kotte Road, Rajagiriya”. The forms can also be sent to each district course coordinator via e-mail. The names and e-mail addresses of the relevant officers are mentioned below.

Serial No.	Name	District	E-mail Address
1.	Ms.Sepalika Perera	Colombo	colombolang.dol@gmail.com
2.	Ms.Himali Nilushani	Gampaha	gampahalang.dol@gmail.com
3.	Ms.Madavi Pathirana	Kalutara	kalutaralang.dol@gmail.com
4.	Ms.Madavi Gunarathna	Kandy	kandylang.dol@gmail.com
5.	Ms.Manoja Muhandiram	Matale	matalelang.dol@gmail.com
6.	Ms.Manoja Muhandiram	NuwaraEliya	nuwaraelilyalang.dol@gmail.com
7.	Ms.Madavi Pathirana	Galle	gallelang.dol@gmail.com
8.	Ms.Renuka Kumari	Matara	mataralang.dol@gmail.com
9.	Ms.Himali Nilushani	Hambantota	hambantotalang.dol@gmail.com
10.	Ms.M.F.Hudeifa	Jaffna	nplang.dol@gmail.com
11.	Ms.M.F.Hudeifa	Kilinochchi	nplang.dol@gmail.com
12.	Ms.M.F.Hudeifa	Mannar	nplang.dol@gmail.com
13.	Ms.M.F.Hudeifa	Vavuniya	nplang.dol@gmail.com
14.	Ms.M.F.Hudeifa	Mullaitivu	nplang.dol@gmail.com
15.	Ms.J.P.Pallavi	Batticaloa	eastambatr@gmail.com
16.	Ms.J.P.Pallavi	Ampara	eastambatr@gmail.com
17.	Ms.J.P.Pallavi	Trincomalee	eastambatr@gmail.com
18.	Ms.Nilu Mallawarachchi	Kurunegala	kurunegalalang.dol@gmail.com
19.	Ms.Madavi Gunarathna	Puttalam	puttalamlang.dol@gmail.com
20.	Mr.Manoj Priyashantha	Anuradhapura	anuradhapuralang.dol@gmail.com
21.	Ms.ReshikaTharangi	Polonnaruwa	polonnaruwalang.dol@gmail.com
22.	Mr.Milinda Mayadunna	Badulla	badullalang.dol@gmail.com
23.	Mr.Milinda Mayadunna	Monaragala	moneragalalang.dol@gmail.com
24.	Ms.Renuka Kumari	Ratnapura	ratnapuralang.dol@gmail.com
25.	Ms.Renuka Kumari	Kegalle	kegallelang.dol@gmail.com

Conducting Courses:-

1. Instructors registered at the Department will be assigned to these courses and they will follow the syllabus designed by the Department of Official Languages. As per Management Services Circular 01/2023, the Department of Official Languages is authorized to design the syllabus.
2. The attendance of the officers participating in the courses should be taken by the resource persons conducting the courses, while the attendance of the resource persons should be taken by the coordinators of the relevant institution and, these records should be duly forwarded to the Department of Official Languages. Further, **all documents related to the attendance of the participants should be maintained by the instructor** and, the said documents should be produced to the Department at the end of the course.
3. Supervision of the language courses will be carried out by the Department of Official Languages and the assistance of the National Integration Promotion Assistant attached to the Ministry of Public Administration and Home Affairs will be obtained only when necessary.
4. No printed lessons will be provided by the Department for conducting courses.
5. The participants of the courses should not under any circumstance offer any additional allowance, gifts and refreshments to the instructors.

Issuing Certificates:-

01. In compliance with the provisions stipulated in Management Services Circular 01/2023, this Department will issue a certificate, under the hand of the Commissioner General of Official Languages to the effect that the language proficiency has been acquired, to the officers who have successfully completed this course with an attendance of 80% or more. Accordingly, the name list of the participants of the course should be prepared in an Excel File as per the format provided by the Department of Official languages for issuing certificates to the officers.

When preparing the format, the National Identity Card Number and the name with initials in block letters should be correctly included as follows.

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02. The document prepared as per the above instructions should compulsorily be forwarded to the participants of the course and get their names and the National Identity Card Number verified. Then, the said document should be e-mailed to the District Coordinator of this Department.
03. The printed certificates will only be issued to the Head of the Institution or an officer authorized by him.
04. The Department does not verify the accuracy of the certificates issued and, verification of the certificate can be done by logging into the Certificate Verification page of the website of the Department.

Note:-

1. In the event that the above instructions have not been followed, a fee of Rs. 500.00 will be charged for re-issuing a certificate.
2. The following documents should be produced to amend the certificate.
 - i. Original Certificate
 - ii. Request Letter of the officer with required amendments.
 - iii. The original receipt (when making the deposit, please mention C/COPY as the reason for the deposit and, the name of the certificate holder as the name of the payee.) received upon payment of Rs. 500.00 to the credit of the Commissioner General of Official Languages, Account No. 7041541-Bank of Ceylon- Rajagiriya Branch or the original receipt received upon payment to the Shroff of the Department of Official languages should be produced.
3. If a certificate is misplaced, a duplicate will be issued and a fee of Rs. 500.00 will be charged in that respect. A request should be made upon payment of the fee as above.