

**Format A**

**Department of Official Languages**

**Language Laboratory**

Conducting language courses as per Management Services Circular No 18/2020

01.Expected language course (Please cross the appropriate box):

Sinhala

☐

Tamil

☐

02. Relevant language proficiency training course according to the service level

(Primary) 100 hrs

☐

(Secondary) 150 hrs

☐

(Territory/ Senior) 200 hrs

☐

03. Number of Officers :

.....

04. Name of the Institution :

.....

05. Address :

.....

.....

06.Tel. No :

.....

07. Fax :

.....

08. Email :

.....

09. Location that the course expected to be held:

Province

District

Nearest City

Location

10. Expected course delivery method:

In person

☐

Online

☐

- Maximum 6 hours per day for the courses conducted in person.
- Maximum 3 hours per day for the courses conducted Online and the relevant weblink should be provided by the institution applying for the course.

11. Mention the weekday/s that officers can be released for the course.

.....

12. Time that the course scheduled to be held

Time: .....

13. Provisions required for making the payment of the relevant course fees are available in the institution applying for the course: Yes/ No

(Approved instructor allowance per one hour is Rs.750/=)

14. Coordinating Officer's

- Name :.....
- Tel. No:.....
- Email :.....

15. Recommendation of the Head of the Institution

I express my consent to make arrangements to conduct this course for  days a week with a maximum of 06 hrs/ 03 hrs each day. Further, you are kindly requested to provide the necessary resource persons in this respect.

Name :.....

Signature :.....

Official Seal :.....

Date :.....