All Secretaries to Ministries
Chief Secretaries of Provinces
District Secretaries
Heads of Departments

Implementation of the Official Languages Policy

This is with reference to implementing the instructions given in Public Administration Circular No. 01/2014 (IV) dated 30.05.2017 issued by the Secretary to the Ministry of Public Administration and Management on the above matter.

02. With reference to para 03 and 04 of the aforesaid circular take necessary actions to download the syllabuses of the followings by logging on to www.languagesdept.lk, the official website of the Department of Official Languages:

- 100-hour Language Training Course which should be followed by the 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 for the purpose of obtaining the proficiency in other official language prescribed for the higher post to which they are newly appointed
- 50-hour Language Training Course which should be followed by the Officers of Primary Category (Level IV).

03. Organizing courses at the institutional level as per the syllabus and getting the officers participated in such courses and awarding certificates for participation are the responsibility of the Heads of Institutions. Further please be kindly informed to select a qualified instructor serving as a resource person to the courses organized by the Department of Official Languages or the National