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Ministry of Public  
Administration and Home Affairs  
Independence Square  
Colombo 07.

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Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

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

At the meeting of the Cabinet of Ministers held on 2013.06.20 it was decided that the following provisions, as recommended in the Report dated 2013.05.29 of the Officials' Committee appointed by the Cabinet of Ministers to conduct a study and make recommendations pertaining to the acquisition of proficiency in the official languages by Public Officers, shall be applicable in lieu of the provisions of Public Administration Circular No. 07/2007 dated 28.05.2007 issued in relation to the Implementation of the Official Language Policy and the Circulars which amended it.

02. All officers who joined the Public Service/Provincial Public Service on Open, Limited and Merit basis from 2007.07.01, and who enter such service in future, should acquire the proficiency level applicable to the relevant post in the official language other than the official language in which such officer joined the service, within five (05) years from entering the service, subject to the following exceptions:

- I. All officers who were recruited on Limited and Merit basis during the period from 2007.07.01 to 2011.07.13 on which date the Public Administration Circular No.07/2007(II) was issued, should acquire the level of proficiency applicable to the higher post they were appointed to, within a period of five (05) years from 2011.07.13.
- II. All officers recruited/ appointed to the posts in the Public Service from 2007.07.01 to 2010.06.30 on Open competitive basis, will be granted an additional concessionary period of two (02) years to acquire the prescribed level of language proficiency in addition to the period of five (05) years granted from their date of appointment and such officers should acquired the prescribed level of language proficiency within the said period.

03. The other official language proficiency levels, required as per the duties and functions assigned to the posts, consist of four (04) categories as given below:

I. **Category 1**

- (a) Should pass the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, for the proficiency level in this Category.

- (b) Having obtained a Ordinary Pass in the Second Language, Sinhala/ Tamil subject at the G.C.E. (O./L.) Examination, is an alternative qualification for the written test.
- (c) Active service for a period of one year or more at a public institution in a Divisional Secretary's Division where the majority of the population use the official language other the language in which the officer entered the public service, as indicated at Annex 02 which should only be used in relation to the circumstance stated in this Circular, is an alternative qualification to passing the oral test.

## II. Category 2

Should pass the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the Proficiency Level of Category 2.

## III. Category 3

- (a) Should pass the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the Proficiency Level of Category 3.

IF NOT

- (b) should have fulfilled the requirement of obtaining the relevant other official language proficiency in terms of provisions of the Service Minute / Scheme of Recruitment which was in force at the time of entering the Service.

IF NOT

- (c) Should pass the written and oral examinations held at the end of a Sinhala/Tamil language course of at least 150 hours conducted by the Department of Official Languages/ National Institute of Language Education and Training or under its supervision, as a part of the induction training, according to the syllabus prescribed for the Category 3.

## IV. Category 4

- (a) Should pass the written test conducted by the Department of Examinations on behalf of the Department of Official Languages and the oral test conducted by the Department of Official Languages, in relation to the Proficiency Level of this Category.

IF NOT

- (b) Should pass the written and oral examinations held at the end of an official language proficiency course of at least 100 hours conducted by either Sri Lanka Institute of Development Administration (SLIDA) or any Training Institution governed by a Provincial Council, under the guidance of the Department of Official Languages and in compliance with the syllabus prescribed for Category 4.

04. Through fulfilling the alternative qualifications applicable to Category 1 above, it will also be possible to be exempted from the requirement of acquiring the language proficiencies specified for other categories.

05. The services belonging to each of the above categories are specified at Annex 01. These provisions should be made applicable with effect from 2007.07.01 to the officers recruited to the Sri Lanka Ayurvedic Medical Service and the Sri Lanka Teachers' Service, newly identified as requiring the acquisition of language proficiency, and they would be entitled to a concessionary period of five (05) years from the date of coming into operation of this Circular, to acquire the relevant language proficiency.

06. The officers who fail to acquire the required language proficiency within the prescribed period will have their increments due immediately after the lapse of the prescribed period stopped, until such time they acquire the relevant proficiency.

07. The officers who enter the Public Service in English Medium should acquire the official language proficiency as follows:

- I. Proficiency in one official language as that of a native speaker and in the other official language as that of a second language speaker.
- II. The official language in which such officer should obtain the proficiency of a native speaker can be as per the choice of the officer. The first language proficiency should be acquired within the probationary period and the second language proficiency should be obtained within five (05) years of entering the service.
- III. If an officer who entered the service in the English Medium, has passed the subject of Sinhala/Tamil Language and Literature at the G.C.E. (O./L.) Examination prior to entering the service or while in the service, he can be considered as having fulfilled the requirement of obtaining the level of first language proficiency in that official language.
- IV. An officer who joined the service in English medium can make use of the provisions in paragraph 04 to obtain the relevant Second Language Proficiency.

08. Written Tests in respect of the Categories set out in paragraph 03, should be conducted by the Department of Examinations on behalf of the department of Official Languages and the Oral Tests by the Department of Official Languages, twice a year, each year from 2014 onwards.

09. The Ministry of National Languages and Social Integration should take action to formulate a study pack for each Category based on the syllabi proposed by the Expert Committee mentioned in Cabinet decision dated 2013.06.20, to prepare course modules befitting each proficiency level accordingly, to present such course modules in the form of interactive CDs; and also to publicize official language course modules through electronic and print media.

10. Until the modules indicated in paragraph 09 above are prepared, the Commissioner of Official Languages should take action to determine the most appropriate books for the acquisition of official language proficiency, publish the scanned PDF copies of the said books in the official website of the Department of Official Languages, print an adequate number of copies of such books and introduce a mechanism to make such books accessible to the Public Officers who require them.

11. The Department of Official Languages in association with the Department of Examination should take action to provide for the reference of public officers, sets of model question papers formulated to suit each proficiency level based on the syllabus prescribed for each Category.

12. The relevant Appointing Authorities should take expeditious action to include an intensive language training course under the guidance of the Ministry of National Languages and Social Integration as a part of the induction training provided to the recruits to any service/post belonging to the categories that require a higher proficiency level than Category 04, as indicated at paragraph three (03) above, for those recruits to acquire proficiency in the official language other than language in which they entered the service (officers who joined the service in English Medium should acquire the proficiency in either one of the official languages as applicable), as follows:

- I. the duration of the course should be at least 150 hours, as specified in this Circular for the acquisition of proficiency for level 3.
- II. obtaining a pass at the written and oral test conducted at the end of the training course, to be considered as an alternative qualification for the proficiency for level 3.
- III. to conduct a training course at least to provide language proficiency for posts / services for which such formal induction training is not held prior to deploying recruits to new service stations.

13. A Standing Committee comprising of the following officials, to examine issues that may arise from time to time pertaining to the official language proficiency of Public Officers, including the determination of the specific official language Proficiency Level applicable to posts / services, if any, that do not fall under the classification at Annex I of this Circular and arrive at the most appropriate decisions:

- I. Director General of Establishments (Chairman);
- II. Commissioner of Official Languages (Member);
- III. Director General of Management Services (Member);
- IV. an officer nominated by the Secretary, Public Service Commission;
- V. Administrative Authority of the relevant service/ post or a senior officer nominated by him/her when representations are considered.

14. All Appointing Authorities should take action to assign Public Officers in their first appointment to posts in Divisional Secretariat Divisions specified in Annex 02, so that they could actively serve at a public office in such area for at least one (01) year and also to take steps to introduce suitable transfer schemes that enable all officers in such posts to avail themselves of such opportunity.

15. Action should be taken to give priority to those who possess proficiency in the required official language, when applications are called for foreign scholarships, training or postgraduate courses, as a token of appreciation of the said proficiency. Action will be taken in future to introduce a suitable incentive scheme, giving due consideration to the provisions in P.A. Circular No.03/2007 presently in force, to encourage Public Officers to acquire a higher level of proficiency than what is stipulated in this Circular, in the required official language, in addition to the official language in which the relevant officer entered the service.

16. Action will be taken by the Secretary, Ministry of Finance and Planning to issue a Circular indicating that the aforesaid language proficiency made applicable to the Public Service, will also be applicable to the officers who enter the posts in Public Corporations, Statutory Boards, State Banks and fully owned Government Companies on or after the date on which this Circular comes into operation.

17. Provisions in relation to other Official Language, contained in all Schemes of Recruitment and Service Minutes, should be considered as having been amended as per the provisions of this Circular.

18. This Circular is issued with the approval of the Cabinet of Ministers.

Sgd: P.B. Abeykoon  
Secretary  
Ministry of Public Administration and Home Affairs

	Services/Posts	Proficiency Level to be acquired			
		Category 1	Category 2	Category 3	Category 4
01	Sri Lanka Administrative Service	✓			
02	Sri Lanka Accountants' Service	✓			
03	Sri Lanka Planning Service	✓			
04	Sri Lanka Education Administration Service	✓			
05	Sri Lanka Agricultural Service	✓			
06	Inland Revenue Service	✓			
07	Sri Lanka Valuers' Service	✓			
08	Sri Lanka Auditors' Service	✓			
09	Judicial Officers	✓			
10	Post of Assistant Superintendent of Sri Lanka Police Service and higher grades	✓			
11	Legal Officers	✓			
12	Sri Lanka Foreign Service	✓			
13	Sri Lanka Custom Service	✓			
14	Officers not belonging to all island services but belonging to the departmental services equivalent to them	✓			
15	Sri Lanka Surveyors' Service	✓			
16	Sri Lanka Architects' Service	✓			
17	Principal Service	✓			
18	Public Management Assistant Service and other departmental services equivalent to them		✓		
19	Officers in Sri Lanka Police Service in grades lower than Assistant Superintendent of Police		✓		
20	Grama Niladharies		✓		
21	All field officers in extension services (services such as Technological Service)		✓		
22	Public Health Inspector		✓		
23	Receptionist		✓		
24	Sri Lanka Audit Examiners' Service		✓		
25	Librarians' Service		✓		

	Services/Posts	Proficiency Level to be acquired			
		Category 1	Category 2	Category 3	Category 4
26	Sri Lanka Scientific Service			✓	
27	Sri Lanka Engineers' Service			✓	
28	Government Medical Officers and Dentists			✓	
29	Sri Lanka Animal Production and Health Service			✓	
30	Nursing Service			✓	
31	Midwifery Service			✓	
32	Sri Lanka Ayurvedic Medical Service			✓	
33	Sri Lanka Teachers' Service			✓	
34	Supplementary Medical Officers' Service and Para Medical Service			✓	
35	Officers belonging to primary level				✓

**Divisional Secretary's Divisions in which the majority of people use  
Sinhala as the administrative language**

**Colombo District**

- 1 Kaduwela
- 2 Homagama
- 3 Padukka
- 4 Maharagama
- 5 Moratuwa
- 6 Kesbewa

**Gampaha District**

- 7 Katana
- 8 Diwulapitiya
- 9 Meerigama
- 10 Minuwangoda
- 11 Ja-Ela
- 12 Gampaha
- 13 Weke (Dompe)
- 14 Mahara
- 15 Biyagama

**Kalutara District**

- 16 Horana
- 17 Ingiriya
- 18 Madurawala
- 19 Millaniya
- 20 Kalutara
- 21 Agalawatta
- 22 Palinda Nuwara
- 23 Walallawita

**Kandy District**

- 24 Thumpane
- 25 Ududumbara
- 26 Minipe
- 27 Hatharaliyadda
- 28 Yatinuwara
- 29 Pathahewaheta

**Matale District**

- 30 Dambulla
- 31 Naula
- 32 Pallepola
- 33 Laggala - Pallegama
- 34 Wilgamuwa

**Galle District**

- 35 Benthota
- 36 Balapitiya
- 37 Karandeniya
- 38 Elpitiya
- 39 Niyagama
- 40 Thawalama
- 41 Neluwa
- 42 Nagoda
- 43 Baddegama
- 44 Weliwitiya- Divithura
- 45 Ambalangoda
- 46 Gonapeenuwala
- 47 Hikkaduwa
- 48 Bope-poddala
- 49 Akmeemana
- 50 Yakkalamulla
- 51 Imaduwa
- 52 Habaraduwa

**Matara District**

- 53 Pitabeddara
- 54 Pasgoda
- 55 Mulatiyana
- 56 Athuraliya
- 57 Akuressa
- 58 Malimbada
- 59 Kamburupitiya
- 60 Hakmana
- 61 Kirinda puhulwella
- 62 Thihagoda
- 63 Weligama
- 64 Matara four gravets
- 65 Devinuwara
- 66 Dikwella

**Hambanthota District**

- 67 Sooriyawewa
- 68 Lunugamwehera
- 69 Thissamaharamaya
- 70 Hambanthota
- 71 Ambalanthota
- 72 Angunakolapelessa
- 73 Weeraketiya
- 74 Katuwana
- 75 Walasmulla
- 76 Okewela
- 77 Beliaththa
- 78 Tangalle

**Kurunegala District**

- 79 Giribawa
- 80 Galgamuwa
- 81 Ehetuwewa
- 82 Ambanpola
- 83 Kotawehera
- 84 Nikaweratiya
- 85 Maho
- 86 Polpithigama
- 87 Ibbagamuwa
- 88 Ganewaththa
- 89 Wariyapola
- 90 Bingiriya
- 91 Panduwasnuwara East
- 92 Bamunakotuwa
- 93 Maspotha
- 94 Weerambagedara
- 95 Kuliypitiya West
- 96 Pannala
- 97 Narammala
- 98 Alawwa

**Puttlam District**

- 99 Karuwalagaswewa
- 100 Nawagaththegama
- 101 Mahakumbukkadawala
- 102 Anamaduwa
- 103 Arachchikattuwa
- 104 Madampe
- 105 Mahawewa
- 106 Wennappuwa
- 107 Dankotuwa

**Anuradhapura District**

- 108 Padaviya
- 109 Kebithigollewa
- 110 Medawachchiya
- 111 Mahawilachchiya
- 112 Nuwaragam Palatha-Central
- 113 Galenbindunawewa
- 114 Mihinthale
- 115 Nuwaragam Palatha - East
- 116 Nochchiyagama
- 117 Rajanganaya
- 118 Thambuththegama
- 119 Thalawa
- 120 Thirappane
- 121 Palugaswewa
- 122 Galnewa

**Polonnaruwa District**

- 123 Hingurakgoda
- 124 Medirigiriya
- 125 Dimbulagala
- 126 Elahera

**Badulla District**

- 127 Mahiyanganaya
- 128 Rideemaliyadda
- 129 Meegahakivula
- 130 Kandaketiya

**Monaragala District**

- 131 Bibila
- 132 Madulla
- 133 Siyambalanduwa
- 134 Wellawaya
- 135 Buththala
- 136 Kataragama
- 137 Thanamalwila
- 138 Sewanagala

**Rathnapura District**

- 139 Eheliyagoda
- 140 Kuruwita
- 141 Kiriella
- 142 Opanayake
- 143 Elapatha
- 144 Weligepola
- 145 Embilipitiya
- 146 Kolonna

**Kegalle District**

- 147 Rambukkana
- 148 Aranayake
- 149 Kegalle
- 150 Galigamuwa
- 151 Warakapola

**Vavuniya District**

- 152 Vavuniya South

**Mullativu District**

- 153 Welioya

**Ampara District**

- 154 Dehiattakandiya
- 155 Padiyathalawa
- 156 Mhaoya
- 157 Uhana
- 158 Ampara
- 159 Damana
- 160 Lahugala

**Trincomalee District**

- 161 Padawi Sri Pura
- 162 Gomarankadawala

**Divisional Secretary's Divisions in which the majority of people use  
Tamil as the administrative language**

**Jaffna District**

- 1 Kayts
- 2 Kareinagar
- 3 Walikamam West (Chankanei)
- 4 Walikamam South West (Sandilipai)
- 5 Walikamam North
- 6 Walikamam South (Uduwil)
- 7 Walikamam East (Kopai)
- 8 Wadamarachchi South West(Karaweddi)
- 9 Maruthankarni (Wadamarachchi East)
- 10 Wadamarachchi North (Point Pedro)
- 11 Thenmarachchi (Chawakachcheri)
- 12 Nallur
- 13 Jaffna
- 14 Welanei
- 15 Delft

**Mannar District**

- 16 Mannar Town
- 17 Manthai West
- 18 Madu
- 19 Nanattan
- 20 Musali

**Vauniya District**

- 21 Vauniya North
- 22 Vauniya
- 23 Wengalachettikulam

**Mulathivu District**

- 24 Dunukkai
- 25 Manthai East
- 26 Pudukudiyirippu
- 27 Oddusudan
- 28 Meritainpattu (Muhudubada Pattu)

**Kilinochchi District**

- 29 Pachchileipalei
- 30 Kandawalai
- 31 Karachchi
- 32 Poonakari

**Batticola District**

- 33 Koralepattu North (Waharei)
- 34 Koralepattu Central
- 35 Koralepattu West (Oddamawadi)
- 36 Koralepattu (Valachchena)
- 37 Koralepattu South (Kiran)
- 38 Iravur Pattu
- 39 Iravur Town
- 40 Manmune North
- 41 Manmune West
- 42 Manmune pattu(Arayimathi)
- 43 Manmune South Western
- 44 Parativupattu
- 45 Manmune South and Eruvil pattu

**Ampara District**

- 46 Navidanweli
- 47 Samanturei
- 48 Kalmunei Tamil
- 49 Kalmunei
- 50 Saindamarudu
- 51 Karativu
- 52 Nindavur
- 53 Addalachchena
- 54 Irakkamama
- 55 Akkareipattu
- 56 Alayadiwembu
- 57 Thirukkovil
- 58 Potuvil

**Trincomalee District**

- 59 Kuchchaveli
- 60 Kinniya
- 61 Muthur
- 62 Verugal(Eechchilampattu)