

Public Administration Circular Letter : 01/2014

My No :- EST-2/POLCY/03/0798-1
Ministry of Public
Administration and Home Affairs
Independence Square
Colombo 07

12.03.2014

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 subject.

02. The proficiency level of the other official language (language other than official language in which the officer entered the service) that should be acquired by the officers who hold the posts in the Ministry/Department under your purview is not included in the annexe 01 mentioned in para 05 of the said Circular. Therefore you are requested to fill the form attached herewith and send it to the Director General of Establishments along with the recommendation of the Secretary of the Ministry in order to submit it to the Committee mentioned in para 13 of the Public Administration Circular No 01/2014.

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

(Please submit this specimen form in duplicate)

My No :-

Your No :-

.....
.....
.....

2014 .

Director General of Establishments

Implementation of the Official Language Policy

In terms of the Public Administration Circular No. 01/2014 dated 21.01.2014 please determine the level of proficiency in other official language applicable to the under mentioned posts coming under this Ministry / Department and inform me accordingly.

Serial No	Name of the Post	Reference No. Scheme of Recruitment/ Service Minute	Proficiency level as recommended by the Heads of Department/ Secretary to the Ministry	Proficiency level as specified by the Director General of Establishments
1	2	3	4	5

.....
Secretary to the Ministry/Heads of Department

My No :-

Your No :-

2014.

Implementation of the Official Language Policy

Reference your letter of even no dated

02. I would like to inform you that the proficiency level in other official language as determined for the posts stated therein, in terms of the Public Administration Circular 01/2014 shall be as mentioned in Column 5 of the above noted schedule

Director General of Establishments