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அரசாங்க சேவைகள், மாகாணசபைகள் மற்றும் உள்ளூராட்சி அமைச்சு

Ministry of Public Services, Provincial Council and Local Government

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அரசகரும மொழிகள் திணைக்களம்  
Department of Official Languages

341/7, කෝට්ටේ පාර, රාජගිරිය.

341/7 ෙකොட்டේ வீதி இராஜகிரியை

341/7, Kotte Road, Rajagiriya

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My No. }

DOL/LAB/LPC/2020

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Date }

11.2020

Secretaries to Ministries

Chief Secretaries of Provinces

Heads of Departments

**Official Language Proficiency required to be obtained by Public Officers as per Public Administration Circular No. 18/2020**

The Department of Official Languages which is the prime institution entrusted with the task of facilitating the implementation of the Official Languages Policy has already initiated language courses for Public Officers/Provincial Public Officers in accordance with the above circular.

02. Accordingly, if you are planning to organize language courses for the officers of your institution, please apply as per the specimen form attached herewith, without delay.

03. Conditions of the Courses

- The candidates should be categorized into groups based on their Service Level as specified in the Public Administration Circular No. 03/2016, and each group should comprise of 30 – 50 candidates.
- If a sufficient number of officers required to form one group is not available at your institution, you can coordinate with another institution and organize the course.
- The Head of the Department can determine the number of days a week (as necessary to cover the required number of hours) the course will be conducted, for the expeditious completion of the course.

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- The Head of the Institution has the discretion to determine whether the classes will be held on weekdays or weekends. Further, the Head of the Institution can determine the number of class hours allocated per day in this regard so as to complete the course as expeditiously as possible without any hindrance to the functions of the institution. The Department of Official Languages is in a position to assign teachers for 06 or even more hours per day.
- Assigning resource persons for the courses and awarding certificates will be carried out by the Department of Official Languages.
- The attendance of the officers participating in the courses should be taken by the resource persons conducting the courses, while the times of arrival and departure of the resource persons should be recorded by the relevant institutions, and these records should be duly forwarded to the Department of Official Languages.
- All the necessary supervisions of the courses will be carried out by the Department of Official Languages.
- Please note that candidates cannot independently apply for these courses, and that the Head of the Institution should complete the Forms A and B annexed herewith and submit to the Department of Official Languages.
- Separate forms should be completed and submitted for each of the Service Levels. The duly completed Forms A and B should be posted to “**Commissioner General of Official Languages, 341/7, Kotte Road, Rajagiriya.**” (“Official Languages Training Courses” should be written in the top-left corner of the envelope), or the scanned copies of the said forms should be emailed to [official.langcourse@gmail.com](mailto:official.langcourse@gmail.com).

*Please note that the responsibility of conducting language courses targeting the Official Languages Proficiency has been entrusted to the Department of Official Languages and the National Institute of Language Education and Training, and that no other government or private institution is authorized to conduct these courses.*

  
**Prince Senadeera**

Commissioner General of Official Languages

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