



ජාතික සහජීවනය, සංවාද හා රාජ්‍ය භාෂා අමාත්‍යාංශය
தேசிய சகவாழ்வு, கலந்துரையாடல் மற்றும் அரசகரும மொழிகள் அமைச்சு

Ministry of National Co-existence, Dialogue and Official Languages

40, බුත්ගමුව පාර, රාජගිරිය
තැ.පෙ. 1566, කොළඹ.

40, புத்கமுவு வீதி இராஜகிரிய
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Your No. }

දිනය } 2017.06. 29
திகதி }
Date }

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

අමාත්‍ය அமைச்சர் Minister	2883719	ලේකම් செயலாளர் Secretary	2883725	අති. ලේකම් (පාලන) மே.செயலாளர்(நிருவாகம்) Add.Sec. (Admin)	2883713	ප්‍රධාන කාර්යාලය பிரதான காரியாலயம் General Office	2883926 2883927 2883928
ෆැක්ස් தொலைநகல் Fax	2883690	ෆැක්ස් தொலைநகல் Fax	2883726	අති. ලේකම් (සංවර්ධන) மே.செயலாளர்(அபிவிருத்தி) Add.Sec. (Development)	2883729	ෆැක්ස් தொலைநகல் Fax	2883929
වෙබ් අඩවිය வலைகடப்பீடம் Web Site			www.lanintegmin.gov.lk	විද්‍යුත් තැපෑල மின்அஞ்சல் E-mail			admin@lanintegmin.gov.lk