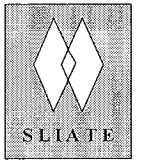




නගර සැලසුම්, ජලසම්පාදන හා උසස් අධ්‍යාපන අමාත්‍යාංශය
 நகர அபிவிருத்தி, நீர்வழங்கல் மற்றும் உயர் கல்வி அமைச்சு
 MINISTRY OF CITY PLANNING, WATER SUPPLY AND HIGHER EDUCATION
 ශ්‍රී ලංකා උසස් තාක්ෂණ අධ්‍යාපන ආයතනය
 இலங்கை உயர் தொழில்நுட்பவியல் கல்வி நிறுவனம்
 Sri Lanka Institute of Advanced Technological Education



320, “ජනවතු පියස”
 පී. බී. ජයා මාවත
 කොළඹ 10.

320, “ஜனவது பியச”
 இ. பீ. ஜெயா மாவத்தை
 கொழும்பு 10.

320, “Janawathu Piyasa”
 T. B. Jayah Mawatha
 Colombo 10.

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 Your No. }

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 திகதி }
 Date }

SLIATE Internal Circular (ADM) - 02/2019

All Directors/Academic Coordinators
 Advanced Technological Institutes/ Advanced Technological Institute Sections

Implementation of Second National Language (Sinhala/Tamil) proficiency.

The Management Services Circular No: 04/2014 dated on 25.09.2014 to implementation of second national language (Sinhala/Tamil) is hereby adopted.

Accordingly, all staff should acquire proficiency level second language as per Management Services Circular No: 04/2014, within five (05) years from the date of appointment.
 This circular will be effective from 02.05.2019.

Prof. K. T. M. U. Hemapala
 Director General
 SLIATE

Management Services Circular No: 04/2014

My No: DMS/Cir/04/2014

Department of Management Services

General Treasury

Colombo 01

25.09.2014

All Secretaries of Ministries

Chief Secretaries of Provincial Councils

Chairmen of Public Corporations, Statutory Bodies, State Banks and

Government Owned Companies

Implementation of Official Language Policy and Payment of Incentives for the Officers of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies

At the meeting of Cabinet of Ministers held on 20.06.2013, it was decided to apply the Official Language Policy implemented in Public Service and Provincial Public Service for Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies, too.

02. Accordingly, all officers recruited on or after 01.07.2013 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 05 years from the date of this circular or entering the service.

03. The proficiency levels pertaining to other official language required as per the duties and functions assigned to the posts consist of four (04) categories. The details of the tests to be passed and incentives to be paid are as follows.

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P.T.O

| Proficiency Level | Salary Code (As per Management Services Circular No.30) | Test to be passed | Incentive paid * |
|-------------------|--|--|---|
| Category 1 | HM, AR2 | The written test and oral test relevant to proficiency level 1 | A once and for all allowance of Rs.25,000/= and a monthly allowance equivalent to one salary increment. |
| Category 2 | MM, AR1 | The written test and oral test relevant to proficiency level 2 | A once and for all allowance of Rs.22,500/= and a monthly allowance equivalent to one salary increment. |
| Category 3 | JM, MA | The written test and oral test relevant to proficiency level 3 | A once and for all allowance of Rs.20,000/= and a monthly allowance equivalent to one salary increment. |
| Category 4 | PL | The written test and oral test relevant to proficiency level 4 | A once and for all allowance of Rs.15,000/= and a monthly allowance equivalent to one salary increment. |

*This monthly allowance equivalent to a salary increment under this incentive allowance should not be taken into account in computation of Pension/ EPF/ETF or gratuity. This allowance should be applicable only to the officers of each institution who were recruited before 01.07.2013.

04. Written tests in respect of the categories referred to 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 from 2014 onwards.

y pass for Sinhala/Tamil subject as a second requirement of passing the written test referred to

and the oral test relevant to the proficiency Level after completion of a course covering duration of 7 months with the syllabus approved by the National Council. This will be adequate.

The alternative qualifications applicable to any officer mentioned in paragraph 03 above, exemption could be granted to those who have acquired language proficiencies with the concurrence of the National Council.

Officers who do not possess the required language proficiency as per the provisions of the rules should be taken to stop the payment of the incentive referred to in paragraph 03 above after the lapse of the prescribed period. They should be given an opportunity to fulfil the relevant proficiency.

Officers in the service of Public Corporations, Statutory Bodies, Societies, Co-operative Societies, Companies prior to 01.07.2013 acquire the language proficiency of the level of which they currently serve in, at their discretion. They are eligible to receive the incentive referred to in paragraph 03 above.

Officers who do not possess the required language proficiency of other official language is not eligible for promotion to a higher grade or official language in grade based promotions. Officers who are being promoted to a different post even within the same grade should acquire the proficiency of the other official language.

Officers in the service in English Medium should acquire the

- 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 apply the provisions in paragraph 03 to obtain the relevant Second Language Proficiency.

12. Officers who joined the service of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies in English medium can receive the incentive allowance only for the other official language which is not their mother language, after acquiring the proficiency of both official languages.

13. The Ministry of National Languages and Social Integration will 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.

14. Until the modules indicated in paragraph 13 above are prepared, the Commissioner of Official Languages will 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

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1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Secretary, Ministry of Public Administration and Home Affairs
5. Secretary, Ministry of Education
6. Secretary, Ministry of National Languages and Social Integration
7. Auditor General
8. Secretary, Public Service Commission
9. Secretary, National Pay Commission
10. Secretary, Finance Commission
11. Commissioner General of Examinations-Department of Examinations
12. Director General, Department of Public Enterprises
13. Director General, Department of National Budget
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15. General file