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நீதீ, ஶலாருளாதார ஁றுதீஶ்லாடு ஡ற்றும் தேலீலகக் கலாள்கைகள் ஁஡ைஶ்ஶ
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

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ஶுலை }
தீகதீ } 19.01.2023
Date }

Management Services Circular 01/2023

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 02.01.2023, it was decided to apply hereinafter the provisions made by this Circular, in lieu of the provisions introduced by Management Services Circular No. 04/2014 dated 25.09.2014 issued pertaining to Implementation of Official Language Policy and Payment of Incentives for the Officers of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies.

02. Categorization of officers as per the levels of competency to be acquired and prescribed courses

2.1. The categorization of service levels as per duties and functions of posts and the competency in official language to be acquired and the duration of courses to be completed by each service level are as follows:

Service Level as per Management Services Circular No. 02/2016	Related Competency Level in Official Languages	Duration of Courses
Senior	1	200 hours
Tertiary / Secondary	2	150 hours
Primary	3	100 hours

- 2.2. All the above courses shall consist of both written and oral parts and a methodology for continuous assessments be applied throughout the course period.
- 2.3. An officer shall prove at least 80% or more attendance in the prescribed language courses in order to satisfy the requirement of the competency in the relevant language.

03. Satisfying the requirement of the competency in the languages

- 3.1. All the officers who have been recruited up to the effective date of this circular from 01.07.2013 and not satisfied the level of competency in other official language so far shall acquire the level of competency in other official language in addition to the official language, in which they entered the service, within a period of three (03) years from the effective date of this circular as per paragraph 02 of the circular.
- 3.2. All the officers, who are recruited from the effective date of this circular, shall acquire the level of competency in the other official language prescribed for them within three (03) years from the date of appointment. The salary increment to be granted shall be suspended for the officers who do not satisfy the requirement of competency in language by the end of the prescribed period until they satisfy the prescribed qualification. No language course completed by an officer before joining the service shall be made applicable for the requirement of completing the language courses mentioned in section 2.1 of this circular.
- 3.3. Following provisions shall be made applicable for acquiring the competency in mother language and other official language for the officers who joined the service in English medium, from the effective date of this circular.
 - a) The officers who have joined the service in English medium shall be considered as exempted from the requirement of the competency in the mother language due to their passing Sinhala/Tamil language and Literature in G.C.E. (O/L) Examination before joining the service or passing Sinhala/Tamil language and Literature in G.C.E. (O/L) Examination or following a course at certificate level on Sinhala/ Tamil language conducted by the Department of Official Languages specifically designed for acquiring competency in Sinhala or Tamil, which is the mother language other than the medium of language, in which such officers joined the service, before completion of 03 years from the appointment date.

- b) Further, all the provisions included in paragraph 02 of this circular shall be made applicable for the aforesaid officers for the purpose of satisfying the competency in the other official language.
- c) Also the officers who joined the service in English medium can receive the incentive as per the provisions of this circular only for the other official language which is not their mother language, after acquiring the competency in both official languages.

3.4. Officers, who have satisfied the competency in other official language as per the provisions of Management Services Circular 04/2014 as at the effective date of this circular, are not required to satisfy the competency in official language again as per the provisions of this circular. Such officers shall be treated as having completed the prescribed competency in official languages.

3.5. Although an officer, once who has acquired competency in other official language is not required to acquire competency in the other official language in receiving graded promotions within the same institution, when appointed to a post of a higher service level even within the same institution is required to acquire competency in the official language pertaining to such service level.

3.6. The officers who have joined the service in English medium up to the effective date of this circular from 01.07.2013 and have not satisfied the competency in the mother language and the other official language, shall take action within a period of three (03) years from the effective date of this circular as per the provisions of section 3.3 of the circular in order to acquire such competencies.

3.7. When an officer, who has applied for the prescribed language course, has made a request to participate in such a course, the respective Head of the Institution shall approve leave for the officer. When granting approval for leave, the priority order of due date for satisfying the competency in official language by each officer shall be taken into consideration.

04. Responsibility of the Ministry in charge of the subject of Official Languages

4.1. The responsibility for conducting training courses mentioned in Paragraph 02 above, which are prepared applicable to posts, is entrusted to the Department of Official Languages and National Language Education and Training Institute under the supervision of the Ministry in

charge of the subject of Official Languages and the responsibility of preparation of course syllabus is entrusted to the Department of Official Languages

4.2. Further, the introduction and provision of sole guidance of Sinhala/ Tamil spoken courses in relation to each service level for facilitating the public service delivery considering to the duties of institutions shall be undertaken by the Ministry in charge of the subject of Official Languages.

4.3. Formulation of guidelines for the identification of strategies and environment required to apply and promote the usage of official language competencies by officers, who have the bilingual and trilingual capacity, is expected from the Ministry in charge of the subject of Official Languages.

05. Annual evaluation test (National Language Qualification – NLQ) to promote the usage of the other official language.

5.1. Department of Official Languages conducts the evaluation test for National Language Qualification (NLQ) annually to ensure proper usage of language skills of public officers.

5.1.1. An incentive allowance shall be paid once and for all to the officers, who pass this National Language Qualification test (NLQ test), based on the level of marks secured by them irrespective of the education qualification prescribed for recruitment or posts.

80 - 100 Marks - Rs. 25,000/-

65 - 79 Marks - Rs. 20,000/-

50 - 64 Marks - Rs. 15,000/-

- In addition to the above, an additional salary increment which is non considerable for the purposes of Employee Provident Fund (EPF) and Employee Trust Fund (ETF) shall also be granted.
- In order to be qualified to receive this additional salary increment continuously, it is compulsory for officers to secure more than 50 marks after appearing for National Language Qualification test (NLQ test) once in every five (05) years.
- Whenever an officer secures a level of marks, which is higher than the marks secured at the previous sitting, such officer should be paid the difference between the previous allowance and the allowance applicable to the higher level of marks. The maximum allowance, which an officer can receive during his service is Rs. 25,000/-

- In case where an officer secures a level of marks, which is lower than the marks secured at the previous sitting, the allowance paid at the previous occasion shall not be recovered.

06. Monitoring Committee and its role

6.1. The issues arisen in the implementation of the provisions of this circular shall be submitted to the convener of the following Committee by the Secretary of the relevant Ministry along with his/her recommendation and accordingly, the final decision on the issues shall be taken by the Committee.

- Director General of Management Services - Chairman
- Director General of Public Enterprises / Director General of National Budget – Member
- Commissioner General of Official Languages – Member
- A Senior Officer nominated by Director General of Management Services - Convener

6.2. The officers, who have followed Sinhala/ Tamil courses (basic, higher, spoken) conducted by the Department of Official Languages and passed relevant written and oral tests or successfully completed a certificate/ higher course in Sinhala/ Tamil conducted by the Institutions recognized by the University Grants Commission or studied Sinhala/ Tamil language as the other language for the degree in a University recognized by the University Grants Commission, before 19.01.2023, may make inquiries from the above Committee regarding the possibility for exemption from the requirement of the competency in languages mentioned in Paragraph. 2.1 of this circular by way of submitting their certificates through the Secretary to the respective Ministry.

6.3. In case where appointing authorities recommend that a competency in a certain language is required to a post apart from these new provisions applicable to the competency in languages, action shall be taken to submit such requests to the above mentioned Committee and get a decision.

07. Providing facilities to the officers to satisfy the requirement of language competency

The Head of Institutions shall be responsible to make the officers participated in a course to enhance the knowledge on relevant language proficiency once in 05 years, though they have acquired the level of competency of the prescribed languages as mentioned above within the given period but are further interested in improving their competency of languages, in accordance with the syllabus prepared by the Department of Official Languages under the direction of the Ministry

in charge of the subject of Official Languages. The respective Heads of Institutions shall take action to grant duty leave not more than one day per week to the officers, who follow this course.

08. Provisions related to the circulars, which have so far been issued on acquiring language competency

8.1. Only one opportunity shall be given in due course to the officers, who have so far satisfied only the requirement of written test as per Management Services Circular 04/2014, to satisfy the requirement of oral test as per the provisions of the same circular. The Department of Official Languages will conduct only one oral test accordingly. The officers, who pass the aforesaid oral test, are also treated as having acquired the level of competency in the official language prescribed to them.

8.2. Management Services Circular 04/2014 dated 25.09.2014, by which incentive allowances are paid at present on competency on other official language, shall be cancelled from the effective date of this circular without causing prejudice to the officers, who receive allowances as per the above provisions.

09. Provisions in relation to the other official language which are included in all Schemes of Recruitments shall be treated as having been revised as per the provisions of this Circular.

Signed by/K.M.M Siriwardana
Secretary to the Treasury and
Ministry of Finance, Economic
Stabilization and National Policies

Copy to:

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary to the Cabinet of Ministers
4. Secretary to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
5. Auditor General