

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.

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.

05. If an officer has obtained an ordinary pass for Sinhala/Tamil subject as a second language he /she will be exempted from the requirement of passing the written test referred to in the above four proficiency levels.

06. As an alternative for the written test and the oral test relevant to the proficiency Level 3 and 4, passing a written test and oral test after completion of a course covering duration of 100 and 150 hours conducted in conformity with the syllabus approved by the National Institute of Language Education and Training, will be adequate.

07. If any officer has already fulfilled the alternative qualifications applicable to any proficiency level which is not included in paragraph 03 above, exemption could be granted from the requirement of acquiring the prescribed language proficiencies with the concurrence of the Commissioner of Official Languages.

08. If the officers fail to acquire the required language proficiency as per the provisions of this circular within the prescribed period, actions should be taken to stop the payment of salary increments to such officers immediately after the lapse of the prescribed period. The stoppage of salary should be effective until they fulfil the relevant proficiency.

09. If the officers who have joined the service of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies prior to 01.07.2013 acquire the language proficiency prescribed for the service level of which they currently serve in, at their own desire, such officers will become eligible to receive the incentive referred to in paragraph 03 above.

10. An officer who has once acquired the proficiency of other official language is not required to fulfil the proficiency of the other official language in grade based promotions within the same working station but, in appointing an officer to a different post even within the same work station, such officer should acquire the proficiency of the other official language relevant to the post.

11. The officers who enter the Public Service in English Medium should acquire the official language proficiency as follows:

- 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

Officers serving in Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies who require them.

15. The Department of Official Languages in association with the Department of Examination will take action to provide for the reference of officers serving in Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies, sets of model question papers formulated to suit each proficiency level based on the syllabus prescribed for each Category set out in paragraph 03 above.

16. A committee comprising of the following officials is appointed to examine issues that may arise from time to time pertaining to the official language proficiency of Officers, including the determination of the specific official language proficiency level applicable to officers in the institutions of which cadre and salary scales have not been approved after restructuring respective institutions as per the Management Services Circular No. 30. Institutions, if any, which already pay incentives with respect to the official language proficiency should consult the following committee in order to make adjustments to the allowances as per this circular.

- I. Director General of Management Services (Chairperson)
- II. Director General of Public Enterprises / Director General of National Budget
- III. Commissioner of Official Languages

17. Action should be taken to give priority to those who possess proficiency of official language prescribed by the provisions of this circular, when applications are called for foreign scholarships, training or postgraduate courses, as a token of appreciation of the said proficiency.

18. The provisions in respect of the other official language stipulated in all Schemes of Recruitments of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies should be treated as amended by this circular.

Sgd. P.B.Jayasundera
Secretary to the Treasury

Copies-

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
14. Commissioner of Official Languages- Department of Official Languages
15. General file