

My No : E/9/6/91(Ob)  
Ministry of Public Administration and  
Home Affairs,  
Independence Square,  
Colombo 07.  
09 February, 2007

To All Secretaries  
Chief Secretaries of Provincial Councils  
and Heads of Departments

**Payment of Incentive Allowances to Public officers who acquire  
proficiency in more than one Official Language.**

01. Your attention is drawn to Public Administration Circular No 29/98 dated 30.12.1998. The Government has decided to grant incentives to enhance productivity in the Public Service through the proficiency acquired by Public Servants for the discharge of duties in both official languages and to minimize the problems relating to the use of official languages.

**02. Incentive for the Official Languages**

02.01 Proficiency in both languages should be acquired by an officer for him to be entitled for the incentive payment which will be paid on reaching the minimum standard of proficiency depending on the nature of duties in the relevant post

02.02 However, the officers recruited to the posts indicated in the scheme of recruitment where it is a requirement of passing a specific examination in Sinhala and Tamil as an educational qualification will not be entitled to the incentive payment.

**03. Qualifications required to be entitled to the incentive payment**

03.01 The Public officers will be grouped into three categories according to the standard of language proficiency acquired in order to receive the incentive payment. Several services identified for incentive payments have been mentioned in Annexure No. 01.

**03.02**

	<b>Language proficiency to be acquired</b>	<b>Allowance granted</b>
Category I	Pass in Sinhala/ Tamil at the G.C.E (O/L) Examination as a main subject (Not as second Language or optional subject) and pass in oral test conducted by the Department of Official Languages or pass in the special competence examination conducted by the Department of Official Languages for this category.	Rs. 25,000/- and a monthly non pensionable allowance equivalent to an increment
Category II	Pass in the test for the language course at Secondary Level examination conducted by the Department of Official Languages	Rs. 20,000 and a monthly non pensionable allowance equivalent to an increment
Category III	Pass in test for the language course at Preliminary Level examination conducted by the Department of Official Languages.	Rs. 15,000/- and a monthly non pensionable allowance equivalent to an increment

**04. Other Conditions**

- 04.01 Syllabi for language training for each category will be prepared by the Department of Official Languages . Language Training Courses may be conducted by the Department of Official Languages or other Government/ Non-Governmental/ Private institutions. The officers in the first category should pass the G.C.E (O/L) examination or special competency examination conducted by the Department of Official Languages. The officers in the second and third categories should pass respectively the test for the language course at secondary competence level and the test at preliminary competence level.
- 04.02 Cost of the training received from a Government institution will be incurred by the Government and the officers should enter into an agreement with the Government for this purpose. Cost incurred by the Government will be recovered from the officers who do not obtain specific certificate of competence. Charges or part thereof paid by the officers who receive language training from private institutions and pass general tests will be reimbursed and the amount reimbursed will be decided in future.
- 0 4.03 This additional increment will be further paid on a recommendation issued after holding a test by the Department of Official Languages regarding the language proficiency of the officers once in 05 years.

- 04.04 If an officer is already drawing any allowance for the proficiency in official languages under P.A.Circular No 29/98, payment of allowance under P.A.C 29/98 should be discontinued in the instances where allowance is granted for the official languages under this Circular and lump sum payment already made under the provisions in that circular should be deducted from the lump sum payable which is paid only once in terms of the provisions of this Circular
- 04.05 The officers who have been recruited to the public service through English medium may obtain allowances only for one of the official languages under this new scheme if they acquire proficiency in both official languages.
- 04.06 If an officer is required to acquire language proficiency of a category higher than the category to which he belongs depending on the responsibilities assigned to him, present payment of allowance for official language should be suspended until he acquires relevant official language proficiency. Incentives should be paid in terms of the provisions in this Circular from the date language proficiency is acquired for the category relating to the new post. Payment of lump sum already made as amount should be deducted from the lump sum payable under this Circular.
- 04.07 Provisions for the payment of allowances for the official languages under P.A.Circular No 29/98 will be cancelled from the effective date of this circular without any prejudice to the officers who are already drawing allowance for the official languages in terms of the provision in that circular.
- 04.08 Incentives for English as link language should be further paid in terms of the provisions in P.A.Circular No 29/98
- 04.09 Provisions in this circular issued with the concurrence of the treasury will take effect from 01.02.2007
- 04.10 Categorization of officers under each category or further clarification regarding this circular if any, should be referred to the Director General of Establishments.

Sgd/D.Dissanayake  
Secretary  
Ministry of Public Administration and Home Affairs.

	Services/Posts	Standard of Proficiency to be acquired		
		Category I	Category II	Category III
1.	Sri Lanka Administrative Service	✓		
2.	Sri Lanka Accountants Service	✓		
3.	Sri Lanka Planning Service	✓		
4.	Sri Lanka Educational Administrative Service	✓		
5.	Sri Lanka Agricultural Service	✓		
6.	Sri Lanka Revenue Service	✓		
7.	Sri Lanka Valuers' Service	✓		
8.	Sri Lanka Audit Service	✓		
9.	Judicial Officers	✓		
10.	Assistant Superintendent of Police and above ranks in the Sri Lanka Police Service	✓		
11.	Law Officers	✓		
12.	Sri Lanka Overseas Service	✓		
13.	Sri Lanka Customs Service	✓		
14.	Sri Lanka Scientific Service	✓		
	1. Officers engaged in administrative activities	✓		
	2. other officers			✓
15.	Sri Lanka Engineering Service			
	1. Officers engaged in administrative activities	✓		
	2. Other officers			✓

16.	Government Medical Officers and Dental Officers			
	1. Officers engaged in administrative activities		✓	
	2. Other officers			✓
17.	Sri Lanka Animal Production and Health Service			
	1. Officers engaged in administrative activities	✓		
	2. Other officers			✓
18.	Staff Grade Officers who do not belong to Islandwide service but engaged in departmental services	✓		
19.	Sri Lanka Surveyors' Service			
	1. Officers engaged in administrative activities	✓		
	2. Other officers		✓	
20.	Sri Lanka Architects' Service			
	1. Officers engaged in administrative activities	✓		
	2. Other officers		✓	
21.	Public Management Assistants Service and similar departmental services		✓	
22.	Officers below the rank of Assistant Superintendent of Police in the Police Service		✓	
23.	Grama Niladhari		✓	
24.	All field officers engaged in extension services (services such as Technological Service)		✓	
25.	Public Health Inspector		✓	

26.	Receptionist		✓	
27.	Sri Lanka Audit Examiners Service		✓	
28.	Graduates recruited to the Public Service for the performance of special activities under various schemes (Graduates recruited to the public service in 1999 and 2004 Development Assistants, Research Assistants etc. ( Priority activities and Graduate trainees)		✓	
29.	Nursing Service 1.Officers engaged in administrative activities	✓		
	2. Other officers			✓
30.	Family Health Service		✓	
31.	Librarians' Service 1.Officers engaged in administrative activities	✓		
	2. Other officers			✓
32.	Principals' Service	✓		
33.	Minor staff			✓