

Public Administration Circular No : 20/96

My No : 1/543E/02D/13
Ministry of Public Administration, Home
Affairs, Plantation Industries and
Parliamentary Affairs
Independence Square
Colombo 07.

19 July, 1996

All Secretaries of Ministries
and Heads of Departments.

Implementation of Official Language Policy

The attention of the Government is drawn for the reorganisation of the Translators Service in order to fulfil the future requirements in using Sinhala, Tamil and English Languages in the performance of Administrative functions in future. As a result the necessary has arisen for long term programmes to meet the future needs and also the short term remedies to meet the present shortage of translators. Therefore the institutions where there are not translators are requests to take action in the following manner.

- I.I. Identification of a panel of competent translators consisting of officers in the Public Service, Corporation, Statutory Boards, Teachers Service or officers retired from such services proficient in translators work.
 - II. To get the Translations done by such officers under the rates specified in para 2 below.
2. The rates for translators indicated in Public Administration Circular 27/9 will be revised in the following manner.
- I. For technical or non technical Translators consisting of 360 words Rs. 200/- each.
 - II. To make proportionate payments when a translation include words less than 360 or more.

The revision of rates will be effective from 1.8.1996.

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