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Ministry of Public Administration, Home
Affairs and Plantation Industries,
Independence Square,
Colombo 07.

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To Secretaries of All Ministeries
and Heads of Departments.

**Incentive Allowances and Salary Increments to
Public Officers proficient in more than one language**

Your attention is drawn to Article 18 (1) (2) (3) and 25 of Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka.

2. Introduction

This Circular is issued in recognition of the fact that according to the provisions in Article 18 of the Constitution, Sinhala is the official language along with Tamil also as an official language and English as the link language, and the consequent necessity of providing incentive allowances to those officers with proficiency in a second language and a third language in order to make the Public Service more productive.

- 2.1 Public Administration Circular Nos 38/98 of 31.07.89, 38/89 (1) of 12.03.90, 38/89 (II) of 24.04.1991 and 38/89 (III) of 09.10.1995 dealing with schemes of incentive allowances offered for securing proficiency in languages are hereby cancelled, and replaced by the provisions of this Circular and will come into effect with effect from 11.03.1998.
- 2.2 Officers who are already being paid incentive allowances in terms of the Circulars mentioned in paragraph 2.1 above can be paid allowances under this Circular only if they continue to be qualified as given below.
- 2.3 If any officer is already in receipt of an incentive allowance deviating from the Circulars instructions issued from time or have not been properly followed, or due to incorrect interpretation of such instructions, action should be taken to rectify such instances on the basis of the instructions set out in this Circular.
- 2.4 For the purpose of paying incentive allowances under this Circular, the first language means the language medium in which an officer entered the present post/Service.

Example: Although the officers has received his education in the Sinhala medium, his first language will be English if he sat the entrance examination to join the Public service in the English medium, while Sinhala and Tamil languages will be treated as his second and third languages respectively.

2.5 Where the language medium applicable for appointment to a post/service is not clear according to a Scheme of Recruitment or a Service Minute, the language medium in which the officer received his secondary/tertiary/higher education or the language medium in which he obtained his professional qualifications, should be considered as the first language.

2.6 This allowance which can be availed of in respect of proficiency in a second or a third language fall into two categories depending on the basic qualifications laid down for recruitment.

- (1) Incentive allowance paid to officers in a service for which basic educational qualifications for entry into the service is the General Certificate of Education (Ord.Level) certificate or a certificate at a lower level.
- (2) Incentive allowance paid to officers in a Service for which basic educational qualifications for entry into service is the General Certificate of Educational (Adv. Level) certificate or a Certificate at a higher level.

3. **Eligibility for the allowance**

3.1 A public Officer in a Service for which the basic educational qualifications for entry is the G.C.E. (O/L) Certificate or Certificate at a lower level can be paid this allowance only if he has fulfilled both the requirements set out in the 3.1.1 (a) 3.1.1 (b) below.

3.1.1 (a) Has passed

- (i) the Senior School Certificate examination
or
- (ii) National Certificate of General Education examination
or
- (iii) General Certificate of Dedication (O/L) examination
or
- (iv) The subject of language at General Certificate of Education of the University of London (O/L) Examination (held or to be held by the Department of Examination - Sri Lanka).
or

2. Possesses a Professional Certificate in a language at an examination held by a recognized University or by an Institute of Higher Education registered in Sri Lanka as an Institute of Higher Education under the provisions of the Higher Education Act or
3. Any other Certificate recognized by the Director of Establishments.
 - 3.1.1(b) Has passed an oral test held by the Department of Examinations on behalf of the Director of Establishments.
 - 3.1.1 (b) (i) These allowances should not be paid for passing the subjects of optional Sinhala/English/Tamil.
 - 3.1.1 (c) In the following instances an officer can be exempted from the requirement of passing the oral test.
 - (I) Where it is proved that the officer has passed in a second or third language in respect of which an incentive allowance is claimed, at the General Certificate of Education (Adv. Level) Examination or at a Higher Examination, or if the officer has sat and been successful at an examination of the same level or in a special test.
or
 - (II) Where the second or the third language in respect of which the incentive allowance is claimed has been one of the subjects passed, and has passed in all the required subjects in the General Certificate Examination (O/L) in the same language medium
or
 - (III) Where the officer has passed in the second or the third language in respect of which the incentive allowances is claimed at the G.C.E. (O/L) Examination, and that language is to be his mother tongue
or
 - (IV) Where in a written examination mentioned in 3.1.1 (a) above an oral test has been held as a part of that examination, and the officer has passed in such oral test
or
 - (V) Where the officer has been successful in a written examination referred to in 3.1.1 above, and the Secretary of the relevant Ministry has, on the recommendations of the Head of the Department obtained the concurrence of the Director of Establishments that the officer possesses sufficient proficiency to express himself in writing as well as orally in the second or the third language.

3.1.2. Possession of qualification referred to in 3.1.1 above entitles an officer to a monthly non-pensionable allowance of Rs. 300/= for both languages subject to a maximum sum of Rs. 150/- for each language.

3.1.3 An officer who has obtained a credit pass in the second or the third language in an examination referred to in 3.1.1 above, can be paid a non-pensionable monthly allowance equal to twice the sum referred to in 3.1.2 above together with a once and for all bonus payment of Rs. 500/-

3.1.4 An officer who has obtained a Distinction pass in the second or the third language proficiency in an examination referred in 3.1.1 above can be paid a non-pensionable monthly allowance equal to twice the sum referred to in 3.1.2 above together with a once and for all bonus payment of Rs. 1000/-

3.1.5 An officer who has obtained a credit pass or a Distinction pass subsequent to his obtaining an ordinary pass and as become eligible to the incentive allowance will be entitled to receive the corresponding benefit under 3.1.3 or 3.1.4 above from the date of passing the examination, and the once and for all bonus payment payable to him will be the difference between the subsequent bonus entitlement and the bonus payment received earlier.

3.1.6 In respect of the incentive payment payable to typists and stenographers, the applicant should have been successful in typing or stenography in one of the languages referred to in 3.1.1 above, and has obtained a certificate to that effect.

3.2 Allowance payable to officers in a Service for which the basic entrance requirements is a pass in the G.C.E. (Adv. Level Examination or in an examination of a higher level.

3.2.1 (1) This allowance can be paid to an officer who has passed

(i) the Higher School Certificate examination

or

(ii) the University Entrance examination

or

(iii) the G.C.E. (Adv. Level) Examination

or

(iv) G.C.E. (Adv. Level) Examination of the University of London

or

(2) Who possesses a Diploma in a language awarded by a recognized University or an Institute of Higher Education registered in Sri Lanka as an Institute of Higher Education under the provisions of the Higher Education Act.

or

(3) who has passed in the 2nd or the 3rd language in respect of which the incentive allowances is claimed at a General Degree examination or at a Special Degree examination, or at a Post Graduate Diploma examination or at a Post Graduate Degree examination held by a recognized University or by an Institute of Higher Education registered as an Institute of Higher Education under the provisions of the Higher Education Act.

or

(4) who has studied successfully completed a Degree or a Post-Graduate Diploma or Post-Graduate Degree Course in the language medium in respect of which an incentive allowance is claimed.

or

(5) possess a Certificate on a similar level accepted by the Director of Establishments.

3.2.2 An officer with proficiency at the General Certificate of Education (Adv. Level) examination level in a second or a third language or in both the languages, will be entitled to the payment of a non-pensionable monthly allowance of Rs. 300/= for both languages subject to sum of Rs. 150/- for each languages.

3.2.3 An officer who has attained proficiency in respect of a second language or a third language with a credit pass at an examination referred to in 03.2.1 above, will be entitled to the payment of a non-pensionable monthly allowance equal to twice the sum mentioned in 3.2.2 together with a once and for all bonus payment of Rs. 1500/-

3.2.4 An officer who has attained proficiency in a second or a third language with a Distinction pass at an examination mentioned above, will be entitled to the payment of a non-pensionable monthly allowance equal to twice the sum mentioned in 3.2.2 together with a once and for all bonus payment of Rs. 2000/-

3.2.5 If proficiency in a second or a third language in respect of which the incentive allowance is claimed is proved by obtaining a pass in such language as a subject in a General Degree or a higher examination, the officer so claiming will be entitles to a non-pensionable monthly allowance equal to twice the sum mentioned in 3.2.2 above together with a once and for all bonus payment of Rs. 5000/-

3.2.6 An officer who obtains a credit pass or a distinction pass or pass in a General Degree Examination or a pass at a high level subsequent to his obtaining an ordinary pass to become eligible to the incentive allowance, will be entitled to receive the corresponding benefit under 3.2.3, 3.2.4 and 3.2.5 above from the dates of passing such examination, and the once and for all bonus payment payable to

him will be difference between the subsequent bonus entitlement and the bonus payment received earlier.

4. **Other conditions**

- 4.1 Whenever a requirement is laid down in a Scheme of Recruitment, or in a Service Minute to the effect that proficiency in a certain language is a pre-requisite at the time of recruitment or that such proficiency should be attained after recruitment to the Service (for example Staff officers and Translators), the certificate of proficiency produced to comply with such requirements is not accepted for the purpose of paying the incentive allowance.

Note:

However this incentive allowance can be paid to

- (a) Officers in the Translator's Service who show proficiency in an approved language apart from the two languages in respect of which they are required to work by the conditions of the Service, and
- (b) Where a Certificate is produced to obtain exemption from attaining proficiency in an official language, or from the necessity of a knowledge in a second language, and such Certificate is in respect of an examination which is on a higher level than the one required for purposes of proficiency in a language, payment of the incentive allowance at such higher level also can be made

Example

Where an Ordinary pass in English at the G.C.E. (O/L) examination is required to prove proficiency, if the officer produces a Certificate in proof of having passed in English at the G.C.E. (A/L) examination, such officer will not only obtain exemption from the necessity of having proficiency in the official language or in a second language, but also will not be debarred from receiving the incentive allowance payable in respect of a pass in English at the G.C.E. (A/L) examination. But where only an ordinary pass in English at the G.C.E. (O/L) examination is required, the officer concerned does not qualify for the incentive allowance applicable to a credit pass or a Distinction pass even if the Certificate produced refers to a credit pass or a Distinction pass.

- 4.2 Whenever a knowledge of an additional language is referred to as a Special qualification either in a Scheme of Recruitment, or in a notice published calling for application for recruitment, such language should not be constructed as a second or a third language for the purpose of paying this incentive allowance.

- 4:3 officers not confirmed in Service are not entitled to these allowances.
- 4:4 An officer who has received an allowance of Rs. 500/- in terms of Treasury Circular No 379 of 23/05/1957, too is entitled to this incentive allowance in respect of the Sinhala language if he has fulfilled the qualifications laid down, but the allowance of Rs. 500/- paid in terms of that Circular should be deducted in one full instalment from the bonus payment he is entitled to under this Circular.
- 4:5 The allowance of Rs. 500/- paid in terms of Public Administration Circular No. 5/88 of 11/02/1988 should be deducted in once full instalment from the allowance payable under this Circular.
- 4:6 The once and for all bonus payments made in terms of Circular Nos 38/89 of 03/07/1989, 38/89 (i) of 12/03/1990, 38/89 (ii) of 24/04/1991 and 38/89 (iii) of 09/10/1995 dealing with incentive for proficiency in languages should be deducted in one full installment from the bonus payment made under this Circular.
- 4:7 In the case of officers who are recruited to various Service on the results of a Limited Competitive Examination, the applicable language proficiency is the same as in the case of officers recruited through an Open Competitive Examination.
- 4:8 Officers receiving incentive allowances are bound to serve the government in the second or the third language or in both these languages when required to do so by the government without any claim for any additional, allowance. Heads of Departments are empowered to stop the incentive allowances of those officers who fail to do so.

5. **Other matters**

- 5:1 The special non-pensionable allowance paid under this scheme should be separately shown in personal files, ledgers and salary abstracts.
- 5:2 If any payment has been made contrary to the provisions of this Circular, action should be taken to recover such payment.
- 5:3 If any question arises in connection with the payment or not-payment made under this circular, such questions should be brought to the notice of the Director of Establishments and a decision arrived at with his concurrence.

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