

Ministry of Public Administration,  
Provincial Councils and Home Affairs,  
Independence Square,  
Colombo 7.

28th February, 1989.

To: All Secretaries to Ministries  
and Heads of Departments.

Implementation of law on Official Languages - A survey to  
Identify persons proficient in more than one language.

It has been decided to collect data regarding persons proficient in more than one language in public service (including Public Corporations, Statutory Boards, Universities and Schools etc.).

02. As a result of the incentives already provided in addition to those in Public Administration Circular No.5/38 dated 11th February 1988, the number of persons gaining such proficiency in more than one language is expected to increase in the future.

03. Since I intend to make use of their expertise to implement the law on official languages, please send a report on them to reach the Commissioner of Official Languages on or before 28.03.1989 using the form annexed.

- (a) A nil report should be sent if your Ministry/Department/Institution has no such officers.
- (b) Subsequent reports should be on a half yearly basis.
- (c) The next regular report should reach the Commissioner before 15th January 1990.

04. If there is no new addition or improvement in the proficiency already gained by the officers concerned you are requested to send a nil report thereafter.

05. Further, you should report to the Commissioner of Official Languages the name, designation and the telephone number of the staff officer to whom you entrust sending this periodical report.

Sgd: Cyril Gamage  
Secretary,  
Ministry of Public Administration,  
Provincial Councils and Home Affairs.

Half yearly report due on 15th January ...../15th Jy / .....  
 from ..... to the Commissioner of Official Languages under  
 P.A.Circular No. ...~~2/89~~ dated 28.02.1989.... on persons proficient  
 in more than one language.

Commissioner of Official  
 Languages,  
 Whiteaway's Building,  
 Sir Baron Jayatilake Mawatha,  
 Sir Colombo

Ministry/Department or Institution:

Name of the Officer	Designation and/ or service	Official Address and Tel. No	Private Address & Tel. No.	Particulars of Language proficiency
				Oral proficiency other than his own language. Pl. indicate the language.
				Experience in typing in other languages. No. of years & language.
				Experience in translating. No. of years.
				Experience in language teaching other than his own. No. of years.
				Language courses attended. Examinations passed and grades achieved.
				Languages other than his own.