

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

7 June, 1989.

To: All Secretaries to Ministries
and Heads of Departments.

Translations to be done on a payment basis

As Government Departments at present do not have an adequate number of translators, approval is hereby given to engage the services of experienced public officers proficient in translation, on payment of a fee at the following rates:

Non technical translations - Rs. 15/- per 360 words

Technical translations - Rs. 30/- per 360 words

Where the number of words in a translation is less than 360, payment may be made on a pro rata basis.

2. In getting translations done in terms of this Circular the following procedure should be followed with the concurrence of the Head of the Department / Institution.

1. Classify the material for translation as 'Non technical' or 'Technical'.

Non technical translations - will include routine letters, documents prepared with minor amendment to an already available specimen and day to day correspondence with the public.

Technical translations - will be those on technical or legal subjects or those couched in such terminology and abounding in technical terms.

11. Translations should be paid for in terms of this Circular only when the services of a Translator cannot be availed of.

111. The Head of the Department or the officer who engages the services of any officer to do any translation, should satisfy himself about the proficiency of such officer and should himself bear responsibility about the accuracy of the translation.

1V. If the officer who undertakes a translation is unable to bear full responsibility for it, such translation should be revised by another competent officer, who will be entitled to one third of the translation fee, once the translation is completed in every respect.

(Cyril Gamage),
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.