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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 Ministries
and Heads of Departments.

**Payment of Incentive Allowances to Public Officers
proficient in more than one language.**

Your attention is drawn to Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka on Language.

02. 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.

02.1 Public Administration Circular Nos, 38/89 of 31.07.1989, 38/89 (I) of 22.03.1990, 38/89 (II) of 24.04.1991 and 38/89 (III) of 09.10.1995 and 09/98 of 28.01.1998 dealing with schemes of incentive allowances offered for obtaining proficiency in languages are hereby canceled, and replaced by the provisions of this Circular which will come into effect with effect from 11 March, 1998.

02.2 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 officer 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.

02.3. 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.

02.4. this allowance which can be availed of in respect of proficiency shown in a second or a third language falls into two categories depending on the basic qualifications laid down for recruitment.

- (I) Allowance paid to officers in a service which requires the General Certificate of Education (Ord.Level) or a Certificate at the same or a lower level as basic Educational Qualifications for entrance.
- (II) Allowance paid to officers in a Service which requires the General Certificate of Education (Adv. Level) or a Certificate at the same or a higher level as basic educational qualifications for entrance.

03. Eligibility for the allowance

03.1 Officers in a Service which requires the G.C.E. (O/L) Certificate or a Certificate at the same or at a lower level as basic qualifications for entrance can be paid this allowance only if he has fulfilled both the requirements set out in the 3.1.1. and 3.1.3 below.

3.1.1 Has passed in the relevant language as a subject at one of the following examinations.

- (i) the Senior School Certificate Examination.
or
- (ii) National Certificate of General Education Examination.
or
- (iii) General Certificate of Education (O/L) Examination.
or
- (iv) General Certificate of Education of the University of London (O/L) Examination.
or
- (v) National English Certificate Examination, held by the Sri Lanka Department of Examination.
or
- (vi) Possess a Professional Certificate in the relevant language from a recognized University, or has followed a course of studies in the relevant language in an Institution registered as an Institution of Higher Education under the provisions of the Higher Education Act, and has obtained a Professional Certificate.
or
- (vii) A pass in the relevant language as a subject in an examination held by a Government Institution or by an Institution affiliated to the Government, which examination has been recognized by the Director of Establishments as of the same level as the above examinations.

Success at the above examinations will be considered as fulfilling the written qualifications for the purpose of payment of Incentive Allowances under this Circular.

3:1:2 A pass in the relevant language as an optional subject in an examination referred to in paragraph 3:1:1 above does not by itself confer an entitlement to this incentive allowance.

3:1:3 Passing the oral test conducted by the Department of Education on behalf of the Director of Establishments constitutes a fulfillment of the oral qualification necessary to receive the incentive allowance.

3:1:4 Exemption from the requirement of passing the oral test can be granted in the following instances.

I. Where the proficiency in a second or a third language in respect of which the incentive allowance is claimed has been obtained in a pass at the G.C.E. (Adv.level) Examination or at an Examination of the same level or at a higher level.

or

II. Where the proficiency in the second or the third language in respect of which the incentive allowance is claimed has been obtained in a pass in such language offering as a subject in an examination, and the officer concerned has sat and completed that examination in the same language Medium.

or

III. Where the proficiency in a second or a third language in respect of which the incentive allowance is claimed has been obtained by a pass in the relevant language at an examination referred to in paragraph 3:1:1 above, and that language happens to be the officers mother tongue.

or

IV. Where in an examination referred to in 3:1:1 above, a pass has been obtained as a subject in a language in respect of which the Incentive allowance is claimed a pass has also been obtained in an oral test in the relevant language as a part of the said examination.

or

V. Where an officer has fulfilled the written qualifications referred to in 3:1:1 above, and the Secretary of the relevant Ministry is satisfied about his exemption from the oral test on the personal recommendations of the Head of the relevant Department that the officer possesses sufficient proficiency to express himself orally in the language in respect of which the incentive allowance is claimed.

3:1:5 If an officer who fulfills the above-mentioned written and oral qualifications, has obtained an Ordinary Pass in the relevant language in an examination referred to in 3:1:1 above, he becomes entitled to receive a maximum sum of Rs. 300/- for the

second and the third language as a non-pensionable Monthly Allowance at the rate of Rs. 150/- for each language.

- 3:1:6 If an officer who fulfills the above-mentioned written and oral qualifications has obtained a credit pass in the relevant language at an examination referred to in 3:1:1 above, he becomes entitled to receive a non-pensionable monthly allowance equal to one salary increment and a once and for all bonus payment of Rs. 500/- in addition to the allowance referred to in 3:1:5 above.
- 3:1:7 If an officer who fulfills the above-mentioned written and oral qualifications has obtained a Distinction pass in the relevant language at an examination referred to in 3:1:1 above he becomes entitled to receive a non-pensionable monthly allowance equal to one salary increment and a once and for all bonus payment of Rs. 1000/- in addition to the allowance referred to in 3:1:5 above.
- 3:1:8 An officer who has obtained a credit pass or a Distinction pass subsequent to his obtaining an ordinary pass and becoming entitled to the incentive allowance, will be entitled to receive the corresponding benefit under 3.1.6 or 3.1.7 above from the date of obtaining the relevant qualifications 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.

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

3:2:1 (1) These allowances can be paid to an officer who has obtained a pass in the relevant language offering it as a subject at one of the following examination.

- (i) the Higher School Certificate Examination
or
- (ii) the G.C.E. (Adv. Level) Examination
or
- (iii) the University Entrance Examination
or
- (iv) G.C.E. (Adv. Level) Examination of the University of London, held by the Examinations Department of Sri Lanka.
or
- (v) Who has followed a Diploma Course of studies in the relevant language in a recognized University or in an Institute of Higher Education registered as an Institute of Higher Education under the provisions of the Higher Education Act.
or
- (vi) Who has offered the relevant language as a subject and obtained a pass 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

- (vii) Who has followed and successfully completed a Degree or a Post Graduate Degree or Post Graduate Diploma Course in the language medium in respect of which an incentive allowance is claimed.

or

- (viii) Proficiency gained in respect of the relevant language in an examination conducted by the Government or by an Institution affiliated to the Government and recognized by the Director of Establishments as being of the same level as the above examinations.

3:2:2 An officer who obtains an ordinary pass together with proficiency in the relevant language in the G.C.E. (Adv.level) Examination referred to in 3:2:1 above or in an examination of the same level, is entitled to the payment of a maximum sum of Rs. 300/- for the second and the third language at the rate of Rs. 150/- for each language and a non-pensionable Monthly allowance equal to one salary increment together with a once and for all bonus payment of Rs. 1500/-.

3:2:3 An officer who obtains a Credit pass / Distinction pass (B and C passes) together with proficiency in the relevant language, in an examination referred to in 3:2:1 above is entitled to the payment of a maximum sum of Rs. 300/- for the second and the third language at the rate of Rs. 150/- for each language and a non-pensionable monthly allowance equal to one salary increment together with a once and for all bonus payment of RS. 2000/-.

3:2:4 An officer who obtains a Distinction Pass (A Pass) together with proficiency in the relevant language in examination referred to in 3:2:1 above is entitled to the payment of a maximum sum of Rs. 150/- for each language and a non-pensionable monthly allowance equal to one salary increment together with a once and for all bonus payment of Rs. 2500/-.

3:2:5 An officer who obtains pass in the second language and the third language in respect of which the incentive allowance is claimed having offered them as subjects in a General Degree Examination or in a higher examination or has followed and completed a course of studies for a General Degree / Special Degree / Post Graduate Degree / Post Graduate Diploma in the relevant Language Medium is entitled to the payment of a maximum sum of Rs. 300/- at the rate of Rs. 150/- for each language, and a non-pensionable Monthly Allowance equal to the value of one salary increment together with a once and for all bonus payment of Rs. 5000/-.

3:2:6 It should be noted that any other certificate not falling under the category of Post Graduate Degree or Diploma under 3:2:5 above, but are considered as being on the same level, are covered by Section 3:2:4 of this Circular.

3:2:7 An officer who obtains Credit Passes / Distinction passes or qualifications at the Degree level subsequent to his obtaining ordinary passes and receiving the incentive allowance, will be entitled to receive the corresponding bonus payment, but in such instances only the difference between the earlier bonus payment and the bonus payment due should be paid.

04. Other Conditions.

04.1 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 certificates of proficiency produced to comply with such requirements are 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.

04.2 Whenever proficiency in an additional language at a certain level is referred to as a Special qualification either in a Scheme of Recruitment, or in a notice published

calling for applications for recruitment, proficiency in the relevant language at the said level possessed by the officers of the above services will not be considered for the purpose of paying the incentive allowance under this Circular. However there is no bar against obtaining the incentive allowance in respect of language proficiency at a higher level.

- 04.3 This allowance is payable only to officers who have been confirmed in their posts.
- 04.4 An officer who has received the 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 installment from the bonus payment he is entitled to under this Circular.
- 04.5. The allowance of Rs. 500/- paid in terms of Public Administration Circular No. 5/88 of 11.02.1988 should be deducted in one full installment from the allowance payable under this Circular.
- 04.6 The once and for all bonus payments made in terms of Circular Nos. 38/89 of 31.07.1989, 38/89 (i) of 22.03.1990, 38/89 (ii) of 24.04.1991 and 38/89 (iii) of 09.10.1995 and 9/98 of 24.04.1998 dealing the incentive allowances for proficiency in languages should be deducted in one full installment from the bonus payments made under this Circular.
- 04.7 In the case of officers who are recruited to a 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.
- 04.8. Officers receiving incentive allowances are bound to serve the Government in a second or a third language in which they are proficient 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 fail to do so.
- 05. Other matters.
 - 05:1 The special non-pensionable allowance paid under this scheme should be separately shown in official documents such as personal files, ledgers and salary abstracts.
 - 05:2 If any payments have been made contrary to the provisions of this Circular, action should be taken to recover such payment.

- 05.3 If any question arises in connection with the implementation of the provisions of this Circular such questions should be brought to the notice of the Director of Establishments and a decision obtained

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