

My No: EST -9/LNGUE/05/0081  
Ministry of Public Administration and  
Home Affairs,  
Independence Square,  
Colombo 07

30<sup>th</sup> of August 2012.

Secretaries to Ministries,  
Chief Secretaries to Provincial Councils,  
Heads of Departments and  
Heads of Corporations.

**The Constitution and the Provisions regarding the use of Sinhala/ Tamil/ English Languages.**

Your attention is drawn to Public Administration Circular Letter No. 01/2006 dated 13.12.2006 and Public Administration Circular Letter No. 03/2010 dated 01.09.2010 on the above subject.

02. As per instructions of the said circulars and the provisions of the Constitution of Democratic Socialist Republic of Sri Lanka, a reply to a letter received by a public institution in Sinhala/ Tamil/ English should be in the same language. It has been reported that replies to letters sent in Tamil are not sent in the same language.

03. Therefore, you are requested to follow the guidelines given below when replying letters received by an institution or a person.

- i. Replies should be in the same language medium in which the letter is addressed. (Sinhala, Tamil or English)
- ii. In case where the officer who signs the reply is not conversant with the language of the sender he should prepare and sign the letter in a language familiar to him and send it along with translation in the language of the sender.
- iii. Issuance of circulars and general instruction should be in all three languages.

Sgd. / P.B. Abeykoon  
Secretary,  
Ministry of Public Administration and  
Home Affairs