

Public Administration Circular Letter :- 02/2016

My No: EST-6/LEAVE/03/3134
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

16.05.2016

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Entitlement of Duty Leave for the Public Officers to Appear for the Examinations for Acquiring Proficiency in Other Official Languages

All the officers who are recruited on open or limited or merit basis after 01.07.2007 shall acquire the level of proficiency in other official language prescribed for their posts within 05 years from the date of appointment to the Public Service, in addition to the official language through which they enter the service, as per Public Administration Circular 07/2007 dated 28.05.2007 and Public Administration Circular 01/2014 dated 21.01.2014 issued for the implementation of official language policy.

02. It has been reported that certain public institutions do not approve duty leave for the officers who appear for the examinations conducted by the Department of Official Languages or the Department of Examinations for the purpose of acquiring language proficiency prescribed to be acquired as a Government policy.

03. Therefore, duty leave shall be granted as per Public Administration Circular 07/2007 and 01/2014 to Public Officers to appear for the examinations for acquiring proficiency in other official language, for the first sitting only, as per Section 19, Chapter XII of the Establishments Code.

Sgd./ J. Dadallage
Secretary

Ministry of Public Administration and Management