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செயலாற்றுகை அறிக்கை
Performance Report
2015

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அரசகரும மொழிகள் திணைக்களம்

Department of Official Languages

Content

1. Providing facilities which are helpful to obtain language profeciancy.

     I. printing of books and language exercise books

     II. Conducting Language Profeciency Examinations

2. Providing translation services to government and

   Semi - government institutions and compiling glossaries.

3.   Conducting research on language usage, technology and seminars
     I. Programme of prepareing Language plans

4. Promotion of Nationa and International Language Proficiancy.

5. Compilation of Trilingual Dictionary

Message of the Commissioner of the Official Languages

It is no secreat that each and every Sri Lankan should posses tri – lingual Knowledge if we are to build a tomorrow with sustainable peace and strength.In keeping with that concept as an entity which is vested with the duty of implementing Official Language policy, the Department of Official Languages carried out an unprecedent role.The guidance extended by the secretary of the Ministry in achieving this responsible task, provided an immence strength to our Department.

I must put on recoard that lavish support extended by the staff of the Department immensely contributed to implement the desired role of the Department in the year 2015 as the Official Translator of the Government, Language Proficiency Evaluator, Compiler of the publications and Hand - books for supporting to achive Language Proficiancy and a developer of curricular through modern technological stratergies. Also, it is with great pleasure that I Publish what we could implement and the progress achieved during the course of the year and I am greatful to entire staff for their substancial co – operation.

W.A.Jayawickrama
(Attorney – at Law)
Commissioner of Official Languages

01. Introduction

Department of Official Languages was established on 01.10.1956 as the Institute that is burdened with the task of implementing Official Language Act No.33 of 1956.Both Sinhala and English were made Official Language of Sri Lankaand English was named the link language by 13th and 16th amendments to the Constitution of Sri Lanka enected in 1987 and 1988 respectively.

As per Article 18 and 19 of Chapter IV of the Constitution, as the facilitator for effective implementation of Official Language Policy, Department of Official Languages is engaged in providing translations to the government in all three languages above, enhancing the language competence of public officers, compiling glossaries and preparing text books and dictioneries.

The Head of the Department of Official Languages situated at the address "Bhasha Mandiraya" No. 341/7, Kotte Road, Rajagiriya, is headed by the Commissioner of Official Languages

02. Vision and Mission

Vision

Peaceful Trilingual Society of Coexistence

Mission

Providing facilities and co-ordination for implementing the Official Languages Policy efficiently with the objective of ushering in peace and harmony.

03. Major Functions perfomed by the Department

1. To hold relevant oral and written tests for public officers who should achive proficiency in Official Languages as per the Public Administration Circular No.01/2014 and 04/2014 and issue certificates.

2. To translate documents of government and semi – government institutions (in Sinhala, Tamil, English)

3. To compile Sinhala, Tamil and English glossaries on various subjects.

4. To compile text books and subsidiary books for the Language Proficiency tests of public officers and to sell them.

5. To compile trilingual glossaries.

6. To teach Sinhala, Tamil, English and other international languages and to hold examinations with the application of modern technology.

7. To hold Language Proficiency and Efficiency Bar Examinations for the staff of external institutions.

8. To give practical training in translation for the students of universities and recognized educational institutions who follow courses in Translation.

The Divisions called Examination, Translation, Language laboratory, Publicatins and Selling, Glossary Compilation, Research, Development and Library have been established to carry out above functions.

04 .

Details of the staff of the Department as at 31.12.2015

Designatin	Service and Class	Approved Cadre	The staff engaged in service	Numbre of Vacancies
Commissioner of Official Languages	Sri Lanka Administrative Service / Sp.	1	0	1
Commissioner	Sri Lanka Administrative Service I	1	0	0
Commissioner	Departmental	1	0	1
Chief Accountant	Sri Lanka Accountants Service I	1	1	0
Assistant Commissioner / Deputy Commissioner	Sri Lanka Administrative Service III/II	4	4	0
Assistant Commissioner / Deputy Commissioner	Departmental	1	0	1
Accountant	Sri Lanka Accountants service III/II	1	1	0
Internal Auditor	Sri Lanka Accountants service III/II	1	0	1
Administrative Officer	Public Management Assistant Service (Supra Grade)	1	1	0
Superintendent of Languages	Departmental	11	0	11
Superintendent of Language Laboratory	Departmental	1	1	0
Translator	Translator Service II/I	19	6	14
Translator	Departmental II/I	25	5	20
Information and Commiunication Technology Officer	Sri Lanka Information and Commiunication Technology Service II/I	1	0	1
Translator Assistance	Departmental	69	69	0
Project Development assistant	Departmental	11	9	2
Development Officer	Development Officer's Service III/II/ I	43	34	9
Librarian	Sri Lanka Govt. Librarian's Service III/II/I	3	1	2
Public Management Assistant	Public Management Assistant Service III/II/I	25	14	11
Language Laboratory Assistant	Departmental III/II/I	1	1	0
Information and Commiunication Technology Assistant	Sri Lanka Information and Commiunication Technology Service III/II/I	1	1	0
Driver	Driver Combined ServiceIII/II/I	5	3	2
K.K.S.	K.K.S. Service III/II/I	14	11	3

01. The Progress of the Progremmes implemented from 01.01.2015 to 31.12.2015 according to the Action plan in the Year.

Serial No:	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected Output	Actual Output /Physical Progress
Objective 01: Providing facilities enabling to get language proficiency						
(I) Printins of books and Language Exercise Books						
I.1	Printing of Spoken Tamil Book	Department 12,000,000/- (26 ,134, 000 /-)			10 000 Copies	10,000 copies have been received to the store on 12.01.2016
I.2	Printing of Written Tamil Book				5000 Copies	4590 copies have been received to the store on 13.01.2016
I.3	Printing of Text Book (Sinhala and Tamil) Level IV	Revised Department 7,200,000/-	7,180,307,20/-	99.7%	10 000 Copies	Handed over for printing
I.4	Printing Text Book (Sinhala and Tamil) Level III				30 000 Copies	
I.5	Printing of Text Book (Sinhala and Tamil) Level II	15,403,375/- Ministry	15,403,375/-	100%	40 000 Copies	
I.6	Printing of Text Book (Sinhala and Tamil) Level I				10 000 Copies	
I.7	Printing of Trilingual Dictionary				6 000 Copies	
						Orders have been placed for printing for the following books in 2015.Simple Tamil Work Book – 1000 copies on 06.10.2015, Practical English for Public Servents 1000 copies 2016.01.07, English for better commiunication 1000 copies on2016.01.27 received to the store.

Serial No:	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected Output	Actual Output /Physical Progress
(II) Conducting Language Proficiency Examinations						
II.1	Conducting Language Profeciency examinations for leavel I, II, III, IV, twice a year.	Department 22,000,000/- (109,753,352.50/-) Revised estimate 21,800,000/-	21,269,653.28/-	97.56 %	120,000 Candidates	• The examination was held for 75606 Writen applicants on 31.o5.2015 and the no. of applicants who sat for the examination was 30582.
II.2	Conducting oral tests for those who have passed written examinations and G.C.E. (O/L) Candidates.				103,000 Candidates	• Oral tests were conducted for 44047 officers who have passed written examination in previous years.
II.3	Conducting examinations for external institutions				10 Institutions	11 Institutions
II.4	Issuing of language proficiency certificates.				All those who have passed the examination	44047 Results Sheets and 297 Certificates (relevant to past examinations) have been issued.

Serial No:	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected Output	Actual Output /Physical Progress
Objective 02 : Providins Translation services to Government and Semi Government Institutions and Compilins of Glosaries.						
02.1	Providing nessessary inputs for carryins out the above process in a more efficient manner	350,000/- Department (8,000,000/-) Revised Estimate	619,504.56/-	95.30 %	Formulating a Sinhala / Tamil Automatic Translation Software.	• The relevant software is now being carried out by the University of Moratuwa and parallel letters are being prepared in Sinhala and Tamil. 04 Departmental Officers have been trained about this.
02.2	i. Compiling the new Trilingual Glossires and establishing the database.	650,000/-			• Building and Construction technology • Glossires relating to Army, Navy and Airforce • Police techniques orders • Public Administration (Establishment Code) • Financial Regulation • Land Administration	22 Triligual Glossaries (including Counseling and Economics) have been completed and uploaded to the departmental website.
	ii. Compilins of new trilingual glosseries by using existins bilingual Glossaries				o Information Technology (Sinhala and English) o Psychology o Law o Mathematics o Physics o Staistics o Agriculture o Botany o History o Liguistic o Literature o Education	

Serial No:	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected Output	Actual Output /Physical Progress
Objective 03 : Conducting research, giving recommendation and providing tools on language usage, technology and seminars.						
01	Creating computer based games for improving language ability in a re creational way (Sinhala/Tamil) and they were released to the website.	2,000,000/=) Departmental			10 sports	About 200 questions have been included in various fields.
02	Information relating to all barand names in Sinhala and Tamil were gathered and creating Sinhala and Tamil words for those.		31,300/-		Barand names of 100 institutions	75 letters were sent about this and 95 brand names were received from 25 institutions.
03	Formulations an alphabet and released it to the web – site.					5000 words were found and Computerized.
04	Doing a feasibility study to solve problems faced by the learners in learning Sinhala and Tamil as Secound language.				01	A research book – Helping Hand to write Official Letters in Public se5rvice and it have been handed over it for printing.
05	Preparing an accepted norm for specific letters in Sinhala, Tamil and Englishfor all districts names, names of cities and village names.					This task was not implemented because that is undertaken by the Department of Survey and also due to the faet that the Department has representatison in that endearour.

Serial No.	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected output	Actual Output / Physical progress
Objective 04: Promotions National National and International Skills						
01	Conducting Sihala, Tamil, English and Foreign language courses.	2,000,000/- (2,400,000/=)	6,661,939,.18	99.43%	1000 students	1500 students
02	Implementing of programme on improving bilingual knowledge using E-Learning distant education methodology.	Revised Estimate 6,700,000/-			01	Those tasks were not implemented during year 2015 and due to be implemented after opening the ne language laboratory.
03	Establishing of a computer base examination method for evaluations Language Proficiancy (combined with the Department of examinations)				01	

Serial No.	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected output	Actual Output / Physical progress
Objective 05 : Modernization of Institutional Environment						
01	Establshing an internal address system	800,000/- Departmental (1,075,000/-)			01	These activies have not been carrived out in the year 2015.
02	Networking all the branches of the Department and setting up an internal network system. (Intranet)				01	
04	Perchasing furniture necessary for the establishment.	900,000/-	899,176.85/-	99.90%		Official Equipment has been purchased.

Serial No.	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected output	Actual Output / Physical progress
Objective 06 : Implementing recomandation the cabinet appointed committee on language proficiency of public officers						
	Performing duties under the programme of compilingText Books - 8.2 (a) – Compiling Text Books	15 million (Ministrial Provision)	9 million (Ministrial Provision)	60%	Compiling 08 Sinhala Text Book	Handed over for printing.
Object 07: Developing methodologies and action procederes						
	Analysing and Reciving of Recruitment procedures Transltors (Sinhala/English), (tamil/English) and (Sinhala/Tamil) Recruting Translatores who are to be appointed for compiling glossaries. Appointing essential staff • Superintendent of translations (Tamil/Sinhala) and (Sinhala/Tamil) • Information and Commiunication Technology Assitant(Grade II) • Driver • Development Officer Grade III) • Translators • Librarian Service	36,500,000/- Departmental	34,298,450.03/-	93.96%		i. (Tamil/English) – 02 (Sinhala/Tamil) – 01 ii. Although applications were called, applicants with qualifications did not present.

Serial No.	Activity	Estimated Expenditure	Actual Expenditure	Expenditure %	Expected output	Actual Output / Physical progress
Objective 08 : Human Resource Development						
	Directing the officers to traning and development programme. - Training programmes on subject matters - Progarmmes on attitudes development and productivity. - Information Technology traning courses. - Language training courses (Sinhala, Tamil and English)	Department 350,000/- (1,070,000/-) Revised Estimate 1,000,000/-	802,150,.00	80.21%	50 persons	50 persons were referred for training courses.
	Conducting traing courses for new recruiting Translators and Superintendent of Translations				10 Translators and 3 Superintendent	Training courses were not conducted as newly recruitment were not made.
	Conducting Interlectual lectures				12 Lectures	02 made

06 Providing facilities which are helpful to obtain language profeciancy.

I   printing of books and language exercise books.

The major duty of the Official Languages Department is to compile text books and other supportive books as a written media for professionals and all those who are interested in learning Official Languages.Accordingly, 10,000Copies of "Spoken Tamil" and 5,000 copies of "Written Tamil " were printed.In addition, 1000 copies of "Trilingual Dictionary" have been handed over for printing.

The major responsibility that has been entrusted with the Department is that the formulation of 04 text books each in Sinhala and Tamil Languages in a simple way to be used easily with the view to providing facilities to learn the second language for public officers as per 8.2(a) recommendations under the implementation of committee recommendation made by the committee appointed by the Cabinet of Ministers, on the language profeciancy of public officers.

Pre - research workshop on teaching lessons in the Sinhala text book Level IV for the officers relevant to the the level IV in the Public Service were on 27,28, and 29.08.2015 at Trilingual Learning Centre in the city of Jaffna.

Sessions of pre – research workshop on teaching lessons in the Sinhala text book – Level IV

Commissioner of Official Languages addressing
The gathering

Officers participate in the workshop

Parallel to the above , Pre – research workshop on learning Sinhala text book – Level IV was held on 29,30.10.2015 at District Secretariat, Batticaloa under the leadership of Mrs.Lilani Amarasinghe, the Chief Editor.Also, Pre – research workshop on learning Tamil text book - level III was held on 03,05.12.2015 at the Official Language commission and pre – research workshop on learning Tamil text book level IV was held on 19.10.2015 the Construction Training Centre under the guidance of Prof.S. Yogaraja.

The task of compiling text books during the year 2015 was finalized and 10,000 copies of text book - level IV (Sinhala and Tamil), 30,000 copies of text book – level III (Sinhala and Tamil), 40,000 copies of text book - level II (Sinhala and Tamil)have been handed over for printing.

The total amount spent for printing of books and language exercise books during the year 2015 was Rs.22, 583,682.20.

II. Conducting Language Profeciency Examinations

Conducting of written and oral examinations, issuing of results and result sheets were carried out with the objective of assessing Language Profeciency of public officers and encouraging them to acquire bilingual Language Profeciency.Listening Test for evaluations listening skills using technical instruments, was commenced on 23rd October this year.

Various instances of the workshop for preparing papers for oral tests

The workshop presided by the Asistant commissioner
Being conducted

Resource persons presents their views

Written Test for Official Languages Profeciency Level I, II, III, IV was held on 31.05.2015 in the year 2015 for 75606 applicants and The Number of participants was 30582. Under the programme of conducting oral tests for candidates who have passed written examination and G.C.E. (O/L) second language examinations, Oral tests were conducted for 44047 officers who have passed written examination in previous years.

Action has been taken during the year 2015 for conducting examinations for external institutions.Also, 44047 results sheets and 297 certificates (relevant to past examinations) have been issued. Also, issuing a result sheet printed on a special protective paper for all candidates was commenced this year.The amount allocated for conducting Language Profeciancy examinations for the year 2015 was Rs.220 million and the amount spent was Rs.212 million.

02 Providing translation services to government and semi - government institutions and compiling glossaries.

I. Providing translation services according to the standard methodologies and techniques is another specific role entrusted to the Department.Under the provision of necessary input for carrying out translation works in a more efficient manner, making a software is now being carried out jointly with the University of Moratuwa.Similary, parallel letters are being prepared in Sinhala and Tamil Training has been provided in this regard to 04 officers of the Department.

II. Compilation of new trilingual glossaries which would be helpful to improve knowledge of interlectuals, professionals, students and writers and generally all groups of people are being carried out by the Glossary Section of the Department

- **Building and Construction technology**
- **Glossires relating to Army, Navy and Airforce**
- **Police techniques orders**
- **Public Administration (Establishment Code)**
- **Financial Regulation**
- **Land Administration**

- Information Technology (Sinhala and English)

  · Psychology
  · Law
  · Mathematics
  · Physics
  · Staistics
  · Agriculture
  · Botany
  · History
  · Liguistic
  · Literature
  · Education

Twenty two (22) technical glossires including Counselling and Echonomics have been finalized and released to the Department web site.

03. Conducting research on language usage, technology and seminars.

Under this programme, computer based games (Sinhala/Tamil) were created including 200 questions relating to different 10 fields of the language for the purpose of improving the knowledge of language in a recreational way and they were released to the web site.

Information relating to all brand names in Sinhala and Tmail were gathered and letters were sent to 75 institutions to prepare their Sinhala and Tamil versions.95 brand names were received from 25 institutions and work pertaining to 27 brand names of 05 institutions have been completed and handed over to those institutions.

5000 words have been found under the programme of formulating an alphabet and it has been computerized.In order to assist those who are learning Sinhala or Tamil language, as a second language, a research book has been formulated under the name of a "Helping Hand to Write Official Letters in Public Service"and it has been handed over for printing.

One another objective is to introduce accepted norm for specific letters when writing in Sinhala, Tamil and English for all district names and village names in Sri Lanka.This idea was not implemented because this is undertaken by the Department of Survey and also due to the fact that the Department has representation in that endeavor.

I. Programme of preparing Language plans

A workshop with the participation of 185 Departmental officers, was conducted with the aim of obtaining proposals for the sake of the Department to line up the officers to work according to a specific plan when Official language policy is implemented.The above awareness programme which was carried out utilizing Departmental provisions was held on 03.08.2015.

A Language plan was prepared in line with the proposal received and the draft copy of the plan has been submitted to Additional Secretary, Ministry of National Languages and Social Intergration.Acordingly, Departmental name boards, notice boards were prepared as proposed in the language plan and displayed in all three languages.Attention of officers has been drawn to the requirement of writing letters In Official Languages.

Various parts of the preparing Language plans.

The Commissioner of the Official Languages delivering the keynote speech

Mr.Prathibha Mahanama addressing the gathering

A section of participants in the programme

04. **Promotion of Nationa and International Language Proficiency**.

Sinahala, Tmail, English and Foreign language courses are conducted in a Language laboratory equiped with modern technology for those who are willing to follow national and international languages on half early basis.During the year 2015, SinhalaTamil, English and foreign languages courses are conducted in a sucsesfull manner for 1500 students.The task such as implementing the programme for promoting bilingual knowledge by using e- learning distant education methodology (for 1st level) and the establishment of examination system based on computer to evaluate language profeciancy (in colloboraton with the Department of Examinations) were not implement during 2015 and such task are due to be started after the new language laborotary has been opened.Also Certificate Awarding Ceremony in relation to 2nd semester 2014, was held in 2015 under the auspicious of Hon.Minister A.Mano Ganeshan where 582 students were awared certificates.

05. Compilation of Trilingual Dictionary

The trilingual dictionary compiled by the department was uploaded to internet in year 2013 with the objective to implement the Official Language Policy and it is a great assistance for those who learn Sinhala, Tamil and English languages. The Trilingual Dictionary was compiled with the intention to facilitate public servants and other language learners to have proficiency in all three languages. This dictionary was simply designed as an electronic-dictionary using contemporary technology. This was compiled under the supervision of doctors and professors and with the financial assistance of G I Z (Flit).

The electronic-dictionary was released to departmental website as a learning tool by the Language Laboratory. Thus, in addition to granting access to electronic dictionary through the website, Tri-Lingual Dictionary.lk, an attempt was made to make the community aware of basic knowledge of three languages under the theme "Let Us Learn Sinhala, Tamil, English" .

As a result of a survey carried out by the University of Moratuwa, Tri-Lingual Dictionary.lk was assessed as an excellent website in Sinhala language. We consider this as a remarkable pride victory that we have accomplished in year 2015 surpassing other nationally prioritized Sinhala websites.