



கார்ட்டு ங்டு வார்ட்டு
செயலாற்றுகை அறிக்கை
Performance Report
2012

ராத்ர ங்டு டெபார்ட்டுமென்டு
அரசகரும மொழிகள் திணைக்களம்
Department of Official Languages

Performance Report 2012

Department of Official Languages

Department of Official Languages

“Bhasha Mandiraya”

No. 341/7

Kotte Road

Rajagiriya

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The Message of the Secretary to the Ministry of National Languages and Social Integration

The Department of Official languages has immensely contributed during the year 2012, to make success the government programme of implementing the official languages policy and 10 year trilingual policy.

It will be highly appreciated, providing translation service as one of the main duties of the Department, by realizing the necessity of translation service when working trilingual and bilingual. Compiling glossaries, preparing the trilingual dictionary and conducting language proficiency examinations can also be considered as equally important duties and also these programmes have been very useful to fulfill the language requirements of public officers and all citizens. Further, uploading the trilingual dictionary and the pool of translators to the internet can also be considered as a great achievement obtained by the Department in the year 2012, and a timely requirement.

Increasing the allocations of the Treasury considering the importance of fulfilling the duty of the Official Languages Department, more efficiently and widely is also another progress. Accordingly, it is a great pleasure to mention that the Department has decided to increase the human resource and improve the knowledge and skills, having understood the enormous responsibility assigned to the Department in 2013.

I would like to bring my thanks and wishes to the commissioner and all the officers who contributed to make success the duties of the Official Languages Department and I hope that the mission of the institution will be fulfilled more successfully in the year 2013.

M.S.Wickramasinghe
Secretary
Ministry of National languages and Social Integration

The Message of the Commissioner of Official Languages

The role of the Department of Official Languages changed gradually in concurrence with social, Economics, and Political changes in Sri Lanka. Entire Nation had suffered severely over the brutal war which was a result of the three decades ethnic problem. Therefore the national requirement of the country was sustainable peace and ethnic harmony.

It was emphasized that every Sri Lankan should be enriched in trilingual knowledge in order to create a better tomorrow and sustainable peace for victorious country by making a reality of about 2 million people's future dreams in 2009. Accordingly the year 2012 was named as the "Trilingual Year" and a ten year programme was launched for that on 21st January 2012.

The Department of Official Languages has completed an enormous role in 2012 as one of the institutions which was assigned the direct responsibility to facilitate for implementing the Official Languages policy. It is mentioned with great honor that we received a practical leadership, working with much understanding and a sense from the minister of National Languages and Social Integration. Further the guidance and patronage received from the Secretary to the ministry to fulfill the enormous duty assigned to Department of Official Languages is a great strength to the Department.

Especially as the official translator of the government, as the evaluator of the language proficiency of public officers, as the provider of text book and other publications which assist to get language proficiency and as a modifier of syllabus using new technological strategies, it is because of the utmost cooperation and support of departmental staff received, I was able to achieve the expected duties in 2012. Further it is a pleasure to launch the duties and its progress fulfilled during the year and I would like to bring my special thank to the staff of Development Division who contributed to prepare it and gratitude for all staff.

J.D.C.Jayasinghe
Commissioner of Department of Official Languages

02. INTRODUCTION

The Department of Official Languages has been established on 01.10.1956 as the institution for implementing the Official Language, Act of No. 33 of 1956. According to the 13th Amendment to the Constitution in 1987 and the 16th Amendment to the Constitution in 1988, both languages of Sinhala and Tamil became the Official Languages in Sri Lanka and English language as the link language .Presently the Department of Official Languages has been appered as the facilitator to implement the language policy efficiently as mentioned in the 18th and 19th Act on the IVth chapter of the constitution,while providing translations relevant to the above mentioned three languages ,Developing the language skills of public officers ,Compilations of glossires ,Text book about Language and preparing dictionaries ,are done by the Department of Official Languages. The Department of Official Languages is responsible for providing such facilities. This Department is under the purview of the Ministry of National Languages and Social Integration and The Commissioner is the Head of the Department. This Department is situated at “Basha Mandiraya”, No 341/7, Kotte Road, Rajagiriya.

03. Vision and Mission

Vision

“A Trilingual Society enriched with Peace and Harmony”.

Mission

“To facilitate and coordinate the implementation of the Official Language Policy with the objective of achieving Peace and Harmony”

04. Objectives

01. To Facilitate the Public officers and students who are following Courses in languages to improve their trilingual (Sinhala, Tamil, English) skills and other Language (Foreign) skills.
02. To appear as the official translator of public institutions to facilitate the implementation of the Official Language Policy.
03. To compile Glossaries and text books on various subjects for the accomplishment of the purpose.

05. Main Functions of the Department

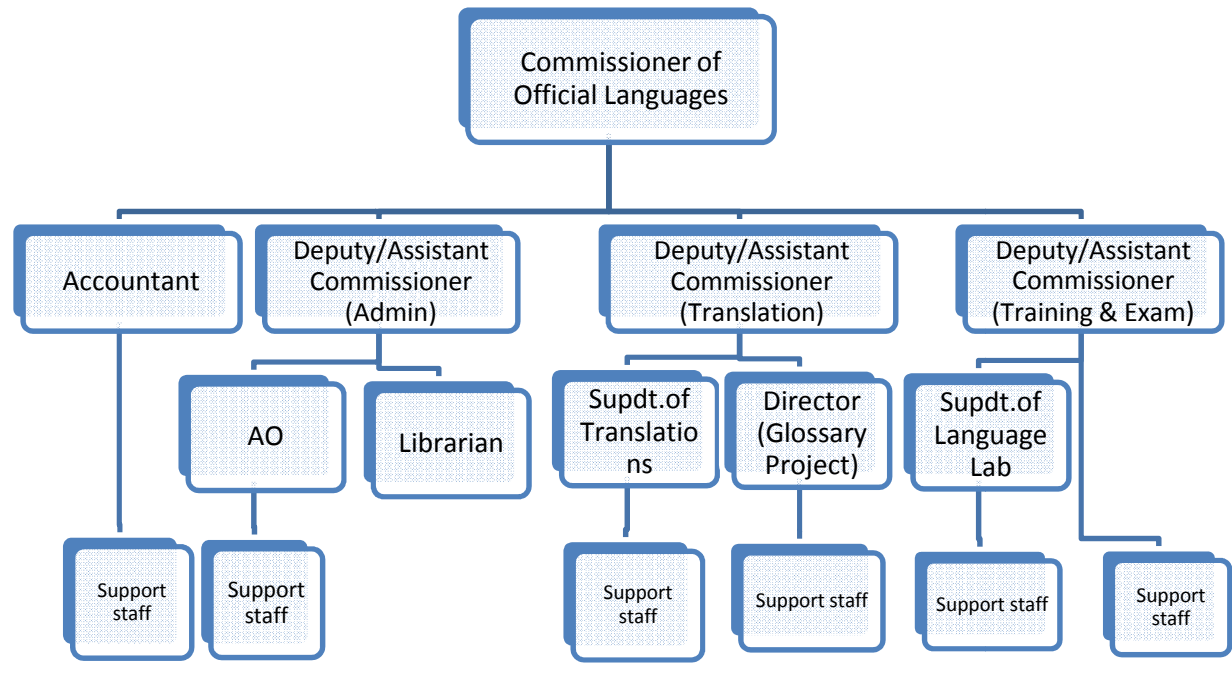
1. Conducting relevant written and oral tests for officers who have to obtain proficiency in Official Languages as per the Public Administration Circular No.03/2007 and 07/2007
2. Conducting translations for governmental and semi -governmental Institutions.
3. Compilation of Sinhala- English and English-Tamil Glossaries on various subjects.
4. Compilation of text books, supportive books pertaining to Language Proficiency Examinations.
5. Preparation of Trilingual Dictionaries.
6. Teaching Sinhala, Tamil, and English as well as other international languages and conducting Examinations through the language laboratory.
7. Conducting examination on Language Proficiency and Efficiency Bar Examinations for the staff of External Institutions
8. Providing practical training for the learners who are following Translation Courses at Universities and the recognized educational institutions.

06. Structure of the Organization

According to the nature of the role of the Department, the Department has been divided into the following divisions.

- I. Administrative Division
- II. Accounts Division
- III. Examination Division
- IV. Translation Division
- V. Language Laboratory
- VI. Publication and sales outlet
- VII. Glossary Compilation Division
- VIII. Library.

07. Organization overview



08. Carder Approved

Departmental Staff approved by the management Services department

Post	Approved No	Present No	Vacancies as on 31.12.2012
Commissioner of Official languages	01	01	-
Commissioner of deputy	03	02	01
Accountant	01	-	01
Administrative officer	01	01	-
Superintendent of Translation	03	-	03
Superintendent of Language Laboratory	01	-	01
Translator	15	06	09
Translator-Assistant	79	79	-
Project Management Assistant	20	18	02
Librarian	01	01	-
Public Management Assistant	16	14	02
Language Laboratory Assistant	01	01	-
Computer data entry operator	01	01	-
K.K.S.	10	08	02
Driver	02	02	-

09. Main divisions of the department and their duties

1. Administrative Division

Facilitating and Coordinating to productively handle the human and physical resources of the department by preparing Plans and implementing them in order to increase the productivity of the Department, and maintaining the computer system and operating the website and the internet of the department are the main duties of the division.

Activities in 2012

- i. The approval of the Public Services Commission for the recruitment procedures could be gained for post of departmental as follows the 04 according to the 06/2006 public administration circular.
 - Superintendent of translations
 - Superintendent of language laboratory
 - Language Translators
 - Language Laboratory AssistantAmongst the approval for the requirement procedure of the Public Services Commission could be gained for the posts of Superintendent of language laboratory and Language translators
- ii. 54 Graduates, who were recruited to the Department under the government policy of graduate scheme, were attached to the following fields and were given trained.
 - Language Translations (Sinhala/English),(Sinhala/Tamil)
 - Language proficiency exam coordination
 - Language class coordination in language laboratory
 - Administrative/Accounts and development affairs.
 - IT affairs
- iii. F.R 71 was presented to take the permission of management Services department, to make 93 new posts of development officer.

iv. Management Reform Circles

Management Reform Circles were established for the conclusion of duties and Procedures under the guidance of public management reform ministry.

Under that circle, as per the recommendations of Mr. S.A.Manamperi appointed to the Department, Measurements are being taken to approve the following post to make the services provided by the Department more effective and qualitative to make glossary compilation a stable task to facilitate to said duties to establish a centre for language translation and interpretation to improve. IT literacy, to implement the designs and projects in relation to the implementation of translation policy.

- Assistant Commissioners (Academic) - 01
- Terminologist - 06
- Sri Lanka Information Communicational and technological Service – Grade II – 02
- Interpreter(Sinhala/English), (Sinhala, Tamil), (Tamil, English)

v. Appointment of an Administrative officer, for the post that had been vacant for years, is an important incident.

vi. Productivity Programme.

Applications were forwarded to the series of National Productivity awards 2010/2011 and the Department was categorized as an institution of E grade.

vii. For glossary Compilation project, Project directors and Data Entry Operators were recruited as follows for a period of one year.

Sinhala/English Glossary Compilation Division – Director 01/ Data Entry Operators 02

Sinhala/English Glossary Compilation Division – Director 01/ Data Entry Operators 02

viii. Implementation of training programmes.

The efficiency of the officers was increased as they were given different training programmes and it caused to enhance the productivity.

- Minimization of the audit problems of public institutions.
- Training programme of language trainees
- Implementation of Sri Lankan financial reporting standards instead of Sri Lankan Accounting standards.
- Scientific thriftiness and security driving
- Fundamental training of Public Management Assistant Services
- Document management
- Computer courses
- Documentation Skills development
- Skills enhancement of telephone operators

- Practical training for drivers
 - Stores management and procurement process
 - Kizen management
 - Essence of public management
 - Performance development of KKS
 - Implementation of training programmes on office practice, Establishment code, financial method and salary processing and conversion for all Departmental officers.
- ix. Special tasks of establishing the pool of interpreters uploading it to the web and uploading the names of sworn translators were also completed.
- x. Having tendered and selling 61-1179 van that was out of use and buying the new van NB 3466 on financial leasing scheme.
- xi. All the personal files of the Departmental officers were updated.

xii. Details of the maintenance activities in 2012.

Date	Description	Cheque. No	RS.	Cent
2012.07.27	Painting the Department	301042	470162	00
2012.12.26	“ “	220395	940324	00
2012.12.31	“ “	301057	47218	00
			1457704	00
2012.03.13	Disposal of sewerage of toilets		8725	00
2012.05.14	Fixing keys on doors		1000	00
2012.05.17	Purchasing taps for Department		1200	00
2012.06.13	maintenance activities of electric work of the Department		2000	00
2012.12.12	Purchasing equipments for the Administrative Division		3998	40
2012.12.26	Repairing toilets.	301041	128241	63
		256347		
			145165	03

Xiii. Following duties have been conducted by the Development division in 2012.

- Forwarding monthly future programme to the Ministry on due date.
- Forwarding the monthly, quarterly, half yearly, yearly progress to the Ministry and other institutions on during the time.
- Preparing the annual Action plan and carrying out the progress
- Preparing and forwarding the annual performance report
- Handling the reports of the ministry's staff officer meeting
- Handling the tasks of book store.

II. Accounts Division

Carrying out all the financial and procurement activities of the Department are the main duties of this division. As per the annual estimated grants allocated for the department, spending grants for paying salaries related to General Administration and making procurement in relation to the capital projects are conducted by this division Department.

Implementing the said duties with sound financial management and reporting to the treasury and other relevant institutions and producing the financial progress were also completed. Further, duties related to the stores and annual surveys have been conducted in this year.

Grants allocated for the year of 2012

CODE	DESCRIPT	NET PROVISION
236-1-1-0-1001	Salaries and Wages	36605000.00
236-1-1-0-1002	Overtime and Holiday Payments	500000.00
236-1-1-0-1003	Other Allowances	13895000.00
	Personal Emoluments	51000000.00
236-1-1-0-1101	Traveling Expenses - Domestic	196000.00
236-1-1-0-1102	Traveling Expenses - Foreign	403000.00
236-1-1-0-1201	Stationery, Office Requirements	980000.00
236-1-1-0-1202	Fuel	490000.00
236-1-1-0-1203	Diets and Uniforms	49000.00
236-1-1-0-1301	Maintenance of Vehicles	212000.00
236-1-1-0-1302	Maintenance-Plant Machinery Equipment	147000.00
236-1-1-0-1303	Maintenance of Buildings & Structures	2470000.00
236-1-1-0-1402	Postal and Communication Services	784000.00
236-1-1-0-1403	Electricity and Water	1862000.00
236-1-1-0-1404	Rents and Local Taxes	490000.00
236-1-1-0-1405	Other	3450000.00
236-1-1-0-1506	Property Loan Interest-Public Servants	1345000.00
	Other Recurrent	12666000.00
	Total Recurrent	63666000.00
236-1-1-0-2001	Building Renovation Improvement	455000.00
236-1-1-0-2002	Plant, machinery, equip-Renovation & Improvement	182000.00
236-1-1-0-2003	Vehicles Modification and Development	182000.00
236-1-1-0-2102	Furniture & Office Equipmt - Aquisition	910000.00
236-1-1-0-2103	Plant & Machinery - Aquisition	182000.00
236-1-1-0-2401	HR Development	91000.00
236-1-1-0-2502	Capacity Development	11183000.00
	Total Capital	13185000.00
	Grand Total	76851000.00
134-2-3-3-2502	Text Book Printing	4991360.00
134-2-3-1-2502	Translation Training	131000.00

III. Examination Division

Conducting language proficiency Examinations Island wide for public officers is the main function of this division.

Activities in 2012

Conducting examinations, projecting the evaluation of language skills of Public officers, and encouraging them to obtain tri-lingual proficiency issuing results and awarding Certificates are done. Accordingly the duties completed by the examination division in 2012 are as follows.

- i. An oral test was held on 22nd January 2012 for 2225 public officers, who were unable to attend the oral test held on 28th May 2011, and previous years and the officers who had failed from above examinations.
- ii. The oral test was held from 24th September 2012 to 27th September 2012 for 1754 public officers who had passed the written examination (level/II) held on 29.10.2011.
- iii. The oral test was held from 03.11.2012 to 30.11.2012 for 8446 officers who had passed Sinhala/Tamil proficiency examination level III.
- iv. 3141 Certificates were sent by post.
- v. 871 Certificates in Southern (510) and Sabaragamuwa (361) were awarded ceremoniously to mark the social integration week.
- vi. Certificates were awarded for 481 officers in Ampara on 23rd October 2012.
- vii. 1484 Certificates were scheduled to be awarded in Batticolo, Trincomale and Polonnaruwa districts on concurrence with the programmes of “Deyata Kirula”.
- viii. Conducting examinations on the request of external institutions. Projecting to provide an estimation of the required professional knowledge through evaluation of language proficiency and conducting of efficiency bar examinations. Examinations were held for 08 institutions and no of attendants were 1001.

IV. Language Laboratory

Coordination of local and foreign language classes conducted by the Department of official languages is the main function of this division.

Activities in 2012

Language laboratory completed the following duties in 2012, projecting the enhancement of skills in foreign languages, creating Peace and Social Integration among the ethnic groups by removing language barriers.

- i. Language courses were started for 482 students in the first semester 2012 from 9th January 2012.
- ii. A workshop was conducted on 25th January 2012 on the use of learning equipment and the functions of the language laboratory having completed the modernization activities of language laboratory.
- iii. Recruitment of 03 language instructors, on the 10th January 2012.that had been vacant for the first semester in 2012.
- iv. Making a discussion with instructors about the syllabuses of 2012 language courses and the issues aroused when teaching them.
- v. A preliminary discussion was held with Mobitel on 30th January 2012 about the distance Education methodology.
- vi. Making the public aware about the functions and duties of the language laboratory through a structure of the language laboratory in Deyata Kirula, in 2012.
- vii. Awarding certificates for the students who successfully completed language courses on 19th March 2012 under the patronage of Hon. Minister Vasudewa Nanayakkara.
- viii. Re-Opening the language laboratory on 19th March 2012 , modernized with modern technological equipments.
- ix. Conducting a teacher training prgramme on the practical importance of the language laboratory and the teaching methodologies on 19th March 2012 with the participation of 15 instructors.
- x. Conducting the discussion with Mobitel over the designing of basic lessons on distance learning methodology and its progress.
- xi. Conducting oral and written examinations and issuing results for the students who successfully completed the language courses in the first semester in 2012.
- xii. Conducting a discussion with the instructors in-charge of the subjects over updating of the syllabuses Sinhala, Tamil an English courses.
- xiii. Making a discussion with the instructors on 2nd October 2012 about the problems aroused in language courses in the 1st semester 2012 and the solution for them.

- xiv. Ceremoniously Awarding certificates on 20th October 2012 for 387 students who successfully completed the language courses in 2nd semester 2012
- xv. Publishing the newspaper advertisement on the new recruitment of students for the first semester 2013.
- xvi. Conducting a seminar for the students who followed Tamil courses in 2nd semester
- xvii. Conducting the final test for the students who successfully completed language courses in the 2nd semester 2012 and issuing results.
- xviii. Registration of students for the first semester 2013 through a newspaper advertisement.

V. Language Translation Division

Making the official translations of the government is the main function of this division.

Activities in 2012

With the objective of providing language translation services and interpretation services at any part of the Island following duties were performed by this division in the year 2012.

- i. Updating the pool of languages translators and uploading their details to the web.
- ii. Establishment of the pool of Interpreters. 40 names out of 109 who were selected for the pool have been released to the website. (it has been decided to release the information of the remaining persons after a short training)
- iii. Establishment of Translation unit. Initial steps have been taken to establish the Translation unit with the sponsorship of the National Language project.
- iv. Training graduates for language translation. 30 graduate trainees with language competency for Sinhala/Tamil and Tamil/English language translation were identified and were given a short training of 1 ½ months on language translation.

VI. Publication and Sales outlet

Compiling, printing and selling text books and language work books required for language learners including government officials are the main functions of this division.

Activities in 2012

- i. 5000 books of written Tamil, 14,900 books of Spoken Tamil were printed and issued. And also 3000 books of Spoken Sinhala and 274 out of them were sold. Amount credited to the government by selling books was Rs.46, 45,170.00.

- ii. Processing and printing of tri-lingual dictionary that would be more useful to tri-lingual learners are completed through publications and sales outlet division. Accordingly the 1st copy of the tri-lingual dictionary which includes 26000 Sinhala head words was handed over to his Excellency the president Mr. Mahinda Rajapaksha on 21.03.2012 in Temple trees. It was uploaded to the internet by his Excellency the president Mr. Mahinda Rajapaksha with the sponsorship of FLICT on 16.07.2012 at Temple trees. As a Second step of the same project, the dictionary with 30000 Tamil head words is being uploaded to internet with pronunciation and pictures where necessary. It is expected to be printed in future under the sponsorship of an external institution.

Income of the Publications and sales outlet from 01.01.2012 to 31.12.2012				
Index no	Publication	No. of Sales unit	Unit Price	Cost Rs.
01	Basic Sinhala	307	25	7675
02	Spoken Sinhala	274	180	49320
03	Tamil in Sinhala	1547	180	278460
04	Spoken Tamil	14060	200	2812000
05	Written Tamil	5007	200	1001400
06	Tamil Advanced	49	100	4900
07	Dictionary with Sinhala Head Words	183	600	109800
08	Tri. Lingual Tamil	1373	150	205950
09	English For public servants	114	100	11400
10	English for Better Communication.	110	150	16500
11	Practical English Basic	258	125	32250
12	Practical English advanced	138	350	48300
13	Management	181	115	20815
14	Aesthetic Education I	35	75	2625
15	Aesthetic Education II	30	60	1800
16	Surveying	43	75	3225
17	Environmental Science	35	150	5250
18	Linguistics	59	75	4425
19	Communication Sta.	69	60	4140
20	Fine Art music	43	75	3225
21	Economics	64	90	5760
22	C.D	34	250	8500
23	Zoology	27	150	4050
24	Archeology	34	100	3400
Total cost				4645170

Printing of Books in 2012				
	Publication	Amount	Price	Press
	Archeology	1000	65296	Sesara Print way Pvt Ltd,110,Pagoda Rd,Pitakotte.
	Tamil in Sinhala	5000	765000	Government Press,Panaluwa,Padukka.
	Spoken Tamil	5000	605000	Tharanji Printers, 506,navinna,Rajagiriya..
	Written Tamil	5000	535000	Tharanji Printers, 506,navinna,Rajagiriya..
	Let's learn Sinhala, Tamil languages	50000	1866000	Design system Pvt Ltd,23/1,1 st lane, Maligakanda, Colombo 10
	Spoken Tamil	9963	1171684.8	Department of Government Printing, Colombo 08
	Spoken Tamil	2980	253657.6	Department of Government Printing, Colombo 08
Grand Total			5261602.4	

VII. Glossary Compilation Division

Compilation of tri-lingual terminologies, required for public management affairs, collecting and compiling new technical terms required for translations, Compiling new terms instead of dated terms are the main functions of this divisions. And also measurements are being taken to establish a new database of technical technologies. There are 2 units in Glossary compilation division.

- English – Sinhala glossary Compilation Division
- English – Tamil glossary Compilation Division

Activities in 2012

English – Sinhala glossary Compilation Division

- Having completed the compilation of following 08 English – Sinhala glossaries. Linguistics, law, Philosophy, Social Science, Library, and Information Science, Political Science, Arts, History, Hygiene, Physical Science and nursing and they were uploaded to the internet.
- Having discussed with the adversary boards, and making standards on Sinhala terms in relation to each subject, 1000 copies of Archeology glossary were printed in 2012 and 160 out of it were sold.

English – Tamil Glossary Compilation Division

- i. Following 09 glossaries had been uploaded to the internet under of English – Tamil glossary compilation division.
 - Education (words A –K)
 - Literature (word A –Q)
 - History and Archeology (words A -H)
 - Physical Science (words A - P)
 - Mathematics (words A -R)
 - Communication (words A -Z)
 - Linguistics (words A -Z)
 - Economics (words A-Z)
 - Aesthetics (words A- z)
- ii. Glossaries for Botanical Science, Agriculture, Engineering (Chemical and Mechanical) are being compiled.

VIII. Library

The department of Official Languages has a library of Supra grade. The library was promoted to supra grade on 3rd May 2002 by National Library and documentation services board.

Activities in 2012

- i. Surveying of all the books in the library
- ii. Maintenance of the wall papers.
- iii. Keeping a collection of feature articles.
- iv. Keeping a collection of language letters published on news papers.
- v. Collecting newspaper articles written about the department.
- vi. Commencement of computerization library index.

10. Progress of the Department

10.1 Action Plan – 2012

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
01. Objective : Provide facilities that help to obtain the Language Proficiency								
(I). Compile and print Text Books and Work Books.								
I.	Print the Written Tamil book and Spoken Tamil book.	copies 5000x2	April	1.2 Million	-	-	1.2 Million	Commissioner
II.	Print the Spoken Sinhala book (level III of Sinhala proficiency).	copies 5000	March	0.8 Million	-	-	0.8 Million	Commissioner
III.	Revise and print the Spoken Tamil book.	copies 5000	March - August	-	2 Million	-	2 Million	Commissioner
IV.	Compile 03text books for Tamil proficiency level I and Sinhala proficiency level I/II, and print them.	copies 5000x3	March - December	-	4 Million	-	4 Million	Commissioner

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
01. Objective : Provide facilities that help to obtain the Language Proficiency.								
(II). Compile Glossaries.								
I.	Print the Glossaries of Archeology, Agriculture, Chemistry, Management, Micro Biology, Botany.	copies 3000 06 subjects	February	1.5 Million	-	-	1.5 Million	Commissioner
II.	Finalize the compilation of Sinhala and English Glossaries (Linguistics, Law, Philosophy, Social Science, Library and Information Science, Political Science, Arts History, Hygiene, Physics and Nursing).	08	December		-	-	-	Commissioner
III.	Finalize the compilation of English and Tamil glossaries.	10 subjects	January – December					Commissioner
IV.	Print and launch the Tri-Lingual dictionary (III volume).		January – December		-	-	-	Commissioner
V.	Release the e-dictionary to the internet.		January		-	-	-	Commissioner
VI.	Compile a book to make the Public Officers aware of the Language Policy.		January		-	NLP	-	Commissioner

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
02. Objective : Conduct Language Proficiency Examinations.								
I.	Conduct Examinations for Official Languages proficiency level I, II, III twice a year.	candidates 30000x2	March- July	5.5 Million	9.5 Million	-	15 Million	Commissioner
II.	Conduct Oral Examinations for those who passed the written examinations.	15000x2	May - September	-	2.5 Million	-	2.5 Million	Commissioner
III.	Issue the Official Language proficiency certificates.	Those who have passed the Examination		-	0.2 Million	-	0.2 Million	Commissioner
IV.	Conduct examinations for the External Institutes. 1. National Cadet Corp, Rantambe- Basic English. 2. Institute of Technical Training, Kotmale – Advance Tamil. 3. Ministry of Indigenous Medicine, Homeopathy – Efficiency Bar. 4. Fisheries & Port Corporation – Tamil level III, Special Examination. 5. Board of District Commerce Industries and Agriculture, Anuradhapura – level III. 6. Official Languages Commission - Efficiency Bar Examinations. 7. Translator Assistant – Efficiency Bar Examination.		March - July	-		-		Commissioner

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
03. Objective : Provide Translation Services for Governments and Non-Government parties.								
I.	Update Translators' data base.		January – February	0.3Million	-	NLP	0.3 Million	Commissioner
II.	Establish an Interpreters' data base.	250	January – March		-	NLP		Commissioner
III.	Conduct training programme for the Translator Assistants.	For 94 Persons	January – December		-	NLP		Commissioner
IV.	Enhance the efficiency of translation field using new technology (Provide on-line translations).		June - December	-	-	NLP		Commissioner
V.	Provide Trainings on Information Technology for the selected translators.		June - December	-	-	NLP		Commissioner
VI.	Carry out a study to assess for the future necessities of the translation field.		January – December	-	-	NLP		Commissioner
VII.	Conduct a workshop to present the findings of that study Reports.			-	-	NLP		Commissioner
VIII.	Conduct the Combined Committee meetings for the development of translation skills.	12meetings per month		-	-	NLP		Commissioner
IX.	Foreign study tours.			-	-	NLP		Commissioner
X.	Establish the Translation Bureau.			-	-	NLP		Commissioner
XI.	Establish a Call Center for online Interpretation.			-	-	NLP		Commissioner

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
04. Objective : Promote National and International Language Skills.								
I.	Conduct the language course of Sinhala, Tamil , English and Foreign Languages.	1000 Students	January – June July - December	1.8 Million	-	-	1.8 Million	Commissioner
II.	Provide internet facilities to improve quality of the courses.				-	-		Commissioner
III.	Develop bi-lingualism using the methods of distance education.	10000	January – March		-	-		Commissioner
	I. Telecast a Educational Programme through the Sri Lanka Broadcasting Co- operation for the Advance Tamil Course.		January – April					
	II. Create a CD for level I of Official Languages Proficiency.		January – August					
III. Establish an e-Learning System.								
IV.	Conduct 04 Symposiums on language (2 Sinhala, 2 Tamil).	600 Participations	February/ May / August / November	-	-		Commissioner	

Se/ No.	Activity	No. of Programmes	Period	Estimated Cost				Responsibility
				State Fund		Foreign Funds	Total	
				Department	Ministry Vote			
04. Objective : Deyata Kirula Development Program								
I.	Deyata Kirula Development Program	01	January – February					Commissioner

10.2 Description which regarding allocations and Expenditure in the year -2012

CODE	DESCRIPT	NET PROVISION	NET EXPENDITURE	BALANCE	FINACIAL PROGRESS AS A %
236-1-1-0-1001	Salaries and Wages	36605000.00	28042261.92	8562738.08	76.61
236-1-1-0-1002	Overtime and Holiday Payments	500000.00	283577.86	216422.14	56.72
236-1-1-0-1003	Other Allowances	13895000.00	13890362.02	4637.98	99.97
	Personal Emaluments	51000000.00	42216201.80	8783798.20	82.78
236-1-1-0-1101	Traveling Expenses - Domestic	196000.00	195548.42	451.58	99.77
236-1-1-0-1102	Traveling Expenses - Foreign	403000.00	399560.00	3440.00	99.15
236-1-1-0-1201	Stationery,Office Requisites	980000.00	979976.33	23.67	100.00
236-1-1-0-1202	Fuel	490000.00	347811.00	142189.00	70.98
236-1-1-0-1203	Diets and Uniforms	49000.00	48978.20	21.80	99.96
236-1-1-0-1301	Maintenance of Vehicles	212000.00	201763.00	10237.00	95.17
236-1-1-0-1302	Maintenance-Plant MachineryEquipment	147000.00	70683.47	76316.53	48.08
236-1-1-0-1303	Maintenance of Buildings & Structures	2470000.00	2147256.03	322743.97	86.93
236-1-1-0-1402	Postal and Communication Services	784000.00	582179.75	201820.25	74.26
236-1-1-0-1403	Electricity and Water	1862000.00	1853650.20	8349.80	99.55
236-1-1-0-1404	Rents and Local Taxes	490000.00	290602.45	199397.55	59.31
236-1-1-0-1405	Other	3450000.00	3448524.70	1475.30	99.96
236-1-1-0-1506	Property Loan Interest-Public Servants	1345000.00	1253700.46	91299.54	93.21
	Other Recurrent	12666000.00	11618471.01	1047528.99	91.73
	Total Recurrent	63666000.00	53834672.81	9831327.19	84.56
236-1-1-0-2001	Building Rehabilitation&Improvement	455000.00	174780.00	280220.00	38.41
236-1-1-0-2002	Plant,machinery,equip-Rehab&Improve	182000.00	177276.00	4724.00	97.40
236-1-1-0-2003	Vehicles Rehabilitation&Improvement	182000.00	104316.00	77684.00	57.32
236-1-1-0-2102	Furniture&Office Equipmt-Aquisition	910000.00	493477.80	416522.20	54.23
236-1-1-0-2103	Plant & Machinery - Aquisition	182000.00	177276.00	4724.00	97.40
236-1-1-0-2401	HR Development	91000.00	88001.00	2999.00	96.70
236-1-1-0-2502	Capacity Development	11183000.00	11021037.27	161962.73	98.55
	Total Capital	13185000.00	12236164.07	948835.93	92.80
	Grand Total	76851000.00	66070836.88	10780163.12	85.97
134-2-3-3-2502	Text Book Printing	4991360.00	4714116.95	277243.05	94.45
134-2-3-1-2502	Translation Training	131000.00	91920.00	39080.00	70.17

10.3 Progress for the Year - 2012

S/N	Activities	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
01	1.1 Preparation and printing of books and textbooks. • Spoken Tamil Book 15000 copies • Written Tamil Book 5000 copies • Spoken Sinhala 3000 copies	236-1-1--0-2502-02 1820,000	134-2-3-3-2502 4491,360	1815,447	3252628.31	14900 printed copies have been sold. All printed books have been sold. Printed and 274 copies have been sold. Amount credited to the government, by selling books was Rs.46,45,170.00	Ability of utilizing as a written medium for professionals to whom Public Administration Circular No.07/2007 apply and for all the persons who are willing to learn Official Languages.
	1.2 Compilations of Glossaries. 1.2.1 English - Tamil • Archeology	236-1-1-0-2502-03 2265,000	-	2659844.07	-	Printed 1000 copies and 160 copies have been sold.	

S/N	Activity	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	• Compilation of 08 English Sinhala Glossaries (Linguistics, Philosophy, Sociology, Library Science and Information Science, Political Science, Art History, Hygiene, Physiology and Nursing). 1.2.2 English - Tamil					Sinhala terms have been confirmed after discussing about terms relevant to each subject with the consultants (It is expected to complete those glossaries as at 30th April 2013). Standardization of terms relevant to each subject was carried out with participation of instructors. Accordingly following 09 glossaries had been uploaded to the internet. 1. Education (words from A-K) 2. Literature (word from A-Q) 3. History and Archeology (Words from A-H) 4. Physics (Words from A-P) 5. Arithmetic (Words from A-R) 6. Communication (Words from A- Z) 7. Linguistics (Words from A-Z) 8. Economics (Words from A-Z) 9. Aesthetics (Words from A-Z)	Mostly useful in improving the knowledge of experts, professionals, students, and writers and all the communities in common.

S/N	Activities	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	1.2.3 Preparation of Online Glossaries.					75% of glossary compilation activities have been completed. ○ Botany ○ Agriculture ○ Engineering (Chemical and Mechanical) 18 Glossaries such as Agriculture, Archeology, Chemistry, Management, Molecular Biology, Botany, Communication, Counseling, Law (A-K), Pottery and Ceramics, Economics, Geography, Home Management, Knitting Laundry and Weaving, Wood work, Lacquer work, Metal Technology and Basic Motor Mechanism, Literary Critism have been released to the Internet.	Provision of easy access to everyone including Experts, Professionals, Writers, and Students who are search of knowledge through modern technology.

S/N	Activity	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	1.3. Printing of the Trilingual Dictionary.					Trilingual Dictionary with Sinhala head word has been uploaded to the Internet under the patronage of FLICT Institute. Releasing the dictionary with Tamil head word to the Internet and releasing it as a formal dictionary with pronunciation and diagrammatic illustrations. Action is being taken to obtain the sponsorship of an External Institution for printing.	Very useful and easily usable for the learners of three languages.
02	2.1 Conducting Language Proficiency Examination.	236-1-1-0-2502-04	134-2-3-3-2502				
		5005,000	4491,360	4089590.29	3252628.31		
	2.1.1 Conducting Language Proficiency Level I, II, and III examination twice a year.					All the necessary action has been taken to gazette the examination. Since a new methodology is being prepared by the Cabinet Office and as per instruction provided by them the exam has not been conducted.	Assessment of Language skills of Public Officers and to encourage to obtain trilingual proficiency.

S/N	Activities	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	2.1.2 Conducting Oral Test for those who have passed the written examination.					An oral test was conducted for 2205 Officers who were unable to appear for the oral tests on 28.05.2011 or Officers who were unable to appear for the oral tests or Officers who failed the oral tests on 22.01.2012. Oral tests were conducted during 24.09.2012 to 27.09.2012 for 1754 Officers, who have passed the written examination (Level I/II) conducted on 29.10.2011. Oral tests were conducted from 03.11.2012 to 30.11.2012 for 8446 Officers who have passed the written examination Level III.	

S/N	Activity	Estimated Expenditure Rs		Actual Expenditure Rs		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	2.1.3 Issue of certificates to those who have passed the Examinations.					3141 Certificates were sent by post. 871 Certificates were awarded in Southern Province (510) and Sabaragamuwa Province (361) in order to mark the Social Integration Week. 481 Certificates were awarded for Officers in Ampara District on 23.10.2012. 1484 Certificates for Officers in Pollonnaruwa, Trincomalee, and Baticaloa District are being scheduled to be awarded under the programmes concurrent to “Deyata Kirula”..	
	2.2 Conducting Examination for External Institutions.					Examinations were conducted for 08 Institutions (1001 Officers participated).	Assessment of Language Skills and to grant an assessment about professional knowledge that has to be fulfilled through conducting Efficiency Bar Examinations.

S/N	Activity	Estimated Expenditure Rs		Actual Expenditure Rs		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
03	3.1 Providing Translation Services.	236-1-1-02502-05	134-2-3-1-2502				
		273,000	131,000	92,503	91,920		
	3.1.1 Updating translators' Pool.					Translators' Pool was updated and released to the website. (It has been updated)	Ability of obtaining required translation and interpretation services from any area of the country.
	3.1.2 Establishment of Interpreters' Pool.					Details about 40 out 109 interpreters selected for this pool have been released to the website (Details about the remaining 69 interpreters were decided to be released to the web site after short training).	
	3.1.3 Establishing the Translation Unit.					Basic activities of establishing the Translation Unit have been fulfilled under the favour of National Language Project.	
	3.1.4 Training of Graduates Trainees for Translations.					A short training on Sinhala/Tamil Translation of 1½ months have been given for 30 graduate trainees who have a language proficiency for Sinhala/Tamil and Tamil/English	

S/N	Activities	Estimated Expenditure Rs.		Actual Expenditure Rs.		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
04	4.1 Promoting National and International Language Skill.	236-1-1-0-2502-01 1820,000	-	2067,392	-	27 Classes of the first Semester of the year 2012 were started, 475 students participated in those classes. The final examination was conducted in June and July in 2012 and results have been released. Award of Certificates have been conducted on 25th October 2012 and 27 Classes were started at the second Semester in the year 2012 and 530 students were participated and the examination was conducted in December. Progress of the students who followed the language courses were tested through notes and reports. The percentage passed was 85% from final examination. Two Seminars were held for the students who followed courses 410 students were participated.	To eliminate barriers of Language Problems existing among nations and to establish harmony and social integration through the improvement of skills on Foreign Languages.
	4.1.1 Conducting Sinhala, Tamil, English, and Foreign Language Course.						

S/N	Activities	Estimated Expenditure		Actual Expenditure		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
						Awarding of certificates for 387 students who had successfully completed language courses in 2nd semester 2011 was held on 25th October in 2012 under the patronage of coordinating secretary of the honorable minister. The amount credited to the government revenue by conducting classes was Rs.76,175,00.00. A training session was held on 16th October in 2012 on the modernization of language Laboratory and the use of technical equipment in the lab with the resource contribution of “Swedish” institution. A workshop was conducted on 18th October in 2012 regarding the syllabuses and teaching methodology with the participation of instructors in language laboratory. Language laboratory was modernized using modern audio and video equipment.	

S/N	Activities	Estimated Expenditure		Actual Expenditure		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
	4.2 Distance Education – Establishing E-learning methodology					Elementary discussions were conducted for obtaining assistance of Mobitel Institute and preparations of lessons were started.	The ability of obtaining Language Education from any region of the Island.
	4.3 Conducting 4 Expert Seminars on Language (Sinhala 2, Tamil 2) Participation – 600 persons.					An Expert Seminar and debate were conducted on 13.03.2012 in order to mark the Language Day. A work shop was conducted on 23.05.2012 for creating awareness about using the translation software designed by the University of Colombo.	To create awareness among all the participants including School children, Teachers, and Departmental Staff about the correct grammatical usage of Language. To make aware that easy translation methodologies can be established using modern technology.

S/N	Activities	Estimated Expenditure		Actual Expenditure		Physical Progress	Social Impact
		Department	Ministry	Department	Ministry		
05	5.1 Deyata Kirula National Development Exhibition					Award of certificates to all the officers in Anuradhapura District who had passed the language proficiency exam held at the Divisional Secretariat, Nuwaragampalatha – East. Presenting information by posters regarding the publications of the Department and conducting a stall to sell them. An amount of Rs.208505.00 was credited to the government. A wall poster, in which information of the Department from its commencement date was displayed. Compilation of a book titled “Let’s Learn Sinhala and Tamil”, in both Sinhala and Tamil languages and free distribution of it among school children. The structure of the Language Lab was designed and its learning methods of it were practically presented. New glossaries and publications were ceremonially launched. Presentation of the Role of the Department via multimedia. Design of an Exhibition stall. A Census was conducted for every government institution in the premises of the exhibition regarding the implementation of the official languages policy.	Facilitate to Function in three languages and make people aware about the attempt which is being taken to implement the trilingual language policy.

10.4 Special Programmes and Events

10.4.1 Deyata Kirula

An effective work load had been carried out by the department in parallel to the Deyata Kirula Development exhibition with the intention of directing the attempt taken by the government for public consideration to implement the Language Policy and facilitate public to work trilingually. Deyata Kirula programme 2012 was coordinated by the Development Assistant Ms. Rochana Karunasena with instructions and guidance of the staff officers.

- i. Certificates were awarded at the Divisional Secretariat of Nuwaragampalatha –East to all the officers of the Anuradhapura District who had passed the Language Proficiency Exam .
- ii. Conducting a Departmental Publication stall at the Oyamaduwa exhibition premises and presenting details about the departmental publications via posters. As a result, income of Rs.208505.00 was credited to the government.
- iii. Designing a huge board fixed to the wall on which the details of the Department from its origin to present are printed.
- iv. Composing a book in Sinhala / Tamil languages under the topic “Let’s learn Sinhala/Tamil” and distribute it among school children on free of charge basis.
- v. Designing a model of the language laboratory and practically presenting its teaching methods.
- vi. Conducting a ceremony in the main assembly to launch new glossaries and publications.
- vii. Presenting information regarding the role of the department using computer technology.
- viii. Conducting a census of all the government institutions of the exhibition premises, in order to find out whether the Official languages policy was implemented.

10.4.1.1 Sale of the publications in parallel to the Departmental Programmes of Deyata Kirula -2012

Reference No	Venue of the Stall	Income
1	Divisional secretariat of Horowpathana	Rs.30215.00
2	Divisional secretariat of Kahatagasdigiliya	Rs.23065.00
3	Divisional secretariat of Nuwaragampalatha - East	Rs.33520.00
4	Divisional secretariat of Rajanganaya	Rs.39235.00
5	Divisional secretariat of Nuwaragam palatha	Rs.29535.00
6	Exhibition Premises of Oyamaduwa	Rs.208505.00
	Total Income	Rs.364075.00

10.4.1.2 Progress of the projects implemented in Anuradhapura District under the provisions of the Ministry or relevant Department, in addition to the provisions allocated by the cabinet paper which is relevant to the National Development Programme of Deyata Kirula.

Reference No.	Name of the Project	Institution/Department in charge of the Project	Division	Estimated cost	Progress to the date 2012.02.15	
					Financial	Physical
01	Conducting oral tests for government officers who have completed the required written qualifications in order to obtain language proficiency incentives.	Department of Official Languages	Horowpathana	Rs.34400.00	Rs.20450.50	100%
02	Conducting seminars for candidates of the Official languages proficiency test level I,II and III which was held in September 2012(Number of participants 112)	Department of Official Languages	Kahatagasdigiliya	Rs.69200.00	Rs.28420.00	100%
03	Conducting oral tests for the officers of Anuradhapura who have completed the written qualifications in order to obtain the Language proficiency incentives.(Number of participants 65)	Department of Official Languages	Nuwaragampalatha -East	Rs.74300.00	Rs.47940.00	100%
	Conducting seminars for candidates of the Official Languages proficiency test level I,II,III which was held in September 2011.(Number of participants 95)					
04	Conducting oral tests for the officers of Anuradhapura district who have completed the written qualifications in order to obtain Language Proficiency Incentives.(Number of participants - 69)	Department of Official Languages	Rajanganaya	Rs.34400.00	Rs.21940.00	100%

05	Awarding certificates to all the officers of the Anuradhapura district who had passed the language proficiency test.	Department of Official Languages	Nuwaragampalatha - East	Rs.212760.00	Rs.169111.00	100%
06	Selling the publications of the Department of Official Languages.	Department of Official Languages	Horowpathana	–	Rs.30215.00	100%
			Kahatagasdigiliya	–	Rs.23065.00	
			Nuwaragampalatha - East	–	Rs.33520.00	
			Rajanganaya	–	Rs.39235.00	
			Nuwaragampalatha - East	–	Rs..29535.00	
			Oyamaduwa exhibition premises	–	Rs.208505.00	
07	Presenting information via posters regarding the departmental publications	Department of Official Languages	Oyamaduwa exhibition premises	Rs.4650.00	Rs.4650.00	100%
08	Designing a huge board fixed to the wall on which the details of the Department from its origin to present are printed.	Department of Official Languages	Oyamaduwa exhibition premises	Rs.24000.00	Rs.24000.00	100%
09	Distributing the book “Let’s learn Sinhala Tamil Languages ”among school children, on free of charge basis	Department of Official Languages	Oyamaduwa exhibition premises	Rs.1866000.00	Rs.1866000.00	100%
10	Designing a model of the language laboratory and practically presenting its teaching methods.	Department of Official Languages	Oyamaduwa exhibition premises	Rs.10000.00	Rs.8515.00	100%
11	Conducting a ceremony to launch new glossaries and publications.	Department of Official Languages	Oyamaduwa exhibition premises	Rs.18550.00	Rs.14662.00	100 %
12	Presenting the role of the Department via multi-media.	Department of Official Languages	Oyamaduwa exhibition premises	Rs.1000.00	Rs.910.00	100 %

**10.4.1.3 National Development Exhibition of Deyata Kirula - Department of Official Languages
Expenditure report - (For the exhibition and parallel Programmes)**

Ref. No.	Name of the project	Venue	Cost	
01	Conducting oral tests for the officers of Anuradhapura district who have completed the requirement written qualification to obtain Language Proficiency Incentives.(number of participants - 33)	Divisional Secretariat of Horwpathana	Rs.20450.50	20450.50
02	Conducting seminars for candidates of the Official Languages Proficiency Test level I,II and III which was held in September 2011.(Number of participants - 112)	Divisional Secretariat of Kahatagasdigiya	Rs.28420.00	28420.00
03	Conducting oral tests for the officers of Anuradhapura district who have completed the required written qualifications to obtain the language proficiency incentives. (number of participants - 65)	Divisional Secretariat of Nuwaragampalatha - East	Rs.47940.00	47940.00
	Conducting seminars for candidates of the Official Language Proficiency Test - Level I,II and III, which was held in September 2011.(Number of participants 95)			
04	Conducting oral tests for the officers of Anuradhapura district who have completed the required written qualifications in order to obtain Language Proficiency Incentives. (number of participants 69)	Divisional Secretariat of Rajanganaya	Rs.21940.00	21940.00
05	Awarding certificates to all the officers of the Anuradhapura district who had passed the Language Proficiency Test.	Divisional Secretariat of Nuwaragampalatha - East	Rs.169111.00	169111.00
06	Presenting information regarding the departmental publications via posters.	Oyamaduwa exhibition premises	Rs.4650.00	4650.00
07	Designing a huge board fixed to the wall on which the details of the Department from its origin to present are printed.	Oyamaduwa exhibition premises	Rs.24000.00	24000.00
08	Distributing the book”Lets Learn Sinhala/Tamil language” among school children on free of charge basis.	Oyamaduwa exhibition premises	Rs.1866000.00	1866000.00
09	Designing a model of the Language laboratory and practically presenting its teaching methods.	Oyamaduwa exhibition premises	Rs.8515.00	8515.00

10	Conducting a ceremony to launch new glossaries and publications.	Oyamaduwa exhibition premises	Rs.14662.00	14662.00
11	Presenting the role of the Department via multi -media	Oyamaduwa exhibition premises	Rs.910.00	910.00
12	Designing the exhibition stall.	Oyamaduwa exhibition premises	Rs.500000.00	500000.00
13	Transport and Food expenses for the officers during the exhibition period. Accommodation Rs..25000.00 Food Rs..76458.00 Vehicle Rs..84625.00 Fuel Rs..29000.00		Rs.215083.00	215083.00
Total expenditure			Rs.2921681.50	2921681.50

A financial aid of Rs. 1000000 was received from The National Languages Project for the above mentioned No.8.

10.4.2 Special Events

- Inspecting the mosquito breeding places in the Department premises, under the Dengue Preventing Campaign which was held during March and informing the Municipal council of Kotte regarding the observations and decisions of the inspection.
- Conducting a shramadana campaign in April, to remove the discarded stuff and unnecessary papers of the Department premises.
- Celebrating National Mother Languages Day of 2012 on 21st of March 2012 at Nalanda College, with the participation of 10 main schools of Sri Lanka.
- To mark the Ramazan festival, a preacher was invited from the mosque to conduct a lecture and also a donation is made to the Victoria Home.
- To mark the Vesak festival, a Dhamma preaching event was organized in Department premises.
- Launching of the dictionary to the internet, which includes 26000 Tamil and English words under the Sinhala head word, by President Mahinda Rajapaksha on 16.07.2012 at Temple Trees.
- Designing a X'mas Tree to mark the Christmas.
- Take parting in the "Pindapatha" (Buddhist monks collecting alms) organized by the staff of the Divisional Secretariat of Kotte.)

11. Action Plan – 2013

Fund Requested - 68.015million

Fund Received - 55.815 million

S/ N o	Activities	No. of Programmes	Duration	Estimated Cost (Rs).				Responsibilities
				Government Fund		Foreign Funds	Total (Rs).	
				Department	Expenditure of Ministry			
01. Object - Providing facilities which are assist to obtain language proficiency								
(I) Printing publication and language exercise books								
i.	Printing “Spoken Tamil” book	5000 Copies	July - December	6.3 million			6.3 million	Commissioner
ii.	Printing “Written Tamil” book	2000 Copies	January - June					
iii.	Printing “Spoken Sinhala” (for level III sinhala language proficiency).	2000 Copies	May - July					
iv.	Printing “We Learn Sinhala, Tamil Language” book	50,000 Copies	March - August					
v.	Printing “Sarala Demala” book	5000 Copies	March - August					
vi.	Printing “Sinhalen Demala” book	5000 Copies	March - August					
vii.	Printing “Sarala Demala” work book	5000 Copies	March - December					
viii.	Printing “Basic Sinhala” book	2000 Copies	March - December					
ix.	Printing “Sarala Sinhala” book	2000 Copies	March - December					
x.	“Demala Wahara Uganimu” (1 st part) Spoken	3000 Copies	March - December					
xi.	Printing “Idiom” book	1000 Copies	May - July	0.3 million				

S/ N o	Activities	No. of Programmes	Duration	Estimated Cost (Rs).				Responsibilities
				Government Fund		Foreign Funds	Total (Rs).	
				Department	Expenditure of Ministry			
01. Object - Providing facilities which are assist to obtain language proficiency								
(II) Providing Glossaries								
i	Printing number of 19 glossaries such as Counseling, Social Science, Communication, Archaeology, History, Literary Criticism, Chemistry, Agriculture, Molecular Biology, Management, Botany, Education, Philosophy, Linguistic, Law, Library Science and Documentation, Art History, Political Science, Hygiene, Physiology and Nursing.	2000 Copies	January - April	3.6 Million	-	-	3.6 Million	Commissioner
ii	Completing English Sinhala glossary work (Art History, Education, History, Law, Library Science and Documentation, Linguistic, Hygiene, Physiology and Nursing, Philosophy, Political Science and Social Science.	08 subjects	January - April					
iii	Completing English Tamil glossary work	06 subjects	January - April					
iv	Printing and launching Trilingual Dictionary (with Tamil Headword)	10,000	January - February	5 Million	-		-	Commissioner
v	Reviewing progress and preparing process of the glossaries and preparing Terminology data bank	01	January - December		-	NLP	-	
vi	Preparing Glossaries which are used in government institution and legalized technical terms in trilingual		April - December					
vii	Preparing necessary data base for Auto Translation Software and Dictionary Software		April - December					

S/ No	Activities	No. of Programmes	Duration	Estimated Cost (Rs).				Responsibilities
				Government Fund		Foreign Funds	Total (Rs).	
				Department	Expenditure of Ministry			
02. Object - Conducting Language Proficiency Examinations								
i.	Conducting Official Language Proficiency Examination for level I, II, and III in twice a year	Candidates 40000 X 2	February - July	48 Million	-	-	48 Million	Commissioner
ii.	Conducting Oral test for candidates who are passed written examination	25000 X 2	May - September					
iii.	Issuing Official Language Proficiency certificates	For all are passed examination	January - December					
iv.	Conducting Examination for candidates in External Institutions 1. National Cadet Crops, Rantabe - Basic English 2. Technical Training Institute - Kotmale, Advanced Tamil 3. Ministry of Indigenous Medicine - Homoeopathy, Efficiency Bar 4. Special examination Tamil Level III. 5. Board of District Commerce Industry and Agriculture, Anuradhapura - Level III. 6. Efficiency Bar examination - Official Languages Commission 7. Efficiency Bar Examination - Translator Assistant	10	April - December	-	-	-		Commissioner
v.	Establishing computer base Exam for assessment of the Language Proficiency	01	March - December	-	-	FLICT		

S/ No	Activities	No. of Programmes	Duration	Estimated Cost (Rs).				Responsibilities
				Government Fund		Foreign Funds	Total (Rs).	
				Department	Expenditure of Ministry			
03. Object - Providing Translation Service for Government and non - Government Parties								
i.	Conducting 05 training programmers for Translators and Interpreters	Candidates 150	January - December	.315 Million	-	NLP	.315 Million + NLP Fund	Commissioner
ii.	Establishing the Translation Centre	01	January - December		-	NLP		
iii.	Studying for assessment of forth coming Translation needs		January - April		-	NLP		
iv.	Conducting a work shop to forwarding such study report		February	-	-	NLP		Commissioner
v.	Taking place the integrated community meetings in enhancing the translating ability	Meeting 12 terms monthly	January - December	-	-	NLP		Commissioner
vi.	Foreign study tours			-	-	NLP		Commissioner
vii.	Establishing the information technology communication unit with automatic translations (Issuing Examination Results and Certificates by the computer)	01	January - December	-	-	NLP		Commissioner

S/ No	Activities	No. of Programmes	Duration	Estimated Cost				Responsibilities
				Government Fund		Foreign Funds	Total (Rs).	
				Depart ment	Expenditure of Ministry			
04. Object - Providing Translation Service for Government and non - Government Parties								
i	Conducting Language Course for Sinhala, Tamil English and foreign	1000 students	January - June July - December	2 Million	-	-	2 Million	Commissioner
ii	Developing Bilingual knowledge in using distance education methodology i). Broadcasting the educational programmes for broadcasting cooperation ii). Creating a CD as support courses for Official Language Proficiency Level I. iii). Establishing an E-learning system.	01	April - December		-	-	FLICT	Commissioner
		10000 copies	March - August				FLICT	
		01	March - August				Mobitel	
iii	Conducting 04 seminars of panel of experts about language (Sinhala - 2, Tamil - 2).	participation 600	February/M May/August /November		-	-		Commissioner
05. Object - Deyata Kirula National Development programme								
i	Dayata Kirula National Development Programme	01	January - February	5 Million			5 Million	Commissioner

12. Telephone Directory

Name/Post	Telephone No.
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Assistance Commissioner (Development) Mrs. R.P.R. Ranasinghe	288 8935
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