



கார்ட்டு சா஁த லார்த்து
செயலாற்றுகை அறிக்கை
Performance Report
2013

ராத்ர தாது டெபார்த்துமென்ருவு
அரசகரும மொழிகள் திணைக்களம்
Department of Official Languages

Performance Report 2013

Department of Official Languages

Department of Official Languages

“Bhasha Mandiraya”

No. 341/7

Kotte Road

Rajagiriya

Contents

	Page No
01. Messages	
The Message of the Secretary to the Ministry of National Languages and Social integration	01
The Message of the Commissioner of Official Languages	02
02. Introduction	03
03. Vision and Mission	03
04. Objectives of the Department	04
05. Main functions of the Department	04
06. Structure of the Organization	04
07. Organization overview	05
08. Approved Cadre	06-07
09. Main Divisions of the Department and it's roles	
I. Administrative Division	08-09
II. Accounts Division	09
III. Development Division	10
IV. Examination Division	10-11
V. Language laboratory	11-12
VI. Language Translation Division	12
VII. Publications and sales outlet	13
VIII. Research Division	14
IX. Glossary compilation Division	14-16
X. Library	16
XI. Special programmes and special events	17-18

10. Progress of the Department

10.1. Action Plan – 2013	19-23
10.2 Financial Performance Report - 2013	24-25
10.3 Progress for the year 2013	26-34

11. Action Plan – 2014 **35-39**

12. Telephone directory **40**

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 2013, 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..

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 2014.

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 2014.

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 Department of Official Languages has completed an enormous role in 2013 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 2013. 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

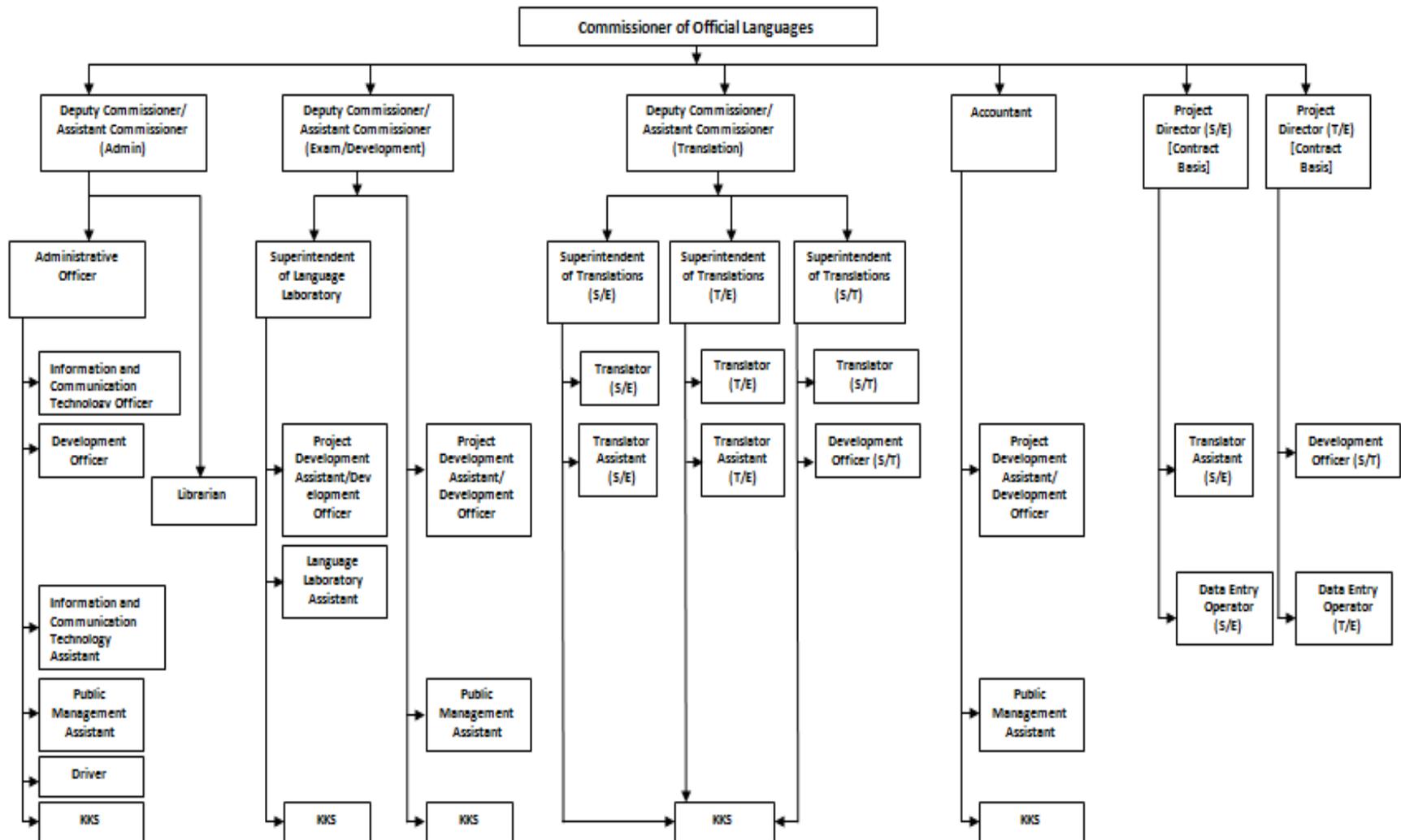
1. Conducting relevant written and oral tests for officers who have to obtain proficiency in Official Languages as per the Public Administration Circular No.03/2007 and 07/2007
2. Conducting translations for governmental and semi -governmental Institutions.
3. Compilation of Sinhala- English and English-Tamil 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 Chart



08 Cadre Information as at 1st January 2014

Designation	Specialization	Service	Grade /Class	Salary Code	Service Level	Approved Cadre			Existing Cadre			Remarks
						Permanent	Casual	Contract	Permanent	Casual	Contract	
Commissioner		SLAS	I	SL 1	Senior	1			1			
Dy. Commissioner/ Asst. Commissioner	Admin/ Translation - 01	SLAS	II/III	SL 1	Senior	3			2			
	Development/ Exam -01			SL 1								
Accountant		SLAcS	II/III	SL 1	Senior	1			1			Released to the SLIDA on Secondary Basis. Acting Acct. available
Superintendent of Translation	Sinhala/English Tamil/ English Sinhala/ Tamil	Dept		MN 7	Tertiary	3			0			
Superintendent of Languages Laboratory		Dept		MN 7	Tertiary	1			0			
Administrative Officer		PMAS Supra		MN 7	Tertiary	1			1			
Translator	Sinhala/English Tamil/ English Sinhala/ Tamil	Dept	II	MN 6	Tertiary	15			9			03- Com. Service Class 1 06- Dept

Information and Communication Technology Officer		SLICTS	II	MN 6	Tertiary	1			0			
Translator Asst.	Sinhala/English Tamil/ English	Dept		MN 4	Secondary	74			74			
Project Development Asst.		Asso. Officers (Dept)		MN 4	Secondary	20			12			
Development Officer		DOS	I/II/III	MN 4	Secondary	93			49			
Librarian		SLGLS	I	MN 3	Secondary	1			1			
Public Management Asst.		PMAS	I/II/III	MN 2	Secondary	16			14			
Languages Laboratory Asst.		Dept		MT 2	Secondary	1			1			
Information and Communication Technology Assistant		SLICTS	III	MT 1	Secondary	1			1			
Driver		DS	I/II	PL 3	Primary	2			2			
KKS		OES	I/II/III	PL 1	Primary	10			8			

09. Main branches of the Department and their functions

1. Administrative Branch

The main functions of the Administrative Branch include providing relevant facilities and activities of coordination to the effective usage of human and other physical resources in the department, maintaining the computer network of the department and managing internet and web based activities by putting forward plans and implementing them to increase the productivity of the Department.

Functions performed by the Administrative Branch in 2013

- I. An open competitive examination and an interview were conducted for the recruitment of the posts of Translator (Sinhala/English) (Tamil/English) (Sinhala/Tamil). Four vacancies in the relevant post have been already filled Further nine vacancies are to be filled.
- II. A structured interview was conducted for the recruitment of the post of Superintendent of Translation. There were no qualified candidates for the relevant posts in Sinhala/Tamil and Tamil/English languages. The candidate selected for the Superintendent of Sinhala/English rejected the appointment.
- III. A training program was conducted on interpretation with the purpose of providing an efficient and qualitative translation service.
- IV. A translation center with modern technology was established in the third floor of the Department to make the translation service more effective and efficient.
- V. A Gazette Notification was published to call applications for the post of Superintendent of Language Laboratory; the post is to be filled in 2014.
- VI. A time framework was prepared to implement the recommendations of the Review Program on Task and Work processes.
- VII. 95 officers were sent for 25 training programs relating to different fields during the last year with the purpose of improving the efficiency and the effectiveness of the officers in the department by enhancing their knowledge.
 - Sinhala and Tamil Language Teaching
 - Advanced Computer training (MS Excel/ppt)
 - How to become an effective Leader
 - Store Management

- Training on disciplinary affairs
- Salary conversion
- Three day training program on orientation
- Library Research Methodology
- Maintaining personal files
- Disciplinary Procedure
- Public Procurement Process
- Special leadership training program for staff officers
- In - service training course on library management
- Maintaining office documents using information technology
- Accounting software Payroll Software
- Leadership training
- Ten-day residential Tamil language training program
- Linux system and network administration
- Certificate course in spoken and General proficiency in English Basic Level 1 at Sri Lankan Foundation
- Three day seminar on office management

Painting the interior walls of the department building, hanging curtains and doing all repairs of the departmental building with the purpose of creating a suitable working environment.

II. Accounts Branch

The main function of the branch includes undertaking all financial and procurement affairs in the department. This branch is responsible for incurring expenditure of such affairs like paying salaries which comes under general administration, subject to the annual estimated provisions allocated to the department and engaging in procurement affairs related to the capital project of the Department. While performing the aforesaid tasks with a proper financial management, the branch also holds the responsibility of reporting of this financial progress to the Treasury and to other institutes and of presenting the financial progress. Further the activities of Annual Board of Survey were done within the year.

III. Development Branch

The branch was established in 2013 and it is responsible for maintaining the progress of every activity planned in the departmental annual budget and reporting the progress monthly, quarterly, biannually and annually to the ministry and other institutes.

Further the branch also holds the responsibility of jointly implementing the human rights activity plan, reporting the progress under the Lessons Learnt and Reconciliation Commission plan and reporting to the Parliament Advisory Committee.

The main functions performed by Development Branch in 2013

- i. Preparing the annual activity plan and maintaining the progress.
- ii. Presenting future monthly programs to the ministry on the due date
- iii. Presenting monthly, quarterly, biannual and annual progress to the ministry and other relevant institutes during the given period.
- iv. Preparing and submitting the annual performance report
- v. Coordinating activities for the meeting of the staff of the ministry

IV. Examination Branch

The main functions of this branch include conducting language proficiency examinations island- wide with the purpose of the promotion of the language proficiency of public servants and of encouraging the officers to gain trilingual proficiency, issuing results and awarding certificates.

Functions performed by the Examination Branch in 2013

- i. Conducting Language Proficiency Examination (Level I,II and III) for 38887 public servants on 29.09.2013
- ii. Conducting two Language Proficiency oral tests (repeat) for 1398 public officers in the department on 31.10.2013 and the tests were conducted provincially.
- iii. Issuing results of the Language Proficiency Oral Test (Repeat) on 22.04.2013
- iv. Calling applications for the written examination of Language Proficiency, Sinhala/Tamil (level I,II/III) for the year 2013.
- v. Awarding certificates for 105 officers in 'Dayata Kirula' premises, Ampara on 28.03.2014 in line with Dayata Kirula National Development Program.

- vi. 4941 certificates of the written examination held on 29.10.2014 were sent to the relevant candidates by post.
- vii. Sending the results sheets of Language Proficiency Oral Test (repeat) by post.
- viii. Conducting examinations for other institutes
 - Conducting Advanced Tamil examination for 95 officers in Kotmale Combined Services Language Training Institute on 17.10.2013.
 - Conducting special Tamil examination for 28 officers in board of Commercial Industries in Kurunagala on 08.07.2013.
 - Setting up papers and marking the papers for the examination of recruiting translators to the University Grants Commission.
 - Conducting a competitive examination to recruit new officers in the Official Languages Commission for 87 candidates.
 - Preparing examination papers for Language Aptitude Test for recruiting Hansard Reporters and Committee Reporters in the Parliament.

V. Language Laboratory

The main function of this branch is coordinating local and foreign language classes conducted by the Department of Official Languages. It is intended to improve the skill of local and foreign languages and to create unity and social integration among nationalities by eliminating the language clashes.

Duties performed by Language Laboratory in 2013

- i. Language courses for the first semester of 2013 (January- June) was started on 07.01.2013. During this semester, 30 classes were started for Sinhala, Tamil and German languages and a sum of Rs 4,413,500 collected from 639 students (416 government servants and 223 non-government servants) was credited to State revenue. In addition, at the end of the course period, an examination workshop was conducted to cover all subject areas.
- ii. Language courses for the second semester of 2013 (July - December) was started on 08.07.2013. During this semester, 30 classes were started for Sinhala, Tamil and German languages and a sum of R.s 5,143,500 collected from 735 students (452 government servants and 283 non-government servants) was credited to state revenue. In addition, at the end of the course period, an examination workshop was conducted to cover all subject areas.

- iii. Initiatives such as obtaining the approval and identifying the relevant physical and human resources were taken to implement e-learning, Distance learning method. In this regard a workshop was conducted by Mobitel Corporation on the new method to language advisors and coordination officers.
- iv. Awarding certificates on 07.06.2013 for 320 students who have successfully completed the language course.
- v. 51 CDs of the Trilingual Dictionary with Sinhala headwords were given to Departmental Heads in the opening ceremony, held on 15.07.2013 and in the closing ceremony held on 21.07.2013. Further the Trilingual Dictionary with Tamil headwords was released to the internet by the Honorable Minister in the closing ceremony

VI. Translation Section

The main function of the section is to function as the official translator of the state. The section is responsible for providing translation services to the government and semi governments' institutes and for providing interpreting services.

Functions performed by the Translation Section in 2013

- i. Conducting training programs on translation and interpreting.
- ii. Providing practical training on translation to 14 graduate trainees with Sinhala, Tamil and English language proficiency.
- iii. Providing training for 22 translator assistants from 17.06.2013 – 28.06.2013
- iv. Providing training to 69 interpreters in the interpreters' pool.
- v. The activities establishing the Translation Centre with modern technology were completed on the donations of National Language Project.
- vi. Conducting interviews for 12 candidates (Sinhala/English 08, Tamil/ English 02, Sinhala/ Tamil 02), who have passed the examination which was held to fill the vacancies in the posts of translator.
- vii. Granting appointments to four translators on 01.11.2013
- viii. Undertaking a study to evaluate the future requirements on translation. The final report of the survey has been submitted by the University of Colombo.

VII Publications Sales Unit

The main function of this branch includes compilation, publishing and selling the language text books and exercises books, required for language learners including public officers.

Duties performed by Publications Sales unit in 2013

- i. With the purpose of creating a society, endearingly intertwined by three languages, the trilingual magazine, published by the Department made its debut and proofs of the magazine has been completed and were given to calling for tender.
- ii. The workshop of compilation of text books based on the proposed subject syllabus by the Scholar's committee has been started and seven seminars have already been held.
- iii. 'Pahandora' Discussion Program, a series of lectures conducted by scholars monthly, commenced from 09.05.2013 providing new experience to the staff on various themes such as, the relationship between the language and the society. It helps to enhance the staff's awareness on three languages and different cultures.

Series of lectures by Scholars – 2013

Date	Scholar	Theme
28.02.2013	Mr. Harindra B Dassanayake Project Director	What for the Department of Official Languages?
05.04.2013	Senior Emeritus Professor Deshamanya J.B Dissanayaka	'Surya Mangalya'
21.05.2013	Rev.Doc. Head of Palewatta Mayurapadha Pirivena Valeboda Gunasiri thero	Special Dhamma preaching
13.06.2013	MA Royal Pandit Lasith Nalantha	Language Planning and Linguistics
09.07.2013	Mr.Hasantha Hettiarachchi, Director of programs, ITN and producer of Doramadawala and Atapattama programs	The future of Sinhala Language with mass media
14.08.2013	Senior naturalist Mr. Pradeep Pathmeperuma	'Marvelous Nature and our life'
05.09.2013	Mr. M Sri Skandharaja, Director of Programs, Sri Lanka Broadcasting Corporation	Sinhala poetry enriched by Tamil Literature
25.10.2013	Senior Lecturer Mr. Gunarathne Banda	Information literacy, usage of library and process of learning
28.11.2013	Doctor Nimal Karunasiri, Provincial Commissioner of Ayurveda	'Tips for a long and healthy life'

iv. Description of sales outlet of the year 2013

Income of the Publications and sales outlet from 01.01.2013 to 31.12.2013

Index no	Publication	වාර්ෂික විකුණුම් ප්‍රමාණය	Unit Price	Cost Rs.
1	Basic Sinhala	365	25	9125
2	Sinhala in Tamil	1226	180	220680
3	Spoken Tamil	16331	200	3266200
4	Written Tamil	6396	200	1279200
5	Advance Tamil	41	100	4100
6	Dictionary with Sinhala Head Words	148	600	88800
7	Tri- Lingual Tamil	881	150	132150
8	English For public servants	150	100	15000
9	English for Better Communication	151	150	22650
10	Practical English Basic	209	125	26125
11	Practical English advanced	167	350	58450
12	Management	148	115	17020
13	Aesthetic Education I	19	75	1425
14	Aesthetic Education II	15	60	900
15	Surveying	32	75	2400
16	Ecology	28	150	4200
17	Linguistics	56	75	4200
18	Communication Sta.	63	60	3780
19	Fine Art music	33	75	2475
20	Economics	55	90	4950
21	C.D	35	250	8750
22	Zoology	17	150	2550
23	Archeology	20	100	2000
24	Spoken Sinhala	859	180	154620
25	Simple Tamil Work Book	471	92	43332
26	Simple Tamil	292	140	40880
27	Simple Sinhala Work Book	129	115	14835
28	Colloquial Tamil	304	55	16720
29	Linguistics	26	640	16640
Total cost				5464157

VIII Research Unit

- i. Participated by observing for the research with Education Publication Department regarding the spellings.
- ii. Started a research on adopting a convention on separation of words.
- iii. Started a combined research with the Department of Education Publication Department regarding the issues of punctuation marks and basic points were discussed regarding punctuation marks.
- iv. Language games have been made by using both Sinhala and Tamil languages.
- v. Started producing meaningful Sinhala and Tamil names for the brand names which are being used for programs in Government Institutions and collecting of information on brand names of government institutions at the end of the year 2013.

IX. Glossary Compilation Unit

The main duty of this branch is to compile terminology in all three languages which are needed for public management, collecting and coining new words which are useful for translators and compile new words which are not in usage. Arrangements are being taken to set up a terminology data bank.

Glossary Compilation Unit is carried out under two main units.

English – Sinhala Glossary Compiling Project.

English - Tamil Glossary Compiling Project.

Activities of English – Sinhala Glossary Compiling Project

1. Completed the bilingual glossary compilation (English – Sinhala) which was supposed to complete in 2011 – 2013.
 - i. Linguistics
 - ii. Law
 - iii. Library and Information Science
 - iv. Arts History
 - v. Political science
 - vi. Hygiene, Physical science and Nursing
 - vii. Social Science
 - viii. History
 - ix. Philosophy
 - x. Education

2. Trilingual Glossary Compilation Project has been started for the years 2013- 2015 and the following trilingual glossary compilation has been started under that project.

- i. Building and construction glossary
- ii. Glossary for the Sri Lanka Army
- iii. Glossary for the Sri Lankan Air Force
- iv. Glossary for the Sri Lankan Navy
- v. Glossary for the Police Department
- vi. Public Administration Glossary
- vii. Financial Regulations Glossary
- viii. Information Technology
- ix. Psychology
- x. Law
- xi. Mathematics
- xii. Physics
- xiii. Statistics
- xiv. Agriculture
- xv. Botany
- xvi. History
- xvii. Linguistics
- xviii. Literature Review
- xix. Education

3. Answering language issues and inquiries directly or through the language inquiry number 1956.

Activities of English – Sinhala glossary compiling project.

- i) From January 2013 to April 2013 the following terminology glossaries have been completed under the bilingual project and were released to the web site.
 - 1) Law – (A –G)
 - 2) Psychology – (A-D)
 - 3) Building construction – (A- D)
 - 4) Information Technology – (A- D)
 - 5) Education – (P – S)
 - 6) Linguistics – (A – D)
 - 7) Statistics – (A – F)
 - 8) History – (A –L)

From August 2013 to December 2013 under the Trilingual Project, terms had been added for the following subjects and has been revised and discussed after translating.

- i. Public Administration
- ii. Financial Regulations
- iii. Lands
- iv. Literature
- v. Mathematics
- vi. Physics
- vii. Agriculture
- viii. Botany

X Library

Library of the Department of Languages is a super grade library. This library has been promoted as a super grade library by National Library and Documentation Services Board on 3rd of May 2002.

- i. After taking committee recommendation by sending results to the Department Library Committee and with the recommendation of the commissioner of the Official Languages Department and with the recommendation of the Secretary of the Ministry, steps had been taken to discard and process the books which need to be discarded and processed and completed the task in August 2013.
- ii. In order to lend books using the Brown System, all the books have been arranged according to the Brown System. In order to implement the system after taking the recommendation of the Commissioner, it has been submitted to the Accounts unit on 3rd of October 2013 to take recommendation and to take membership license and tenders.
- iii. With the intension of inserting the books to the computerized index and inserting those data to the index of National Library and Documentation Services, nearly 3500 books have been computerized and inserted to the index.
- iv. In order to publish and strengthen the writing skills of the Department officials, the wallpaper has been displayed from October 2013.
- v. A collection of Official Languages and a collection of books which has been written in Tamil under various subject matters have been started to organize.
- vi. A scholar lecture had been organized under the topic “Information Technology, Usage of the library and Studying process”, to enhance the knowledge of the officials of the Department of the Official Languages and the Commission of Official Languages.
- vii. The books and the scientific information of the Department of official Languages have been given to the National Library and Documentation Services Board

XI. Special Programmes and Events

Dayata Kirula' Programme

In line with 'Dayata Kirula' National Programme, the Department actively contributed in drawing the attention of the public towards the effort taken by the Department in assisting the public to function in three languages and in implementing the Language Policy. The Project Development Assistant Mrs. Sooriya Samaraweera coordinated the programmes of the Department in 'Dayata Kirula National Exhibition 2013' under the instructions and the guidance of the staff officers.

Expenditure Report

	Parallel Programme	Venue	Expenditure
01	Awarding Certificates on 23.10.2012 to officers in Ampara who passed the Language Proficiency Examination	Ampara District Secretariat	Rs 23,100.00
02	Awarding Certificates on 21.01.2013 to officers who passed the Language Proficiency Examination in Pollonnaruwa District.	Pollonnaruwa White House Residence	} Rs 68,101
03	Awarding Certificates on 22.01.2013 to officers who passed the Language Proficiency Examination in the Batticaloa District.	Batticaloa District Secretariat	
04	Awarding Certificates on 21.01.2013 to officers who passed the Language Proficiency Examination in the Trincomalee District.	Trincomalee District Secretariat	
Preparing the Exhibition stall and the activities done in the stall			
05	The book called 'Let's Learn Sinhala, Tamil and English' was compiled and 12,000 copies of the book were freely distributed among the students.	Ampara Hardy Advanced Technology Institutional premises	} Rs 815,400
06	Presentation of Departmental Publications via posters.		
07	Holding the Departmental Publication stall		
08	Preparing a wall paper including the evolution of the Department, presenting it and freely distributing its copies.	Ampara Hardy Advanced Technology Institutional premises	} Rs 9,600.00
09	Awarding Certificates to 105 officers who passed the Language Proficiency Examination in Ampara District	Main Conference Hall of Ampara 'Dayata Kirula' premises	

10	Preparing the exhibition stall- Displaying banners that include the vision and the mission of the Department	Ampara Hardy Advanced Technology Institutional premises	Rs 4,480.00
11	Decorating the wall of the main hall using letter boards with Sinhala and Tamil alphabets	Ampara Hardy Advanced Technology Institutional premises	
12	Food and transport for 16 officers who were in duty during the period of the exhibition House Rent - R.s 50,000.00 Food & Beverage - R.s 98,717.00 Fuel - R.s 46,666.00	During the period of 'Dayata Kirula National Exhibition'	Rs 195,383.00
	Total Expenditure (without OT allowance being paid to the officers)		Rs 1,116,064.00

Special Events

1. Making the Kotte Municipal Council aware of the inspections, observations and conclusions of mosquito breeding areas during the month of March under Dengue Prevention Program.
2. Holding a New Year festival with the participation of all officers in the Department for Sinhala and Tamil New Year.
3. Holding a Dhamma preaching under the theme of "Vesak Festival and Path for a Righteous Society at the auditorium of the Department and decorating the premises for Vesak Festival.
4. Celebrating the Republic Day on 22.05.2014.
5. Organizing a Shramadhana to remove all the paper and discarded materials in the institutional premise.

10. Progress of the Department

10.1 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 “Sinhala 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 10000 copies 01	April - December March - August March - August		-	-	FLICT FLICT Mobitel	Commissioner
iii	Conducting 04 seminars of panel of experts about language (Sinhala - 2, Tamil - 2).	participation 600	February/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

10.2 Expenditure Progress as at 2013.12.31

DESCRIPTION	DESCRIPTION	AMOUNT	E-Total	Savings	Progress
236-1-1-0-1001	Salaries and Wages	4000000	32213865.01	7786134.99	80.53
236-1-1-0-1002	Overtime and Holiday Payments	500000	417169.26	82830.74	83.43
236-1-1-0-1003	Other Allowances	25000000	18217860.03	6782139.97	72.87
236-1-1-0-1101	Traveling Expenses – Domestic	2000000	111446.20	1888553.80	5.57
236-1-1-0-1102	Traveling Expenses-Foreign	200000	0.00	200000.00	0.00
236-1-1-0-1201	Stationery, Office Requisites	1100000	1098528.04	1471.96	99.87
236-1-1-0-1202	Fuel	650000	433418.00	216582.00	66.68
236-1-1-0-1203	Diets and Uniforms	65000	44212.00	20788.00	68.02
236-1-1-0-1301	Maintenance of Vehicles	350000	169276.40	180723.60	48.36
236-1-1-0-1302	Maintenance-Plant Machinery Equipment	150000	145614.56	4385.44	97.08
236-1-1-0-1303	Maintenance of Buildings & Structures	2000000	1867614.31	132385.69	93.38
236-1-1-0-1401	Transport Services	100000	0.00	100000.00	0.00
236-1-1-0-1402	Postal and Communication Services	2500000	839196.79	1660803.21	33.57
236-1-1-0-1403	Electricity and Water	2500000	2231510.80	268489.20	89.26
236-1-1-0-1404	Rents and Local Taxes	500000	297730.08	202269.92	59.55
236-1-1-0-1405-1	Railway Warrants	115000	144980.00	-29980.00	126.07
236-1-1-0-1405-2	Security and Janitorial Services	1600000	1888255.66	-288255.66	118.02
236-1-1-0-1405-3	Maintenance Services	340000	497897.30	-157897.30	146.44
236-1-1-0-1405-4	Miscellaneous	2545000	907196.44	1637803.56	35.65
236-1-1-0-1506	Property Loan Interest-Public Servants	1500000	1193150.66	306849.34	79.54
Recurrent		83715000	62718921.54	20996078.46	74.92
236-1-1-0-2001	Building Rehabilitation and Improvement	100000	23450.00	76550.00	23.45
236-1-1-0-2002	Plant, machinery, equip-Rehab&Improve	100000	75708.40	24291.60	75.71
236-1-1-0-2003	Vehicle Rehabilitation and Improvement	200000	0.00	200000.00	0.00
236-1-1-0-2102	Furniture & Office Equipment - Acquisition	1200000	576542.13	623457.87	48.05
236-1-1-0-2103	Plant & Machinery - Acquisition	1600000	1593374.00	6626.00	99.59

236-1-1-0-2401	Capacity Building - Training	1500000	1209330.00	290670.00	80.62
236-1-1-0-2502-1	Training conducted through language lab	2000000	2507373.00	-507373.00	125.37
236-1-1-0-2502-2	Printing of Text Books	8000000	4191979.40	3808020.60	52.40
236-1-1-0-2502-3	Glossaries and Dictionary Projects	2500000	2414437.26	85562.74	96.58
236-1-1-0-2502-4	Conducting Languages Exams	16000000	8354642.90	7645357.10	52.22
236-1-1-0-2502-5	Translation Project	315000	96127.00	219873.00	30.20
236-1-1-0-2502-6	Deyata Kirula	2000000	1983152.02	16847.98	99.16
Capital		35515000	23025116.11	12489883.89	64.83
Grand Total		119230000	85744037.65	33485962.35	71.91

10.3 Progress from 01.01.2013 to 31.12.2013 as per 2013 Action plan

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
01	<p>To facilitate to achieve language proficiency.</p> <p>(I) To print books including language work books.</p> <ul style="list-style-type: none"> • “Spoken Tamil” book • “Written Tamil book • “We learn Sinhala, Tamil and English” • “Simple Tamil” • “Simple Tamil” work book • “Simple Sinhala” • Let’s Learn Tamil Usage (“Demala Wahara Uganimu”) – part I (Spoken Book) • “Idioms” 	8000000.00	4191979.00	3808020.60	<p>24675 copies have been printed</p> <p>10810 copies have been printed</p> <p>This book was distributed free of charge at Deyata kirula exhibition (40000 copies were printed)</p> <p>5000 copies were printed</p> <p>5000 copies were printed</p> <p>2000 copies were printed</p> <p>3000 copies were printed</p> <p>1000 copies were printed</p>	<p>These books can be used as a written medium by professionals who are covered by Public Administration circular No. 07/2007 and anyone who is Interested in learning languages.</p>
	<p>(II) To hold Language Proficiency Examinations.</p> <ul style="list-style-type: none"> • To hold Official language Proficiency 	16000000.00	8354642.90	7645367.10	<p>Written examination was held on 29.09.2013 (About 54000 candidates appeared)</p>	<p>To asses language proficiency of public officers</p>

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact																								
	<p>I, II, III level examinations twice an year</p> <ul style="list-style-type: none"> To hold oral test for the officers who have got through the written examination 				<p>22.04.2013 to 26.04.2013 for those who failed and did not appear for the oral tests held on 15.03.2008, 27.09.2008, 09.01.2010 and 28.05.2011 and the results of this special test were also issued.</p> <p>A (repeat) language proficiency test(Sinhala/Tamil level I and II) was held on 31.10.2013 (238 candidates appeared)</p> <p>Language Proficiency spoken (repeat) test Sinhala and Tamil level III was held at province level</p> <table border="1" data-bbox="1203 1073 1629 1365"> <thead> <tr> <th><u>Province</u></th> <th><u>Date</u></th> <th><u>Number of candidates</u></th> </tr> </thead> <tbody> <tr> <td>Central</td> <td>30.11.2013</td> <td>241</td> </tr> <tr> <td>Southern</td> <td>02.12.2013</td> <td>113</td> </tr> <tr> <td>Sabaragamuwa</td> <td>05.12.2013</td> <td>122</td> </tr> <tr> <td>North Western</td> <td>07.12.2013</td> <td>160</td> </tr> <tr> <td>Eastern</td> <td>09.12.2013</td> <td>114</td> </tr> <tr> <td>Northern</td> <td>23.12.2013</td> <td>146</td> </tr> <tr> <td>North Central</td> <td>23.12.2013</td> <td>58</td> </tr> </tbody> </table>	<u>Province</u>	<u>Date</u>	<u>Number of candidates</u>	Central	30.11.2013	241	Southern	02.12.2013	113	Sabaragamuwa	05.12.2013	122	North Western	07.12.2013	160	Eastern	09.12.2013	114	Northern	23.12.2013	146	North Central	23.12.2013	58	<p>and to encourage them to achieve proficiency in all three languages</p>
<u>Province</u>	<u>Date</u>	<u>Number of candidates</u>																												
Central	30.11.2013	241																												
Southern	02.12.2013	113																												
Sabaragamuwa	05.12.2013	122																												
North Western	07.12.2013	160																												
Eastern	09.12.2013	114																												
Northern	23.12.2013	146																												
North Central	23.12.2013	58																												

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	<ul style="list-style-type: none"> To conduct Examinations for external institutions 				<ol style="list-style-type: none"> An Advanced Tamil Examination was held on 21.02.2013 for five officers of Public Service Commission. An Advanced Tamil Examination was held on 02.05.2013 for 110 Army officers of Kotmale Army Camp To conduct a special Tamil examination for 28 officers of Kurunegala Chamber of Commerce and Industry on 06.07.2013. To conduct a special Tamil test for 79 officers of Chamber of Commerce of Anuradhapura District A recruitment test was conducted for 87 persons to recruit new officers to Official Language Commission. To conduct Sinhala level I examination for 16 officers of Sri Lanka Customs Department. Tamil Level III Examination was held on 17.09.2013 for 58 officers of (Rantabe) Nation Cadet Corps (Sri Lanka) 	

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
02	<p>To do translations for governmental and semi-governmental institutions and to prepare glossaries of technical terms.</p> <ul style="list-style-type: none"> To conduct five training sessions on translation and interpretation To establish Translation center 	315000.00	95127.00	219873.00	<p>01. A practical Training in Translation was conducted for 14 Graduate Trainees who are equipped with proficiency in Sinhala, Tamil and English.</p> <p>02. A translation training was given to 22 Assistant Translators from 17.06.2013 to 28.06.2013.</p> <p>03. Training Programmes were conducted for 69 interpreters of the Fool of Interpreters.</p> <p>Construction of Translation center equipped with modern technology was concluded.</p> <p>The interview to recruit for the post of Translator was conducted for 12 persons who had got through the written examination on 14.10.2013 (Sinhala/ English 08, Tamil/English 02, Sinhala/Tamil 02)</p>	

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	<ul style="list-style-type: none"> <li data-bbox="275 427 579 521">• To do a study to asses future needs in translation. <li data-bbox="275 565 636 1078">• To print 20 glossaries on; (Counselling, Sociology, Communication, Archeology, History, Literary Criticism, Chemistry, Agriculture, Molecular Biology, Botany, Education, Philosophy, Linguistics, Library and Information Science, Art History, Political Science, Hygiene, Physiology and Nursing, Law, Management) <li data-bbox="275 1149 625 1354">• To finish English-Sinhala glossary work (7 glossaries) (Law, Library and Information Science, Linguistics, Hygiene, 	2500000.00	2414437.269	85526.74	<p data-bbox="1205 319 1627 386">Four Translators were recruited on 01.11.2013.</p> <p data-bbox="1205 427 1627 521">Final report of the census has been submitted by the University of Colombo.</p> <p data-bbox="1205 565 1627 834">Have been finished and entered into the website. (A memorandum of Understanding was signed with the Department of Education Publications to print the glossaries. Accordingly, printing will be done by the said institution)</p> <p data-bbox="1205 1149 1587 1216">Have been finished and entered into the website</p>	

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	Physiology and Nursing, Philosophy, Political Science and Sociology) <ul style="list-style-type: none"> • To finish English – Tamil glossary work (7 glossaries) • To make the glossaries on Communication and Economics trilingual. 				Have been finished and entered into the website 75% of translation work has been finished.	
03	To experiment on technology of language use and standardization and submit recommendations and provide necessary equipment. <ul style="list-style-type: none"> • To identify administrative and legal documents which are used and legalized in public institutions and translate them into Tamil and to prepare glossaries. 					

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	<ul style="list-style-type: none"> <li data-bbox="289 363 596 493">• To prepare electronic glossaries of technical terms (Terminology Data Banks) <li data-bbox="289 737 617 899">• To lay the data foundation for automated-translation software and, dictionary software. <li data-bbox="289 997 617 1127">• To introduce a computer based testing system for assessing language proficiency. 				<p data-bbox="1205 363 1625 623">Former glossaries of technical terms have been updated. Space has already reserved in the website to form a data bank containing glossaries of technical terms and, this work will continuously be carried out by the modification of this website.</p> <p data-bbox="1205 737 1625 964">A written request has been made to the Vice Chancellor of Colombo University to prepare an automated Sinhala and Tamil translation software. The project proposal in that regard has been submitted to the Ministry.</p> <p data-bbox="1205 997 1625 1321">A Language Proficiency Framework has been created and a trilingual Road Map has already been identified to teach languages and conduct examinations by way of computers by the Ministry of Education with the co-ordination of the Presidential Task Force. This work is also expected to be carried out under this.</p>	<p data-bbox="1652 363 1862 688">To make the use of documents easy for intellectuals, professionals, writers, students and everybody who go in search of knowledge with the help of modern technology.</p>

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	<ul style="list-style-type: none"> To print and launch the Trilingual Dictionary. 	116748.00	110248.00 FLICT aid	6500.00	The CD of the Trilingual Dictionary was launched at the Social Integration Week held in July 2013. 580 copies of it were distributed to public institutions. It is being prepared for printing.	This dictionary is useful for those who learn all three languages and the dictionary is easy to use.
04	<p>To improve the proficiency of national and international languages</p> <ul style="list-style-type: none"> To conduct Sinhala, Tamil, English and foreign language diplomas. To start a distant learning methodology by way of E-Learning. 	2000000.00	25007373.00	507373.00	<p>30 classes were conducted in the first academic term of 2013 and 639 students studied diplomas in these classes. 30 classes were conducted in second academic term and 745 students studied diplomas.</p> <p>The interview to recruit students to 2014 diploma courses was held on 12.12.2013 and 768 students were recruited (approximately).</p> <p>Initial steps have been taken including signing an MOU with Mobitel institute to implement distant learning methodology in collaboration with Mobitel.</p>	<p>To alleviate language barriers among ethnic groups and promote harmony and social integration by improving proficiency in foreign languages.</p> <p>To study languages from any part of the country.</p>

Serial No	Activity	Estimated Expenditure	Actual Expenditure	Balance	Physical Progress	Social Impact
	<ul style="list-style-type: none"> To conduct four special programmes on language use 				<ol style="list-style-type: none"> A seminar was conducted On 13.02.2013 in the language laboratory premises with the participation of NILET director and Language Instructors. 8 lectures were conducted with the participation of intellectuals for departmental staff. 	To make the entire staff of the Department aware of accurate and grammatically correct use of language.
05	To develop ICT facilities in the Department. <ul style="list-style-type: none"> To establish ICT unit 				Two Graduate Trainees were recruited. Measures are being taken to establish ICT unit.	
06	Deyata Kirula National Development Programme. <ul style="list-style-type: none"> Deyata Kirula National Development Programme. 	2000000	1983152.02	16847.98	<ol style="list-style-type: none"> Four parallel programmes were held. 1200 copies of the book “We Learn Sinhala, Tamil and English” were distributed free of charge. Income earned for the State by selling publications is RS. 189730. 	

11.Action Plan - 2014														
01. Objective: Providing Facilities which are Assisting to Obtain Language Proficiency (I) Printing publications and language exercise books			Estimated Expenditure (Rs.)	Source of Expenditure		Expected Result	Responsibility							
S/ No	Activity	Expected Outcome (No. of Programs)		Duration										
			1	2	3	4	5	6	7	8	9	10	11	12
1.	Printing "Spoken Tamil" book	5000 Copies												
2.	Printing "Written Tamil" book	5000 Copies												
3.	Printing "Lets Learn Sinhala, Tamil, English" book	50000 Copies												
4.	Printing level IV text book (Sinhala and Tamil)	10000 Copies												
5.	Printing level III text book (Sinhala and Tamil)	30000 Copies												
6.	Printing level II text book (Sinhala and Tamil)	50000 Copies												
7.	Printing level I text book (Sinhala and Tamil)	20000 Copies												
8.	Printing Trilingual Dictionary	10000 Copies												
(II) Conducting Language Proficiency Examinations														
9.	Conducting Official Language Proficiency Examination for level I, II, III, and IV in twice a year.	80000 Candidates												
10.	Conducting oral test for those who have passed the written examination.	48300												
11.	Issuing official language proficiency certificates.	All those who qualified												
12.	Conducting examinations for External Institution.	10												



02. Objective: Providing Translation Services for Government and Semi – Government Institution and Compiling Terminology of Glossaries												Estimated Expenditure (Rs.)	Source of Expenditure		Expected Result	Responsibility				
S/ No	Activity	Expected Outcome (No. of Programmes)	Duration														Local	Foreign		
			1	2	3	4	5	6	7	8	9		10	11					12	
1.	Opening the Translation Centre and its Services	01														350,000/-	Department	NLP	To make available an efficient translation service carried out with the help of high standard technology	Commissioner
2.	Installing required applications to make function its process more efficient																			
3.	Establishment of Sinhala / Tamil automate translation software. (with the technological support of the University of Colombo)	01														6000,000/-	Ministry (LLRC Recommendation)			
4.	Forming an Electronic Data Bank of Terminology i. Compiling new tri-lingual glossaries. - Building Construction Technology - Glossaries of Technical Terminologies related to Army, Navy, and Air Force - Police Technical Standards - Public Administration (Establishment Code) - Financial Regulations - Land Administration ii. Compiling tri-lingual glossaries from the bi-lingual glossaries, Currently available - Information Technology (Sinhala & English) - Psychology - Law - Mathematics - Botanical Science - Statistics - Agriculture - Linguistics - Physics - Education - History - Literature	08														2000,000/-	Department	Mostly useful in improving the knowledge of experts, professionals, students, and writers and all the communities in common	Commissioner	
			12																	

03. Objective: Techniques of using Languages, Conducting Experiment of Standardization, Submit Recommendations, and Development of Tools													Estimated Expenditure (Rs.)	Source of Expenditure		Expected Result	Responsibility		
S/ No	Activity	Expected Outcome (No. of Programmes)	Duration												Local			Foreign	
			1	2	3	4	5	6	7	8	9	10		11					12
1.	Preparing computer games related to languages for improving language knowledge in an attractive way (English/Tamil).	08 Games 12 Games													200,000/-	Department (Provisions from Deptt (Sinhala))		Being able to learn language by way of simple joyful methods, addition of meaningful Sinhala and Tamil brand names	Commissioner
2.	Making meaningful Sinhala and Tamil words collecting all the information about brand names written in Sinhala and Tamil.	Brand names of 200 institutions													*1500,000/-				
3.	Arranging a work shop having completed a research on the 'Correct Usage of Language'	01																	
04. Objective: Promoting National and International Language Skills																			
1.	Conducting language course for Sinhala, Tamil, English and Foreign.	1000 Students													1600,000/-	Department		To eliminate barriers of language problems existing among nations and to establish harmony and social integration through the improvement of skills on languages	Commissioner
2.	Development of bi-lingual knowledge by using E-Learning methodology.	01												+	(300,000/-)				
3.	Establishing Computer Based Testing System for assessment of the Language Proficiency (Together with the Department of Examination -Computer based Exam)	01													*500,000/-				

05. Objective: Modernizing the Environment of the Institution													Estimated Expenditure (Rs.)	Source of Expenditure		Expected Result	Responsibility			
S/No	Activity	Expected Outcome (No. of Programmes)	Duration												Local			Foreign		
			1	2	3	4	5	6	7	8	9	10		11					12	
1.	Installing an internal communicational system.	01														150,000/-	Department		To increase efficiency in institutional functions with the application of new technology	Commissioner
2.	Building an intranet and networking of the divisions of the Department.															*400,000/-				
3.	Making a new methodology for lending library books (Brown method).	01																		
06. Objective: Implementation of the committee recommendations appointed by the Cabinet of Ministers on the language proficiency of government officers																				
1.	Fulfilling the Duties under the Programme of Text Books Compilation - 8.2 (A) – Compiling sets of text books	08 Books														3685,000/-	Ministry		Ability of utilizing as a written medium for all the persons who are willing to learn Official Languages	Commissioner
07. Objective: Development and Analysis of methods and procedures																				
1.	Analyzing and revising of recruitment procedure - Recruitment of (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) Translators - Recruitment of translators for glossary compilation	15 06																	Being able to obtain the service of new staff members not only institutionally, but also socially	Commissioner
2.	Appointing the necessary staff - Superintendant of translations (Sinhala/English), (Tamil/English) and (Sinhala/Tamil) - Information Communication Technical Officer (Grade II) - Deputy Commissioner/ Assistant Commissioner (SLAS) - Appointing a Permanent staff for glossary compilation - Translator - Superintendant of Language Laboratory	03 01 01 06 09 01																		

08. Objective: Human Resource Development												Estimated Expenditure (Rs.)	Source of Expenditure		Expected Result	Responsibility					
S/No	Activity	Expected Outcome (No. of Programmes)	Duration														Local	Foreign			
			1	2	3	4	5	6	7	8	9	10	11	12							
1.	Directing officers for training and development programme. - Training programmes on subject matters - Programmes on attitude development and productivity - Information Technology training courses - Language training courses (Sinhala, Tamil, and English)														1000,000/-	Department		To equip the staff with factual knowledge	Commissioner		
2.	Conducting training sessions for newly recruiting translators and the superintendents of translations																NLP				
3.	Conducting lectures by scholars	10													70,000/-	Department					
09. Objective: <u>Deyata Kirula National Development Programme</u>																					
1.	<u>Deyata Kirula National Development Programme</u>														1500,000/-	Department		To contribute in national development process including "Deyata Kirula" National Development Programme	Commissioner		
Total Amount												42,255,000/-									

* Provisions have not been allocated

12. Telephone Directory

Name/Post	Telephone No.
Commissioner of Official Languages Mr.J.D.C.Jayasinghe	2888929
Assistance Commissioner (Admin) Mrs. K.S.R Perera	2877232
Assistance Commissioner (Development) Mrs. R.P.R. Ranasinghe	2888935
Accountant Mr. H.W.N.Kumara	2888930
Administrative Officer Mrs. G.G.Uppalawanna	2888933

Section	Telephone No
Department of Official Languages - General Fax	2888934 2888928
Glossary Compilation	2888931
Exam Division	2889506
Language Laboratory	2889457
Library	2889366

Web site www.languagesdept.gov.lk

E-mail comm@languagesdept.gov.lk