

Combined Services Circular : 01/2025

My number : කා.සේ.සේ./V16/බහු.සං.කා.

සහයකයින් එම්.සේ.බද්වා.

Combined Services Division

Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

20.03.2025

All Secretaries of Ministries
Heads of Departments
District Secretaries
Divisional Secretaries

Revision of the letter of appointment in respect of acquiring proficiency in the official language.

Reference the Public Administration Circular No. 18/2020 dated 16.10.2020 on the implementation of the official language policy.

02. Section 09 of the letter of appointment of officers who received formal appointments to the Office Employees' Service and Drivers' Service of the Combined Service after 16.10.2020 is revised as follows in terms of the provisions of the above circular.

“You must acquire proficiency in the official language in the relevant manner as per the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020 and subsequent circulars based on the language medium in which you satisfied the qualifications required for the appointment.”

03. Accordingly, you are kindly informed to take necessary action and notify the relevant officers in this regard.

Sgd/N.U. Nishan Mendis
Director General of Combined Services
Ministry of Public Administration,
Provincial Councils and Local Government