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UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO:08/2017

No. 20, Ward Place
Colombo 07

20th April, 2017


Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Revision of Fees for Translations, Interpretations and Typing

Your kind attention is drawn to Establishments Circular Letter No. 09/2016 of 03/11/2016 issued on adopting the Public Administration Circular No. 12/2003(iii) of 22/08/2016.

The University Grants Commission at its 961st meeting held on 2017/03/17 decided to adopt Public Administration Circular No. 12/2003 (IV) dated 27.02.2017 on "Revision of Fees for Translations, Interpretations and Typing" in the University System.

A copy of the Public Administration Circular No. 12/2003 (IV) of 27.02.2017 is enclosed herewith for your information and compliance.


Prof. Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education and Highways
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

Public Administration Circular : 12/2003 (IV)

My No : EST-7/ALLOW/04/2000/3
Ministry of Public Administration
and Management
Independence Square
Colombo 07

27.02.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Fees for Translations, Interpretations and Typing

Your attention is drawn to Para. 03 of Public Administration Circular 12/2003 (III) dated 22.08.2016 issued on the above matter.

02. The fees mentioned in 03 (a) 1 and (b) of the above Circular shall be revised in the following manner.

(a) Translation Fees

I. A fee of Rs. 2.50 shall be paid per word translated irrespective of the category of the document.

(b) Fees for Interpretation

To grant the allowance paid for the first hour as a specific allowance for interpretation, for every additional hour.

03. This Circular is issued with the concurrence of the General Treasury.

Sgd./J.J. Rathnasiri
Secretary
Ministry of Public Administration and Management