



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No: 07/2011

No.20, Ward Place,
Colombo 07.
18th March, 2011.

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

REVISION OF FEES FOR TRANSLATIONS AND INTERPRETATIONS

Your kind attention is drawn to Establishments Circular Letter No.10/2005 of 23/08/2005 which was issued on adoption of Public Administration Circular No.12/2003 of 11/12/2003.

The University Grants Commission at its 822nd meeting held on 24/02/2011 decided to adopt Public Administration Circular No.12/2003(I) dated 20/10/2010 issued on "Revision of fees for translations and interpretations" in the University System.

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

(Prof. Gamini Samaranyake)
Chairman

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

File No: UGC/HR/10/1/1

My No. EST/ALLOW/04/2000
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07
08 October 2010

Secretaries of Ministries
Chief Secretaries of Provincial Councils and
Heads of Departments

Revision of Fees for Translations and Interpretations

Your attention is drawn to paragraphs 01 and 03 of the Public Administration Circular 12/2003 dated 11 December 2003 issued on the above subject.

02. The fees appearing in those paragraphs are amended as follows:

I. **Translations**

Payment at Rs. 1.50 per word translated irrespective of the category of the document.

II. **Interpretations**

Nature of Interpretation	First Hour	For each additional hour
(a) Concurrent / instantaneous translation of speeches of Council Meetings of Provincial Councils and Local Authorities	Rs. 500	Rs. 400
(b) Concurrent / instantaneous translation of Academic Lectures of Scientific or Technological nature	Rs. 600	Rs. 500
(c) Concurrent / instantaneous translation of Public Meetings, Discussions and any other Lectures not referred to in (b) above	Rs. 300	Rs. 250

03. The revised fees will be effective from 01st October 2010 .

Sgd. D.Dissanayake
Secretary
Ministry of Public Administration
and Home Affairs