



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 09 /2016

No. 20, Ward Place
Colombo 07
3rd November, 2016


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. 07/2011 of 18/03/2011 issued on adopting the Public Administration Circular No. 12/2003(i) of 20/10/2010.

The University Grants Commission at its 950th meeting held on 06.10.2016 decided to adopt Public Administration Circular No. 12/2003 (III) dated 22.08.2016 i on "Revision of Fees for Translations, Interpretations and Typing" in the University System.

A copy of the Public Administration Circular No. 12/2003 (III) of 22.08.2016 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(III)

My No: EST-7/ALLOW/04/2000/2
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

22.08.2016

Secretaries to Ministries,
Chief Secretaries of Provinces
Heads of Departments,

Revision of fees for translations, interpretations and typing

Your attention is drawn to the fees mentioned in Public Administration Circular 12/2003 dated 11.12.2003, 12/2003 (I) dated 20.10.2010 and 12/2003 (II) dated 05.08.2011 issued on the above matter.

02. The fees mentioned in the above circulars are revised in the following manner.
03. **Translation fees**

(a) Translation fees

- I. A fee of Rs. 2.00 shall be paid per word translated irrespective of the category of the document.
- II. The relevant fee shall be paid depending on the number of words either in the document used for translation or the translated document.
- III. Your attention is drawn to Public Administration Circular 20/96 dated 19.07.1996 and accordingly, in case of the institutions where there are no translators, arrangements shall be made on exigency of service to get the translation works performed by way of maintaining a list of resource persons with professional qualifications on translation.

(b) Fees for interpretation

Nature of Interpretation	First Hour (Rs)	For each additional hour (Rs)
(a) Concurrent/ instantaneous interpretation of speeches of Council Meetings of Provincial Councils and Local Authorities	700/-	500/-
(b) Concurrent/ instantaneous interpretation of Academics Lectures of Scientific or Technological nature	750/-	600/-
(c) Concurrent/ instantaneous interpretation of public meetings, discussions and any other lectures not referred to in "(b)" above	500/-	350/-

04. Typing fees

- (a) For typing a page containing,
- (I) 360 words or more Rs. 45/-
- (II) 240 to 359 words Rs. 40/-
- (III) less than 240 words Rs. 30/-
- (b) Stencil cutting per page Rs. 50/-

The above typing fees shall be paid for typing on the computer as well and relevant shall strictly be paid when works are performed on piece basis.

05. The revised fees mentioned above shall be effective from 01.09.2016.

06. This circular is issued with the concurrence of the General Treasury.

Sgd./ J.J.Rathnasiri
Secretary

Ministry of Public Administration and Management