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பதிவாளர் நாயகம் திணைக்களம்
REGISTRAR GENERAL'S DEPARTMENT



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எனது இல. }
My No. }

RG/MBD/01/Circular (V2)

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தலைமை அலுவலகம்
HEAD OFFICE

ප.ව. අංකය }
த. பெ. இல. }
P. O. Box No. }

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ඔබේ අංකය }
உமது இல. }
Your No. }

234/A3, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.
234/A3, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.
234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.

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திகதி }
Date }

2022.08.08 ✓

Circular No:- 10/2022

In charge Registrar Generals of the Zones,
District Assistant Registrar Generals,
Land Registrar/ District Registrars,
Assistant District Registrar through Divisional secretary (District Registrar),
All Translator Officers,

Translation Duties of Birth, Marriage and Death Registers

Departmental Circular No 17/2002 issued previously, cancelled by this Circular and instructions given to the Translators by Circular 02/2020 also have been included to this. Accordingly the facts mentioned in this Circular regarding the Duty and the Responsibility of the Translator Officers are enacted from 01.05.2022.

01. Common facts

- I. If you have passed the written exam conducted by the Registrar General Department for the appointment of Sworn Translators for the translation of birth, marriage and death certificates, you must take an oath in the District Court of your respective District, before starting duties as a Translator, and you will be allowed to act as a Sworn Translator, after you notify the matter that you have taken oath, to the Registrar General.
- II. All the Sworn Translators shall prepare a Seal at their own expense including the details, Name, Sworn Translator, name of the District Court where they were sworn, and the name of the Department. (A specimen of the Seal is given below). The Seal shall not contain your personal information (Telephone No., address etc) and the State Emblem as well. A letter stating that the seal has been prepared, with the specimen of said seal, shall be delivered to the Civil Division of the Department, by registered post or by hand.

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தொலைபேசி இல. }
Telephone No. }

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தொலைநகல் }
Fax No. }

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இணையத்தளம் }
Website }

www.rgd.gov.lk

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மின்னஞ்சல் }
E-mail }

rgd@sltnet.lk
rg@rgd.gov.lk

Translated By Me,
.....
S. A. Samantha
Sworn Translator
(District Court of Gampaha)
Divisional Secretariat, Gampaha
(Registrar General's Department)

- III. I emphasize that you shall only use your Seal for the translated copies of Birth, Marriage and Death certificates issued by this Department.
- IV. This post is an additional post to your regular post and valid only till you are attached to this Department.
- V. Any applications received for translation shall not be personally accepted and handed over to the Translation window or any translated certificate shall not be issued to the applicants by Translator Officers personally.
- VI. Before proceed with the translation you have to be satisfied, that the Translation applications received are dully filled and payments have been done properly and the certificates submitted for translation are genuine certificates issued by this Department.
- VII. Care should be taken to translate the details mentioned in Birth, Marriage and Death Certificates issued by this department, which have been submitted for translation, as it is.
- VIII. When you take leave, you are obliged to complete the works of the applications with you, and submit them to the Translation window before take leave. Actions should be taken to complete the works of the applications which are due to submit and send them to the office when taking leaves on emergency requirements.
- IX. Unfinished applications should never be kept at home and all the unfinished applications must be kept in the office, so that the public requirement can be fulfilled by even another Translator.
- X. When more than one copy has been requested, they should be written separately or in the form of computer printed copies or typed using typewriters. (each certificate should be prepared separately as each copy will be charged separately)
- XI. Care should be taken to ensure the accuracy of the translation preventing the questioning regarding the accuracy and arising of problems.
- XII. In making corrections, correction should not be done in contrasting handwritings to the handwritten translations or handwritten corrections to the typed or computer printed copies of translations.
- XIII. In carrying out these translation activities, reputation and the trust on the Department should be protected and the public should not be harassed.
- XIV. Translations of the Birth, Marriage and Death certificates issued by this Department should be provided only in the Secured Formats issued by the Department for that purpose.
- XV. When obtaining Secured Format Registers, it is required to place the name, signature and the date in the prescribed columns of the relevant document.
- XVI. For each Secured Format Register you obtained, the journal number and the date which it was used, shall be clearly mentioned in the Counter-foil, and the Secured Formats number and the name of the person who issued it, shall be stated in the prescribed place of the Translation Application.

- XVII. If you cancel a Secured format in any manner, it should be cancelled properly, counter-foil should be noted as cancelled and the cancelled Secured format should be attached to the relevant place. Care should be taken by you to avoid the cancellation of Secured formats as much as possible.
- XVIII. In the event of your Annual transfers, you must give a written notice to the Civil Registration Division of the Head office regarding the new place of work, you will be working at.
- XIX. If you do not carry out translation activities for a longer period, due to busy schedule or in any other problematic situation, you should inform the Senior Deputy Registrar General (Civil), in writing. In the same way, a written notice should be submitted when the translation activities have been started again. In all cases where such notice is not done, if you do not carry out translation activities for the relevant month, a blank report has to be submitted in that regard.
- XX. Carrying out of translation activities should be done outside the duty hours in a manner that daily duties will not be interrupted and for doing so a charge of Rs. 50.00 will be paid for a copy of translation
- XXI. When obtaining the payment relevant for translation activities, details relevant to the respective month of payment should be filled in accordance with the format of Annex 01 and should be sent to the Civil Registration section. Photocopies of the document, which the details of the translation application done by you, have been included, should be sent along with this. (NB: - photocopies should be taken in such a way that both sides of the paper are used.)
- XXII. Even though this charge has been subjected to a limit of 60% as per the Incentive Circular, this limit has been withdrawn with effect from 01.05.2022 under the condition of that, the task has been completed, as per a decision taken in a meeting with the participation of Higher Official of the Department and since this payment was a fee as per the Departmental Order 443 of the Registrar General's Manual and being a professional qualification and a personal ability.

02. Head Office

- I. Actions should be taken by you to submit the prepared certificates relevant to all the applications received for translations, to the Translation window, within the prescribed period from the date that application has been entered to the Journal, as per the instructions issued by Registrar General time to time, or by the prescribed date for the certificates which should be translated as per the urgent orders given by the Senior Deputy Registrar General of the Civil Section or by Assistant Registrar General.
- II. Care must be taken to ensure that whether the translation application given to you are mentioned in the register in which the details of the translation applications are entered in relation to the date and whether the translations submitted after the completion, have been properly accepted by the translation window.
- III. As soon as the secured formats issued to you are over, counter-foils of those formats should be returned to the Chief Management Assistant of the Civil Section and action should be taken to obtain a new register instead of that.

03. Zonal Office/ Land Registries/ Divisional Secretaries

- I. All the applications received for translations should be done, within the prescribed period from the date that application has been entered to the Journal as per the instructions issued by Registrar General time to time or action should be taken
 - a) For an Officer in the service of Zonal Office, to submit the certificates which should be translated as per the urgent orders given by the Deputy/ Assistant Registrar General who is in charge of the zone, by the prescribed date,
 - b) For an Officer in the service of District Assistant Registrar General Office, to submit the certificates which should be translated as per the urgent orders given by the District Assistant Registrar General, by the prescribed date,
 - c) For an Officer in the service of Land Registry, to submit the certificates which should be translated as per the urgent orders given by the Land Registrar, by the prescribed date,
 - d) For an Officer in the service of Divisional Secretariat, to submit the certificates which should be translated as per the urgent orders given by the Divisional Secretary, by the prescribed date, to the Translation window properly.
 - e) When a Land Registrar acts as a Translator, to submit the certificates which should be translated as per the urgent orders given by Assistant Registrar General, by the prescribed date,
 - f) When an Assistant Registrar General acts as a Translator, to submit the certificates which should be translated as per the urgent orders given by Deputy Registrar General, by the prescribed date,
 - g) When a Deputy Registrar General acts as a Translator, to submit the certificates which should be translated as per the urgent orders given by Senior Deputy Registrar General (Civil), by the prescribed date, to the Translation window properly

NB: - Relevant orders should be obtained in writing always (it is suitable to state the order in an appropriate place on the top of the relevant application) and in events it is not possible to do so, order should be obtained through *e-mail* or *WhatsApp*. No approval is granted to any Translator to do translation duties under one-day service without such approval.

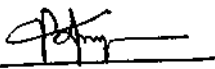
II. Obtaining of Secured Formats required for translation activities.

- (a) For a zonal office, District Assistant Registrar General office, Land Registries, Divisional Secretariats, in the Western Province and for zonal office, District Assistant Registrar General office, Land Registries, outside the Western Province, Secured Formats can be obtained from the Supply Division of the Head Office through a written request. Those formats obtained, should be numbered and stored properly and should be issued to Translator Officers according to a register.
- (b) For a Divisional Secretariats, outside the Western Province, a written request should be made to the Land Registry relevant to that office, to obtain secured formats and the formats obtained, should be numbered and stored properly and should be issued to Translator Officers according to a register.

- III. Only two registers of Secured formats should be issued to the Translator Officers who work outside the Head office. When one of those registers is over it should be handed over in proper manner and then only a new register of Secured formats should be issued for that. Accordingly, no more than two registers of Secured formats should be kept with a Translator Officers at a time.
- IV. Acceptance and issuance of Registers of Secured formats should be done accurately by stating all the details separately in a register in the sub sheets of the book used to issue a new Register of Secured formats instead of the finished Register of Secured formats. For that purpose, format in Annex 02 should be used.
- V. Counter foils of the Secured formats done, issued to you should be handled in following manner.
 - a. For a zonal office, District Assistant Registrar General office, Land Registries, Divisional Secretariats, in the Western Province and for zonal office, District Assistant Registrar General office, Land Registries, outside the Western Province, actions shall be taken by the Chief Management Assistant to accept the Counter foils of the Secured formats done, from the Translator officers and to arrange those Counter foils, number wise and to send them to the Supply Division of the Head office.
 - b. For a Divisional Secretariats, outside the Western Province, actions shall be taken by the Chief Management Assistant or the officer responsible, should to accept the Counter foils of the Secured formats done, from the Translator officers and to arrange those Counter foils, number wise and to send them to the Land Registry relevant to that office.

04. Since these translation activities done by you, are a main duty of the Registrar General Department, it is your duty and the responsibility to provide a more productive service to the Public.

05. All the Translator Officers should notify the Civil Registration Section regarding the receipt of this Circular, in writing.



P S P Abeywardhana
Registrar General

Copies: -

01. All the Staff Grade Officers of the Head office
02. Chief Management Assistant of the Civil Section

Category of the Counter-Foil book	Sub number	Application Number	Remittance Receipt Number	Signature as to accepted accurately	Other matters

I checked and accepted the above Register of Counter-foils.

Signature -

Name -

Designation -

Ex;-

The way of entering when a translation is done in the Translation sheet no. H896001 in the Counter Foil Book, H896001- H896100 (Comprised with 100 pages) in B122 Category and when a translation done in the Translation sheet no. H896005 was cancelled and a new sheet was used for that translation, is as follows.

Category of the Counter-Foil book	Sub number	Application Number	Remittance Receipt Number	Signature as to accepted accurately	Other matters
B122	H896001	T101	N475801	Signature	
	H896002	T102		Signature	
	H896003	T103	N475803	Signature	
	H896004	T104	N475805	Signature	
	H896005	T105	N475810	Signature	Cancelled and has attached to the Counter foil
	H896006	T106	N475812	Signature	
	H896007	T105	N475810	Signature	Issued instead of the cancelled sheet H896005

I checked and accepted the above Register of Counter-foils.

Signature -

Name -

Designation -

Accordingly, all the sheets have to be marked as the above format and submitted along with the Counter foil register. Also a copy of this document should be given to the relevant Translator Officer by those who have accepted the Counter foil register (signed as to have been accepted properly)