Annual Performance Report

2023

Name of the Institution : Educational Publications Department

Vote Head Number : 213

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Chapter 01
Institutional Profile/ Executive Summary

1.1 Introduction

The Educational Publications Department has been established under the Ministry of Education to accomplish the national task of implementing the national policy of providing school textbooks free of charge to the children of the country to get the benefits of free education and the task of compiling supplements and learning aids connected to the above.

» Background Information

The Educational Publications Department was established as a separate body of expenditure unit by an extra-special gazette notification dated 27 March 1965. Later, it was assigned as a department to the then Ministry of Education and Cultural Affairs by the extra-special gazette notification of the Government of Sri Lanka, dated 30th September 1966.

The responsibilities mentioned below have been vested in the Educational Publications Department from the aforesaid gazette notification of 1966.

- translating, publishing, distributing and selling books and buying the copyright of books approved for the use of primary, secondary and higher education
- production, publication, distribution and sale of the textbooks, dictionaries, glossaries and other books that are necessary for educational activities
- production, distribution and sale of learning aids, audio-visuals and other equipment
- encouraging the production of reading materials

The Educational Publications Department, established as a B – Grade department in the year 1965and was converted as a super-grade department on 14.07.2004 and the designation of the Head of the Department was changed to Commissioner General of Educational Publications as well as it was risen up to a status similar to that of an Additional Secretary of the Ministry of Education.

For the convenience of monitoring the basic role, the department is divided into sections as Development, Production, Distribution, Publication, Information Technology, Sales Promotions, Finance and Administration, and under them Deputy and Assistant Commissioners, Development Officers and Management Service Officers, Office Assistants, Drivers etc. are attached to engage in work.

1.2 Vision, Mission, Objectives of the Institution

» Vision of the Institution

Ensure equitable access to education through the provision of learning materials of distinctive pedagogical standards that keep abreast with international developments in education.

» Mission of the Institution

Enhance the quality and value of education by implementing the Free Textbook Scheme of Government of Sri Lanka, progressively widening the range of available textbooks, workbooks, reference books, supplementary readers, glossaries, dictionaries, audio-visual study packs and other materials of high educational standards enabling to produce worthwhile and intelligent citizens with ability to contribute towards the development of the country.

» Objectives of the Institution

Create knowledgeable citizens with values for the benefit of the country through the development of quality in education.

- provision of school textbooks free of charge to students in grade 1-11 in government schools and pirivenas

- provision of school curriculum and additional knowledge to students through the production of supplementary reading books

- preparation of students for public examinations by printing questions and answers books

- provision of knowledge on syllabi to teachers by printing and distributing teacher's guides

- provision of guidance required to the efficient learning related to the syllabi

1.3 Key Functions

The functions mentioned below have been vested in the Educational Publications Department by the extra-special gazette notification of the Government of Sri Lanka, dated 30th September 1966 bearing the number 14,715/3.

- translating, publishing, distributing and selling books and buying the copyright of books approved for the use of primary, secondary and higher education
- production, publication, distribution and sale of the textbooks, dictionaries, glossaries and other books that are necessary for educational activities
- production, distribution and sale of learning aids, audio-visuals and other equipment
- encouraging the production of reading materials

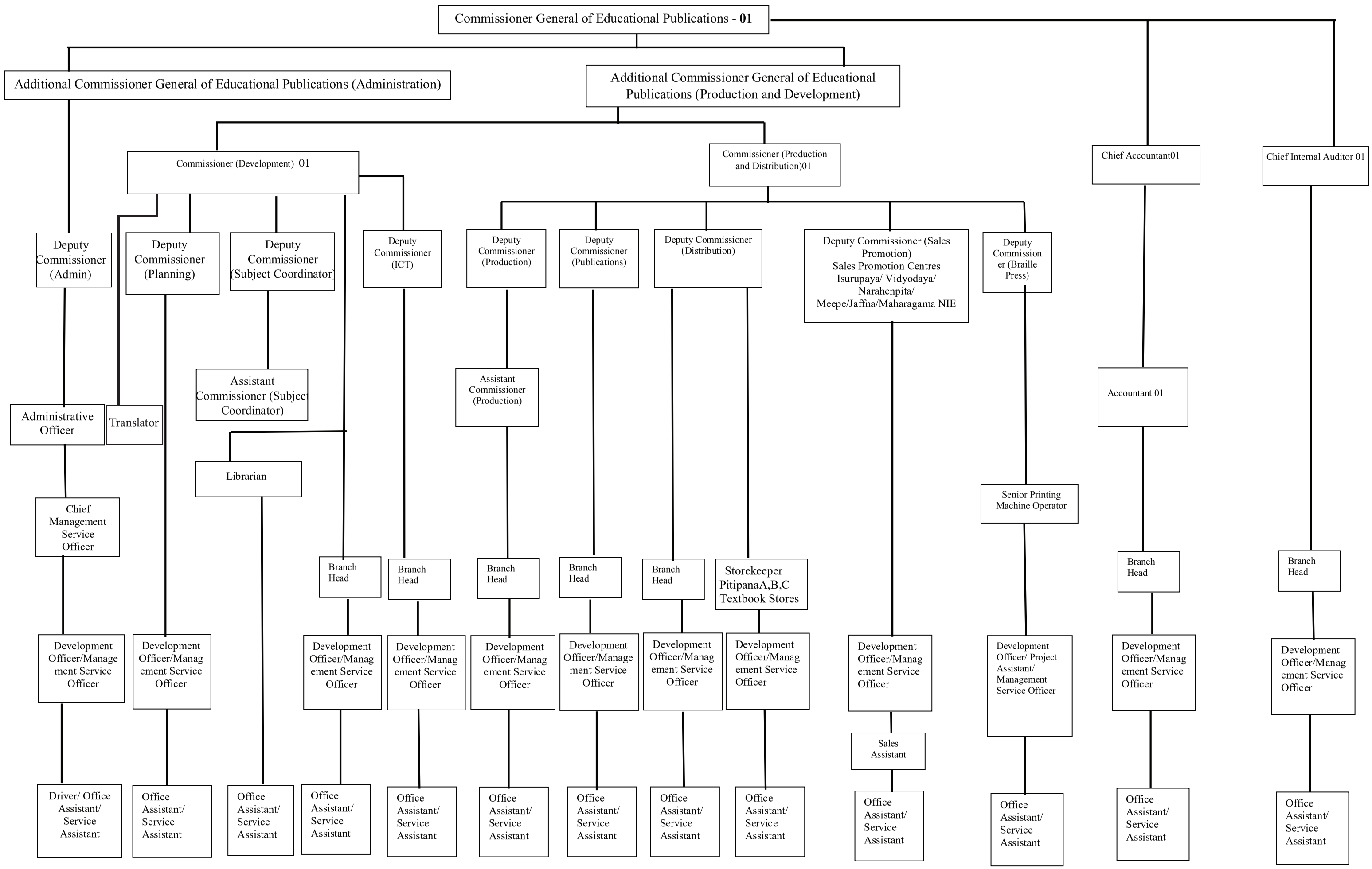
1.4 Organizational Chart & Administration of the Educational Publications Department

» Administration

The Commissioner General of Educational Publications Department who functions as the Chief Executive is bestowed with the assistance and co-operation of an Additional Commissioner General of Educational Publications who belong to the special grade of the Sri Lanka Education Administrative Service, two Commissioners of Educational Publications who are Grade 1 officers of the Sri Lanka Education Administrative Service. In charge of the Finance Branch is a Grade I officer of Sri Lanka Accountants' Service. A Grade II officer of the Accountants' Service accomplishes the duty of the post of Accountant. Also, the in - charge of the Internal Audit Branch is a Grade I officer of the Sri Lanka Accountants' Service.

The Educational Publications Department has been divided into nine branches to facilitate smooth functioning and easy-administration, as Administration Section, Development Section, Productions Section, Publications Section, Distributions Section, Finance Section, Internal Audit Section, Sales Promotions Section and Information Technology Section. The organizational structure of the department is shown on the next page.

1.4 Organizational Structure of the Educational Publications Department - 2023



Main Sections of the Department

1. Development Section
2. Productions Section
3. Publications Sections
4. Finance Section
5. Administration Section
6. Information & Communication Technology Section
7. Distributions Section
8. Internal Audit Section
9. Sales Promotions Section
10. Braille Press
11. Planning Section

» Development Section

The main responsibility assigned to the Educational Publications Department is to implement the national policy of providing free textbooks by the government. The Development Section that plays a unique role can be called the academic unit of the Educational Publications Department. The main role assigned to the Development Section of the Educational Publications Department is to compile textbooks in accordance with the syllabus compiled by the National Institute of Education and to plan and implement strategies to improve the quality of reprinted textbooks. In addition, the Development Section also writesupplementary books that provide additional knowledge for students appearing for Advanced Level and other advanced examinations. Apart from this, e-textbooks and digital learning aids are also being compiled.

The Development Section operates under the direct supervision of a Commissioner in three divisions namely Sinhala, Tamil and English. The textbook compilation process is being done with the contribution of 20 Deputy and Assistant Commissioners and a Development Officer. For this purpose, assistance of 05 Management Service Officers and Development Officers and support of 18 Service Assistants are provided for computerization of books.

In addition, essential revisions were made in the Grade 1 to 11 textbooks and Pirivenbooks and all the textbooks and Pirivenbooks were reprinted.

Braille book printing can be mentioned as another unique mission performed by the development department. It is a pleasure to continue the printing of Braille books in the year 2023 started for the vision impaired children.

Duties & Responsibilities

- Production of textbooks distributed free of charge to grades 1-11
- Production of supplementary books for Advanced Level and other higher examinations
- Production of other supplementary books

E.g.:- translations

dictionaries, glossaries, past questions and answer books

- Production of e-textbooks
- Production of textbooks in Braille media for vision impaired students
- Quality check of textbooks received to stores

The Duties and Responsibilities fulfilled in 2023

1. Preparing textbooks from grades 1-11 for re-printing
2. Production of textbooks in Braille media for vision impaired students from grade 1-11
3. Production of supplementary reading books

I. New supplementary reading books produced in 2023

1.	A/L Agri Economics Part II	Sinhala Medium
2.	A/L Human Resource Management	Sinhala Medium
3.	A/L Accounting	English Medium
4.	A/L Physics Part I	Sinhala Medium
5.	A/L Combined Maths PartIII (pure mathematics)	Sinhala Medium
6.	A/L Agri Economics Part I	Sinhala Medium
7.	A/L Humanitarian Geography	Sinhala Medium
8.	A/L Nuthana Sinhala KawyaSangrahaya	Sinhala Medium
9.	A/L Practical Writing	Sinhala Medium
10.	A/L Biology 7	Tamil Medium
11.	A/L Home Economics Recipes	Sinhala Medium

12. A/L Biosystems Technology. Post-harvest Technology
Sinhala Medium

13. A/L Engineering Technology IX Manufacturing Technology
Sinhala Medium

14. A/L Introduction to Combined Mathematics Tamil Medium

15. A/L Mathematical Exercises English Medium

16. A/L Combined Maths Part 4 Sinhala Medium

17. A/L Engineering Technology IX Tamil Medium

18. A/L Sustainable Management in Agriculture Sinhala Medium

19. A/L Preparation of financial statements of non-profit organizations
Sinhala Medium

II. 16+YawwanayataAmantharanayak - Started compilation of a resource book to create awareness on reproduction health for Tamil medium students in grade 12, 13 and is in the final stage

III. Preparing supplementary books for re-printing according to demand

1. A/L Humanitarian Geography PartII Sinhala Medium
2. AsirimathIndiyawa (Basham) Sinhala Medium
3. Science for Technology. Chemistry Part I Sinhala Medium
4. Trigonometry for A/L (K.R.M.T. Karunarathna) Sinhala Medium
5. Trigonometry for A/L (ලෝනි) Sinhala Medium
6. A/L Japanese Language Supplementary Book (Kanji) Japanese
7. A/L Combined Mathematics PartI Sinhala Medium

IV. Digital learning materials were produced for following subjects in 2023.

1. English Grades 3, 4, 5 (English Medium)

2. Mathematics	Grades 4, 5 (Sinhala, Tamil Media)
3. Mathematics	Grades 6 – 11(Sinhala, Tamil, English Media)
4. Science	Grades 6 – 11 (Sinhala, Tamil Media)
5. Tamil Language and Literature	Grades 10 – 11(Tamil Medium)
6. Agriculture and Food Technology	Grades 10 – 11(Tamil Medium)

V. Targeting the provinces of the island, workshops were conducted on how to prepare digital learning aids and use them for the learning and teaching process, targeting the provincial directors of education, subject directors, and teacher educators.

6. Completing the quality and physical check of the books received in the stores in the year 2023 and providing reports.

» Production Section

The duties of the Production Section of the Educational Publications Department are performed by a Deputy Commissioner and Assistant Commissioner, five officers from the Sri Lanka Management Service Officers Service, three Office Assistants and Service Assistants under the Commissioner who is in-charge of the Production and Distribution. The main duty of this section is to get all the textbooks compiled for the students, printed via the Department of Government Printing, the State Printing Corporation and other printing presses of the private sector. In addition, printing of Teacher's Guides and syllabi compiled by the National Institute of Education is another duty that is performed by this section. Apart from this, the Teacher's Guides and syllabi compiled by the National Institute of Education are also printed. Also engaged in printing evaluation reports in collaboration with the Department of Examinations, compilation of additional reading books important for school students and other readers and compilation of additional prescribed books important for advanced level students and advanced examinations.

Duties & Responsibilities

1. Prepare specifications for printing of textbooks for 2023 by a specification committee based on the committee report of deciding the number of textbooks required.

2. Getting the Commissioner General's approval for the reports prepared by the Specification Committee and handing over those approved reports to the Finance Branch

3. Giving the press copy and the transferred copy to the relevant subject officers, getting the relevant corrections entered and getting the relevant DVD from the relevant officers

4. Handing over the press copies and correct DVDs to the companies which have obtained the relevant tenders

5. Preparing specifications to reprint teacher's guides and supplementary readers as stocks are over.

6. Checking all the steps and all the activities from proof stage to quality checking stage
7. Instigate the printers to obtain correct stocks of textbooks to the stores on time
8. When the corrections have to be entered in the textbooks and when the stocks have to be corrected, making the producers aware and correcting them accordingly
9. Observing printing presses when necessary; obtaining their printing plans and checking them; preparing daily reports on the progress of printing.
10. Take measures to obtain textbooks which are in accordance with the specifications to the stores
11. Obtaining a lab report for each textbook to check whether it tallies with specifications

12. Printing of Teacher's Guides in association with the National Institute of Education
13. Printing of supplementary reading books
14. Printing of Questions and Answers Books of G.C.E (O/L), G.C.E (A/L) and grade 05 scholarship examination, in collaboration with the Department of Examinations

Progress Indicators
Printing of School Textbooks - 2023

Serial No	Printing Press	No. of Types of Textbooks	No. of Copies
01	State Printing Corporation	82	13,271,800
02	Private Printing Presses	348	20,055,600
Total of books given for printing		430	33,327,400

Printing of Teacher's Guides- 2023

Serial No	Type of Book	No. of Types of Books	No. of Copies
01	Grades 1-5 TG	01	2,500
02	Grades 6-11 TG	-	-
03	Grades 12-13 TG	-	-
04	Grades 1-5 TG Piriven	-	-
Total of types of books printed		01	2,500

Printing of Questions & Answers Books and Supplementary Books - 2023

Serial No.	Type of Book	No. of Types of Books	No. of Copies
01	Supplementary books	22	67,500
02	Questions and Answers books	-	-
Total of types of books		22	67,500

» Publication Section

The Publication Section which functions with the leadership of the Commissioner (Productions and Distributions), performs its duties under the supervision of a Deputy Commissioner (Publications) by three Management Service Officers, three Development officers, three Stores Assistants and one Technical Assistant and has rendered the following tasks during the period from 01.01.2023to 31.12.2023.

Duties & Responsibilities

1. Giving printing orders to relevant printers for 430 textbooks and 26 supplementary readings.
2. Preparing agreements, signing agreements with the printers in relation to printing 456 textbooks and supplementary readings.
3. Appraising the books according to the Cabinet Decision Number 14/0467/530/015 of 03.05.2014 and Treasury Circular No 281.
4. Obtaining advance bonds for all books requiring advance payment and preparing and submitting advance paying vouchers accordingly.
5. Obtain all the stock reports, quality reports, printing approval, soft copy reports and invoices relevant to the books given for printing.
6. Forward the details of all books of which the printing is delayed and those with printing errors to the Operational Committee and make decisions regarding them.
7. In case the number of pages of a book is more or less than 4, making payment on the instructions received from the Government Press.
8. Prepare and forward the paying-in vouchers relevant to all the textbooks
9. Provide details needed to reply audit queries
10. As of 12.02.2024, 100% of the 430 text books and 88% of the 26 supplementary books have been completed.

» Finance Section

A Chief Accountant, an Accountant, thirteenemployees from the Management Assistants' Service, six Development Officers, one from the Office Employees' Serviceand three Service Assistants have been attached to the finance section.

Duties & Responsibilities

1. Preparing estimates of annual expenditure and limits of advance accounts and activities regarding the revisions of estimations and their limits
2. Preparing salaries and issuing remittance cheques for all the staff of the department
3. Activities relevant to payments of overtime, transport allowances and other allowances of all the staff of the department
4. Payment of loans related to Advance "B" account and reclaiming them
5. Maintaining all the books, ledgers and account books necessary for payments
6. Application of **ITMIS** system.

   Enter the vouchers to be paid into the **ITMIS** system and arrange to receive cash imprest from the treasury.
7. Preparing monthly accounts summary and bank reconciliation reports through CIGAS program
8. Preparing final account reports of the annual appropriation account and the Advance Accounts, activities related to receiving and paying in general deposit account and prepare monthly reconciliation reports
9. Purchasing, storing, distributing and maintaining records of the consumer goods and capital assets necessary for all the sections of the department
10. Clearing bills for all the utility services relevant to the department
11. Paying the officers' charges for distributing of textbooks; paying principals' allowances for transporting textbooks and paying the allowances of the in–charge officers of the textbook delivery centres

12. Holding annual verifications and surveys and removal of the damaged items and other activities according to the recommendations of the boards of survey

13. Documentation of sales records of the sales promotion centres and Revenue Accounting.

14. Paying charges for the compilation, translation and editing of the textbooks

15. Pricing all the textbooks which are printed

16. Quotations for school textbook printing, transport of books and other purchases in accordance with the procurement guidelines, coordination of Technical Evaluation Committees, referral to procurement boards, acting on those decisions and payments related to purchases and services.

» Administrative Section

A Deputy Commissioner (Administration), an Administrative Officer, a Chief Management Assistant Service Officer, eight officers of the Management Assistants' Service, three Development Officers and three from Office Employee's Service and Service Assistants are attached to the Administrative Section.

Duties & Responsibilities

1. General administrative activities of the department
2. Maintaining the personal files of all the staff of the department and relevant activities
3. All official duties related to transport
4. Providing loans and advances under the Advance "B" account for the staff of the department
5. Official duties related to Agrahara claim forms
6. Directing the staff of the department for training courses
7. Coordinating the election activities
8. Issuing office circulars and regulations
9. Registering book sellers in the department
10. Recruiting casual staff and related activities
11. Maintenance of Pitipana store complex
12. Activities related to 1/20 allowances of the staff officers and over time, travelling, wages on holidays of the department staff

» Information & Communication Technology Section

Responsibility of carrying out and updating of all the data of the Department and computerizing the textbooks, supplementary books and other books, and receiving and preparing the soft copies of those books so that they are suitable to print, is the main role of the Information Technology unit.

Deputy Commissioner (Information Technology / SLEAS)

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Chief Management Service Officer (01), Development Officer (01)

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Service Assistants (17)

Duties and Responsibilities

1. Computerizing textbooks and supplementary books compiled in the Development Unit, preparing soft copies and cover pages
2. Create a computer program to computerize textbook distribution data in stores and provide support in maintaining data bases in stores.
3. Providing necessary reports to the top management regarding the printing of textbooks and supply to the stores.
4. Preparing labels needed for the distribution section.
5. Giving the number of textbooks distributed and book values to the Finance section.
6. Updating and maintaining the department website and adding textbooks to the website.
7. Preparation of order documents for the coming year and handing over for printing
8. Preparing invitation cards, banners, posters etc. necessary for the ceremonies of the Educational Publications Department and the Ministry of Education
9. Provide technical guidance and maintenance of all the computers and accessories of the department

» Distribution Section

The textbook distribution section is controlled under a Production and Distribution Commissioner. A Deputy Commissioner and 06 Management Service Officers and 19 permanent minor staff are also employed. The division is tasked with distributing textbooks before the start of each school year to over 4 million students studying in grades 1-11 in government and government-aided schools. Through this process, the number of books required for each school and centre is determined based on the statistics obtained from schools and distribution centres. The total number of textbooks required for the subsequent year will be determined on the basis of these statistics'

Duties and Responsibilities

1. Distribution of textbooks to all the island wide national schools, provincial schools, government approved private schools and pirivenas before the beginning of each school year.
2. Distribution of Teacher's Guides to all the island wide national schools, provincial schools, government approved private schools, pirivenas and Zonal Education Offices.
3. Making arrangements to pay textbook transport allowances to all the schools which obtain their textbooks from textbook distribution centres and divisional education offices and making arrangements to pay the allowances of in-charge and assistant in – charge officers and laborers of the distribution centres and the divisional education offices
4. Prepare paying-in vouchers for the textbook transport institutions.
5. Collecting, up-dating, summarizing and storing of data on the needs of textbooks
6. Taking measures to complete the needs of textbooks by coordinating provincial education offices/ zonal education offices/ divisional education offices/ textbook distribution centres and all the schools in the island.
7. Preparing daily reports on receipts and issuing of textbooks during the distribution period.
8. Taking measures to maintain accurate reports on receipts and issuing of stocks through the management of storeroom activities of the stores of the department.

- ## Distribution of Textbooks

In accordance with the program for the distribution of textbooks for 2023, textbooks are directly distributed from the Educational Publications Department to all the national schools in the island and to all the provincial schools whose student population is above 2000, and for all the other government school textbooks were distributed via textbook distribution centres. Also, textbooks were provided to all the government approved private schools free of charge. For all the schools in the Colombo Zone and the Nugegoda Division, textbooks were distributed directly. Accordingly, approximately 30million copies of 460 kinds of textbooks were distributed to 4.1 million student population who were in 10,126government schools, 126government approved private schools and special schools and 822 Pirivenas.

- **Activities relevant to Re-use of Textbooks**

The textbooks which are supplied to students free of charge should be given back to the school for re-use at the end of the year. (Textbooks printed for primary section, workbooks and books given to the students who sit for the G.C.E (O/L) examination are not taken back.) Program for the reuse of textbooks has been implemented for those who learn in classes from grade six to nine, and the main objective of this program is to provide an understanding of the value of using textbooks well and responsibly and to reduce the expenditure incurred by the government for this purpose.

Textbook distribution process

- Making aware about ordering school textbooks online
- Getting school textbooks orders online
- Preparation of textbook orders
- Issue of textbooks to schools and distribution centres as per order

Preparing Paying-in Vouchers for Textbook Transportation

(a) Checking according to the relevant circulars and forwarding to the Finance Section the vouchers sent to the Department to be reimbursed the expenditure borne by the principals to transport books from the distribution centre to their schools

(b) Checking the kilometers related to the invoices submitted by the private transporting institutes for the transportation of textbooks, preparing related paying-in vouchers and forwarding them for further work.

• Internal Audit Section

To achieve the desired objectives of the Educational Publications Department, the Internal Audit Section has been established to maintain a formal administrative environment consisting of well-planned internal work practices to safeguard the security of assets. It is headed by a Chief Internal Auditor and the officers in the branch are as follows.

Chief Internal Auditor	-	01
Development Officer	-	03
Management Services Officer	-	02
Service Assistant	-	02

This section mainly accomplishes the task of checking the implementation of internal administrative methods, investigating the productivity and efficiency of the tasks planned for the fulfilment of expected goals of the Educational Publications Department, ascertaining facts on operating control, accountancy defects, performance and deals which are discordant with the laws, rules and regulations and reporting the revealed facts to the Commissioner General of Educational Publications and taking correcting measures by sending audit queries and establishing a good administration by conducting post – inquisitions.

Accordingly, the criteria of the measures taken to rectify the errors and defects in the audit queries related to the department and to make the printing and distribution process efficient by the Internal Audit Section in 2023are given below.

Duties and Responsibilities

Serial No.	Description	Measures taken to rectify
01	The annual descriptive audit management report of the Educational Publications Department - 2023	Give instructions to reply the report and rectify the shortcomings shown in the report
02	The summary report of the Auditor General regarding the Educational Publications Department.	Give instructions to reply the report and rectify the shortcomings shown in the report

03	Replying the audit inquiries sent by the National Audit Office. 1. Bank Account reconciliation - 2022 2. Advance "B" account of public officers - 2022 3. Physical Inspection of Pitipana Textbook Store - 2022 4. Check of stock books/ delay in delivery of textbooks - 2022 5. Under the GEM project, a book was compiled to aware students of grades 12,13 about reproductive health. 6. Audit the financial statement- 2022 7. Approved advance account- 2022 8. Inspection of stock survey reports as on 31st December 2022 at Pitipana textbook store 9. Inspection of stock survey reports as on 31st December 2022 at Sales Promotion Centres 10. Inspection of Isurupaya Book Sales Promotion Centre 11. Inspect the procurement process of printing textbooks for the year 2023 12. Inspect the Braille press- 2023 13. Inspection of the cadre- 2023 14. Inspect the uploading of digital learning materials produced with GEM Project to e-thaksalawa- 2023 15. Inspection of workshops conducted to promote digital learning aids compiled under the GEM Project- 2023 I 16. Inspect the implementation plan and progress of the GEM Project 17. Inspection of duty leave taken by staff officers 18. 15. Inspection of workshops conducted to promote digital learning aids compiled under the GEM Project- 2023 II	**Coordinating the process of replying to the audit queries, provide instructions to rectify the shortcomings shown by the audit and follow up.**

04	Inspection of roles of all sections related to textbook printing	Identify the barriers that hinder the printing of textbooks on time and provide instructions to rectify them
05	Inspection of store complex of the department	Inspect receipts and issuing of textbooks to stores and provide relevant instructions / Inspection of corporate profiles of stores
06	<u>Administrative Section</u> 1. Audit on grant of salary conversions/ increments	Check whether the salary conversions have been done on the due date, check the salary conversion increments on the due date and give recommendations to carry out related activities in a more systematic manner.
	2. Inspection of postal and telephone bill related matters	Checking the activities related to payment of postal and telephone bills and giving instructions to reduce the deficiencies.
	3. Inspection of archive maintenance and document security	Check whether the documents are properly secured as per circular provisions and give appropriate instructions and recommendations.
07	<u>Finance Section</u> 1. Audit of Advance "B" Accounts and Approved Advance Accounts	Pointing out the deficiencies in checking and recording the relevant accounts and giving instructions for correcting them.
	2. Inspection of Sub Imprest activities	
	3. Audit of the removal of textbooks and goods and preparation of final reports of annualsurvey of goods	
08	<u>Development Branch</u> 1. Audit on development of learning Aids 2023 (Digital material)	Provide instructions to minimize the issues and shortcomings in the development of digital learning materials
	2. Inspection of facts to be considered in compilation of textbooks according to new syllabi and audit of compilation of textbooks and teacher's guides	Providing instructions to minimize the shortcomings in the compilation of textbooks and teacher's guides
09.	<u>Production Branch</u> 1. Audit the printing of Braille textbooks	Investigate the shortcomings in printing Braille textbooks and provide instructions to rectify them

	2. Inspection of printing presses engaged in printing of textbooks	Investigate the problematic situations that occurred in printing presses and printing activities related to textbook printing and providing instructionsrelated and proposing solutions.
	3. Inspect forward copies	Check physically whether all the textbooks have been printed according to stores approval, identify shortcomings and provide instructions to rectify them.

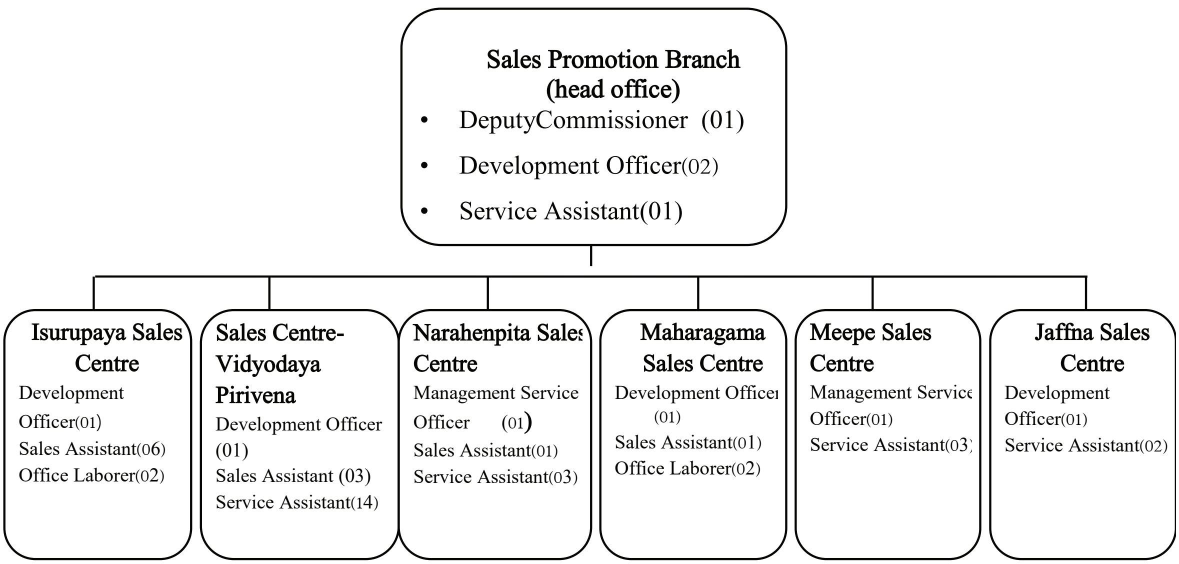
» Sales Promotion Section

Opportunities are provided to purchase school textbooks, supplementary reading materials, glossaries, and past questions papers from the sales promotion centre of the Educational Publications Department.

At present, the sales promotion centres of the department are located at MaradanaVidyodayaPirivena, Isurupaya, National Institute of Education, Maharagama, Teacher Training Centre, Meepe, Rajawasa Sales Complex, Narahenpita and Jaffna Central College. Publications of the department, supplementary reading books and Teacher's Guides are available in all these sales promotion centres and school textbooks are also sold in Maradana, Isurupaya, Meepe, Narahenpita and Jaffna.

The number of staff in the Sales Promotion Section of the Educational Publications Department is 47, as at 31.12.2023.

A Class II officer of the Sri Lanka Education Administrative Service, six Development Officers, two Management Service Officers, fivesales assistants, 28permanent service assistants, four office laborers and a watchman are attached to the Sales Promotion Section. (The following image depicts the structure of the staff being attached.)



Duties and Responsibilities performed by the Sales Promotion Section in 2023

The following main tasks were done in the year 2023,

- coordinating all the sales promotion centres
- providing textbooks for international schools
- providing computers and other office equipment required for the sales promotion centres
- joining book fairs in different parts of the country

Summary of Sales Income of Sales Promotion Centres2023

Month	Isurupaya	Narahenpita	Maharagama	Meepe	Jaffna	Vidyodaya	Total
January	2,971,490.50	1,422,226.00	450,630.70	660,378.90	864,589.00	860,842.95	**7,230,158.05**
February	2,188,665.40	425,284.50	336,898.85	577,684.00	568,356.75	2,966,702.49	**7,063,591.99**
March	1,709,465.60	847,085.00	373,115.05	959,459.35	489,112.25	4,752,641.80	**9,130,879.05**
April	4,579,456.50	1,010,336.75	268,447.55	477,368.75	707,370.50	3,618,418.18	**10,661,398.23**
May	6,264,319.35	720,643.00	343,386.65	356,146.00	430,200.00	5,298,249.95	**13,412,944.95**
June	7,971,906.05	786,056.00	445,802.50	57,088.00	427,254.00	3,966,788.35	**13,654,894.90**
July	5,409,128.25	914,131.00	340,110.55	403,376.00	561,105.00	3,797,291.01	**11,425,141.81**
August	9,586,336.51	1,891,298.95	321,289.80	1,073,144.65	637,764.35	6,500,471.10	**20,010,305.36**
September	6,512,851.30	1,461,730.25	387,220.50	744,223.00	629,903.90	3,618,973.13	**13,354,902.08**
October	5,021,396.00	1,197,028.10	421,558.25	603,508.00	434,161.00	3,835,406.90	**11,513,058.25**
November	9,889,316.00	2,072,052.65	545,032.50	1,391,123.00	800,405.00	7,356,441.55	**22,054,370.70**
December	1,666,742.95	5,741,644.45	507,034.70	3,669,975.00	1,243,427.25	15,939,885.49	**28,768,709.84**
Total	**63,771,074.41**	**18,489,516.65**	**4,740,527.60**	**10,973,474.65**	**7,793,649.00**	**62,512,112.90**	**168,280,355.21**

» Development of Sales Promotion Centres

The development of the sales promotion centres should be done in a manner as to provide a satisfactory service to the customers who are interested in the department publications and to increase the income of the department. Accordingly, the following issues were identified by considering the inquiries and suggestions made from time to time by the Internal Audit Section, department administration and inquiries and opinions of the customers.

Common issues in the sales promotion centers

- Lack of space in sales promotion centers
- Lack of space to store books in sales promotion centers
- Lack of formal system for security in sales promotion centers
- Lack of security in banking cash and inability to bank daily cash
- Lack of internet facilities in Maharagama, Jaffna and Narahenpita sales centers
- Lack of cash registers in Maharagama, Meepe, Jaffna and Narahenpita sales centers
- Lack of a small office for the staff to have meals
- Lack of proper sanitation facilities

Proposals expected to be implemented in 2024

- Introduce computerized billing system to all the sales promotion centers and establish a networked system for all the sales centers with the head office.
- At present, only the VidyodayaPiriven Sales Promotion Center and the Isurupaya Sales Promotion Center have computerized systems. It is proposed to introduce computerized billing system for all sales promotion centers owned by the department.
- Fixing CCTV camera to monitor the sales promotion centers
- Facilitating the purchase of books by Credit & Debit Card or online
- Train the staff in a formal manner

» Braille Press

The Braille press is administered by an Assistant Commissioner and there are three graduate project assistants and two Development Officers to prepare (translate) textbooks in the Braille medium.

A senior printing machine operator and four junior officers are employed to print and distribute textbooks.

A Development Officer is in charge of other administrative activities in the Braille press.

Duties and Responsibilities

- All the textbooks are produced in Braille medium for vision impaired students.
- These Braille medium textbooks are also provided to special education units set up inspecial schools and government schools.
- Provide assistance to Colleges of Education and the National Institute of Education to work in Braille media

» Planning Section

The Planning Section of the Educational Publications Department has been established under the guidance of the Deputy Commissioner (Planning) with the services of a Development Officer and a Service Assistant to fulfill the following roles.

Duties and Responsibilities

- Preparation of annual action plan of the department
- Preparation of annual performance report of the department
- Preparation of Medium-Term Development Report
- Preparation of human resource development plan
- Giving out replies to progress queries

Chapter 02
Progress and the Future Outlook

Special Achievements, Challenges and Future Goals

Special Achievements

- Ability to print on time and distribute 33,327,400 copies from 430 types of textbooks for 2023 to government schools without delays (for distribution in 2024)

Challenges

- Prevent the delays in textbook printing in presses
- Prevent shortcomings in textbooks to obtain an accurate textbook

  Eg:- Prevent shortcomings in the soft copies
  Prevent shortcomings in entering the revisions in the soft copies

- Having a limited number of sales promotion centres to sell textbooks, supplementary reading books and teacher's guides

Future Plans

- Introduction of an online system for requisition, storing, distribution and sales of textbooks
- Introduction of a series of supplementary books made in a creative manner on contemporary topics for school students
- Establish sales promotion centers in main cities of the island
- Introduction of an online system to order supplementary books

Chapter 03

3.1 Overall Financial Performance for the Year 2023

ACA -F

Statement of Financial Performance
for the period ended 31st December 2023

Budget 2023		Note	Actual		
Rs.			2023 Rs.	2022 Rs.	
	Revenue Receipts			-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
-	Non Tax Revenue & Others	4	-	-	ACA-1
-	**Total Revenue Receipts (A)**		-	-	
	Non Revenue Receipts		-	-	
-	Treasury Imprests		18,436,968,000	1,585,269,000	ACA-3
-	Deposits		68,570,052	5,336,112	ACA-4
30,007,000,000.00	Advance Accounts		18,839,690,222	1,795,685,204	ACA-5
-	Other Main Ledger Receipts		49,904,628	53,761,809	
30,007,000,000.00	**Total Non Revenue Receipts (B)**		37,395,132,902	3,440,052,124	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		37,395,132,902	3,440,052,124	
	Remittance to the Treasury (D)		-	1,873,751	
	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		37,395,132,902	3,438,178,373	
	Less: Expenditure				
	Recurrent Expenditure				
55,500,000.00	Wages, Salaries & Other Employment Benefits	5	51,191,112	51,512,168	ACA-2(ii)
30,400,000.00	Other Goods & Services	6	26,576,950	26,226,049	ACA-2(ii)
2,000,000.00	Subsidies, Grants and Transfers	7	1,824,235	1,802,177	ACA-2(ii)
-	Interest Payments	8	-	-	ACA-2(ii)
-	Other Recurrent Expenditure	9	-	-	ACA-2(ii)
87,900,000.00	**Total Recurrent Expenditure (F)**		79,592,297	79,540,394	
	Capital Expenditure				
2,300,000.00	Rehabilitation & Improvement of Capital Assets	10	2,296,736	1,918,688	ACA-2(ii)
2,300,000.00	Acquisition of Capital Assets	11	2,283,115	1,319,274	ACA-2(ii)
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	ACA-2(ii)
500,000.00	Capacity Building	14	495,408	445,107	ACA-2(ii)
80,000,000.00	Other Capital Expenditure	15	5,600,025	33,126,249	ACA-2(ii)
85,100,000.00	**Total Capital Expenditure (G)**		10,675,284	36,809,318	
	Deposit Payments		33,479,022	5,941,689	ACA-4
	Advance Payments		18,640,215,971	1,665,127,327	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		18,673,694,993	1,671,069,016	
	Total Expenditure I = (F+G+H)		18,763,962,574	1,787,418,728	
173,000,000.00	**Balance as at 31st December J = (E-I)**		18,631,170,328	1,650,759,646	
	Balance as per the Imprest Reconciliation Statement		18,631,170,328	1,650,759,646	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3

Statement of Financial Position
As at 31st December 2023

	Note	Actual 2023 Rs.	2022 Rs.
Non Financial Assets			
Property, Plant & Equipment	ACA-6	380,835,272	377,456,157
Financial Assets			
Advance Accounts	ACA-5/5(a)	6,318,891,123	6,518,365,374
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		6,699,726,395	6,895,821,531
Net Assets / Equity			
Net Worth to Treasury		6,282,038,540	6,516,603,821
Property, Plant & Equipment Reserve		380,835,272	377,456,157
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	36,852,583	1,761,553
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		6,699,726,395	6,895,821,531

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 7 to 31 and Notes to accounts presented in pages from 32 to 42 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.

27/02

……………………
Chief Accounting Officer
Name :
Designation :

Wasantha Perera
Secretary
Ministry of Education
"Isurupaya" Pelawatta,
Battaramulla

……………26.02.2024
Accounting Officer
Name :
Designation :

Z . Thajudeen
Commissioner General of Educational Publications
Educational Publications Department
"Isurupaya" Battaramulla.

……………………………
Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name : 26/02/2024 A.S.D. Aluthge
Chief Accountant
Educational Publications Department
"Isurupaya" Battaramulla

Statement of Cash Flows
for the Period ended 31st December 2023

	Actual 2023 Rs.	2022 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	49,904,628	53,761,809
Revenue Collected on behalf of Other Revenue Heads	-	-
Imprest Received	18,436,968,000	1,585,269,000
Recoveries from Advance	16,144,711	13,874,230
Deposit Received	68,570,052	5,336,112
Total Cash generated from Operations (A)	**18,571,587,391**	**1,658,241,151**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	85,488,281	111,342,746
Subsidies & Transfer Payments	1,824,235	1,802,177
Expenditure incurred on behalf of Other Heads	18,629,135,229	1,652,707,970
Imprest Settlement to Treasury	-	1,873,751
Advance Payments	13,215,506	15,894,754
Deposit Payments	33,479,022	5,941,689
Total Cash disbursed for Operations (B)	**18,763,142,273**	**1,789,563,087**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	(191,554,882)	(131,321,936)
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	2,283,115	1,319,274
Total Cash disbursed for Investing Activities (E)	2,283,115	1,319,274
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(2,283,115)	(1,319,274)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	(193,837,997)	(132,641,210)
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	(193,837,997)	(132,641,210)
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

ACA -F

Statement of Financial Performance
for the period ended 31st December 2022

Budget 2022 Rs.		Note	Actual 2022 Rs.	Actual 2021 Rs.	
	Revenue Receipts			-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
-	Non Tax Revenue & Others	4	-	-	ACA-1
-	**Total Revenue Receipts (A)**		-	-	
	Non Revenue Receipts		-	-	
-	Treasury Impress		1,585,269,000	2,619,072,000	ACA-3
-	Deposits		5,336,112	8,729,959	ACA-4
4,609,300,000.00	Advance Accounts		1,795,685,204	2,732,126,896	ACA-5
-	Other Main Ledger Receipts		53,761,809	21,253,719	
4,609,300,000.00	**Total Non Revenue Receipts (B)**		3,440,052,124	5,381,182,574	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		3,440,052,124	5,381,182,574	
	Remittance to the Treasury (D)		1,873,751	-	
	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		3,438,178,373	5,381,182,574	
	Less: Expenditure				
	Recurrent Expenditure				
55,500,000.00	Wages, Salaries & Other Employment Benefits	5	51,512,168	47,191,205	ACA-2(ii)
29,500,000.00	Other Goods & Services	6	26,226,049	17,897,633	ACA-2(ii)
2,000,000.00	Subsidies, Grants and Transfers	7	1,802,177	1,705,580	ACA-2(ii)
-	Interest Payments	8	-	-	ACA-2(ii)
-	Other Recurrent Expenditure	9	-	-	ACA-2(ii)
87,000,000.00	**Total Recurrent Expenditure (F)**		79,540,394	66,794,418	
	Capital Expenditure				
2,000,000.00	Rehabilitation & Improvement of Capital Assets	10	1,918,688	2,182,789	ACA-2(ii)
1,000,000.00	Acquisition of Capital Assets	11	1,319,274	8,710,386	ACA-2(ii)
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	ACA-2(ii)
500,000.00	Capacity Building	14	445,107	136,862	ACA-2(ii)
80,500,000.00	Other Capital Expenditure	15	33,126,249	58,571,757	ACA-2(ii)
84,000,000.00	**Total Capital Expenditure (G)**		36,809,318	69,601,794	
	Deposit Payments		5,941,689	9,844,734	ACA-4
	Advance Payments		1,665,127,327	2,626,216,072	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		1,671,069,016	2,636,060,806	
	Total Expenditure I = (F+G+H)		1,787,418,728	2,772,457,018	
-	**Balance as at 31st December J = (E-I)**		1,650,759,645	2,608,725,556	
	Balance as per the Imprest Reconciliation Statement		1,650,759,645	2,608,725,556	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3

Financial Statements - 2022 English 1

Statement of Financial Performance
for the period ended 31st December 2021
Rs

Budget 2020		Note	Actual 2020	Actual 2019
	Revenue Receipts			
-	Income Tax	1	-	-
-	Taxes on DomesticGoods & Services	2	-	-
-	Taxes on InternationalTrade	3	-	-
-	Non Tax Revenue &Others	4	-	-
	Total Revenue Receipts (A)		-	-
	Non-Revenue Receipts			
0	Treasury Imprests		2,619,072,000	4,412,750,000
0	Deposits		8,729,959	61,182,068
4,657,800,000	Advance Accounts		2,732,126,896	4,725,787,337
	Other Receipts		21,253,719	75,245,786
4,657,800,000	**Total Non-RevenueReceipts (B)**		5,381,182,574	9,2743,965,191
4,657,800,000	**Total Revenue Receipts & Non RevenueReceipts C = (A)+(B)**		5,381,182,574	9,2743,965,191
	Treasury Remittance (D)		-	6,406,320
	Net income revenue and non-income revenue = (C) – (D)		5,381,182,574	9,268,558,871
	Less: Expenditure			
	Recurrent Expenditure			
55,000,000.00	Wages, Salaries & Other Employment Benefits	5	47,191,205	45,808,746
22,400,000.00	Other Goods & Services	6	17,897,633	15,559,940
2,000,000.00	Subsidies, Grants and Transfers	7	1,705,580	1,811,658
0	Interest Payments	8	0	0
0	Other RecurrentExpenditure	9	0	-
79,400,000.00	**Total Recurrent Expenditure (D)**		**66,794,418**	**63,180,344**
	Capital Expenditure			
2,000,000.00	Rehabilitation & Improvement of Capital Assets	10	2,182,789	1,799,738
7,000,000.00	Acquisition of CapitalAssets	11	8,710,386	1,185,218
0	Capital Transfers	12	0	0

ACA-1

ACA-3
ACA-4
ACA-5/5(a)

ACA 2(ii)

0	Acquisition of Financial Assets	13	0	0	ACA 2(ii)
1,000,000.00	Capacity Building	14	136,862	143,832	
200,000,000.00	Other CapitalExpenditure	15	58,571,757	6,604,635	
210,000,000.00	**Total Capital Expenditure (E)**		**69,601,794**	**9,733,423**	
	Deposit Payments		9,844,734	80,991,341	ACA-4
	Advance Payments		2,626,216,072	4,565,119,141	ACA-5
	Other Main Ledger Accounts Payments				
	Main Ledger Expenditure (F)		2,636,060,806	4,646,110,482	
	Total Expenditure G = (D+E+F)		2,772,457,018	4,719,024,249	
	Imprest Balance as at 31st December H = (C-G)		**2,608,725,556**	**4,549,534,622**	
	ImprestBank Statement Balance		**2,608,725,556**	**4,549,534,622**	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3

3.2 Statement of Financial Position

ACA

- P

Statement of Financial Position
as at 31st December 2021

	Note	Actual	
		2021 Rs.	**2020 Rs.**
Non-financial Assets			
Property, Plant & Equipment	ACA-6	345,697,716.00	336,987,329.00
Financial Assets			
Advance Accounts	ACA-5/5(a)	6,648,748,415.00	6,754,834,074.00
Cash & Cash Equivalents	ACA-3	0	0
Total Assets		**6,994,446,131.00**	**7,091,821,403.00**
Net Assets / Equity			
Net Worth to Treasury		6,646,382,135.00	6,751,351,019.00
Property, Plant & Equipment Reserve		345,697,716.00	336,987,329.00
Rent and Work AdvanceReserve	ACA-5/5(b)	0.00	0.00
Current Liabilities			
Deposits Accounts	ACA-4	2,366,280.00	3,481,055.00
Imprest Balance	ACA-3	0.00	645780.00
Total Liabilities		**6,994,446,131.00**	**7,091,821,403.00**

Detail Accounting Statements in above ACA 2 to ACA 7 formats presented in pages from 7to 36and Notes to accounts presented in pages from 37to 44form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

We hereby certify that there is a productive internal control system is in place in the reporting institution for financial control, to supervise the success of the internal control system for financial control and to review from time to time to make changes as needed to implement those systems productively.

3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2021

	Actual	
	2021 Rs.	**2020 Rs.**
Cash Flows from Operating Activities		
Total Tax Receipts	0	0
Fees, Fines, Penalties and Licenses	0	0
Profit	0	0
Non-Revenue Receipts	21,253,719	75,891,566
Revenue collected by other departments/ministries	0	0
Imprest revenue	2,619,072,000	4,412,750,000
Collection of advance	12,519,869	
Deposits	8,729,959	
Total Cash generated from Operations (a)	2,661,575,547	4,488,641,566
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	125,925,691	67,835,236
Subsidies & Transfer Payments	2,341,489	1,878,218
Finance Costs incurred for other votes	2,609,590,855	4,553,367,095
Imprest Settlement to Treasury	-	6,406,320
Collection of advance	17,174,421	
Deposits	9,844,734	
Total Cash disbursed for Operations (b)	**2,764,877,190**	4,629,486,869
Net Cash Flow from OperatingActivities(C)=(A)-(B)	(103,301,643)	(140,845,303)
Cash Flows from Investing Activities		
Interest	0	0
Dividends	0	0
Divestiture Proceeds & Sale of Physical Assets	0	0
Recoveries from On Lending	0	0
Total Cash generated from Investing Activities (d)	-	-
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets &Acquisition of Other Investments	8,710,386	1,185,218
Total Cash disbursed for Investing Activities (e)	8,710,386	1,185,218
Net Cash Flow from Investing Activities (F)=(D)-(E)	(8,710,386)	(1,185,218)
Net Cash Flows from Operating & Investment Activities (G)=(C) + (F)	**(112,012,029)**	**(142,030,521)**
Cash Flows from Financing Activities		

Local Borrowings Foreign Borrowings Grants Received Deposit Received	0 0 0	0 0 0
Total Cash generated from Financing Activities (h)	-	-
<u>Less - Cash disbursed for:</u> Repayment of Local Borrowings Repayment of Foreign Borrowings Total Cash disbursed for Financing Activities (i)	 0 0 -	 0 0 -
Net Cash Flow from Financing Activities (J)=(H)-(I)	-	-
Net Movement in Cash (k) = (g) -(j) Opening Cash Balance as at 01" January	112,012,029.00 0	142,030,521.00 0
Closing Cash Balance as at 31st December	**0**	**0**
Total Cash generated from Financing Activities (J)=(G)-(H)	-	-
Net changes in cash (K) = (H) – (J)	-	-
Starting cash balance as at 1st of January	-	-
Final cash balance as at 31st of December	-	-

3.5 Notes to the Financial Statemen

3.6 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
-	-		-	-	-

3.7 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	89,000,000/=	87,900,000/=	79,592,297/=	90.5%
Capital	84,000,000/=	85,100,000/=	10,675,284/=	12.5%

3.8 In terms of F.R.208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from Which Ministry / Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
01	Ministry of Education	textbook printing and distribution	25,483,016	6,856,104	18,626,912	73.1%

3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023	Balance as per financial Position Report as at 31.12.2023	Yet to be Accounted	Reporting Progress as a %
9151 9152 9153 9154 9155 9160 9180	Building and Structures Land Intangible Assets Biological Assets Work in Progress Lease Assets	187,950 100,739 92,145			

3.10 Auditor General's Report

The final audit report issued by the Auditor General to be scanned and placed here while submitting to the Parliament.

Chapter 04
Performance indicators

4.1 Performance indicators of the Institute (Based on the Action Plan)

Special Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	89% - 75%	74% - 50%
The percentage of textbooks printed from the approved requirement	√		
The percentage distributed from the school requirement			√
Number of Teacher's Guides printed on time	√		
Number of officers who followed the professional development programes on time	√		

Chapter 05
Performance of the achieving Sustainable Development Goals (SDG)

5.1 Achievement of the identified respective Sustainable Developments Goals

Goal	Target	Indicators of the achievements	Progress of achievement up to now		
			0% - 49%	50%-74%	75%-100%
• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, all girls and boys complete free, equitable and quality primary and secondary education that leads to relevant and effective learning outcomes.	• Rate of printing of textbooks required for all students from Grade 1 to Grade 12			√
		• Rate of Free Textbook Distribution		√	
• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, ensure equal access to affordable and quality technical, vocational and tertiary (including university) education for all women and men	• Rate of printing of textbooks required for all students from Grade 1 to Grade 12			√
		• Rate of Free Textbook Distribution		√	
		• Number of supplementary books printed and sold at affordable prices	√		

• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, significantly increase the number of youth and adults with relevant skills, including technical and vocational skills, for jobs, decent careers and entrepreneurship	• The number of supplementary books developed so that the students entering the technology subject can get the knowledge relevant to it and the number of supplementary books useful for other advanced examinations.			√
		• Number of digital learning aids developed to provide attractive learning tools to all students through digitization			√
		• The proportion of textbooks that include content related to sustainable development, life skills, social sensitivity, etc			√
• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, eliminate gender disparities in education and ensure equal access to education and vocational training at all levels for the vulnerable, including people with disabilities, indigenous peoples and children in vulnerable situations.	• Proportion of Braille textbooks printed and distributed as per student requirement			√

• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, education for sustainable development and sustainable lifestyles, human rights, gender equality, promoting a culture of peace and non-violence, ensuring that all learners acquire the knowledge and skills needed to promote sustainable development through education globally. Citizenship and appreciation of cultural diversity and the contribution of culture to sustainable development	• The proportion of textbooks that include content related to sustainable development, life skills, social sensitivity, human rights, gender equality, promoting a culture of peace and non-violence, promoting sustainable development through education globally			√
• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• Building and improving educational facilities that are child, disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all	• Proportion of Braille textbooks printed and distributed as per student requirement			√

• Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	• By 2030, significantly increase the supply of qualified teachers in developing countries, particularly least developed countries and small island developing states, including international cooperation for teacher training.	• Providing access to all school teachers through the online system for textbooks and teacher's guides			√

5.2 Challenges

- Prevent the delays in textbook printing in presses
- Prevent shortcomings in textbooks to obtain an accurate textbook

  Eg:- Prevent shortcomings in the soft copies

  Prevent shortcomings in entering the revisions in the soft copies
- Having a limited number of sales promotion centres to sell textbooks, supplementary reading books and teacher's guides
- In the production of digital learning material including textbooks, support of the technical experts should be obtained and the procurement process used to prepare textbooks is complicated.

Chapter 06
Human Resource Profile

6.1 Cadre Management

Subject	Approved Cadre	Existing Cadre	Vacancies / Excess
Senior	47	35	12
Tertiary	03	03	00
Secondary	119	90	29
Primary	158	150	08
Total	**327**	**278**	**49**

6.2 . Influence of the shortage in human resources on the performance of the institute

- **There are 12 vacancies for Senior Staff Officers.**

Two of these vacancies are for the posts of Additional Commissioner General of Educational Publications. For that, the Ministry of Education should appoint and send special grade officers of the Sri Lanka Education Administrative Service. Other vacancies exist are officers in charge of different subject textbooks. The subjects with vacancies are covered by other subject officers.

- **There are no vacancies in Tertiary level.**

- **There are 29 vacancies in Secondary level.**

Due to the vacancies in the posts of artist, illustrations of textbooks are done by external resource persons and due to the vacancy prevailed in the librarian service, the department has faced inconvenience in using the library. Due to the vacancies in the Management Service Officer’s service, there will be disruptions in the operations and file related activities of the branches.

- **There are 08 vacancies in Primary level.**

Due to these vacancies, difficulties arise in carrying out the daily activities of the department.

6.3 Human Resource Development (as at 31.12.2023)

Serial No	Training Programme	No. of officers trained	Duration of the programme	Total Investment (Rs.'000)		Nature of the programme (Local/ Abroad)	Output/ Knowledge Gained
				Local	Foreign		
1	Preliminary Investigations	3	2 days	28,000/-	-	Local	-
2	Maintaining a personal file	1	2 days	9,500/-	-	Local	-
3	Role of theofficer in charge of leave	1	1 day	5,000/-	-	Local	-
4	Government payroll system	1	3 days	18,000/-	-	Local	-
5	Higher National Diploma	1		138,000/-	-	Local	-
6	New tax law and calculation of income tax liability	4	1 day	48,000/-	-	Local	-
7	Annual stock survey and disposal of unusable goods	4	1 day	48,000/-	-	Local	-
8	Workshop on Procurement	65	1 day	15,609/-	-	Local	-
9	Enhancing the attitudes and professional knowledge of office assistants and drivers	3	2 days	28,500/-	-	Local	-

10	Application of the provisions and procedural rules of the Establishments Code	3	2 days	28,500/-	-	Local	-
11	Working to improve the effectiveness of office work through attitude development	75	1 day	16,180/-	-	Local	-
12	Tamil language training course	34	19 days	85,500/-	-	Local	-

Contribution of training programmes to the performance of the institution

The following benefits have been obtained by the institution by participating in the training programmes.

- Officers obtain the opportunity to develop knowledge of duties
- Opportunity to develop the skills and efficiency of the officers
- Assist to prevent weaknesses when performing duties
- Assist to increase the quality of the service
- Develop the employee happiness and encouragement
- stablish a cooperative work environment

Chapter 07
Compliance Report

No	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1. The following financial statements/accounts have been submitted on due date				
1.1	Annual financial statements	**complied**		
1.2	Public Officers' Advance Account	**complied**		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	**complied**		
1.4	Stores Advance Accounts	-		
1.5	Special Advance Accounts	-		
1.6	Others	-		
2. Maintenance of books and registers (F.R.445)				
2.1	Fixed assets register has been maintained and updated in terms of Public Administration Circular 267/2018	**complied**		
2.2	Personal emoluments register/ Personal emoluments cards have been maintained and updated	**complied**		
2.3	Register of Audit queries has been maintained and update	**complied**		
2.4	Register of Internal Audit reports has	**complied**		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	**complied**		

2.6	Register for cheques and money orders have been maintained and update	**-**		
2.7	Inventory register has been maintained and update	**complied**		
2.8	Stocks Register has been maintained and update	**complied**		
2.9	Register of Losses has been maintained and update	**-**		
2.10	Commitment Register has been maintained and update	**complied**		
2.11	Register of Counterfoil Books (GA-N20) has been maintained and update	**complied**		
03. Delegation of functions for financial control (F.R.135)				
3.1	The financial authority has been delegated within the institute	**complied**		
3.2	The delegation of financial authority has been communicated within the institute	**complied**		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	**complied**		
3.4	The controls have been adhered to by the accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	**complied**		
4. Preparation of Annual Plans				
4.1	The annual action plan has been prepared	**complied**		
4.2	The annual procurement plan has been prepared	**complied**		

4.3	The annual Internal Audit plan has been prepared	**complied**		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	**complied**		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	**complied**		
5. Audit queries				
5.1	All the audit queries have been replied within the specified time by the Auditor General	**complied**		
6. Internal Audit				
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	**complied**		
6.2	All the internal audit reports have been replied within one month	**not complied**	delays in providing answers to some internal audit queries	Take measures to obtain answers to audit queries at the earliest and provide necessary instructions
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	**complied**		
6.4	All the copies of internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3)	**complied**		
7. Audit and Management Committees				

7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	**complied**		
8. Asset Management				
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	**complied**		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	**complied**		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 01/2020	**complied**		
8.4	The excesses, deficits and other recommendations disclosed through the annual board of survey, actions were carried out during the period specified in the circular	**complied**		
8.5	The disposal of condemn articles had been carried out in terms of F.R.772	**complied**		
9. Vehicle Management				

9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	**complied**		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	**complied**		
9.3	The vehicle logbooks had been maintained and updated	**complied**		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	**complied**		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	**complied**		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	**not complied**	**Vehicles have not been purchased under the lease facility**.	
10. Management of Bank Accounts				
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	**complied**		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	**complied**		

10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	**complied**		
11. Utilization of Provisions				
11.1	The provisions allocated had been spent without exceeding the limit	**complied**		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the F.R.94(1)	**complied**		
12. Public Officers' Advance Accounts				
12.1	The limits had been complied with	**complied**		
12.2	A time analysis had been carried out on the loans in arrears	**complied**		
12.3	The loan balances in arrears for over one year had been settled	**-**		
13. General Deposit Account				
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	complied		
13.2	The control register for general deposits had been updated and maintained	complied		
14. Imprest Account				
14.1	The balance in the cash book at the end of the year under review remitted to the Department of Treasury Operations	complied		

14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	complied		
15. Revenue Account				
15.1	The refunds from the revenue had been made in terms of the regulations	complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	complied		
15.3	According to F.R.176, the arrears of revenue reports have been submitted to the Auditor General	complied		
16. Human Resource Management				
16.1	Maintaining staff within the approved cadre limit	complied		
16.2	All members of the staff have been issued a duty list in writing	complied		
16.3	All reports have been submitted to the Department of Management Services as per MSD Circular No. 04/2017 dated 20.09.2017	complied		
17. Provision of information to the public				

17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and regulations	-		
17.2	Information about the institution has been provided through its website, and the public has been facilitated to post appreciations/allegations about the institution through the website or through alternative channels	-		
17.3	Bi- Annual or Annual reports have been submitted as per section 08 and 10 of the Right to Information Act	-		
18. Implementing citizens charter				
18.1	According to Ministry of Public Administration and Management Circulars No. 05/2008 and 05/2018(1), a Citizens' / Clients' Charter has been compiled and implemented.	-		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' / Clients' Charteras per paragraph 2.3 of the said circular	complied		
19. Preparation of the Human Resource Plan				
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	complied		

19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01of the aforesaid Circular	complied		To be completed in the future
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	complied		
20. Responses Audit Paras				
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	complied		