

Annual Performance Appraisal 2014



**EDUCATIONAL PUBLICATIONS
DEPARTMENT**

Performance Appraisal – 2014

Educational Publications Department

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Educational Publications Department

Annual Performance Appraisal - 2014

Introduction

Educational Publications Department has been established as a super – graded department which 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 compiling supplements and learning aids connected to that.

Background information

Educational Publications Department was established as a separate body of expenditure unit under the Ministry of Justice, by an extra special gazette notification dated 27 March 1965. Later, Educational Publications Department was assigned 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.

Below mentioned responsibilities have been vested on Educational Publications Department from the aforesaid gazette notification in 1966.

- ❖ Translating, publishing, distributing and selling books and buying the copyright (rights of publishing books) of books approved for the use of primary, secondary and higher education.
- ❖ Production, publication, distribution and sale of the textbooks, dictionaries, glossaries (encyclopedias) and other books that are necessary for educational activities.
- ❖ Production, distribution and sale of the learning aids, audio-visuals and other equipment.
- ❖ Encouraging the production of reading materials.

Educational Publications Department, established as a B – Grade department in the year 1965 was high-graded in 14.07.2004 and designation of the Commissioner General of Educational Publications; Head of the Department has been risen up as the status of to that of an additional Secretary of the Ministry of Education.

The Educational Publications Department has been divided into sections to facilitate smooth functioning and easy-supervision of basic tasks, as, Development, Production and Distribution Publication, Information Technology, Finance and Establishment and It has been made a structure to attach Management Assistant and Development Officers, Office Assistants (K.K.S Service), Drivers etc. under that.

2. Vision and Mission

Vision

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

Mission

Enhances the quality and value of education by implementing the Free Textbook Scheme of the Government of Sri Lanka, progressively widening the range of available 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 country.

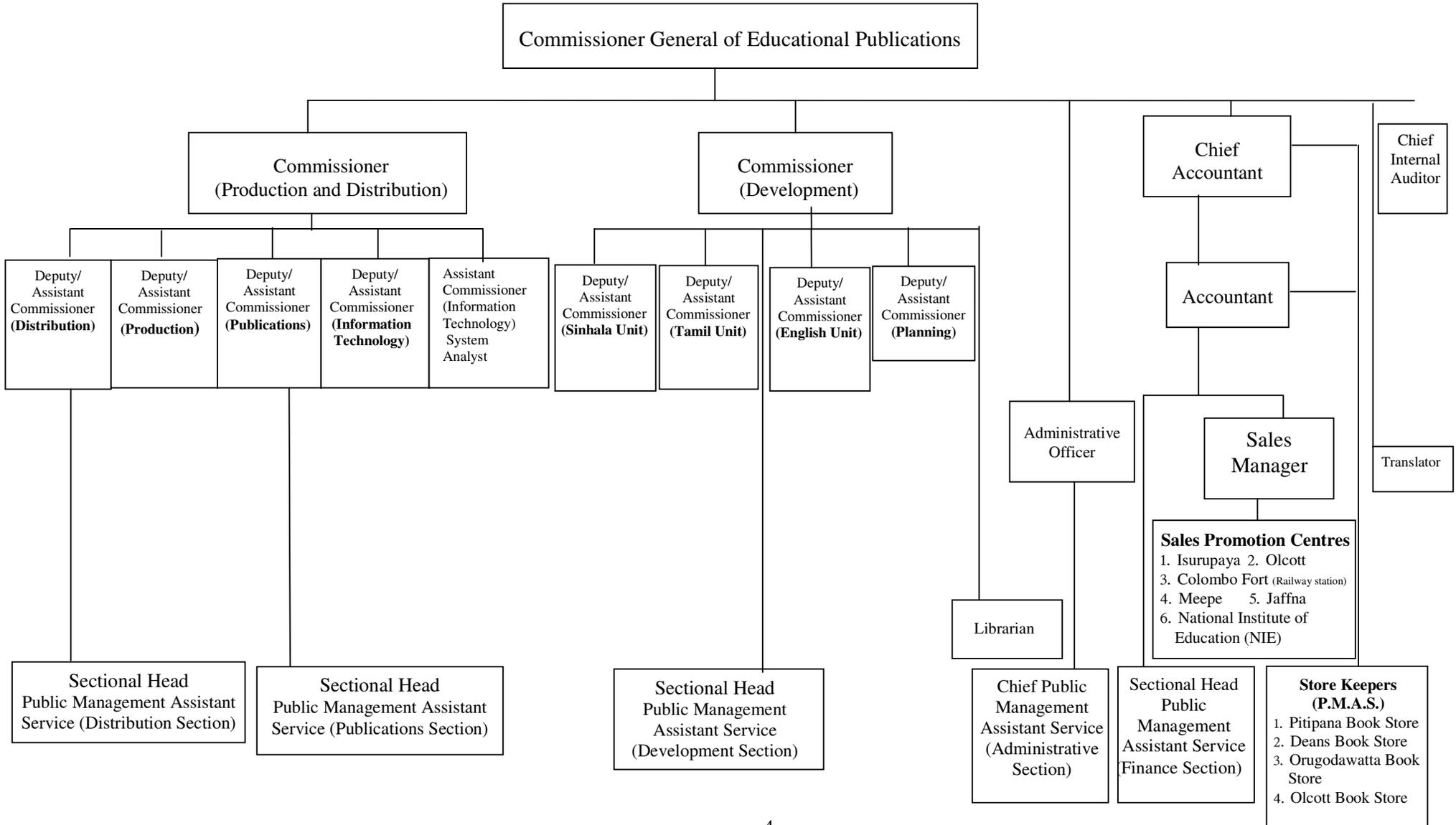
Organizational Structure and Administration of the Educational Publications Department

The Commissioner General of Educational Publications Department who proceeds as the Chief Administrator is bestowed with the assistance and co-operation of two Commissioners and 34 Deputy and Assistant Commissioners of the Sri Lanka Educational Administrative Service. In charge of the Finance Branch is a class I officer of Sri Lanka Accountants' Service and a Grade III officer of the Accountants' Service accomplishes the duty of other post of accountant. Also, the in - charge of internal audit section is a class I officer of the Sri Lanka Accountants Service.

The Educational Publications Department has been divided into eight sections to facilitate smooth functioning and easy-administration, as Administration Section, Development Section, Production and Publication Section, Distribution Section, Finance Section, Internal Audit Section and Information Technology Section.

The flow chart that appears in the next page shows the organizational structure of the department.

Organizational Structure of the Educational Publications Department



Administration Branch

The basic task of the administration branch is to perform the general administration of the department and render the service relevant to the administrative activities.

The composition of the staff of the department as at 31st December 2014 is as follows:

Designation	Service belong to	Class or Grade	Approved No. of officers	Present No. of officers working	No. of Vacancies
Commissioner General of Educational Publications	SLEAS	I	01	01	-
Commissioner	SLEAS	I	02	02	-
Chief Accountant	SLAcS	I	01	01	-
Chief Internal Auditor	SLAcS	I	01	01	-
Accountant	SLAcS	II/III	01	-	01
Deputy Commissioner Assistant Commissioner	SLEAS	I/II	38	34	04
		III			
Assistant Commissioner (Information Technology) System Analyst	SLI_TS	III	01	01	-
Administrative officer	PMAS	Super Grade	01	-	01
Sales Manager	Departmental	-	01	01	-
Language Translator	Departmental	Sinhala / Tamil	01	-	02
		Sinhala /English	01	-	
Computer Page Makers	Departmental	-	06	-	06
Public Management Assistant Service	PMAS	I	55	36	19
		II			
		III			
Librarian	Librarian Service	III	01	-	01
Development Assistant	Associated Services	-	20	15	05
Financial Assistant Budget Assistant	Associated Services	-	01	01	-
	Associated Services	-	01	01	-
Proof Reader	Departmental	Sinhala Medium	02	-	02
		English Medium	01	-	01
		Tamil Medium	01	-	01
Artist	Departmental	-	01	-	01
Driver	Driver's Service	I	12	10	02
		II 'A'			
		II 'B'			
Office Assistant Service	OAS	I	15	12	03
		II			
		III			
Sales Assistant			15	15	-
Watcher of Stores	Preliminary Service		07	08	-
Labourer of Stores	Preliminary Service		35*	147	-
Science Laboratory Assistant	Preliminary Service		01	01	-
Library Assistant	Preliminary Service		01	01	-
Total			224	287	50

*Forms of F.R 71 have been sent to Department of Management Services after recommending for the approval of posts of 115 Labourers of Stores who were confirmed as per the Public Administration Circular Number 25/2014.

Officers who were transferred to EPD in 2014

<u>Designation</u>	<u>No.of Officers</u>
1 Management Assistants Service	03
2. Driver	01
3. Translator	01
4. Accountant	01

Officers who departed in 2014 on transfers

<u>Designation</u>	<u>No.of Officers</u>
1 Sri Lanka Educational Administrative Service	01
2. Public Management Assistants' Service	03
3 Driver	01
4. K.K.S	01

Officers who retired from service in 2014

<u>Designation</u>	<u>No. of Officers</u>
1 Public Management Assistants' Service	01
2. Accountant	01

New Appointments in 2014

<u>Designation</u>	<u>No. of Officers</u>
1 O.A.S III	08
2. SLEAS III	05
3. Watcher of Stores I	01
4. Management Assistants	05

Overseas training in 2014–

Number	Duration	Training Center/ Training	Country that the Training was held	Participant officers
1	From 19.01.2014 to 28.01.2014	E-Learning and Innovation in TVET seminar	Britain	Mr. Tissa Hevavitharana ; C.G.E.P
2	From 16.03.2014 to 23.03.2014	Central Institute of Indian Language	India	Assistant Commissioner ; Mr.I Ranjith
3	From to 23.03.2014 01.04.2014	Special course on E-Publishing	India	Mr. Tissa Hevavitharana ; C.G.E.P and Assistant Commissioner ; Mr.D,M,J,Pushpa Kumara
4	From to 06.09.2014 17.09.2014	AIT Extension Professional Development Training Programme	Thailand	Mr. Tissa Hevavitharana ; C.G.E.P and Assistant Commissioner ; Mr.K.D.Bandula Kumara

Local Trainings under the Departmental Provisions

- 1 Four officers have participated in International Relations & Public Relations course conducted by the Labour Training Institute.
2. One officer has participated for Transport Management Training course conducted by ICTAD.
3. One officer has participated for Diploma in English for Professional course conducted by SLIDA.
4. Two officers have participated for a course for Maintenance of Personal files conducted by Skills Development Fund.
5. Two officers have participated for a course on Reporting of Damages and Recovery of Damages and Accounting conducted by SDFL Institute.

Development Section

Implementing the national policy of providing school textbooks is the main responsibility vested on this department. Development Section which performs such a great task is the academic unit of the Educational Publications Department. Compilation of textbooks based on the syllabus prepared by the National Institute of Educational (NIE) and Planning and implementing various strategies in order to develop the quality of the reprints of the books compiled by the Educational Publications Department are the main duties of that section. Compiling supplementary reading books for GCE (A/L) and other higher examinations is also assigned to the development section.

Development Section implements in three languages i.e. Sinhala, Tamil and English under the direct supervision of a Commissioner . Process of Compiling Text Books is occurred with the contribution of 28 Deputy / Assistant Commissioners , 11 Development officers.

compiling new textbooks for Grade 6 and Grade 10 according to the new syllabus which implements from 2015 onwards is the special task done by the Development Section in the year of 2014.

Nevertheless ; all of the prescribed textbooks from Grade 1 to Grade 11 reprinted with necessary editions.

In addition; supplementary books covering subject fields mainly including Technology subject which was newly introduced for G.C.E (A/L) have been compiled.

Printing of Braille Books could be introduced as another special service of the Development Section. It is a pleasure to use Braille system at the printing successfully by the year 2014 fulfilling the dreams of visually disabled (blind) children.

Tasks done by the Development Section in the year 2014

- 1 . Compilation of new textbooks for Grade 6 and Grade 10 according to the new syllabus for the year 2015. Prepared by the National Institute of Education.
2. Checking the quality of the textbooks and other Piriven Books written for the Grade 1 to other Grades and edition or reprint if necessary.
3. Holding of a series of work sessions to develop the quality of new books compiled under Grade 6,10 at Centre of Construction And Machinery Training , Battaramulla in the months of June and July of the year of 2014. quality of the completed written books were checked using the service of a Resourse Person who had not participated as a member of Writers' and Editors' Board. Covering the relevant Syllabus, Language Accuracy, Accuracy of subject matters , incompatibility and so on were checked.

Date which was held	Number of Resource Persons who participated for the work session
17,18,19.06.2014	40
03,04.07.2014	72

04. Number of supplementary kind reading materials which are newly printed and reprinted in the Educational Publications Department in the year of 2014 is 54. Number of books were compiled based on Technology subject scheme which was introduced for G.C.E (A/L).

- Science for Technology – Mathematics Part 1
- Science for Technology – Chemistry Part 1
- Science for Technology – Information Communication Technology
- Science for Technology – Micro Biology
- Science for Technology – Mathematicss Part 1
- Bio system Technology Part 1
- Engineering Technology Part 1
 - Print of books of Questions papers and Answers of Grade 5 in Sinhala and Tamil Mediums both.
 - Collections of Questions papers which are useful for Arts, Commerce and Science Streams of G.C.E (A/L)
 - Past Question Papers and Answers for the Arts Subject Stream for G.C.E (A/L) Economics (2010-2013)
 - Past Question Papers and Answers for the Arts Subject Stream for G.C.E (A/L) Politics (2010-2013)
 - Past Question Papers and Answers for the Arts Subject Stream for G.C.E (A/L) Geography (2010-2013)
 - Past Question Papers and Answers for the Arts Subject Stream for G.C.E (A/L) 2013 (Sinhala,Tamil)
 - Past Question Papers and Answers for the Commerce Subject Stream for G.C.E (A/L) 2013 (Sinhala,Tamil)

- Compilation of a supplements on Human Rights and Children's Rights in the name of 'Protect the rights for the Peace' with the contribution of Ministry of Education, Educational Publications Department and Save the Children Institute.
- Compilation of a supplements in the name of 'Sand cakes and other stories' to enhance knowledge of English.
- Writing a analytical book on the novel 'Malagiya eththo' that is recommended for the G.C.E A/L.
- Supplements which have been compiled and preparing to publish by the Educational Publications Department.

- Practical Geography Part 1
- Sinhala Writers Usage : Guide compilation
- Science for Technology: Mathematics Part 11
- Science for Technology: Chemistry Part 11
- Science for Technology: Physics Part 1
- Bio System Technology Part II
- Bio System Technology Part III
- Bio System Technology Part IV
- Bio System Technology Part V
- Engineering Technology Part II
- Engineering Technology Part III

5. A laboratory is maintained to measure the propriety and quality of the papers which are used for the print with the objectives of compiling good books which are in high physical condition and papers of compiled books were checked under following qualities in 2014.

GSM 80 +2.5 (Tolerance)

Printing Paper (Less wood) – Quality wood, ferr surface sized

Brightness (ISO) (Brightness of paper) 82% minimum

Opacity – 90% minimum

Tensile index – MD – 35 min kNm/kg

Information Technology (IT) Unit

Responsibility of keeping and updating all the data of the Department lies with this unit. Computerizing textbooks, supplementary readers and other books and receiving the soft copies of them and processing them so that they are suitable for printing are the main duties of this unit. Officers including Assistant Commissioners under the Commissioner (Development) who are attached to this Unit to accomplish said task.

Tasks which are performed by this unit.

1. Preparing Order - Books for 2015 and handing them for printing.
2. Computerizing the textbooks prepared by the Development Section and preparing soft copies of them.
3. Creating necessary computer programmes to process the data about delivery of textbooks from the stores and keeping database of the stores.
4. Giving the details of the amount of books delivered and providing the value of books to the Finance Section.
5. Maintaining and up-dating the website of the department and uploading textbooks into the website.
6. Preparing covers of the books containing model questions with answers and past papers with answers prepared for Grade five scholarship examination, GCE (O/L) and GCE (A/L)
7. Computerizing the supplementary readers.
8. Creating Invitation Cards, Banners and Posters necessary for the functions of the Educational Publications Department and the Ministry of Education.
09. Maintaining all the computers of the Department.

Production Section

An Assistant Commissioners in charge of the production Section, other Assistant Commissioner and two officers of the Public Management Assistant Service and three Labourers of Stores serve under the Commissioner of Production and Distribution in the Production Section of the Educational Publications Department.

Following tasks are performed by this unit.

- The prime duty of this section is to get all the textbooks that are prepared for students under the conduct of Educational Publications Department, printed via the Government Press, State Printing Corporation and printers from the private sector and get correct books to the Stores via themselves.
- Printing of Teacher Instruction Manuals and syllabus compiled by the National Institute of Education.
- Doing the proofing at the print of this Teacher Instruction Manual connecting officers of the relevant subject.
- Printing of Past Question Papers and Answers for the (Grade 5 Scholarship, G.C.E (O/L) G.C.E (A/L) connecting the Department of Examinations.
- Printing supplementary textbooks for school children and pupils who study for G.C.E (A/L)

A description of the duties rendered by the Production Section in 2015 is given below:

01. Collecting information from Assistant Commissioner (Distribution) and the Information Technology Unit.
02. Preparation of specifications for printing textbooks for 2015 via a specification committee, based on those stock balances.
03. Preparing new specifications after obtaining details from subject officers for the books newly written for Grades,6 and 10.
04. Handing over the duly prepared correct specifications to the Finance Section after obtaining the Commissioner General's approval.

05. Handing both press copy and transferred copy over to each subject officer; getting the corrections entered and getting the relevant CD s checked from the IT unit.
06. Entrusting relevant press copies and correct CD s to the companies which obtained the tenders.
07. Checking all the tasks regarding textbooks: from the step of proof reading, approval for the forward copy, approval for the Stores and obtaining qualitative report to quality checking.
08. Stimulating the printers to print in time and making them deliver accurate stocks of books to the stores.
09. Making the printers aware to correct printer's devils and to correct the stocks whenever the supply is inaccurate.
10. Checking printing presses when necessary, obtaining their printing schedules, checking them and preparing daily progress reports on production.
11. Giving a long date after inquiring the period that spent for the print of the book as per the Ledger from the relevant parties for the payments to Printers.
12. Submission of relevant details to the operational committee and preparing operational committee reports.

Indicators which demonstrate progress

Printing of school textbooks for 2015 - 2014

Serial No.	Press	No. of kinds of books	No. of copies
01	Government Press	05	1,032,000
02	State Printing Corporation	68	8,406,000
03	Open tender	351	29,118,106
	Total no. of books	424	38,556,106

Printing of Teacher Instruction Manuals for 2015 – 2014

Serial No.	Name of books	No. of kinds of books
01	1-5TIMs	11
02	6-11 TIMs	123
03	12-13 TIMs	48
Total kinds of books		182

Printing of Question and Answer books and Supplementary books - 2014

Serial No.	Kinds of books	No. of kinds of books
01	Supplementary readers	38
02	Question and Answer books	17
	Total number of kinds of books	55

Publication Section

The Publication Section which implements in the direction of Commissioner (Production and Distribution) of Educational Publications Department has accomplished following task in the year of 2014 obtaining the service of five other officers of the Public Management Assistant Service and Storeroom Labourers serve under the Chief Management Assistant.

- Handing over to printers the printing orders of 424 textbooks and 179 Teacher Instruction Manuals.
- Preparing agreements relevant to 695 Text Books, Teacher Instruction Manuals and Supplementary Readers, and coming to settlements with printers.
- All the activities of corresponding relevant to 92 supplementary readers from the calling of estimates for printing.
- All the activities from calling for estimates to giving over the orders, for textbooks which are given to the printers of government sector, out of the tender procedure.
- Determining prices of books in accordance with the Cabinet Decision No.14/0467/530/015 dated 03.05.2014 and Circular N.281.
- Preparing vouchers regarding the payments for printers after obtaining relevant Stock Reports, Qualitative Reports, Printing Approvals, Soft Copy Reports, and Invoices.

Distribution Section

Section of Distribution of Textbooks is administered on the supervision of an Assistant Commissioner under a Commissioner of Production and Distribution. Distribution Section the duty vested on this unit is to provide all the textbooks, for over 4 million student population who are learning in the Government and government grant-in-aid schools from grade 01 to 11 before the beginning of each school year. The amount of textbooks needed for each school and each distribution center is decided, based on the statistics collected from schools and distribution centers.

Textbooks are distributed directly to all the National schools island - wide, Provincial schools with more than 2000 pupils and distribution of Text books to other Government schools were done via Distribution Centers. Moreover ; distribution of Text books to the government approved private schools were done free of charge. Textbooks are distributed directly to all the schools of Colombo province and Nugegoda Division. Accordingly, approximately 38 million copies of 437 kinds of books were distributed to 41 Lakhs student population who are in 9732 government schools, 77 government approved private schools and 800 pirivens.

Activities relevant to re-use of textbooks

Textbooks supplied to students free of charge should be given back to school at the end of the year, for reuse. (Textbooks printed for the primary section, workbooks and the textbooks given to students who are to sit for GCE (O/L) examination are not taken back) The reuse programme is relevant only from grade six to grade nine. The basic objective of this programme is giving the students an understanding of the value of using textbooks with care and minimizing the expenditure the government has to bear for supplying textbooks free of charge.

Free Textbook Distribution Ceremony

The official ceremony of distributing free textbooks for the year 2014 was this time organized at Magamma Maha Vidyalaya, Homagama. That ceremony was held on 06th of December 2014 with Hon. Minister of Education as the Chief Guest and with the participation of Hon. Governor of Western Province. One distinguished feature of that function was the award of textbooks for the children with special needs. That day had been named as the Textbook Distribution Day. Programmes of textbook distribution were organized and held on the same day, simultaneously to the official ceremony.

Sub Committees of Textbook Distribution

There are several factors for which special attention was paid:

- (a) Quality of textbooks which are unloaded to our stores by the printers is checked before they are distributed. A board of officers from the Educational Publications Department goes to relevant storehouse and checks samples selecting in a random way from the stocks received by the stores from time to time. As this process was regularised, it was able to confirm the quality of textbooks which go to the hands of students.
- (b) A programme compilation and progress control unit was added to the Distribution Section. Planning the book distribution programme and preparing issue orders for the books that are to be sent to the delivery centres, schools and divisions were the duties of this unit. This facilitates to lessen the number of times, the books to be transported to the same district as a result of preparing issue orders according to the daily obtained data regarding kinds and amounts of books received by the stores.
- (c) Three kinds of issue orders were printed and distributed among divisional directors of education and principals. Because of that, mistakes that occurred when obtaining data and when distributing could be minimized and the duty could be performed more efficiently and more accurately. As textbooks relevant to Basic Pirivena are distributed through the web of divisional education office, steps were taken to obtain the requisition of Pirivena books from chief incumbent of each Pirivena after getting them entered to the textbook order book itself as textbooks.

Preparing vouchers to pay textbook transport allowances

- (a) Checking and forwarding to Finance section the vouchers that were sent to the department to reimburse the expenditure borne by the principals to transport books from the distribution centre to their schools.
- (b) Preparing the paying vouchers for book transport institutes and forwarding them to next procedures.

Sales Promotion Section

01. Establishment of Sales Promotion Centers:

Taking measures to establish the Main Sales Promotion Center at the Vidhyodaya Priven premises, Hikkaduwa Sumangala Mawatha Maradana from 24.11.2014 which was previously situated at Olcott Mawatha (Avenue).

New Sales Promotion Center has been built with luxurious, modern technology to facilitate the customer to purchase books very easily. There are the facilitations to store the books too in the Book shop.

02. Mobile Sales Vehicles:

Giving the opportunity to teachers and pupils of remote areas to purchase books at easy prizes via sending mobile vehicles.

10.02.2014	St. Joseph Vaz College, Chilaw, - Vennappuwa.
11.02.2014	Ch/ Dhammissara Central College - Naththandiya
12.02.2014	Ch/Sri Sangha BodhiM.V. - Dankotuwa
13.02.2014	Holly Family Girls' School. - Vennappuwa
04-08.03.2014	Rathnawalee Balika Vidyalaya, Gampaha
23.04.2014	Hindu Ladies College, Jaffna
24.04.2014	Shaiva Prakasha Ladies' College, Vavniya
17.06.2014	Sujatha Vidyalaya, Matara
18.06.2014	St.Servatious' College, Matara
19.06.2014	Vijitha Central College, Dikvella
20.06.2014	Mahinda Rajapaksha Vidyalaya, Matara
18.06.2014	All of the Leading schools, Kandy
19.06.2014	All of the Leading schools, Kurunegala
17.06.2014	Selected schools of Educational Zones of Homagama and Maharagama

03. National Books Exhibition:

National Education Exhibition and Large Book Fair which were held from 02nd of May 2014 to 11th of May 2014 for the second time too by the Educational Publications Department successfully with the aim of widening the horizons of the students of the country and having full-fledged people via reading habit. Department and various Institutions were present to sell their books and a sum of Rs. 73,010,273.05 could be credited to the Government income through the sale of the books of Department.

Finance Section

It has been attached a staff of Chief Accountant, Accountant ,13 of Management Assistant Service, a Budget Assistant, Finance Assistant and Development Assistant (Shroff) to accomplish the main task of the Finance Section.

Duties

- Preparing estimates of Annual expenditure and limits of Advance Accounts and activities regarding the revisions of estimations and their limits.
- Rendering procurement tasks regarding print and transport of textbooks.
- Preparing salaries and issuing cheques for all the staff of the department.
- Activities relevant to payments of overtime, subsistence allowances (Batta) and other allowances of all the staff of the department.
- Paying for all the staff the Distress Loan, Bicycle Loan and Festival Advance and reclaiming them.
- Paying for all the staff, all the payments which are to be paid in cash (except salaries and Distress Loan)
- Maintaining all – the books, ledgers and account books necessary for payments.
- Preparing monthly account synopsis (summary) deposit account reports, bank comparison records etc.
- Preparing annual appropriation account and the final account reports of the Advance accounts.
- Clearing bills/ receipts for all the utility services relevant to the department.
- Paying the printing costs of textbooks and transport costs.
- 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 centers.
- Holding annual verifications and surveys and implementing the recommendation of the boards of survey.
- Documentation of sales records of the sales Promotion Centers.
- Paying charges for the compilation, translation and editing of the textbooks.
- Calling for prices, co- ordination of technical evaluation committees, reference to the procurement boards and working according to their decisions for all the purchasing goods for the departmental use; Paying for the items bought.
- Payments regarding the provisions of other services needed for the department.
- Activities relevant to providing advances and reimbursing them.

- Maintaining files and documents regarding the items taken to the main store of the department under the recurrent expenses and capital expenditure; issuing those items in an orderly manner.
- Activities regarding the weeding of obsolete items (unusable items) which are verified to be destroyed by the annual verification.
- Maintaining files and documents regarding all the departmental vehicles; performing all the activities regarding the vehicles in the department.
- Issuing fuel for vehicles correctly; checking the running charts of drivers.
- Carrying out the 'Sigas' programme accurately, according to the circulars on finance issued by the government.

Educational Publications Department established under the Ministry of Education is a single finance unit which works with an annual allocation of about Rs.2, 900 million.

Educational Publications Department has been upgraded as a "Grade A" Department so that it can accomplish its duty of publishing books efficiently; by giving it both financial and authoritative power necessary for all the activities including agreements regarding publications.

For the expenditure of the department, money is granted from the Consolidated Fund according to the allocations of the Annual Budget Estimate.

Textbooks, extra reading books (Supplementary readers) translations, glossaries, lexicons and educational CDs and books of external writers approved by a board of intellectuals are sold in those sales centers. From 2008, it has been started to sell books to the Private Schools where the medium of instruction is English under the National Curriculum. Using mobile vehicles to sell books Island wide was commenced in 2010. Accordingly, total income obtained from the sale of books in 2014 is as follows,

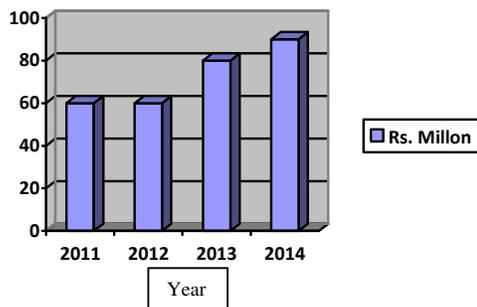
This income of the sale could be mentioned as follows in comparison to the year 2013,

Sales Promotion Centers	2013	2014
Isurupaya Book Shop (Bookshop which is situated at the Premises of the Ministry of Education)	Rs. 27,182,691.30	Rs. 22,431,036.20

Olcott Mawatha Book Shop	Rs. 44,480,439.50	Rs. 55,617,303.14
Jaffna Book Shop	Rs. 976,070.03	Rs. 985,802.85
National Institute of Education, Maharagama Book Shop	Rs. 6,132,629.05	Rs. 6,586,408.90
Teacher Training Center, Meepe	Rs. 1,553,371.00	Rs. 2,083,658.00
Fort Railway Station	Rs. 1,016,902.00	Rs. 1,513,965.50
Total	Rs.81,342,102.88	Rs. 92,218,174.59

Progress of the annual Income of Book Sale :

Annual Income of Book Sale



It is clear that there is an increase of Income of Sale of Books in 30 Million within 04 years according to the above-mentioned data. It is confirmed the reason of Income of Sale of Books is the increase of number of Sales Promotion Centers and much attraction of the Promotion Centers. And also, it is confirmed that the service of the Department had been accomplished to the community very closely.

Financial Performance Report – 2014

Budget Description	Annual Allocations - 2014	Actual Expenditure by 31.12.2014
Voted Expenses		
Personal salaries and wages	24,350,000.00	22,827,988.82
Other recurrent expenditures	4,925,000.00	3,967,765.22
Total recurrent expenditure	29,275,000.00	26,795,754.04
Capital Expenses		
Rehabilitations and Improvements	300,000.00	139,072.66
Acquisition of Capital Assesses		
Furniture and office equipment	1,296,143.20	1,296,143.20
Plant and machineries	1,545,743.00	1,545,743.00
Buildings and Constructions	65,098,113.80	36,710,672.86
Skill development	2,560,000.00	2,553,523.40
Total	70,800,000.00	42,245,155.12
Other Capital expenditure		
Enhancing quality of school textbooks (World Bank)	10,000,000.00	9,994,860.29
Approved Advance Account		
Maximum debit limit (printing and distribution of textbooks)	2,900,000,000.00	2,724,056,362.79
Minimum credit limit	2,900,000,000.00	2,781,403,9433.93
Maximum debit balance limit	4,000,000,000.00	910,493,078.47
Government Officers' Advance Account		
Maximum debit limit	5,500,000.00	5,276,747.79
Minimum credit limit	4,000,000.00	6,590,294.00
Maximum debit balance limit	37,000,000.00	17,293,968.15

11. Internal Audit Section

Introduction

Internal Audit Section of the Department has been established for keeping and maintaining a formal administrative environment with well-planned internal working procedure in order to protect the security of assets for the fulfilment of the expected goals and aims of the Educational Publications Department and it is administered under a Chief Internal Auditor.

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 secretary to the Ministry of Education and taking correcting measures by sending audit queries and establishing a good administration by conducting post – inquisitions.

Measures taken to correct the defects which were pointed out from the audit queries and audit reports relevant to Educational Publications Department – 2014

No.	Description	Actions taken to correct the defects
1	Noting the less number of the pages of the specification which is for printing of the Science textbook Grade 7 (English Medium).	Giving instructions to omissions.
2	Repayment of the demurrage.	Payments after getting the approval of the Secretary and the Treasury as per the decision taken by the Operating Committee.
3	Publishment of an advertisement in the Vijaya paper under Mahindodaya 1000 Schools Programme.	It has been paid basing the whole objectives.
4	Defects of B Account of Advance of government officers.	Taking action to settle the defects.
5	Appropriation Account.	Taking action to correct the defects which have been showed.
6	Approved Advance Account	Taking action to correct the defects which have been showed.
7	Non-conformity to the rules and regulations.	Payments conforming the rules and regulations.
8	Holding Annual Item Survey and implementing their recommendations.	Holding Annual Item Survey and implementing their recommendations.