

# **Educational Publications Department**

## **Annual Performance Appraisal - 2016**

### **Introduction**

Educational Publications Department has been established as a super – graded department 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 material 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 30<sup>th</sup> September 1966.

Below mentioned responsibilities have been vested in 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 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 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 Administration and it has been made a structure to attach Management Assistant and Development Officers, Office Assistants ( K.K.S Service ), Drivers etc. under that.

## **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.

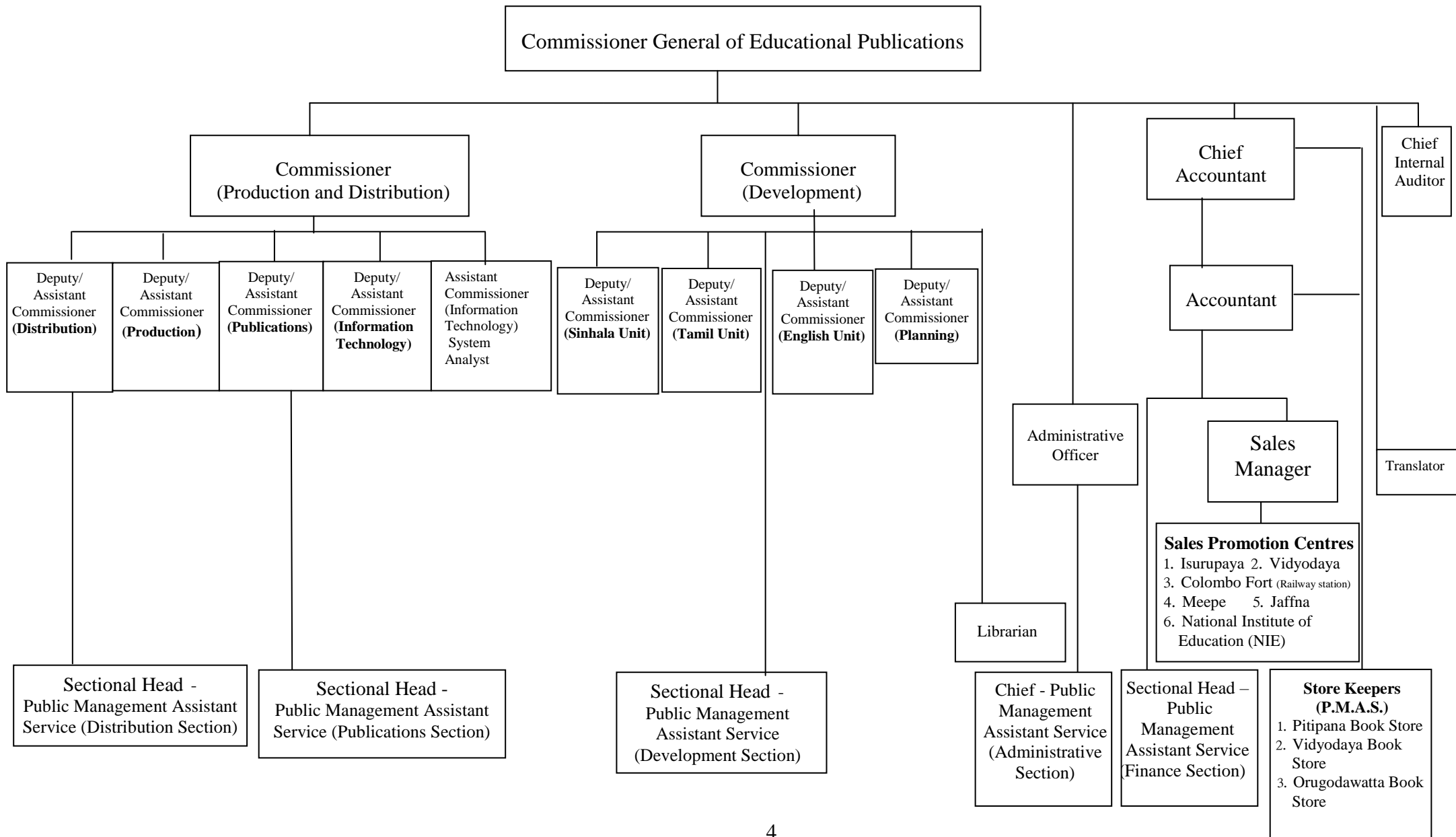
## **Organizational Structure and Administration of the Educational Publications Department**

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 31<sup>st</sup> December 2016 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	SLEAS	I/II	38	32	06
Assistant Commissioner		III			
Assistant Commissioner (IT - System Analyst)	SLICTS	III	01	01	-
Administrative officer	PMAS	Super Grade	01	01	-
Sales Manager	Departmental (Closed Service)		01	01	-
Translator	Departmental (Closed Service)	Sinhala / Tamil	01	-	-
		Sinhala /English	01	01	01
Computer Page Makers	Departmental (Closed Service)		06	-	06
State Management Assistants' Service	PMAS	I	55	46	09
	PMAS	II			
	PMAS	III			
Librarian	Librarian Service	III	01	01	-
Development Assistant	Associated Services		34	20	14
Financial Assistant	Associated Services		01	01	-
	Budget Assistant	Associated Services	01	01	-
Proof Reader	Departmental (Closed Service)	Sinhala Medium	02	-	02
		English Medium	01	-	01
		Tamil Medium	01	-	01
Artist	Departmental (Closed Service)	-	01	-	01
Driver	Driver's Service	I	12	11	01
		II 'A'			
		II 'B'			
Office Assistant Service	KKS	I	15	11	04
		II			
		III			
Sales Assistant			15	13	02
Printing Machine Operator			02	01	01
Technical Assistant			02	-	02
Store Watcher	Preliminary Service		07	06	01
Store Labourer	Preliminary Service		35	137	-
Laboratory Assistant	Preliminary Service		01	-	01
Library Assistant	Preliminary Service		01	-	01
<b>Total</b>			<b>242</b>	<b>290</b>	<b>54</b>

## **Officers who were transferred to EPD in the year of 2015**

<b><u>Designation</u></b>	<b><u>No.of Officers who came to the Department having transfers</u></b>
1. S.L.E.A.S	01
2. Sri Lanka State Management Assistants' Service	13
3. Development Officer	02
4. Development Assistant	01
5. Driver	

## **Officers who were transferred from the Department 2016**

<b><u>Designation</u></b>	<b><u>No.of Officers</u></b>
1 SLEAS	-
2. SMAS	08
3. Driver	01

## **Officers who obtained their retirement in 2016**

<b><u>Designation</u></b>	<b><u>No. of Officers</u></b>
1 SLEAS	01
2.SMAS	-
3. Sales Assistant	-
4. Store labourer	01
5. Store Watcher	01

## **New Appointments in 2016**

<b><u>Designation</u></b>	<b><u>No. of Officers</u></b>
1. SMAS	02

## **Leaving the office in 2016**

<b><u>Designation</u></b>	<b><u>No. of Officers</u></b>
1. KKS III	01
2. Store labourer	01

## **Died in 2016**

<b><u>Designation</u></b>	<b><u>No. of Officers</u></b>
1. SMAS	01

## **Interdicted in 2016**

<b><u>Designation</u></b>	<b><u>No. of Officers</u></b>
1. Store labourer	01

## **Overseas Training Programmes in 2016**

Financial allocations have been provided for five Assistant Commissioners of the Department to participate in the professional development training course on writing, editing, printing and digital printing held at the Book Institute of New Delhi, India.

Financial allocations have been provided for five Assistant Commissioners of the Department to participate in the international professional training course on writing, editing, printing and digital printing held at the International Institute of Multi-intelligence, Bangkok, Thailand.

## **Local Training Programmes in 2016**

Steps have been taken to direct ten officers of the Department of Educational Publications to follow short term training courses of the Sri Lanka Institute of Development Administration (SLIDA).

## **Development Branch**

The responsibility of the Educational Publications Department is to contribute to develop benevolent, virtuous and intelligent citizens to the country by developing the quality of education by implementing the government's national policy of providing free textbooks and by compiling and supplying textbooks, workbooks, translations, glossaries, supplementary reading books, lexicons and audio-visual instruments including other learning aids. Development branch, which renders a very distinctive task to fulfil that responsibility, can be regarded as the academic unit of the Educational Publications Department. Development branch of the Educational Publications Department compiles textbooks which tally with the syllabi prepared by the National Institute of Education and plans and implements strategies to improve the quality of textbooks which are reprinted. This branch also prepares extra or supplementary books which provide extra knowledge for the students who sit for the G.C.E (A/L) and other higher examinations.

Under the direct supervision of a Commissioner, Development Branch performs its duties in three units, Sinhala, Tamil and English. The process of the compilation of textbooks is carried out with the contribution of 33 Assistant and Deputy Commissioners and 7 Development officers.

In the process of compiling new textbooks under the curriculum revision, which has been implementing from 2015, Development branch performed a very special task in 2016 as well. During that year, it completed the compilation of textbooks for grades 2 and 8, which tally with the new syllabi.

In addition, all the necessary changes (corrections) of the textbooks of all the other grades were done and reprinted all of them.

Printing of Braille books can be pointed out as one more specific duty that is rendered by the Development Branch. It is a pleasure to be able to carry out the task, which started earlier, of printing Braille Books for visually impaired students.



Tasks that performed in 2016 by the Development Branch:

1. Writing new textbooks for grades 2 and 8 in parallel to the new syllabi prepared by the National Institute of Education.
2. Checking the quality of all the other textbooks and Pirivena books which were written earlier and printing those books after correcting the errors if there were any.
3. A series of work sessions was organized in 2016 with the intention of developing the quality of textbooks that are being compiled in accordance with the new syllabi.

The accuracy of the textbooks prepared anew for the year 2016 was done taking the help of external resource persons before the books were printed. For that investigation, the help of external resource persons who are experts in their subject fields, excluding the personnel who worked as the members of writing and editing panels was obtained.

A series of workshops was conducted in the Construction Engineering Training Centre (CETRAC), Pelawatta, in March and April of 2016, covering the syllabus accuracy and content accuracy and ill –matching facts etc. were investigated and corrected.

Dates commenced the workshops	No. of resource persons participated in the workshops	Books considered in the workshops
8,9,10,11, March 2016	90	Grade 7 - Textbooks
28, 29,30 March 2016	80	Grade 11 - Textbooks
6, 7,8 April 2016	80	Grade 11 - Textbooks
17,18,19 May 2016	45	Grade 1 - Textbooks Grade 11 - Textbooks

Also, another series of workshops was conducted in July, August and September in 2016 to enhance the quality of newly prepared textbooks for grades 2 and 8 for the year 2017, before they are given to students. Here, checking the quality of those books, by a third party was done.

Date commenced	No. of Resource persons participated	Books Considered
20,21,22 July 2016	60	Textbooks of grades 2 and 8
25,26,27 July 2016	90	Textbooks of grades 2 and 8
31, August, 1,2 September 2016	56	Textbooks of grades 2 and 8
13,14,15 September 2016	11	Textbooks of grade 8

Development Branch also contributed to compile a number of extra reading books and supplementary reading books which were published in 2016, both as new prints and reprints.

- Engineering Technology (T) - III
- Engineering Technology (T) - VI
- Engineering Technology (T) - VII
- Engineering Drawing (S)- I
- Engineering Technology (S)-I
- Science for Technology – Physics (T)-I
- Science for Technology – Physics (T)- II
- Bio Systems Technology (T) –V
- Ancient World Civilization (S)
- History of Ceylon (S)-I
- History of Ceylon (S)-II
- History of Ceylon (S)-III
- Ancient Land Tenure and Revenue in Ceylon (S)
- History of Literature in India (S)- I
- History of India (S)
- Economic History of Europe (S)
- History of Europe (S)
- Hellenistic Civilization (S)
- Foundation of British History (S)
- Economic History of British Islands (S)
- History of British India (S) – II
- History of England (S)-I
- History of England (S)-II
- Catholicism – Grade 10 (E)
- Catholicism – Grade 11 (E)
- History – Grade 6 (E)
- History – Grade 8 (E)
- History – Grade 9 (E)
- History – Grade 10 (E)
- History – Grade 11 (E)
- Catholicism – Grade 6 (E)
- Catholicism – Grade 7 (E)
- Catholicism – Grade 8 (E)
- Motherland, Economic System and Society (S)

- Elements of Political Science (S)- II
- Environmental Geography (S)
- Basic Pure-Maths (S)
- Advanced Level Physics (S)-II
- Advanced Level Physics (S)-III
- Dynamics (E)
- Intermediate Financial Accounting (E)
- Cost and Management (E)
- Japanese – Grade 12 (E)
- Japanese – Grade 13 (E)
- Printing of Question and Answer books - past papers of grade five Scholarship Examination, in both the languages, Sinhala and Tamil.
- Printing and publishing of past question papers with answers for the Arts, Commerce and Science streams of G.C.E (A/L) examination
  - G.C.E (A/L) Commerce Stream – Past question papers and answers
  - G.C.E (A/L) Science Stream – Past question papers and answers
  - G.C.E (A/L) Technology Stream – Past question papers and answers – Engineering Technology - 2015
  - G.C.E (A/L) Biosystem Technology 2015 – Past question papers and answers

Some other extra-reading books published by the Educational Publications Department, in 2016 were compiled by the Development Branch.

- Compiling of the “Glossary for Chemistry” book
- Compiling of the “Cost and Management Accounting” book for the Commerce stream of G.C.E (A/L)

05. The process of printing Braille textbooks that was started on behalf of the visually impaired children could be made more efficient in 2016.

- All the Sinhala and Tamil media books compiled in 2016, for grades 2 and 8, according to the new syllabi, were translated into Braille medium and distributed those books to all the visually impaired students, island-wide.
- All the Sinhala and Tamil media books compiled for grades 1,3,4,5,6,7,9,11 were translated into Braille medium and distributed to all the visually impaired students island wide.
- Printing of a large number of Braille textbooks with the use of newly planted Braille printing machines replacing the prevailing Braille printing system.

06. With the intention of compiling physically high quality textbooks, a laboratory is being used to measure the suitability and quality of the paper used for printing textbooks. Paper used for compiling all the textbooks in 2016 was checked under the following qualities:

GSM 80+2.5 (Tolerance)

Printing paper and quality wood free surface sized

Brightness (ISO) – 82% minimum

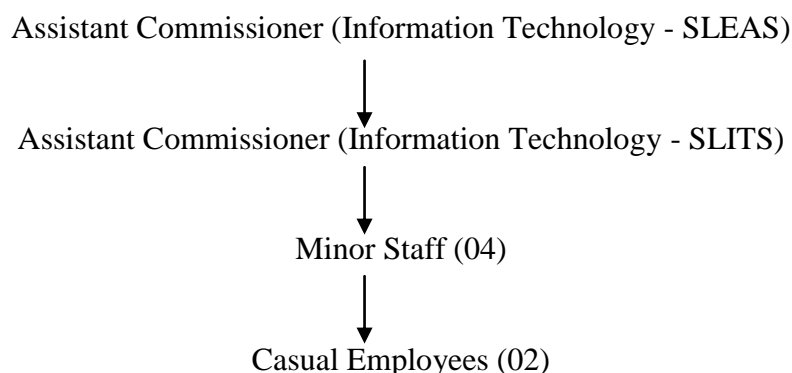
Opacity – 90% minimum

Tensile index – MD – 35 min kNm/Kg

- CD – 20min kNm/Kg

## **Information Technology Unit**

Responsibility of carrying out and updating of all the data (information) of the Department and computerizing the textbooks, extra reading books and other books, and receiving and preparing the soft copies of those books so that they are suitable to print, lies with this unit.



### **Role of the IT section**

1. Preparing and handing to print the issue orders of 2017
2. Providing the Production branch the data regarding the amounts of textbooks that should be printed for 2017
3. Computerizing, Preparing page lay-outs, cover designing and preparing soft copies of the textbooks prepared by the development Branch
4. Creating computer programmes which are necessary to computerize the data regarding the distribution of textbooks in the stores, and carrying out a database in each store.
5. Providing details about the amount of books distributed and their value.
6. Carrying out the department website and updating it; uploading the textbooks into the website.
7. Computerizing extra reading books (Supplementary books)
8. Preparing invitation cards, banners, posters etc. necessary for the ceremonies of the Educational Publications Department and the Ministry of Education.

## **Production Section**

### Introduction

The duties of the Production section of the Educational Publications Department is performed by an Assistant Commissioner, three officers from the Sri Lanka Management Assistants Service, a Development Officer, two KKS employees and two casual employees under a Deputy Commissioner who works as the officer in-charge of the section. The main duty of this section is to get all the textbooks compiled for the students, printed via the Department of Government Printing, State Printing Corporation and other printing presses of the private sector. In addition, printing of Teacher Instruction Manuals and syllabi compiled by the National Institute of Education is another duty that should be performed by this section. Moreover, it is the duty of this section to compile and print supplementary reading books for both students and other readers and to print evaluation reports joining with the Department of Examinations.

A description of the tasks rendered by this section in 2016 is given below:

1. Gathering information to prepare specifications before giving the school textbook printing tender and getting the stock balance from the IT unit, distribution section and from the stores
2. Preparing specifications via a Specification Committee for the printing of school textbooks for the year 2017.
3. Getting the Commissioner General's approval for the reports prepared by the Specification Committee and handing over those approved reports to the Finance Branch.
4. Giving the press copy and the transferred copy to the relevant subject officers; getting the relevant corrections entered and getting the relevant CD checked from the IT unit.
5. Handing over the press copies and correct CD s to the companies which have obtained the relevant tenders.
6. Preparing new specifications for the books of grade 2 and 8 written in parallel with the new syllabi.
7. Checking all the steps and all the activities from proof stage to quality checking stage.
8. Instigate the printers to obtain correct stocks of books to the stores on time.
9. When the corrections have to be entered in the textbooks and when the stocks have to be corrected, making the producers aware and correcting.
10. Observing printing presses when necessary; obtaining their printing plans and checking them; preparing daily reports on the progress of printing.
11. Taking necessary steps to develop the physical quality of textbooks; printing four-colour-pictures and paintings for both the cover page and the inside pages accordingly; using

220gsm, laminated art board paper for the dust jacket (book cover) and, in that way, taking steps to give students a series of attractive books.

12. Obtaining a lab report for each book to check whether it tallies with specifications.
13. Printing of Teacher Instruction Manuals in association with the National Institute of Education.
14. Printing of extra reading books (Supplementary reading books)
15. Printing of Question and Answer Books of G.C.E (O/L), G.C.E (A/L) and grade five-scholarship examination, joining with the Department of Examinations.

### **Progress Indicators**

#### **Printing of School Textbooks for the year 2017**

Serial No:	Printing Press	No. of types of books	No. of copies
01	Government Press	04	1,060,000
02	State Printing Corporation	74	10,984,500
03	Open Tender	312	29,643,000
Total of books printed		390	41,687,500

#### **Printing of Teacher Instruction Manuals for the year 2017**

Serial No.	Type of book	No. of types of books
01	Grades 1-5 TIM	27
02	Grades 6-11 TIM	71
03	Grades 12-13 TIM	10
Total of types of books printed		108

#### **Question and Answer Books and Other Extra (Supplementary) Books -2016**

Serial No.	Kind of book	No. of types of books
01	Extra (Supplementary) books	51
02	Question and Answer books	06
Total of types of books		57

## **Publication Unit**

The Publication unit which functions with the leadership of the commissioner (Production and Distribution), performs its duties by four officers of the Management Assistants Service one Development Officer, and Storeroom labourers under the supervision of a Chief Management Assistant. The unit has rendered the following tasks during the year 2016.

- Giving printing orders to relevant printers to get 415 textbooks and 117 Teacher Instruction Manuals printed.
- Preparing agreements and coming to agreements with the printers to print 590 kinds of textbooks, Teacher Instruction Manuals and other extra reading books.
- All the activities relevant to 63 extra reading books (Supplementary readers) from the supply of printing orders to the printing of books.
- Appraising the books according to the Cabinet Decision Number 14/0467/530/015 of 03.02.2014 and Office Circular No 281.
- Preparing paying in vouchers to pay the relevant printers their charges, after obtaining all the stock reports, quality reports, printing approval, soft copy reports and invoices relevant to the books given for printing.



## **Distribution Section**

### **Introduction**

Textbook Distribution Section is administered under the supervision of the Commissioner (Production and Distribution). In addition to an Assistant Commissioner and five officers of the State Management Assistants' Service, there are 17 minor staff employees and six other employees who are employed under casual basis, working in this section. Distribution of textbooks before the commencement of each school year, for over four million students from grade one to eleven in both government and government grant-in-aid schools is the duty vested in this Section. Amount of books needed for each school and distribution center is decided, based on the statistics collected from schools and distribution centers.

### **Role**

- Distribution of textbooks to all the islandwide National Schools, provincial schools and government approved private schools, before the beginning of each school year.
- Distribution of Teacher Instruction Manuals to all the National Schools, Provincial schools, government approved private schools, Pirivens and Zonal Education offices in the island.
- Making arrangements to pay textbook transport allowances to all the schools which obtain their textbooks from textbook distribution centers/Divisional Education Offices and making arrangements to pay the allowances of in-charge and assistant in – charge officers and labourers of the distribution centers and, the divisional education offices.
- Collecting, up-dating and summarizing of data on the needs of textbooks.
- Taking measures to complete the needs of textbooks by co-ordinating Provincial Education Offices, Zonal Education Offices, Divisional Education Offices, Textbook Distribution Centers and all the schools in the island.
- Preparing daily reports on receipts and issuings of textbooks during the distribution period.
- Taking measures to maintain accurate reports on receipts and issuings of stocks through the management of storeroom activities of the stores of the department.

### **Distribution of Textbooks**

In accordance with the programme for the distribution of textbooks-2017, textbooks were directly distributed to all the National Schools in the island and to all the provincial schools whose student population is above 2000. For all the other government schools textbooks were distributed via textbook distribution centers. Also, textbooks were provided to all the government grant-in-aid schools totally free of charge. For all the schools in the Colombo Zone and the Nugegoda Division, textbooks were distributed directly from the department. Accordingly, approximately 42 million copies of 410 kinds of textbooks were distributed to 4.2 million student population who were in 10,121 government schools, 103 government approved private schools and special schools and 747 Pirivens.

### **Activities relevant to reuse of textbooks**

The textbooks which are supplied to students free of charge should be given back to the school for reuse at the end of the year. (Textbooks printed for primary section, Workbooks and books given to the students who sit for the GCE(O/L) examination are not taken back) Programme for the reuse of

textbooks has been implemented for those who learn in classes from grade six to nine. The basic objectives of this programme is to give the students a proper understanding regarding the value of using textbooks with care and to minimize the expenditure the government has to bear to supply textbooks, free of charge.

### **Textbook Distribution Ceremony**

The Official Ceremony of distributing free textbooks for 2017 was organised this time at Ananda College, Kotte. The Ceremony was held on 05<sup>th</sup> January 2017, with the participation of Hon. Minister of Education, Hon.State Minister of Education, Secretary of the Ministry of Education and the Secretary of the State Ministry of Education . One special feature of that function was the award of textbooks for the children with special needs. That day was named as the textbook distribution day of all the schools in the island. Programmes for the distribution of textbooks for all the children had been organised and held in all the schools at the same day, simultaneously to the official ceremony.

### **Sub-Committees of Textbook Distribution**

Several Sub-Committees had to be appointed for the sections for which the special attention was needed in distributing textbooks.

- a) The traditional method of random sample checking of the stocks of books brought to stores from the printing presses, selecting the samples according to the subject and medium by the officers of the relevent evaluation committee members was regulated this year.
- 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 which were to be sent to schools, book distribution centers and divisions were the duties of that unit. Preparation of issue orders after obtaining daily reports from the stores regarding the types and amounts of books received by the stores facilitated to reduce the number of times of transporting books for each district.
- c) Three types of issue orders were printed and distributed among the Divisional Directors of Education and Principals. Because of that, the task could be performed more efficiently and accurately by minimising the mistakes that could occur when receiving them and when distributing textbooks. Textbooks for Primary Pirivena Classes too are distributed through the Divisional Education Offices. Therefore , steps were taken to obtain the requisitions of Pirivena textbooks, by getting the data entered into the annual textbook issue orders, with the kind help of the chief incumbent of each primary Pirivena.

### **Preparing paying-in vouchers for textbook transportation**

- a) Checking 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 center to their schools.
- b) Preparing the paying in vouchers for book transporting institutes and forwarding them for future procedures.

## **Finance Section**

A Chief Accountant, an Accountant, 14 employees from the Management Assistants' Service, a Budget Assistant and development officers have been attached to the accounts branch.

### **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, all the cash payments for the staff (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 final account reports of the annual appropriation account and the Advance Accounts.
- Purchasing, storing and distributing the consumer goods and capital goods necessary for all the sections of the department.
- 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 recommendations 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.
- Pricing all the textbooks which are printed
- 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.
- Supervising the tasks of all the stores of the department.
- 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.5415 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.

In addition to implement the government policy of providing free textbooks, the Department compiles and prints books such as educational publications aimed at GCE(A/L) and other higher examinations, Past Question Papers of General examinations and Evaluation Procedures.

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

Six Sales Promotion Centers have been established under the Educational Publications Department in the places mentioned below:

- ❖ Premises of Ministry of Education
- ❖ Vidyodaya Privena .
- ❖ Premises of Jaffna Central College.
- ❖ National Institute of Education, Maharagama.
- ❖ Teacher Training Center, Meepe.
- ❖ Fort Railway Station.

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.

<b>Financial Performance Report - 2016</b>		
<b>Budget Description</b>	<b>Annual Allocations</b>	<b>Actual expenditure as at 31.12.2016</b>
<b>Voted Expenses</b>		
Personal Salaries and Wages	36,650,000.00	36,281,491.00
Other Recurrent Expenditure	22,230,000.00	20,589,969.00
Text Book Printing and distribution	<b>5,415,000,000.00</b>	<b>5,414,556,506.32</b>
<b>Total recurrent expenditure</b>	<b>5,473,880,000.00</b>	<b>5,471,427,967.32</b>
<b>Capital Expenses</b>		
Rehabilitation and improvements of capital assets (Vehicles)	300,000.00	299,652.00
<b>Acquisition of Capital Expenses</b>		
Purchase of Vehicles	11,237,810.00	11,237,810.00
Furniture and Office Equipment	1,100,000.00	957,641.00
Plant and Machinery	6,126,672.00	6,126,672.00
Building & Constructions	25,435,518.00	13,061,981.00
Training and Skill Development	130,000.00	113,000.00
<b>Total</b>	<b>44,330,000.00</b>	<b>31,796,756</b>
<b>Other Capital Expenditure</b>		
Quality of School Textbooks (Word Bank)	50,000,000.00	16,534,659.00
<b>Approved Advance Account</b>		
Maximum Debit Limit (Printing and distribution textbooks)	4,000,000,000	5,456,752,685.30
Minimum Credit Limit	4,000,000,000	5,573,194,923.02
Maximum Debit Balance Limit	4,000,000,000	687,063,690.49
<b>Government Office Advance Account</b>		
Maximum Debit Limit	10,000,000	9,044,802.00
Minimum Credit Limit	5,000,000	6,194,431.00
Maximum Debit Balance Limit	35,000,000	24,547,634.92

## Income Obtained from Selling Books of Private Publishers - 2016

<b>Month</b>	<b>Vidyodaya Pirivena Book Shop</b>	<b>Isurupaya Book Shop</b>	<b>Meepe Book Shop</b>	<b>Fort Book Shop</b>	<b>Maharagama Book Shop</b>	<b>Total</b>
<b>January</b>	15,555.00	4,090.00	17,205.00	-	13,505.00	<b>50,355.00</b>
<b>February</b>	9,270.00	6,160.00	15,115.00	650.00	16,845.00	<b>48,040.00</b>
<b>March</b>	2,500.00	47,260.00	13,630.00	950.00	15,435.00	<b>79,775.00</b>
<b>April</b>	4,580.00	28,310.00	3,650.00	-	8,960.00	<b>45,500.00</b>
<b>May</b>	7,740.00	8,585.00	13,150.00	550.00	14,250.00	<b>44,275.00</b>
<b>June</b>	6,890.00	22,220.00	9,440.00	1,540.00	19,470.00	<b>59,560.00</b>
<b>July</b>	7,450.00	8,070.00	5,145.00	-	7,210.00	<b>27,875.00</b>
<b>August</b>	8,440.00	9,280.00	8,650.00	450.00	21,260.00	<b>48,080.00</b>
<b>September</b>	5,340.00	4,970.00	2,135.00	450.00	8,950.00	<b>21,845.00</b>
<b>October</b>	6,470.00	5,045.00	11,625.00	-	10,710.00	<b>33,850.00</b>
<b>November</b>	7,890.00	3,620.00	3,080.00	1,120.00	11,840.00	<b>27,550.00</b>
<b>December</b>	21,410.00	3,600.00	4,740.00	1,610.00	16,440.00	<b>47,800.00</b>
<b>Total</b>	<b>103,535.00</b>	<b>151,210.00</b>	<b>107,565.00</b>	<b>7,320.00</b>	<b>164,875.00</b>	<b>534,505.00</b>

## Income of Educational Publications Department from Book Sale - 2016

Month	Vidyodaya Pirivena Book Shop	Isurupaya Book Shop	Meepe Book Shop	Fort Book Shop	Maharagama Book Shop	Jaffna Book Shop	Total
January	10,818,332.08	23,231,653.00	372,617.00	252,202.00	1,233,620.50	587,160.00	36,495,584.58
February	5,099,656.80	4,060,048.00	231,742.50	121,950.00	1,090,991.00	413,404.00	11,017,792.30
March	4,592,803.40	3,536,448.55	239,785.00	145,606.00	899,154.00	341,113.80	9,754,910.75
April	3,397,199.73	1,745,693.00	173,470.00	85,722.00	555,377.00	293,658.00	6,251,119.73
May	5,086,922.60	3,146,900.00	380,126.00	152,533.00	1,535,375.50	445,325.66	10,747,182.76
June	6,933,559.18	2,854,388.45	570,900.00	223,424.00	1,289,327.00	336,589.45	12,208,188.08
July	4,291,669.45	1,993,012.94	285,361.00	169,484.00	1,050,398.00	204,591.85	7,994,517.24
August	6,139,185.00	4,068,718.50	285,461.00	185,935.00	1,523,620.50	300,722.00	12,503,642.00
September	4,517,746.75	2,991,738.00	236,286.00	190,637.00	842,157.00	294,344.00	9,072,908.75
October	4,428,697.44	4,159,158.30	250,542.00	146,666.00	947,702.00	188,450.45	10,121,216.19
November	7,239,092.63	7,883,276.95	228,422.00	185,597.00	1,162,193.00	349,961.02	17,048,542.60
December	13,392,965.10	14,710,816.12	315,270.00	299,795.00	1,363,233.00	509,796.00	30,591,875.22
Total	75,937,830.16	74,381,851.81	3,569,982.50	2,159,551.00	13,493,148.50	4,265,116.23	173,807,480.20
International book fair 2016 - book sales income from 16.09.2016 to 25.09.2016							7,968,505.92
Sub Total							181,775,986.12

## **Sales Promotion Section**

Sales promotion Section of the department was open on 01.02.2016, with the intentions of co-ordinating all the sales promotion centres of the Educationes Publications Department properly of outdoing sales promotion activities and of avoiding the prevailing chaotic condition. An Assistant Commissioner was appointed as the in-charge and another three Development Officers along with a Storeroom Labourer were attached to this section. According to the attachments and dettachments, done from time to time, there are one development officer, two permanent storeroom labourers and a casual labourer, working in this section by now. There are six sales promotion centres-in Maradana, colombo Fort, Isurupaya, Maharagama, Meepe and Jaffna-functioning under the sales Promotion Section. Out of the six centres, the sales promotion centre situated in Vidyodaya Pirivena, Maradana is considered to be the major one. Department Publications, extra reading books (supplementary readers) and Teacher Instruction Manuals (TIM) are sold at all the six sales promotional centers, Additionally, School Textbooks too are sold at Maradana, Fort, Isurupaya and jaffna centers. Thirteen sales assistants and twenty three permanent and casual storeroom labourers are working in the six sales promotion centers.



	Sales Promotion section Assistant Commissioner (01) Sales Manager (01) Development Officer (01) Storeroom Labourer (02) Casual Labourer (01)
	Isurupaya Sales Center Sales Assistant (04) Storeroom Labourer (04) Casual Labourer (02)
	Sales Center in Vidyodaya Pirivena SMAS (01) Sales Assistant (05) Storeroom Labourer (10)
	Colombo Fort Sales Center Sales Assistant (01) Storeroom Labourer (01)
	Maharagama Sales Center Sales Assistant (02) Storeroom Labourer (03)
	Meepe Sales Center Sales Assistant (01) Storeroom Labourer (03)
	Jaffna Sales Center Development Officer (01) Storeroom Labourer (02)

The basic and most prominent responsibilities vested in this section were to minimize the chaotic conditions prevailed in the sales promotion centers and to minimize the weaknesses such as internal administrating and co-ordinating weaknesses. By taking into consideration the inquiries and ideas made by both the Department administration and the customers, the sales promotion section has paid its attention to the tasks mentioned below:

1. Keeping on a proper co-ordination between the Department and the sales promotion centers.
2. Proper supply to books to the sales centers timely and quantitatively.
3. Taking steps to minimize delay of the stores when issuing books to the sales centers.
4. Taking steps to minimize delays when transporting books to the sales centers.
5. Taking steps to minimize insufficient storing facilities in the sales centers.
6. Limiting, up-dating, solving improper issuings of books to sales centers. (issuing unnecessary amount of books of poorly selling)
7. Updating both computer balance and the ledgers. (stock books)
8. Solving problems in the computer system.
9. Taking steps to maintain the storeroom and the sales centre of Vidyodaya, separately.
10. Taking actions to implement the recommendations of the Audit branch.
11. Solving the problems of employees.
12. Developing basic facilities of the centres.
13. Regulating the issuing of books to external registered sales centres.
14. Taking actions to obtain books of external authors.
15. Taking steps to issue books properly to the International schools.
16. Participating in external book exhibitions and mobile services.
17. Paying attention to the customers' complains and suggestions. (Proposals)

Suggestions expected to be implemented in 2017

- Inaugurating of new sales promotion centers covering all the nine provinces.
- Constructing Isurupaya new sales promotion center with more facilities.
- Computer Networking all the sales promotion centers.
- Providing a formal training and uniforms to employees
- Providing facilities for the customers to buy books using either internet or credit cards.
- Holding Isurupaya Book Exhibition and participating in other grand book exhibitions including the Colombo International Book Exhibition
- Increasing the book sale using mobile vehicles of the Department.

## **Internal Audit Section**

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.

Accordingly, measures taken to correct the defects which were pointed out from the audit queries and audit reports relevant to Educational Publications Department – 2016 can be pointed out as follows:

<b>No.</b>	<b>Description</b>	<b>Measures taken to correct the defects</b>
1.	Human capital Project for a Knowledge Based Economy (TSEP)	Giving instructions not to take place the pointed out defects in future.
2.	Appropriation Account 2015 Head 213	Giving instructions to correct the pointed out defects
3.	Head 213 Auditor General's report regarding the Appropriation Account of the Educational Publications Department - 2015	The chief accountant has suggested that it is appropriate to make the relevant sectional heads aware to provide necessary information for the appropriation of Annual estimations. Giving instructions to correct the pointed out defects.
4.	Advance Account of Government Officers	Taking measures to recover loans
5.	Approved Advance Account	Correcting the pointed out defects
6.	Management Audit Report Year 2015	Giving advice to correct the pointed out weaknesses
7.	Auditor General's Report on Educational Publications Department	Taking actions for the recovery of loans and giving advice to correct the pointed out weaknesses
8.	Checking the textbook store - Divisional Education Office, Kurunegala	Giving advice to take suitable actions as the responsibility of textbooks is vested in the North Western Province after they are sold to relevant province through a vote of the Ministry of Education
9.	The task of textbook distribution	Giving instructions to avoid the defects of the internal methodology
10.	Financial Statement relating to the approved advance account - 21302	Giving instructions to correct the pointed out defects