

Annual Performance Appraisal 2017



**EDUCATIONAL PUBLICATIONS
DEPARTMENT**

Performance Appraisal – 2017
Educational Publications Department

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Educational Publications Department

Annual Performance Appraisal - 2017

Introduction

The 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 aids connected to that.

Background Information

The 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, the 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.

The below mentioned responsibilities have been vested in the 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.

The 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 Deputy and Assistant Commissioners, 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.

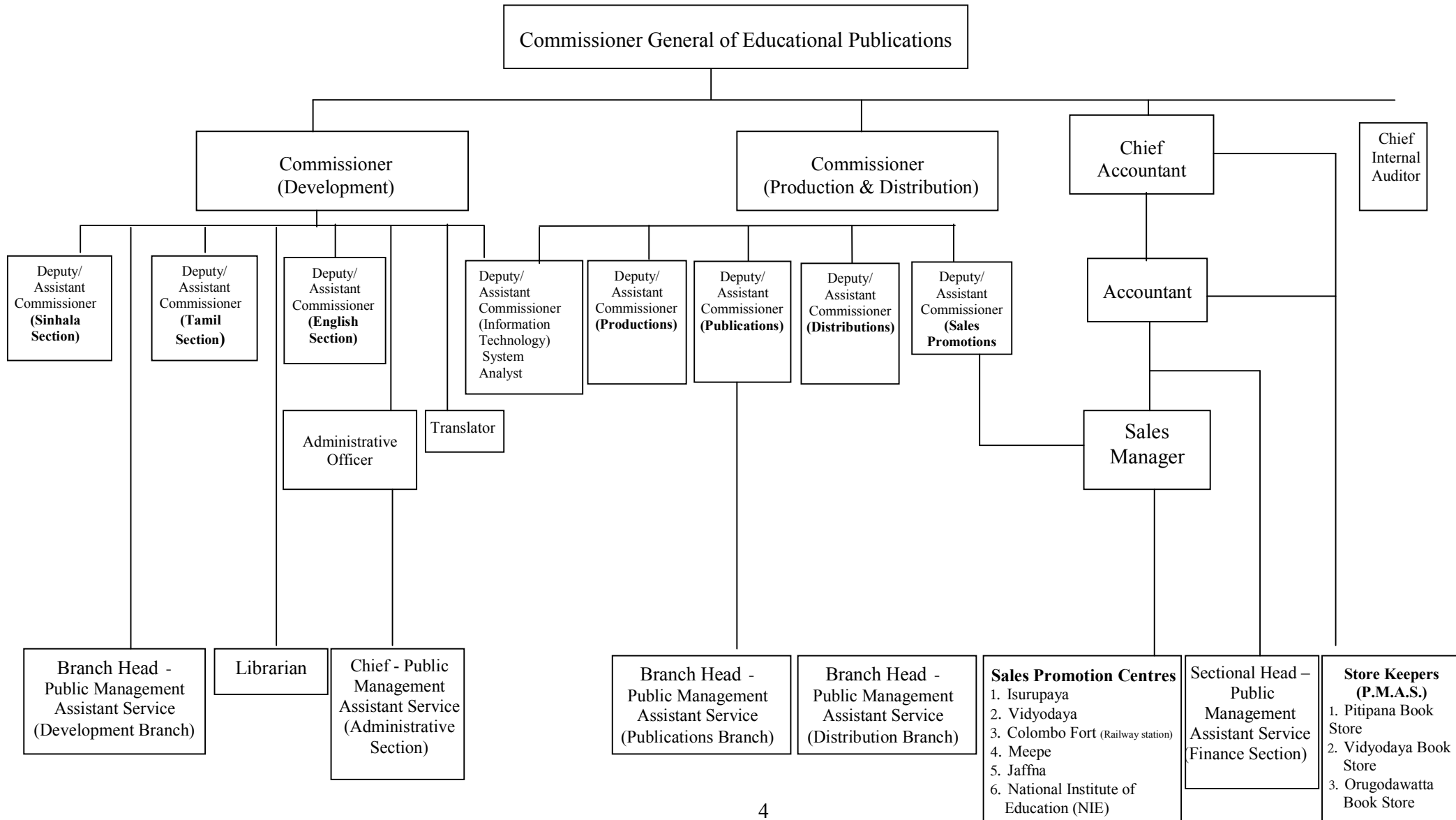
Organizational Structure and Administration of the Educational Publications Department

The Commissioner General of the Educational Publications Department who functions as the Chief Administrator is bestowed with the assistance and co-operation of two Commissioners who are Grade 1 officers of the Sri Lanka Education Administrative Service and 29 Deputy and Assistant Commissioners. In charge of the Finance Branch is a Grade I officer of the Sri Lanka Accountants' Service and a Grade III officer of the Accountants' Service accomplishes the duty of other post of accountant. Also, in - charge of the internal audit section is a Grade I officer of the Sri Lanka Accountants' Service.

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

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 2017 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	29	09
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 Sinhala /English	01	-	01
			01	-	01
Computer Page Makers	Departmental (Closed Service)		06	-	06
Public Management Assistants' Service	PMAS	I	55	46	09
	PMAS	II			
	PMAS	III			
Librarian	Librarian Service	III	01	01	-
Development Assistant	Associated Services		34	27	07
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 II 'A' II 'B'	12	12	-
Office Assistant Service	KKS	I II III	15	10	05
Sales Assistant			15	12	03
Printing Machine Operator			02	01	01
Technical Assistant			02	-	02
Store Watcher	Preliminary Service		07	06	01
Store Labourer	Preliminary Service		35	136	-
Laboratory Assistant	Preliminary Service		01	-	01
Library Assistant	Preliminary Service		01	-	01
Total			242	288	55

Officers who were transferred to EPD in the year of 2017

<u>Designation</u>	<u>No. of Officers who came to the Department having transfers</u>
1. S.L.E.A.S	01
2. Sri Lanka Public Management Assistants' Service	06
3. Development Officer	01
4. Driver	03

Officers who were transferred from the Department 2017

<u>Designation</u>	<u>No. of Officers</u>
1 SLEAS	04
2. SMAS	05
3. Development Officer	02
4. Driver	02
5. KKS	01

Officers who obtained their retirement in 2017

<u>Designation</u>	<u>No. of Officers</u>
1 SLEAS	02
2. Sales Assistant	01
4. Store labourer	01
5. Store Watcher	01

New Appointments in 2017

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

Leaving the office in 2017

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

Interdicted in 2017

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

Local Training Programmes in 2017

- Measures were taken to provide opportunities for 05 officers in the Educational Publications Department to study Postgraduate and Masters Degree programmes.

No.	Name of the Course	Institute	No. of Participants	Cost (Rs.)
01	Workshop on Leadership and Personality Development	Skills Development Fund Limited	01	5,000/-
02	Government Payroll System	Miloda	01	16,500/-
03	Human Confidence	National Human Resources Development Council	02	-
04	Workshop on Effective Marketing Skills, Customer Service and Motivation	Skills Development Fund Limited		60,000/-
05	Foundation Course on Storing	Construction Equipment Training Centre (CETRAC)	02	30,000/-
06	SLIDA Diploma in English Programme 2017	SLIDA	01	20,000/-
07	Top HR Trends- 2017	National Human Resources Development Council	02	-
08	Workshop on Information System Audit	Distance Learning Centre (Ltd)	01	10,000/-
09	Workshop on “Scheme of Recruitment”	Skills Development Fund Ltd.	04	34,000/-
10	Workshop on “The Concept of E-Government and Use of Information Technology in Office Management	Skills Development Fund	01	8,500/-
11	Office Assistant Training	Prag Institute (Pvt) Ltd	01	6,000/-
12	Control of Office Equipment	Skills Development Fund	08	59,500/-
13	Training on Salary Conversion	Skills Development Fund	03	25,500/-
14	Workshop on Vehicle Management	Prag Institute (Pvt) Ltd	02	12,000/-
15	Workshop on Office Management and Financial Regulations	SDFL Institute	06	36,000/-
16	Workshop on Discipline Procedure	National Institute of Labour Studies	01	13,000/-
17	Digital Records Management and the Establishment of Digital Archives	Department of National Archives	01	-

18	Preparation of Salaries of Government Officers	National Institute of Labour Studies	02	6,000/-
19	Two Day Workshop on Law	SDFL Institute	03	25,500/-
20	Duties of KKS for High Labour Productivity	National Institute of Labour Studies	02	12,000/-
21	Office Management for Development of Labour Productivity	NILS Institute	04	32,000/-
22	Skills Development of Drivers	NILS Institute	02	12,000/-
23	Duties of Leave Officers	NILS Institute	03	9,000/-
24	Two Day Training on Law that Government Officers should be aware of	SDFL Institute	02	17,000/-
25	Effective Maintenance of a Personal File	NILS Institute	03	9,000/-
26	Workshop on Filing Systems	NILS Institute	08	24,000/-
27	Duties of KKS for Institutional Productivity	Construction Equipment Training Centre (CETRAC)	03	10,500/-
28	Effective Maintenance of a Personal File	NILS Institute	02	6,000/-
29	Workshop on Accounting and Practical Training	NILS Institute	04	24,000/-
30	Office Management and Financial Regulations	NILS Institute	04	24,000/-
31	Training Workshop on Procurement Procedure	NILS Institute	08	48,000/-
32	Training on Developing Attitudes and Professional Knowledge of KKS	SDFL Institute	04	34,000/-
33	Duties and Responsibilities of Drivers	SDFL Institute	02	17,000/-
34	Office Management and Financial Regulations	NILS Institute	01	6,000/-
35	Open Biblio Library Automation Software	National Institute of Library and Information Science	04	30,000/-
36	Payments for studying PGD/Masters degrees		03	88,492/-

Development Branch

The main responsibilities of the Educational Publications Department is to implement the national policy of the government to provide free textbooks and to develop the quality of education by compiling and supplying textbooks, workbooks, translations, glossaries, supplementary reading books, and lexicons needed for the education process. The Development Branch, which renders a very distinctive task to fulfil that responsibility, can be regarded as the academic unit of the Educational Publications Department. The 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. Additionally, this branch renders the task of compiling e-textbooks with the view of improving the quality of education according to the new technology.

Under the direct supervision of a Commissioner, the 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 28 Assistant and Deputy Commissioners and 2 Development officers.

In the process of compiling new textbooks under the curriculum revision, which has been implementing from 2015, the Development Branch performed a very special task in 2017 as well. During that year, it completed the compilation of textbooks for grade 9, which tally with the new syllabi. Moreover, in the process of producing new textbooks for the Primary grades under the new curriculum revision, the compilation of grade 3 textbooks took place in 2017.

In addition, all the necessary changes (corrections) of the textbooks of all the other grades from grades 1-11 were done and reprinted all of them.

Measures were taken to produce books containing new Pirivena syllabi prepared by the Pirivena Education Branch of the Ministry of Education and a number of Pirivena textbooks.

In 2017, a priority was given to prepare supplementary materials covering the newly introduced Technology stream and other subject streams of Advanced Level.

Printing of Braille books can be pointed out as one more specific duty that is rendered by the Development Branch in 2017. It was able to carry out the task of printing Braille Books for visually impaired students further in 2017.

Tasks that were performed in 2017 by the Development Branch:

1. Writing new textbooks for grades 3 and 9 in parallel to the new syllabi prepared by the National Institute of Education.
2. Printing 12 books containing the new Pirivena syllabi and 34 Pirivena textbooks compiled in accordance with those syllabi.

Pirivena New Syllabi Books:

• Pirivena General Science	Grade 3-5
• Pirivena Geography	Grade 3-5
• Pirivena Health Science	Grade 3-5
• Pirivena History	Grade 3-5
• Pirivena Mathematics	Grade 1-5
• Pirivena Pali	Grade 1-5
• Pirivena Sanskrit	Grade 1-5
• Pirivena Second Language Tamil	Grade 1-5
• Pirivena Sinhala	Grade 1-5
• Pirivena Tripitaka	Grade 1-5
• Pirivena Sociology	Grade 3-5
• Pirivena English	Grade 1-5

Pirivena Textbooks:

• Pirivena Mathematics	1,2,3,4,5
• Pirivena General Science	3,4,5
• Pirivena Health Science	3,4,5
• Pirivena Sinhala	5
• Pirivena Pali	2,3,4,5
• Pirivena Tripitaka	3,4,5
• Pirivena Second Language Tamil	3,4,5
• Pirivena English	1,2,3,4,5
• Pirivena Sanskrit	4,5
• Pirivena Geography	3,4,5
• Pirivena History	4,5

3. 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.
4. A series of work sessions was organized in 2017 with the intention of developing the quality of textbooks that are being compiled in accordance with the new syllabi.

The accuracy of the grades 2 and 8 textbooks prepared anew for the year 2017 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 and in CHPB, Pelawatta in February and March of 2017, 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	Aim of the workshops
15,16,17 February 2017	95	10 textbooks of Grade 8 and 14 textbooks of Grade 2 were scrutinized by subject specialists who participated as external resource persons
20, 21,22,23 February 2017	85	20 textbooks of Grade 8 were scrutinized by subject specialists who participated as external resource persons
1,2,3 March 2017	55	14 textbooks of Grade 8 were scrutinized by subject specialists who participated as external resource persons

5. The Development Branch contributed to compile several supplementary materials published by the Educational Publications Department in 2017 as new prints and re-prints.

- Compiling supplementary materials for the use of students in Advanced Level classes and students of grade 6-11.
 - Science for Technology – Chemistry Part II Tamil Medium
 - Science for Technology – Chemistry Part III Tamil Medium
 - Science for Technology – Bio Systems Technology Part III Tamil Medium
 - Engineering Technology VIII (Basic Electronic Technology) (S) Tamil Medium
 - History Grade 6 English Medium

○ History	Grade 10	English Medium
○ Catholicism	Grade 09	English Medium
○ Practical Geography (G.C.E. A/L) Part II		Sinhala Medium
○ Physical Geography		Tamil Medium
○ Chemistry- Chemical Bonds (G.C.E. A/L)		Sinhala Medium
○ Tamil Literature Supplementary Book- Classical Poems		Tamil Medium
○ Introduction of Aquatic Resources Industry and its Power		Sinhala Medium

- Print Question and Answer books of Grade 5 Scholarship Examination in Sinhala and Tamil Media.

- Release Question and Answer Books for G.C.E. (O/L).

○ Questions and Answers of G.C.E. (O/L) – 2016	(Sinhala Medium)
○ Questions and Answers of G.C.E. (O/L) – 2016	(English Medium)
○ Questions and Answers of G.C.E. (O/L) – 2016	(Tamil Medium)

- Release Question and Answer Books for G.C.E. (A/L) Art, Commerce and Science Streams.

○ Questions and Answers of G.C.E. (A/L) Biological Science – 2016	(Sinhala Medium)
○ Questions and Answers of G.C.E. (A/L) Commerce – 2016	(Sinhala Medium)
○ Questions and Answers of G.C.E. (A/L) Physical Science – 2016	(Sinhala Medium)
○ Questions and Answers of G.C.E. (A/L) Engineering Technology – 2016	(Sinhala Medium)
○ Questions and Answers of G.C.E. (A/L) Bio Systems Technology – 2016	(Sinhala Medium)

6. It was able to carry out the task of printing Braille Books for visually impaired students further in 2017.

- Compilation of Braille textbooks for visually impaired students in the whole country by converting Grades 3 and 9 Sinhala medium textbooks produced in 2017 in accordance with the new syllabi and all other Sinhala medium textbooks into Braille medium.

- In 2017, preparing textbooks with larger fonts for the use of partially visually impaired students and for students who have difficulties in reading was commenced for primary grades as a new measure.

○ Mother language (Sinhala)	-	Grade 1/2
○ Mother language (Tamil)	-	Grade 1/2
○ Mathematics (Sinhala)	-	Grade 1/2
○ Mathematics (Tamil)	-	Grade 1/2

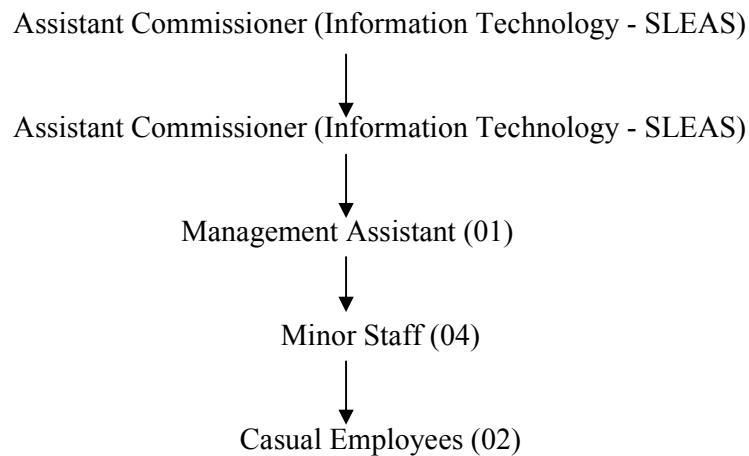
- In 2017, preparing Braille medium teacher guides for the use of teachers who need Braille medium teacher guides was commenced.

7. A laboratory is in operation to measure the suitability and quality of the papers used to print textbooks with the aim of producing textbooks with high physical quality. The papers used to print all the textbooks produced in 2017 were tested for the following characteristics.

- 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- 20 min kNm/kg

Information Technology Unit

The 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. Computerizing textbooks and supplementary books compiled in the Development Unit, preparing soft copies and cover pages.
2. Creating computer programmes which are necessary to computerize the data regarding the distribution of textbooks in the stores, and assist to carry out a database in each store.
3. Provide reports to the higher management regarding printing textbooks and supplying to stores
4. Prepare labels for the Distribution Branch.
5. Providing details about the amount of books distributed and their value to the Finance Branch.
6. Carrying out the department website and updating it; uploading the textbooks into the website.
7. Preparing and handing to print the issue orders of 2018.
8. Preparing invitation cards, banners, posters etc. necessary for the ceremonies of the Educational Publications Department and the Ministry of Education.
9. Maintenance of all the computers and electronic devices of the Department and provide technical advice.

Production Branch

Introduction

The duties of the Production Branch of the Educational Publications Department is performed by an Assistant Commissioner, five officers from the Sri Lanka Management Assistants Service, three KKS employees and one casual employee under a Deputy Commissioner who works as the officer in-charge of the branch. The main duty of this branch 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 branch. Moreover, it is the duty of this branch 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 2017 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 2018.
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 3 and 9 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 2018

Serial No:	Printing Press	No. of types of books	No. of copies
01	Government Press	10	1,580,000
02	State Printing Corporation	62	7,911,600
03	Open Tender	285	19,972,000
Total of books printed		357	29,463,6000

Printing of Teacher Instruction Manuals for the year 2017/2018

Serial No.	Type of book	No. of types of books
01	Grades 1-5 TIM	13
02	Grades 6-11 TIM	42
03	Grades 12-13 TIM	44
Total of types of books printed		193

Question and Answer Books and Other Extra (Supplementary) Books -2017

Serial No.	Kind of book	No. of types of books
01	Extra (Supplementary) books	34
02	Question and Answer books	10
Total of types of books		44

Publication Branch

The Publication Branch which functions with the leadership of the Commissioner (Production and Distribution), performs its duties by one officer of the Management Assistants Service as the branch head, three officers of the Management Assistants Service, two Development officers, and two storeroom labourers under the supervision of a Chief Management Assistant. The branch has rendered the following tasks during the year 2017.

- Giving printing orders to relevant printers to get 357 textbooks, 140 Teacher Instruction Manuals and 62 supplementary materials printed.
- Preparing agreements and coming to agreements with the printers to print 559 kinds of textbooks, Teacher Instruction Manuals and other extra reading books.
- Appraising the books according to the Cabinet Decision Number 14/0467/530/015 of 03.05.2014 and Office Circular No 281.
- Obtain advance bonds for all the textbooks which need payments of advance and prepare and forward advance vouchers accordingly.
- Obtain all the stock reports, quality reports, printing approval, soft copy reports and invoices relevant to the books given for printing.
- Forward the details of textbooks of which the printing is delayed and those with printing errors to the Operational Committee and make decisions regarding them.
- Prepare and forward the paying-in vouchers relevant to all the textbooks.
- Provide details needed to reply audit queries.

Distribution Branch

Introduction

Textbook Distribution Branch is administered under the supervision of the Commissioner (Production and Distribution). In addition to a Deputy Commissioner and five officers of the Public Management Assistants' Service, there are 19 permanent minor staff employees and six other employees who are employed under casual basis, working in this branch. 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 branch. Amount of books needed for each school and distribution centre is decided, based on the statistics collected from schools and distribution centres. The amount of textbooks needed for the following year is decided based on these statistics.

Role

- Distribution of textbooks to all the island wide National Schools, provincial schools and government approved private schools and pirivens before the beginning of each school year.
- Distribution of Teacher Instruction Manuals to all the National Schools, Provincial schools, government approved piriven 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 centres/Divisional Education Offices and making arrangements to pay the allowances of in-charge and assistant in – charge officers and labourers of the distribution centres and, the divisional education offices.
- Prepare paying-in vouchers for the textbook transport institutions.
- Collecting, up-dating, summarizing and storing 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 Centres and all the schools in the island.
- Preparing daily reports on receipts and issuing of textbooks during the distribution period.

- 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 programme for the distribution of textbooks-2018, 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 414 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 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 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 objective 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 2018 was organised this time at D.S. Senanayake College. The ceremony was held on 11th January 2018, 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 relevant evaluation committee members was regulated this year.
- b) A programme compilation and progress control unit was added to the Distribution Branch. Planning the book distribution programme and preparing issue orders for the books which were to be sent to schools, book distribution centres and divisions were the duties of that branch. 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) Two 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 minimizing 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.

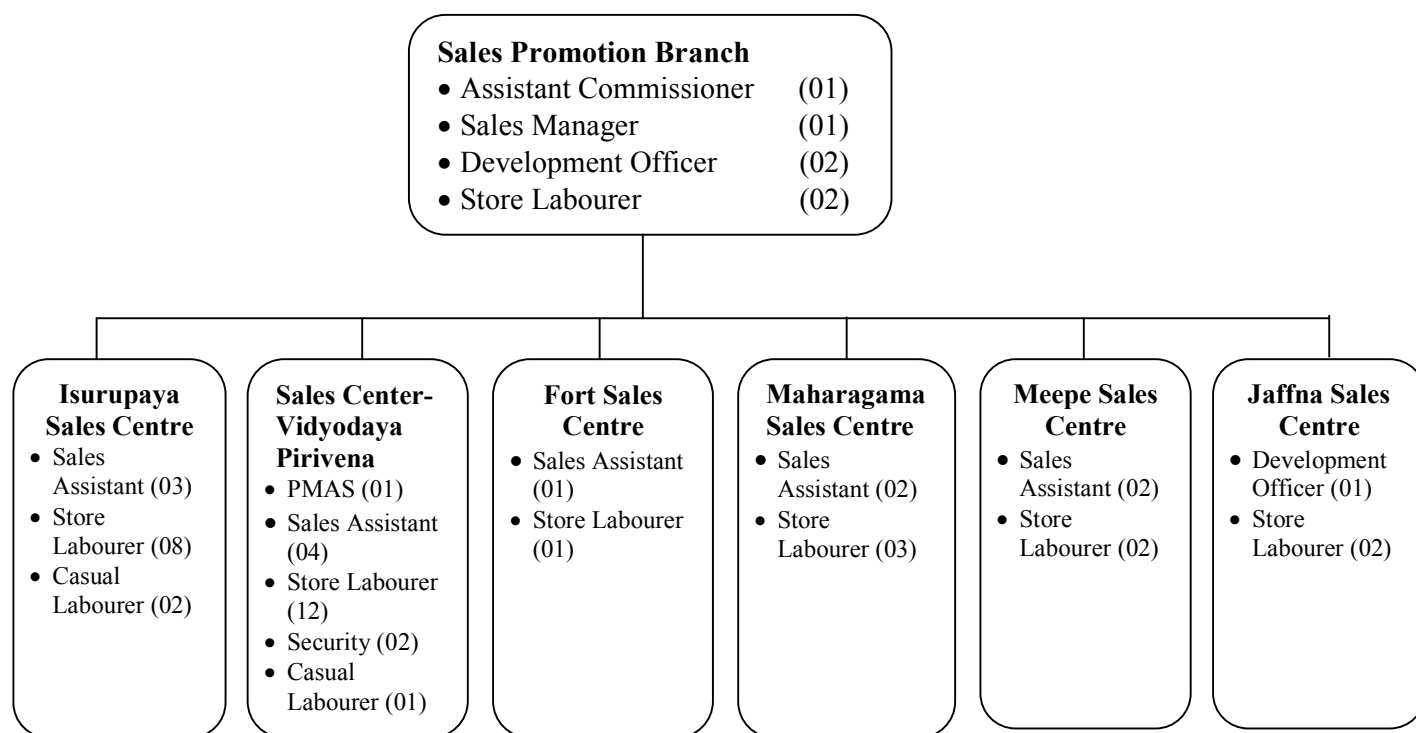
Preparing Paying-in Vouchers for Textbook Transportation

- a) Checking and forwarding to the Finance branch 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) Preparing the paying-in vouchers for book transporting institutes and forwarding them for future procedures.

Educational Publications Department

Sales Promotion Branch

The sales promotion branch administered by an Assistant Commissioner is entrusted with the duty of selling the textbooks, supplementary reading materials, translations, glossaries, lexicons, educational CDs and books by external writers approved by a panel of experts. Moreover, the branch engages in the duty of selling the textbooks to private schools which teach the national curriculum in the English medium. 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 centres. Additionally, School textbooks too are sold at Maradana, Fort, Isurupaya and Jaffna centres. Thirteen sales assistants and thirty one permanent and casual storeroom labourers are working in the six sales promotion centres.



Tasks rendered by the Sales Promotion Branch in 2017

1. Giving orders of textbooks needed for sale in all the sales promotion centres.
2. Provide textbooks for international schools.
3. Provide computers and other office equipment needed for all the sales promotion centres.
4. Hold book exhibitions in the island including the International Book Fair and hold a mobile sales promotion service in the Institute of Indigenous Medicine of University of Colombo.
5. Sale of textbooks in the Meepe Sales Promotions Center by giving a very efficient customer service, was commenced and the daily income of the Meepe Book Sales centre could be increased.
6. Renovate the Isurupaya Sales centre in a manner as to provide more space for the customers and repair the two rooms which were posing a danger to the employees by fixing a mesh in order to use the rooms for storing books.
7. Sell books which had a low sale in Orugodawatta store by reducing their price.

Textbook Sales Income of Sales Promotion Centres - 2017							
Month	Vidyodaya Sales Centre	Isurupaya Sales Centre	Meepe Sales Centre	Fort Sales Centre	Maharagama Sales Centre	Jaffna Sales Centre	Total
January	8,742,302.20	10,360,740.95	404,161.00	234,999.00	1,143,365.31	1,446,145.00	22,331,713.46
February	4,016,221.55	4,736,016.35	482,667.00	306,232.00	718,371.00	379,434.00	10,638,941.90
March	3,726,301.42	3,405,698.05	336,374.00	325,724.00	1,538,607.00	365,289.00	9,697,993.47
April	1,456,960.75	2,112,330.25	181,717.00	148,301.00	555,706.00	316,328.00	4,771,343.00
May	3,195,464.95	7,242,501.90	257,122.00	211,775.00	844,543.00	292,473.00	12,043,879.85
June	2,803,985.80	2,023,605.75	265,085.15	248,733.76	1,026,276.78	282,771.00	6,650,458.24
July	2,386,317.85	2,813,193.67	254,249.53	172,578.98	883,926.08	323,306.85	6,833,572.96
August	4,427,067.23	4,250,752.23	288,382.00	168,893.00	1,232,596.00	309,459.95	10,677,150.41
September	2,574,138.90	2,504,762.06	145,335.60	137,917.00	638,252.00	384,726.00	6,385,131.56
October	3,147,679.30	4,953,546.62	219,764.00	139,733.50	841,176.00	267,163.00	9,569,062.42
November	6,041,551.15	10,158,940.80	244,903.00	153,910.00	669,118.00	239,701.00	17,508,123.95
December	19,400,000.00	23,417,722.80	859,376.00	179,968.00	1,063,732.00	839,304.00	45,760,102.80
Total	61,917,991.10	77,979,811.43	3,939,136.28	2,428,765.24	11,155,669.17	5,446,100.80	162,867,474.02

Sales Income from External Book Exhibitions – 2017

No.	Book Exhibitions participated in 2017	Number of Days	Institution Organized	Income
1	Sustainable Era Educational and Trade Exhibition - BMICH	31.03.2017-04.04.2017 (5 days)	Presidential Office	Rs. 322,720.84
2	Educational Exhibition, G/Elpitiya Central College-Elpitiya	22.03.2017-24.03.2017 (3 days)	G/ Ananda Central College, Elpitiya	Rs. 67,626.00
3	Hela Bodhu Kala Asiriya Wesak Kalapaya, Kegalle Wattarama Raja Maha Temple	07.05.2017-13.05.2017 (7 days)	Department of Buddhist Affairs	Rs. 100,728.40
4	Mobile Exhibition- Institute of Indigenous Medicine, University of Colombo	20.07.2017 (1 day)	Institute of Indigenous Medicine	Rs. 26,538.00
5	Colombo National Educational Book Fair 2017 Ten Year Anniversary, Colombo Public Library premises	21.07.2017-27.07.2017 (7 days)	Welfare Society of Colombo Public Library	Rs. 183,727.50
6	Colombo International Book Fair 2017 BMICH	15.09.2017- 24.09.2017 (10 days)	Sri Lanka Book Publishers' Association	Rs. 5,040,646.25
7	Siyane Fair and Exhibition, Kirindiwela Central College	25.12.2017-31.12.2017 (7 days)	Kirindiwela Central College	RS. 67,419.50

Suggestions expected to be implemented in 2018

- Inaugurating of new sales promotion centres covering all nine provinces.
At the moment there are sales promotion centres covering Northern and Western provinces and take measures to establish new sales promotion centres covering five more provinces including North Central, North Western, Central, Eastern and Southern.
- Constructing Isurupaya new sales promotion centre with more facilities.
Construct a new sales promotion centre with modern facilities instead of the current sales promotion centre in the Isurupaya premises.
- Introduce POS system and computer networking in all the sales promotion centres.
It is suggested to introduce the POS system available at Vidyodaya Piriven Sales Promotion Centre and Isurupaya Sales Promotion Centre to other sales promotion centres as well.
- 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.

Performance Appraisal of the Braille Printing Center

The Braille printing center is functioning under the purview of the Development Branch of the Educational Publications Department. It is administered by an Assistant Commissioner and the tasks in this centre are rendered by one senior printer and six Development officers. There are three store labourers employed here and also there are seven casual labourers recruited on the basis of service needs.

The duty entrusted to this centre is to convert the textbooks, needed for the visually impaired students studying in special educational units maintained in general schools and in special education schools in this country, in to Braille medium, print and distribute them free of charge. In addition, this center provides its assistance to print textbooks in order to implement the decisions of the special education advisory committee established by the Ministry of Education with the aim of developing the literacy of the visually impaired students.

In 2017, 15793 textbooks were distributed to all Zonal Education Offices which needed Braille textbooks by converting the normal textbooks (excluding workbooks) printed in Sinhala, Tamil and English media in to Braille medium. In addition, the fonts of Sinhala and Mathematics textbooks distributed to Grade 1 students were magnified and 14,040 textbooks were printed and distributed according to needs.

Accounts Branch

Introduction:

A Chief Accountant, an Accountant, 15 employees from the Management Assistants' Service, and two 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.
- Preparing salaries and issuing cheques for all the staff of the department.
- Activities relevant to payments of overtime, transport allowances (Batta) and other allowances of all the staff of the department.
- Payment of loans related to Advance "B" account and reclaiming them.
- Maintaining all the books, ledgers and account books necessary for payments.
- Preparing monthly account synopsis (summary) deposit account reports, bank reconciliation reports through CIGAS programme.
- 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.
- Purchasing, storing, distributing and maintaining records of the consumer goods and capital assets necessary for all the sections of the department.
- Clearing bills/receipts for all the utility services relevant to the department.
- 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.
- Holding annual verifications and surveys and removal of the damaged items and other activities according to the recommendations of the boards of survey.
- Documentation of sales records of the sales Promotion Centres.
- 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.

The Educational Publications Department established under the Ministry of Education is a single finance unit which works with an annual allocation of about Rs.4525 million.

The 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 Centres have been established under the Educational Publications Department in the places mentioned below:

- ❖ Premises of Ministry of Education
- ❖ Vidyodaya Pirivena
- ❖ 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 centres. From 2008, it has been started to sell books to 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.

The total income from the sale of books in 2017 is Rs. 168,401,823.06

❖ Vidyodaya sales centre	- Rs. 61,980,294.65
❖ Sales centre located in the premises of the Ministry of Education	- Rs. 77,979,811.43
❖ Sales centre at Teacher Training Center, Meepe	- Rs. 3,939,136.28
❖ Sales centre at Fort railway station	- Rs. 2,428,765.24
❖ Sales centre at National Institute of Education, Maharagama	- Rs. 11,155,669.17
❖ Jaffna sales centre	- Rs. 5,445,650.80
❖ International Book Fair	- Rs. 5,472,495.49
Total	- Rs. 168,401,823.06

Financial Performance Report - 2017		
Budget Description	Annual Allocations	Actual expenditure as at 31.12.2017
Voted Expenses		
Personal Salaries and Wages	38,500,000.00	35,600,722.00
Other Recurrent Expenditure	18,198,500.00	18,157,937.00
Textbook printing and distribution	4,385,000,000.00	4,280,858,603.00
Total recurrent expenditure	4,441,698,500.00	4,334,617,262.00
Capital Expenses		
Rehabilitation and improvements of capital assets (Vehicles)	500,000.00	496,494.00
Acquisition of Capital Expenses		
Furniture and Office Equipment	1,733,500.00	1,733,005.00
Machinery	1,000,000.00	854,885.00
Building & Constructions	29,266,500.00	24,785,251.00
Training and Skill Development	1,016,500.00	1,016,487.00
Total	33,016,500.00	28,389,628.00
Other Capital Expenditure		
Increase the quality of school textbooks	50,000,000.00	
Furniture and Office Equipment – 2102 (12)	1,000,000.00	-
Software development – 2106 (12)	3,000,000.00	-
Training of the staff- 2401(12)	15,000,000.00	-
Other - 2509 (12)	31,000,000.00	10,142,137.00
Total	50,000,000.00	10,142,137.00
Approved Advance Account		
Maximum Debit Limit (Printing and distribution textbooks)	4,315,000,000.00	4,312,584,500.65
Minimum Credit Limit	4,300,000,000.00	4,469,642,186.47
Maximum Debit Balance Limit	8,000,000,000.00	7,254,327,970.52

Government Office Advance Account		
Maximum Debit Limit	18,000,000.00	14,069,238.37
Minimum Credit Limit	6,500,000.00	9,670,622.49
Maximum Debit Balance Limit	42,000,000.00	26,388,504.24

Textbook Sales Income of Sales Promotion Centres - 2017							
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Total	61,917,991.10	77,979,811.43	3,939,136.28	2,428,765.24	11,155,669.17	5,446,100.80	162,867,474.02

Internal Audit Branch

The Internal Audit Branch 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 – 2017 can be pointed out as follows:

No.	Description	Measures taken to correct the defects
1.	Fining for textbook printing	Provide advice on preparing an Instructional Manual related to fining after correcting the defects pointed out.
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 2016	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.	Activity regarding printing creditors	Identify printing creditors and provide instructions to take necessary actions
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