Annual Performance Report

2011



Educational Publications Department

Performance Appraisal – 2011

Educational Publications Department

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Educational Publications Department
PERFORMANCE APPRAISAL - 2011

Introduction

Educational Publications Department is a super – graded department under the Ministry of Education. Implementing the national policy of providing school textbooks is the main responsibility vested on this department.

In addition, preparing and publishing high quality supplementary reading materials for the G.C.E (A/L) and other higher – level examinations, and contributing to make the process of learning and teaching meaningful by the supply of other learning aids.

Background Information

Educational Publications Department was established as a separate body of expenditure unit under the Ministry of Judicature, 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 to 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 which 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 was high-graded in 14.07.2004 and the designation of the Commissioner of Educational Publications was also high-graded as Commissioner General of Educational Publications. As a result of this important change, the status of the Commissioner General of Educational Publications has risen up to that of an additional secretary of the Ministry of Education.

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.

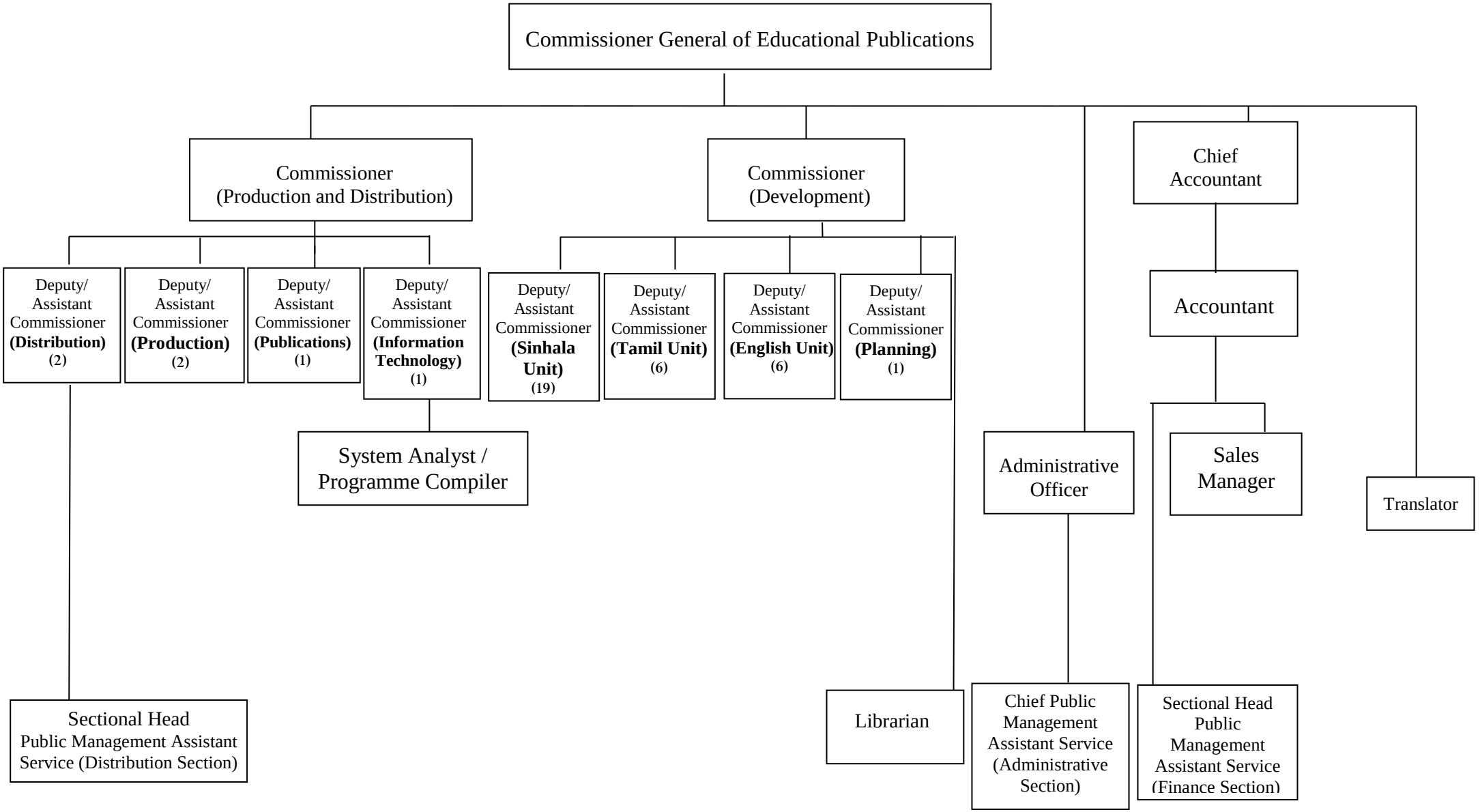
Organizational Structure and Administration of the Educational Publications Department

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 24 Deputy and Assistant Commissioners who belong to the Sri Lanka Educational Administrative Service. Finance Branch represents two Accountants, of whom a grade I officer of Sri Lanka Accountants Service works as the Chief Accountant while a Grade II officer of the same service as an accountant. Also, the internal audit section is assigned to a grade I lady officer of the Sri Lanka Accountants Service.

The Department has been divided into five sections to facilitate smooth functioning and easy-administration, as Administration Section, Development Section, Production and Publication Section, Distribution Section and Finance 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 2011 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 Accountant	SLAcS SLAcS	I II/II	01 01	01 -	- 01
Deputy Commissioner Assistant Commissioner	SLEAS	II III	38	24 01 Gone abroad- no pay leave	13
Assistant Commissioner (Information Technology) System Analyst	SLICTS	III	01	01	-
Administrative officer	PMAS	Super Grade	01	01	-
Sales Manager	Departmental	-	01	01	-
Language Translator	Departmental		01	-	01
Computer Page Makers	Departmental	-	06	-	06
Public Management Assistant Service	PMAS PMAS PMAS	I II III	53	13 13 18	09
Librarian	Librarian Service	III	01	01	-
Development Assistant	Associated Services	-	20	04	16
Financial Assistant Budget Assistant	Associated Services Associated Services	-	01 01	01 01	-
Driver	Driver's Service	I II 'A' II 'B'	12	02 02 05	03
Office Assistant Service	OAS	I II III	15	- 03 01	11
Sales Assistant			15	09	06
Store Room Watcher (Warehouse)	Primary Service	-	07	06	01
Store Room Labourer	Primary Service	-	35	27	08
Laboratory Worker (Servant)	Primary Service	-	01	01	-
Library Worker	Primary Service	-	01	01	-
Total			**215**	**140**	**75**

Officers Who Were Transferred to EPD in 2011

Designation	Grade	No. of Officers
1. Sri Lanka Accountants' Service	I	01
2. SLEAS	III	01
3. Development Assistant	-	04
4. Financial Assistant	-	01
5. Public Management Assistants' Service	I	04
6. Public Management Assistants' Service	II	01
7. Public Management Assistants' Service	III	03
8. Driver	I	01
	II 'A'	02
	II 'B'	02

Officers Who Departed in 2011 on Transfers

Designation		No. of Officers
1. Sri Lanka Accountants' Service	Grade I	02
2. Sri Lanka Education Administrative Service	Grade III	03
3. Public Management Assistants Service	Grade II	01
4. Driver	Grade II'A'	01

Officers Who Obtained Promotions in 2011

Designation		No. of Officers
1. Sri Lanka Education Administrative Service –		
	From Grade III to Grade II	01
2. Store Room Labourer –	From Grade II to Grade I	03

Officers Who Retired from Service in 2011

Designation	No. of Officers
1. Public Management Assistants' Service I	02
2. Sales Assistant	01
3. Drivers' Service	02
4. Store Room Watcher	01

New Appointments in 2011

Designation	No. of Officers
1. Sri Lanka Library Service III	01
2. Public Management Assistants' Service I	02

Overseas Training in 2011 -

1. One SLAcS officer and Six SLEAS officers have participated in an overseas training programme relevant to textbook editing. It was conducted in Thailand from 21.02.2011 to 02.03.2011 and provisions were granted from the Development Fund of the World Bank.

2. Commissioner General of EPD, one Class II officer of SLEAS and three Class III officers of SLEAS have participated in an overseas training programme on Production of Textbooks for which was funded from provisions under the vote of "Human Resources" of the Departmental Fund in New Delhi, India from 12.12.2011 to 21.12.2011.

3. Two Class I SLEAS officers, Class II SLEAS officers and five Class III SLEAS officers have participated in an overseas work session on Textbook Editing conducted in New Delhi, India from 26.12.2011 to 31.12.2011. Expenditure was obtained from provisions under the vote of "Capacity of abilities" of the officers of the Department.

Development Section

The main duty vested on Development Section of the Educational Publications Department is to compile textbooks based on the syllabuses and curriculum prepared by the National Institute of Educational (NIE) and plan and implement various strategies in order to develop the quality of the reprints of the books compiled by the Educational Publications Department. In addition, compiling supplementary reading books to provide knowledge for the students who sit for GCE (A/L) and other higher examinations is another duty assigned to the development section.

This section, functioning as three units relevant to the medium of language viz. Sinhala, Tamil and English is under the direct supervision of the Commissioner (Development). The compilation of textbooks for 2011 was carried out with the assistance of 24 Deputy and Assistant Commissioners who shoulder the responsibility of different subjects.

The compilation of textbooks is up to date based on the competency based curriculum introduced to the school system in 2007.Our special attention was drawn to update the Piriven textbooks in 2011. Accordingly, new Piriven textbooks were compiled for Pali, Sanscrit, Sinhala, Social Science, Thripitaka, History, and Tamil Language related to Grades 1-5 in 2011. (Earlier, textbooks were not compiled for Tamil Language and it was a victory achieved this year by the Educational Publications Department.)

Development Section engages in the compilation of textbooks in Sinhala, English and Tamil medium. Moreover, all programmes are conducted in confirmation with the bilingual education policy. Diverse activities and projects implemented in 2010 to improve the quality of the textbooks related to all three mediums were further conducted. Furthermore, in 2011, the special attention of the Department was drawn to create a unity among the textbooks according to the medium, to minimize the different inconsistencies that can occur in the textbooks according to the nationality, religion, and other facts, and to update the subject matter of the textbooks.

The activities implemented in 2011

1. Different strategies were implemented in 2011 to improve the quality of the textbooks compiled by the Educational Publications Department. They are described below in detail.

- 08 textbook editing workshops were conducted with the participation of resource persons of different spheres in the field of education in order to improve the quality of the textbooks printed for 2012. A summary of the conducted workshops is mentioned below.

Serial No.	No. of Days	Subjects for which workshops were conducted	No. of Participants
01	08,09,10,11 of February 2011	Mathematics (S/T/E) Science (S/T/E) Geography (S/T) Business & Ac. Studies(S/T/E) Home Economics (S) Buddhism	85
02	22,23,24,25 of February 2011	Christianity (S/T) Catholicism (S/T) History (S/T) Second Language (S) Citizenship Education (S/T) English Prac. & Technical Skills (S/T) Health &Physi.Edu. (S/T/E) Entreprenership Edu. (S/T) Home Economics (S/T) Hinduism (T) Geography (E)	129
03	03 and 04 of March 2011	Buddhism Mathematics (S/T/E) Science (S/T/E) Home Economics	44
04	10 and 11 of March 2011	Health & Phy. Edu. (S/T) Catholicism (T) Prac. & Technical Skills (S) English Citizenship Education (S)	34

05	21,22,23,24,25 of March 2011	Science (S/T) Second language Sinhala Geography (S/T) Mathematics (S/T) Home Economics (S/T) Busi.and Accoun. Studies (S/T) History (S/T) Health and Phy. Edu. (T)	42
06	21,22,23,24,25 of March 2011	Buddhism Islam (S) Sinhala Language & Lit. Tamil Language and Lit. Information and Commu. Tech.(T) Agriculture and Food Tech (S/T) Fisheris and Food Tech. (T) Communication and Media Stu. (T) Second Language Tamil Appreciation of Tamil Lit. Design and Technology (S/T)	69
07 • During	30,31 of March 2011	Health and Phy.Edu. Agriculture and Food Tech. (T) Second Language Tamil Sinhala Language and Lit. Science (T) History (T) Christianity (S/T) Information and Commu. Tech.	43
08 thesework ksho	05,06,07,08 of April 2011	Buddhism Science (S/T) Health and Phy. Edu. (S/T) Practical and Tech. Skills (S/T) Business and Accounting (S/T) History (S/T) Geography (S/T) Life Competen.& Citi.Edu. (S/T) Christianity (S/T) Catholicism (S/T) Sinhala Mathematics (S/T/E) Islam (S/T) Information and Com. Tech. (S/T) Saivanary Tamil Language and Lit.	100

- ps special attention was paid to the subject matter and the accuracy of the language of the textbooks. Furthermore, updating of the subject matter and the removal of unsuitable facts were carried out.
- The following chart displays the distribution of the resource persons of the pool of resource persons according to the subject areas who were appointed to identify the changes which should be implemented in order to improve the quality of textbooks.

Serial No.	Subjects	Teacher Centres/Teachers' Colleges/Colleges of Education	Doctors/Professors/Lecturers of Universities	Directors of Education	Principals /Deputy Principals	Teachers	ISA s	Others	**Total**
1	Sinhala Lan.& Lit.	37	39	02	03	11	04	09	**105**
2	Science	17	100	10	02	13	08	09	**159**
3	Mathematics	24	26	09	00	14	09	07	**89**
4	Social Science Subjects	00	18	00	01	05	08	01	**33**
5	Health and Phy. Edu.	14	25	01	00	04	04	03	**51**
6	English	32	20	04	01	10	06	06	**79**
7	Buddhism	15	23	05	01	05	02	07	**58**
8	History	15	17	09	02	11	08	03	**65**
9	Geography	16	34	03	00	09	04	07	**73**
10	Catholicism	01	01	02	00	00	00	00	**04**
11	Christianity	02	00	01	00	03	00	00	**06**
12	Islam	02	04	02	00	02	01	01	**12**
13	Hinduism	03	06	02	00	01	03	00	**15**
14	Life Competencies	20	06	01	00	05	05	07	**44**
15	Second Lang.Tamil	02	01	00	00	00	02	00	**05**
16	Home Economics	05	00	02	00	00	00	01	**08**
17	Information Tech.	09	42	10	00	42	18	10	**131**
18	Aesthetics Subjects	20	18	04	01	11	02	02	**58**
19	Tamil Language	06	06	04	03	13	03	04	**39**
20	Primary Subjects	04	00	05	02	02	10	03	**26**
21	Agriculture	03	33	01	00	02	00	00	**39**
22	Languages (Hindi/French)	01	08	02	00	00	00	00	**11**
23	Commerce and Accountancy	02	73	03	00	05	02	01	**86**
24	Practical and Tech. Skills	04	19	00	00	00	01	01	**25**
25	Other Extra Reading Books	37	18	06	06	05	11	12	**95**
									1316

- As mentioned in the introduction, the compilation of new Piriven textbooks for Grades one to five was carried out in 2011.

02. In addition to the compilation of textbooks for the students in schools and Pirivenas, preparation of other learning materials which are necessary for the learning-teaching process is added to the duties of the Educational Publications Department. Relevant to that duty, the following is a description of activities rendered by the Department in 2011

- Printing and publishing the Question-and-Answer Book of the Scholarship Examination held in 2011. That book was compiled with the inclusion of the syllabus and the competencies expected from the question paper.
- Publishing three past question paper books – one from each medium. They contained the question papers issued for all the core subjects so that the books would be useful to students who are to sit for the GCE (O/L) examination.
- Printing question paper books relevant to Science, Arts and Commerce streams of the GCE (A/L) examination.

Additionally, the following extra reading books (supplementary reading materials) were compiled for GCE (A/L).

Purathana Gadya Sangrahaya (A collection of old prose)

Gira Sandeshaya

Ketikatha Sangrahaya (A Collection of Short Stories)

Advanced Level – (Physical Geography 1)

Nuthana Padya Sangrahaya (A Collection of Modern Poetry)

Economic Growth and Development

Advanced Level Accounting

- New Approaches to Accounting
- Co-operate Accounting
- Approved Analysis

The above mentioned books can be bought to a concessionary price from all the sales promotion centers of the Educational Publications Department and from all the other bookshops which have been registered under this department.

03. Constructional activities of the Pitipana warehouse complex for which the World Bank supplies funds under Educational Sector Development Framework, are being continued in 2011 as well. The commencement of the construction of the third phase of the warehouse complex is a significant event.

04. Fifteen officers were sent to participate in two training courses (10 days and 06 days) on Book Printing and Editing held at the Institute of Book Publishing in New Delhi, India under the programme of Human Resource Development.

05. With the intention of preparing physically high quality textbooks, a laboratory is being maintained in order to check the physical quality of paper used for textbook printing. Steps have been taken to check the following qualities of paper used to print all the textbooks.

GSM 80 + 2.5 (Tolerance)
Printing paper - Quality Wood Free Surface Sized

Brightness (ISO) - 82% minimum

Opacity - 90% minimum

Tensile Index - MD - 35 min kNm/kg
- CD - 20 min kNm/kg
(Tension of printing paper)

Awarding of Certificates

A programme of awarding certificates to three students in each class from those who have used the textbooks well was implemented in 2011 as recommended from the article V of circular no. 01-33 and 2008.23 of the secretary of the Ministry of Education, on the Reuse of Textbooks.

December 06 of 2011, the Island's Textbook Distribution Day, was selected as the Day of Awarding Certificates.

Through this programme, it was able to minimize the wastage of textbooks and to increase the reuse of textbooks in Grades 6, 7, 8 and 9 from 30%.

The Sinhala and Tamil copies of the certificate awarded to students have been presented as Annex 1 and Annex 2.

Information Technology (IT) Unit

Keeping and updating all the data of the Department, 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. Keeping the database and updating is also a duty assigned to this unit. All the activities of this unit are functioning under the supervision of an assistant commissioner (IT) and a System Analyst. Eight casual basis junior workers have been assigned to support for the duties of this unit.

A summary of the duties performed in 2011 by this unit is given below.

1. Preparing Order - Books for 2012 and handing them over for printing.
2. Supplying the data about the amount of books needed to be printed for 2012, to the Production Section.
3. Computerizing the textbooks prepared by the Development Section and preparing soft copies of them.
4. Creating necessary computer programmes to process the data about delivery of textbooks from the stores and keeping database in the stores.
5. Giving the amount of books delivered and providing the cost of books to the Finance Section.
6. Keeping and up-dating the website of the department.
7. Preparing the cover pages of the Past Question Paper Books published by the Department.
8. Creating the Certificate awarded to students who used the textbooks properly.
9. Computerizing extra books (supplementary readers)
10. Creating Invitation Cards, Banners and Posters necessary for the functions of the Educational Publications Department.
11. Maintaining all the computers of the Department.

Production Section

Introduction

In the Production Section of the Educational Publications Department, two assistant commissioners, two female officers of the Public Management Assistant Service, a female KKS (office assistant) and two casual workers work under the Commissioner (Production and Delivery) . The main duty of this unit is to get all the school textbooks printed with the association of the Government Press, State Printing Corporation and via the printers from the private sector. Additionally, necessary steps are taken to get the Teacher Instruction Manuals that are compiled by the National Institute of Education printed.

Mentioned below is a description of the duties rendered by the Production Section in 2011.

1. Collecting information to prepare specifications before offering the tender for printing textbooks and obtaining stock balances of the warehouses from the IT unit, Delivery Section and from store houses

2. Preparation of specifications via a specification committee to print the textbooks for 2012

3. Handing over the reports prepared by the specification committee to the Finance Section, after taking approval from the Commissioner General

4. Both press copy and Transferred copy are given to each subject officer, and after corrections are entered, the new CDs are obtained and getting them checked with the help of IT Unit

5. Giving the press copies and the relevant correct CDs to the companies which obtained the tenders

6. Co-ordination of the entire process of obtaining proofs from printers till the end of quality checking

7. Inspiring the printers to print in time and making them deliver accurate stocks of books to the Department Stores in time

8. Taking actions to correct printer's devils as well as to correct the stocks of books after informing the printers

9. Checking printing presses when necessary, obtaining their printing schedules, checking them and presenting progress reports daily to the Commissioner General

10. Taking measures to develop the physical quality of the textbooks. Accordingly, including four colour illustrations and pictures for the jackets (covers) as well as for the inside pages. Taking measures to operate the recommendations of the specification committee viz. using 220gsm, art board, laminated cardboard for jackets so that the books become an attractive series

11. Obtaining a laboratory report to check whether every book matches with the specifications

12. Printing Teacher Instruction Manuals in collaboration with the National Institute of Education (NIE)

13. Taking measures to reprint the supplementary readers

14. Printing Question and Answer Papers of GCE (O/L), GCE (A/L) and Grade Five Scholarship Examinations, as books, in collaboration with the Department of Examinations

Publication Section

Six officers of the Public Management Assistant Service and a casual employee work in the publication section of the Department under the supervision of the Commissioner (Production and Delivery).

A summary of work load performed in 2011 by the publication section is given below:

1. Handing over to printers the printing orders of textbooks and teacher instruction manuals

2. Preparing agreements and coming to settlements with printers

3. All the Activities of corresponding regarding supplementary readers from the calling of estimates to printing

4. 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

5. Determining prices of books

6. Preparing vouchers regarding the payments for printers

Distribution Section

Introduction

Distribution section functions under the direct supervision of the Commissioner (Production and Distribution). There are one assistant commissioner, two officers of the Public Management Assistant Service and 22 casual servants working in this 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 centre is decided, based on the statistics collected from schools and distribution centers. These statistics are also used as a base to predict / determine the total amount of books which will be needed for the next year.(order forms are attached in Annexes 3,4,5.)

A description of the duties rendered by this section in 2011 is given below.

Distribution of Textbooks

According to the programme of distributing textbooks for the year 2011, textbooks were directly provided to all the National Schools in the Island, all the Provincial schools whose student population is above 2000 and all the government aided schools whose student population is over 2000. Students in 9700 government schools, 75 government approved private schools and 772 Pirivenas, were given 364 kinds of books. In addition to that, those books were distributed to Teachers' Colleges and Colleges of Education as well. Altogether, it amounts to 4.1 million student population. An expenditure of 3000 million rupees was spent for 30 million copies of textbooks.

Distribution of Teacher Instruction Manuals

Teacher instruction Manuals were distributed according to the needs of the schools in the Island.

Sub-committees to distribute textbooks

Several sub-committees had to be assigned for some matters for which the special attention was needed in distribution of textbooks.

(a) Programme of random checking of the books that are unloaded to the stores was regularized. Accordingly, officers of the quality evaluation committees according to various subjects and media were directed to perform that task.

(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 centers, 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.

Three kinds of issue orders were printed and distributed among divisional directors of education and principals. 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.

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 physical quality of textbooks was improved with the aim of extending the life time of the use of the textbooks to three years.

The official ceremony of distributing free textbooks for the year 2012 was this time organized at Girls' High School, Kandy. That ceremony was held on 06th of December 2011 with Hon. Prime Minister as the Chief Guest and with the participation

of Hon. Minister of Education. One distinguished feature of that function was the award of textbooks for the children with special needs. Programmes of textbook distribution were organized and held on the same day, simultaneously to the official ceremony.

How Direct- Textbook Distribution Centers are Dispersed according to Provinces

Serial No.	Province	Divisional Education offices	New Delivery centers	National Schools	Schools in which the student population is above 2000	Government aided private Schools in which the student population is above 2000	Schools in the Colombo Zone and Nugegoda Division in which the number of students is below 2000	Sum Total
1	Western	31	18	69	56	21	135	**330**
2	Central	51	04	54	16	02		**127**
3	Southern	34	14	63	08	01		**120**
4	Northern	33	07	11	03	01		**55**
5	Eastern	46	00	30	03			**79**
6	North Western	30	16	35	17	00		**98**
7	North Central	22	18	10	08			**58**
8	Uva	22	18	36	07			**83**
9	Sabaragamuwa	01	82	28	10			**121**
Total		**270**	**177**	**336**	**128**	**25**	**135**	**1071**

Finance Section

Educational Publications Department established under the Ministry of Education is a single finance unit which works with an annual allocation of about Rs.2,400 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.

An accountant of Sri Lanka Accountants' Service – Grade I is in-charge of the finance section. There is a vacancy for an accountant of Grade I or II. The main duty of the Educational Publications Department in relation to improving the quality of the education system is to compile, print and distribute textbooks for school children implementing the government policy of free distribution of textbooks. In addition, compilation and printing of educational publications targeted GCE (A/L) and other examinations, books with past question papers are the duties performed by the department. Those books are sold to concessionary prices.

The main means of income of the department is to maintain sales promotion centers.

Six book sales promotion centers are situated under the Educational Publications Department in the following places.

Premises of the Ministry of Education
Olcott Mawatha
Jaffna
National Institute of Education, Maharagama.
Teacher Training Center, Meepe
Colombo Fort Railway Station.

Textbooks, extra reading books (Supplementary Readers) translations, glossaries, lexicons and educational CDs 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 2011.

The total income obtained from the sale of books in 2011 is Rs. 61,231,133.56.

- Isurupaya Book Shop - Rs. 6,142,821.80
- Olcotte Mawatha Book Shop - Rs.44,423,607.95
- Jaffna Bok Shop - Rs.1,164,736.97
- NIE, Maharagama Book Shop - Rs.6,344,272.84
- Teacher Training Center, Meepe - Rs.1,660,836.00
- Fort Railway Station - Rs.1,494,858.00

Opportunities were given to both students and large crowd of personnel who came from various places of the country to buy the publications of the department by participating in the "Deyata Kirula" National Exhibition held from 04.02.2011 to 10.02.2011 and international book Exhibition held in Bandaranaike Memorial International Conference Hall (BMICH) , Colombo from 17.09.2011 to 25.09.2011.

Financial Performance Report – 2011

Budget Description	Annual Allocations - 2011	Actual Expenditure 31.12.2011
Voted Expenses		
Personal salaries and wages	24,097,860.00	18,722,828.00
Other recurrent expenditures	2,288,140.00	2,228,516.00
Total recurrent expenditure	**26,386,000.00**	**20,951,344.00**
Capital Expenses		
Rehabilitations and Improvements	155,000.00	152,630.00
Acquisition of Capital Assesses		
Furniture and office equipment	700,000.00	536,616.00
Plant and machineries	1,000,000.00	953,782.00
Buildings	37,500,000.00	747,155.00
Skill development	2,500,000.00	2,392,550.00
Total	**41,855,000.00**	**4,782,733.00**
Other Capital expenditure		
Enhancing quality of school textbooks	50,500,000.00	8,537,169.00
Approved Advance Account		
Maximum debit limit (printing and distribution of textbooks)	2,900,000,000.00	2,329,474,138.87
Minimum credit limit	2,900,000,000.00	2,357,376,210.95
Maximum debit balance limit	4,000,000,000.00	1,025,087,310.19
Government Officers' Advance Account		
Maximum debit limit	6,280,000.00	8,202,530.50
Minimum credit limit	3,600,000.00	7,042,591.50
Maximum debit balance limit	28,000,000.00	21,339,197.36

Indicators that show the progress – 2011

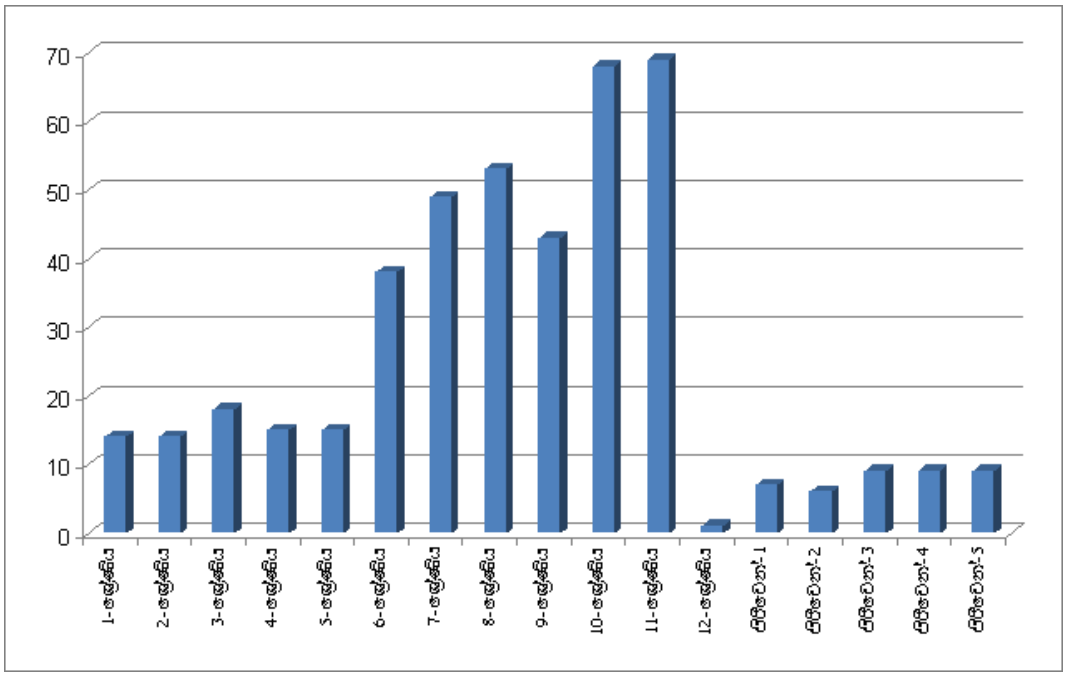
Following table shows how the textbooks produced in 2011 are categorized according to the medium.

School textbooks published by the Educational Publications Department for the school year 2012 (According to the medium)		
Serial number	**Medium**	**No. of categories of books**
1	Books in Sinhala medium	159
2	Books in Tamil medium	158
3	Books in English medium	55
4	English language books (For all media)	26
5	Sinhala medium books for Pirivena	31
6	English language books for Pirivena	4
7	Piriven Tamil	5
	Sum total	**437**

New Supplementary Readers Compiled for Advanced Level in 2011

Name of the Book	Progress
Purathana Gadya Sangrahaya	printing completed
Gira Sandesaya	Prepared for printing
Ketikatha Sangrahaya	Prepared for printing
A/L Physical Geography I	Being edited
Nuthana Padya Sangrahaya	Prepared for printing
Economic Growth and Development	printing completed
A/L Accounting • New Approaches of Accounting • Cooperate Accounting • Approved Analysis	 Printing completed Printing completed Printing completed

Number of Books Published for Each Grade for the Year 2012 - 2011



Printing School Textbooks for 2012 - 2011

Serial No.	Printing Press	No. of kinds of books	No. of copies
01	Government Press	05	905,000
02	State Printing Corporation	81	7,400,900
03	Open Tender	308	26,041,450
Total of the kinds of books		394	**34,347,350**

Printing Teacher Instruction Manuals for 2012 - 2011

Serial No.	kinds of books	No. of kinds of books
01	611 Teacher Instruction Manuals	06
02	12 13 Teacher Instruction Manuals	46
Total of the kinds of books		52

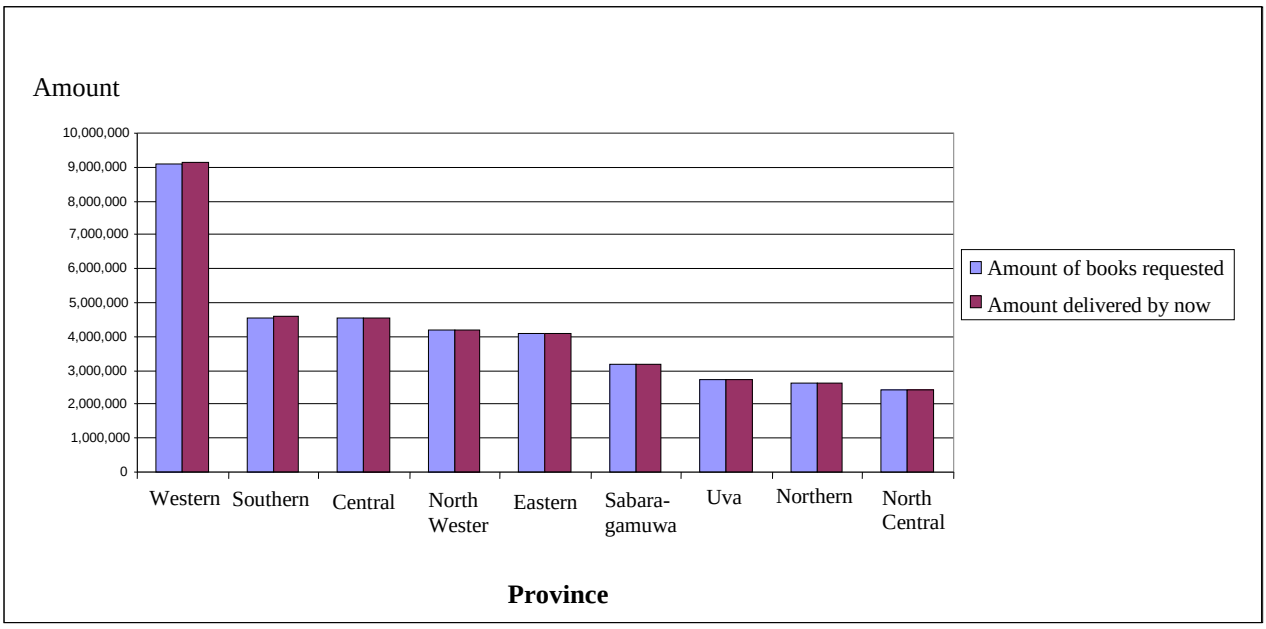
Printing Q and A books and Extra Reading books for 2012 - 2011

Serial No.	kinds of books	No. of kinds of books	No. of Copies
01	Extra books	06	95,000
02	Question and Answer books	21	354,000
Total of the kinds of books		27	449,000

Progress of the distribution of school textbooks for 2012 - 2011

Serial No.	**Province**	**Amount of books requested**	**Amount delivered**	**Amount of distribution as a percentage of the demand**
1	Western	9,191,229	9,191,229	100.00
2	Southern	4,580,698	4,580,698	100.00
3	Central	4,536,826	4,536,826	100.00
4	North-Western	4,107,822	4,107,822	100.00
5	Eastern	4,009,792	4,009,792	100.00
6	Sabaragamuwa	3,200,374	3,200,374	100.00
7	Uva	2,668,575	2,668,575	100.00
8	Northern	2,537,587	2,537,587	100.00
9	North Central	2,415,760	2,415,760	100.00
Total		**37,248,663**	**37,441,264**	**100.00**

Amount of Demand and Supply



New Accesses

Sale of Books of External Writers at Sales Promotion Centers of Educational Publications Department

The educational books published by external writers and publishers are sold at the sales promotion centers of the Educational Publications Department in accordance with the financial regulations of the government following an approval of a board of experts. This will create an opportunity for the readers to buy a quality book and for the relevant writers to sell their books.

Mobile Book Selling Vehicles

Measures are being taken to dispatch two mobile book selling vehicles to the schools around the country to sell supplementary readers, subject related books, recommended books, Q and A books and Teacher Instruction Manuals published by EPD. This will enable the students in difficult areas to buy books for a concessionary price.

New Supplementary Readers for Advanced Level

Measures have been taken to publish a number of subject related supplementary books along with new advanced level syllabus.

Summary

Expected Objectives and Progress in 2011

1. **Producing textbooks necessary for the year 2012**

   All the textbooks needed to students for 2012 have been produced within the scheduled period of time.

2. **Printing Teacher Instruction Manuals prepared by NIE**

   Printing of teacher instruction manuals prepared and sent by NIE has been performed successfully.

3. **Enhancing the quality of textbooks reprinted for 2012**

   Updating the subject matter and developing the quality of all the textbooks to be distributed to students, for 2012 has successfully been completed before reprinting with the participation of boards of intellectuals.

4. **Producing Supplementary Readers and Question and Answer Books for GCE (A/L) and other examinations**

   A good many number of supplementary readers have been compiled with the collaboration of panels of intellectuals. They have been put to sale for a concessionary price at the sales promotion centers of the department and at the registered bookshops. Question papers of 2011 Scholarship examination and GCE (O/L) and GCE (A/L) examinations have been prepared in both media i.e., Sinhala and Tamil as Question and Answer books and put to sale for a concessionary price.

5. **Distributing the school textbooks, needed to students for 2012, to schools and delivery centers**

   Distribution of all the requested books by schools and delivery centers has been completed before the end of the year 2011.

6. **Distribution of Teacher Instruction Manuals**

   All the printed Teacher Instruction Manuals have been sent to schools and distribution centers so that they are obtained by the teachers.

7. Encourage re-use

Awarding certificates and making students aware of the reuse of textbooks were carried out to encourage the reuse of textbooks. This enabled to minimize the wastage of textbooks.

8. Human Resource Development Activities

The performance of the department was increased with overseas training offered on two occasions to 21 officers

9. **The completion of the second phase of the Warehouse Complex - Pitipana (Phase – C (A and D Block)**

The construction of this warehouse complex was commenced on 20th December 2010 and it was scheduled to complete on 10th June 2011. But during the construction process the contractor was involved in a judicial procedure related to a problem arisen during the disposal of soil. The construction process was on hold nearly for six months till the judicial matter was settled. The construction work was recommenced on 16th May 2011 after the judicial proceedings. Therefore the construction could not be completed by 10th June 2011.the construction work proceeds from 16th May 2011and by the end of 2011 the slab of the ground floor was completed.

10 ශ්‍රේණිය

පාසල් පෙළපොත් හොඳින් පරිහරණය කිරීමේ වැඩසටහන

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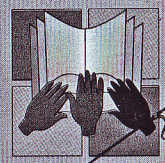
2011



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජය මගින්
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ජාතික ධනය සුරැකීමේ කරන ලද දායකත්වය වෙනුවෙන්

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මෙම සහතිකය ප්‍රදානය කරන ලදී.

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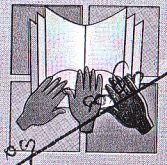
2011. 12. 09

பாடசாலைப் பாடநூல்களைச் சிறப்பாகப் பயன்படுத்தும் வேலைத்திட்டம்
கல்வி வெளியீட்டுத் திணைக்களம்
கல்வி அமைச்சு
2011



இலங்கை சனநாயகச் சோசலிசக் குடியரசினால் இலவசமாக வழங்கப்படும் பாடநூல்களை மிகச் சிறப்பாகப் பயன்படுத்தியதன் மூலம் தேசிய சொத்தைப் பாதுகாப்பதில் பங்களித்தமைக்காக

..... பாடசாலையில் ..... தரத்தில்

கல்வி கற்கும்..... எனும்

மாணவனுக்கு / மாணவிக்கு இச்சான்றிதழ் வழங்கப்படுகின்றது.

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அதிபர்

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டபிள்யூ.எம்.என்.ஜே.புஷ்பகுமார
கல்வி வெளியீட்டு ஆணையாளர் நாயகம்

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எச்.எம்.குணசேகர
செயலாளர்
கல்வி அமைச்சு

கல்வி வெளியீட்டுத் திணைக்களம், இசுருபாய, பத்தரமுல்ல
2011. 12. 09

ඇමුණුම 03

කේත අංකය :
குறியீட்டு இல :

කාර්යාලයීය ප්‍රයෝජනය සඳහා
அலுவலக உபயோகத்திற்காக

EPD/2012/01

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பாடநூல் கோரல் படிவம்

2012

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நேரடி விநியோகம்

පළාත :.....
மாகாணம்

කලාපය :.....
வலயம்

ජාතික පාසල/සිසුන් 2000 ට වැඩි පාසල

தேசிய பாடசாலைகள் / மாணவர்கள் 2000ஐ விட கூடிய பாடசாலைகள்/:

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கல்வி வெளியீட்டுத் திணைக்களம்

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குறியீட்டு இல. :

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அலுவலக உபயோகத்திற்காக

EPD/2012/02

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பாடநூல் கோரல் படிவம்

මධ්‍යස්ථානය හරහා පෙළපොත් බෙදා හරින පාසල්

மத்திய நிலையங்களினூடாக பாடநூல் விநியோகிக்கப்படும் பாடசாலைகள்

2012

පළාත :.....
மாகாணம்

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කොට්ඨාසය :.....
கோட்டம்

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மத்திய நிலையம்

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பாடசாலை

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கல்வி வெளியீட்டுத் திணைக்களம்

කේත අංකය :
குறியீட்டு இல. :

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அலுவலக உபயோகத்திற்காக



EPD/2012/03

මධ්‍යස්ථාන පෙළපොත් ඇණවුම් ලේඛනය
மத்திய நிலைய பாடநூல் கோரல் படிவம்

2012

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மாகாணம் :.....

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வலயம் :.....

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கோட்டம் :.....

මධ්‍යස්ථානය
மத்திய நிலையம் :.....

අධ්‍යාපන ප්‍රකාශන දෙපාර්තමේන්තුව
கல்வி வெளியீட்டுத் திணைக்களம்