

Annual Performance Report

2012



Educational Publications Department

Performance Appraisal – 2012

Education Publication Department

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1. Introduction and Background Information

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 equipment 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 that are necessary for educational activities.
- ❖ Production, distribution and sale of the learning aids, audio-visuals and other equipment.
- ❖ Encouraging the production of reading materials.

Educational Publications Department, established as a B – Grade department 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.

2. Vision and Mission

Vision

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

Mission

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

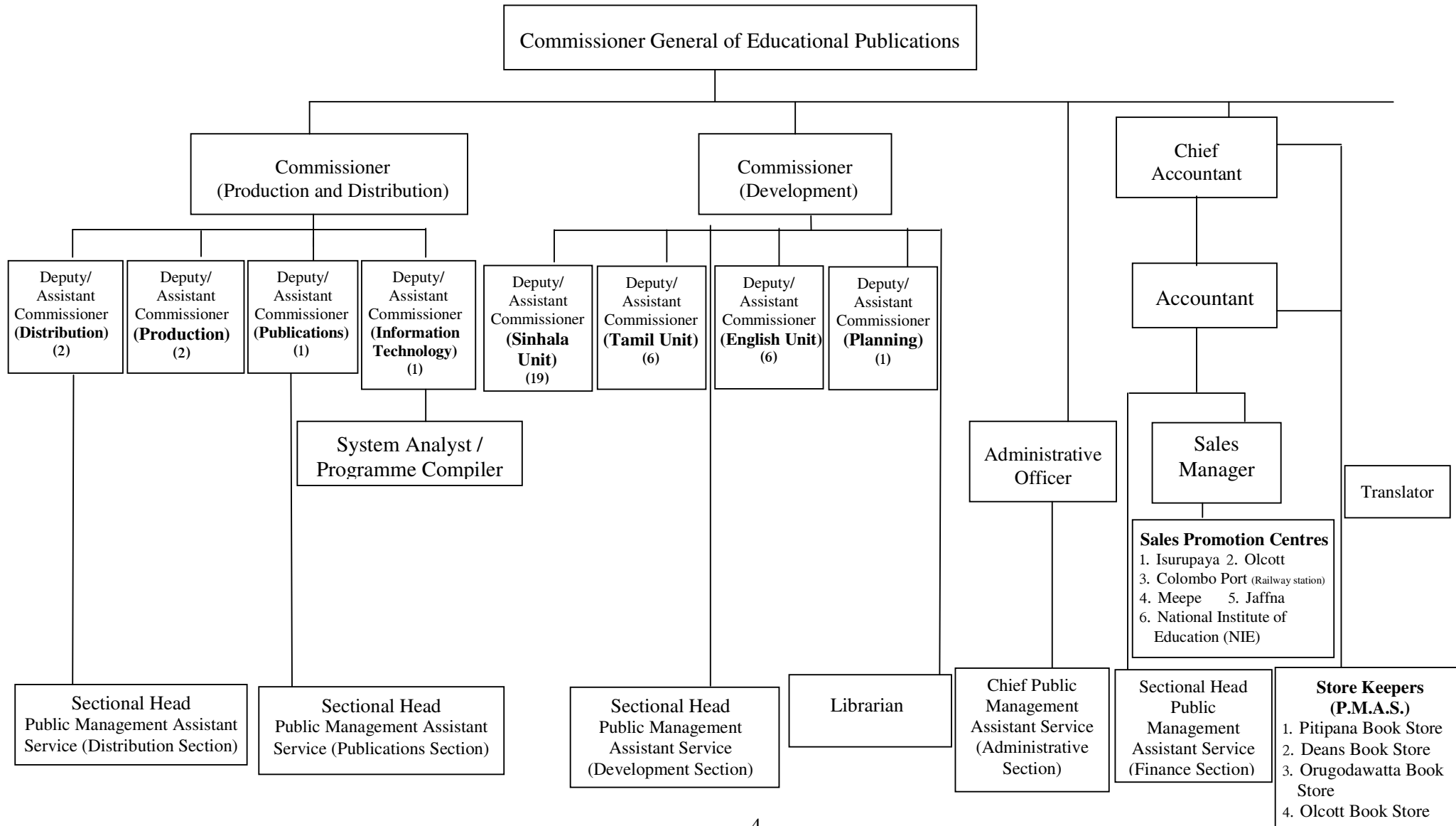
3. Organizational Structure and Administration of the Educational Publications Department

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



4. 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 2012 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/II	01	01	-
Deputy Commissioner	SLEAS	I/II	38	24	14
Assistant Commissioner		III			
Assistant Commissioner (Information Technology) System Analyst	SLI_TS	III	01	01	-
Administrative officer	PMAS	Super Grade	01	-	01
Sales Manager	Departmental	-	01	01	-
Language Translator	Departmental	Sinhala / Tamil Sinhala /English	01 01	-	02
Computer Page Makers	Departmental	-	06	-	06
Public Management Assistant Service	PMAS PMAS PMAS	I II III	53	10 15 13 } }	15
Librarian	Librarian Service	III	01	-	01
Development Assistant	Associated Services	-	20	04	16
Financial Assistant	Associated Services	-	01	01	-
Budget Assistant	Associated Services		01	01	
Proof Reader	Departmental	Sinhala Medium English Medium Tamil Medium	02 01 01	- - -	02 01 01
Artist	Departmental	-	01	-	01
Driver	Driver's Service	I II 'A' II 'B'	12	02 03 06 } }	01
Office Assistant Service	OAS	I II III	15	01 03 -	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			222	135	87

Officers who were transferred to EPD in 2012

<u>Designation</u>	<u>Grade</u>	<u>No.of Officers</u>
1. Sri Lanka Accountants' Service	I	01
2. SLEAS	I	01
3. SLEAS	II	01
4. SLEAS	III	01
5. Public Management Assistants' Service	II	01
6. Driver	I	01
7. Office Assistants' Service	I	01

Officers who Departed in 2012 on transfers

<u>Designation</u>	<u>No. of Officers</u>
1. Sri Lanka Education Administrative Service Grade III	01
2. Public Management Assistants Service Grade II	01
3. Public Management Assistants Service Grade III	01
4. Driver Grade I	01
5. Office Assistants Service Grade III	01

Officers who obtained Promotions in 2012

<u>Designation</u>	<u>No. of Officers</u>
1. Public Management Assistants' Service – From Grade II to Grade I	01

Officers who retired from service in 2012

<u>Designation</u>	<u>No. of Officers</u>
1. Public Management Assistants' Service I	03
2. Administrative Officer	01

New Appointments in 2012

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

Overseas training in 2012 -

The Commissioner General of Educational Publications has participated in a training programme which has been organized by the Government of South Korea, held in South Korea from 24.09.2012 to 28.09.2012

In-land (Local) trainings -

Four Assistant Commissioners have participated in a ten-day- course on Digital Technology for writers held by the National Institute of Libraries and Information Science (NILIS) of the University of Colombo.

Trainings of the officers of Public Management Assistants' Service -

<u>Course</u>	<u>No.of Officers participated</u>
1. Public Management Assistant Service Grade III (Service Initiating Training)	01
2. Training Course on Maintenance of Personal Files	02
3. Training Course on Office Management	03
4. Basic Computer Training	01
5. Training on Preparing Salaries	02
6. Training on Good Governance and Human Resource Management	02
7. Training on Project Management	01
8. Training on Government Audit Activities	02

5. Development Section

Introduction

Development Section is the academic unit of the Educational Publications Department that has devoted to endow beneficial, virtuous and talented citizens through the development of quality of education by preparing and supplying learning aids.

- Compilation of textbooks based on the syllabuses prepared by the National Institute of Educational (NIE) and
- Planning and implementing various strategies in order to develop the quality of the reprints of the books compiled by the Educational Publications Department are the main duties of that section.

In addition,

- Compiling supplementary reading books for GCE (A/L) and other higher examinations is 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). Its staff in 2012 consisted of 28 Deputy and Assistant Commissioners and 2 Development Assistants.

In order to develop the quality of textbooks compiled by the Educational Publications Department, various strategies were brought in to play during the year 2012. Details are given below.

01. Several workshops to edit textbooks were conducted with the participation of various resource persons in order to improve the quality of textbooks which were printed for 2013. During these workshops, up-dating the subject matters and including the accurate and correct subject matters were done by the resource persons. A committee of subject specialists representing various facets in the field of education, such as university bodies like professors and doctors and in-service advisers and teachers were appointed for those workshops.

02. Here, up-dating the subject matters of the textbooks and revising was done. Later, textbooks were prepared for printing after entering subject matters, data, illustrations etc. by extracting them from latest sources. Copies containing revisions were computerized and soft copies were prepared by the end of April. Then, manuscripts and soft copies prepared for reprint were handed over to the production section. During the months of May, June, July and August proofs received from printing presses were read, accuracy of subject contents, and illustrations was confirmed and handed them back for printing.

Serial No.	No. of Days	Subjects for which workshops were conducted	No. of Participants
01	21,22 and 23 of February 2012	Grades 6-11 Sinhala language and literature Geography Buddhism English Science (S/T/E) History (S/T) Health and Physical Education (T/E) Mathematics (S/T/E)	94
02	28 and 29 of February and 01 March 2012	Grade 1-5 Mathematics (S/T)	12

03. Compilation of new textbooks for Pirivena students relevant to grades from 1-5 was initiated in 2011. That project was carried on in the year 2012 as well. Below mentioned are the newly compiled textbooks for Pirivena students.

Sanskrit	-	Grade 2
Sinhala	-	Grade 1
Sinhala	-	Grade 2
Sociology	-	Grade 3
Pali	-	Grade 1

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 2012

- Printing and publishing the Question-and-Answer Book of the Scholarship Examination held in 2012. 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 readers) were compiled for GCE (A/L).

Name of book	Progress
A/L Chemistry (General and inorganic chemistry)	On progress
Gira Sandesha	Given over for printing
Collection of Short Stories	Given over for printing
A/L Physical Geography - I	Given over for printing
Collection of contemporary Poems	Given over for printing
A critique of the Novel “Malagiya Eththo” (the Dead and Gone)	Final editing is being done

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

Constructional activities of the Pitipana warehouse complex for which the World Bank supplies funds, are being continued in 2012 as well, construction of the third phase of the warehouse complex is now reaching its winning post.

04. 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)

05. Under the Human Resource Development Programme, four Assistant Commissioners participated and successfully completed “Digital Technology for Writers”, a ten-day-course conducted by the National Institute of Libraries and Information Science (NILIS) of the University of Colombo.



Question Answer books for Grade 5
Scholarship examination (In Sinhala
and Tamil media)



Question Answer books for G.C.E
O/L Examination (In Sinhala and
Tamil media)



Supplementary Readers



New Textbooks for Piriven Education

6. 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. All the activities of this unit are functioning under the supervision of an assistant commissioner (IT) and a System Analyst. Eleven casual basis junior workers have been assigned to support for the duties of this unit.

The following tasks are performed by this unit.

1. Preparing Order - Book for 2013 and handing it over to the production section.
2. Supplying the data about the amount of books needed to be printed for 2013, 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 value of books to the Finance Section.
6. Keeping and up-dating the website of the department and uploading textbooks into the website.
7. Taking necessary measures to introduce novel technology to the sales Promotion Centres that are functioning under the Department.
8. Introducing necessary technical methodologies to make the process of obtaining textbook orders from schools efficient.
9. Preparing covers (jackets) of the books containing model questions with answers and past papers with answers prepared for Grade five scholarship examination, GCE (O/L) and GCE (A/L)
10. Computerizing the extra books (supplementary readers)
11. Creating Invitation Cards, Banners and Posters necessary for the functions of the Educational Publications Department and the Ministry of Education.
12. Maintaining all the computers of the Department.

On line Textbooks



Textbooks in www.edupub.gov.lk Website



7. 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 2012,

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 2013.
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 obtain the tenders.
6. Co-ordination the process of obtaining proofs from presses, getting them checked by relevant officers and sending them back to the relevant printers.

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 evils.
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.

8. Publication Section

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

A summary of work load performed in 2012 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.

9. Distribution Section

Introduction

Distribution section functions under the direct supervision of a 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 centres. These statistics are also used as a base to predict / determine the total amount of books which will be needed for the next year.

Duties

- Distribution of the textbooks before the beginning of new school year for all the National schools, Provincial schools, Government approved private schools and Pirivenas which are situated island wide.
- Distribution of the teacher instruction manuals for all the National schools, Provincial schools, Government approved private schools, Pirivenas and Zonal Education Offices situated island wide.
- Performing activities regarding payments of transport grants (allowances) for all the schools that obtain textbooks from textbook delivery centres / Zonal Education Office and performing activities regarding payments of grants for in-charge officers of delivery centres / assistant centre-officers and for labourers.
- Preparing paying vouchers for textbook transport institutes.
- Collecting / updating / summarizing and storing data relevant to the necessities of textbooks.
- Taking measures to complete (fulfil) the entire needs of textbooks by co-ordinating Provincial Education Offices / Zonal education Offices / Divisional Educational Offices / Textbook Delivery Centres and all the schools in the island.

- Preparing daily reports on receiving and issuing of textbooks during the delivery period.
- Taking actions to keep records accurately on receiving and issuing of stocks of textbooks through the management of storing activities of warehouses that belong to the department.

Textbook Distribution

According to the textbook delivery programme of 2012, textbooks were distributed by the department directly to all the national schools in the island, all the provincial schools of which the student population is over 2000. In addition, textbooks were distributed to other government schools through distribution centres. Furthermore, textbooks were given free of charge to government grant-in-aid schools. Also, textbooks were directly distributed to all the schools in the Colombo Zone and to all the schools in the Nugegoda Division. Accordingly, approximately 38 million copies of 437 kinds of textbooks were distributed among 4.1 million student population who are learning in 9732 government schools, in 76 government grant-in-aid schools and 800 pirivenas.

Activities relevant to re-use of textbooks

Textbooks supplied to students free of charge should be given back to school at the end of the year, for reuse. (Textbooks printed for the primary section, workbooks and the textbooks given to students who are to sit for GCE (O/L) examination are not taken back) The reuse programme is relevant only from grade six to grade nine. The basic objectives of this programme are,

- i. Giving the students an understanding of the value of using textbooks with care and
- ii. Minimizing the expenditure, the government has to bear for supplying textbooks free of charge.

Free textbook Distribution Ceremony

The official ceremony of distributing free textbooks for the year 2013 was this time organized at Dharmaraja Vidyalaya, Kandy. That ceremony was held with Hon. Minister of Education as the Chief Guest and with the participation of Hon. Governor and Hon. Chief Minister of Central Province. One distinguished feature of that function was the award of textbooks for the children with special needs. That day had been named as the Textbook Distribution Day. Programmes of textbook distribution were organized and held on the same day, simultaneously to the official ceremony.

Special Programme for Re-supplying textbooks to areas affected by floods

A special programme for re-supplying textbooks expeditiously to the students who were affected by floods, were organized and implemented. Thus, needs could be completed within few days after receiving the orders.

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 evaluation committees according to various subjects 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 centres, schools and divisions were the duties of this unit. This facilitates to lessen the number of times, the books to be transported to the same district as a result of preparing issue orders according to the daily obtained data regarding kinds and amounts of books received by the stores.
- (c) Three kinds of issue orders were printed and distributed among divisional directors of education and principals. Because of that, mistakes that occurred when obtaining data and when distributing could be minimized and the duty could be performed more efficiently and more accurately. As textbooks relevant to Basic Pirivena are distributed through the web of divisional education office, steps were taken to obtain the requisition of Pirivena books from chief incumbent of each Pirivena after getting them entered to the textbook order book itself as textbooks.

Preparing vouchers to pay textbook transport allowances

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

Preparation of paying vouchers for textbook transport institutions and forward for necessary action



Distribution of textbooks



10. 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.2,900 million.

Educational Publications Department has been upgraded as a “Grade A” Department so that it can accomplish its duty of publishing books efficiently; by giving it both financial and authoritative power necessary for all the activities including agreements regarding publications. A chief accountant, an accountant, 13 officers from Management Assistant Service, a budget assistant, a finance assistant and a development assistant have been attached to the Finance Branch.

In addition to implement the government policy of providing textbooks free of charge, compilation and printing of educational publications targeted GCE (A/L) and other examinations , books with past question papers and books with evaluation reports are the duties performed by the department. Those books are sold to concessionary prices.

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

Six book sales promotion centres 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 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 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.

The total income obtained from the sale of books in 2013 is Rs. 62,836,384.38.

• Isurupaya Book Shop	- Rs. 12,289,820.60
• Olcotte Mawatha Book Shop	- Rs.41,517,660.23
• Jaffna Bok Shop	- Rs.1,478,578.75
• NIE, Maharagama Book Shop	- Rs.5,348,351.30
• Teacher Training Center, Meepe	- Rs.1,316,965.00
• Fort Railway Station	- <u>Rs.885,008.50</u>
	<u>Rs. 62,836,384.38</u>

Apart from this, a programme of selling books of private book publishers is implemented.

Total income obtained from selling private books in 2012 is Rs.479, 172.50

• Isurupaya Book Shop	- Rs.39,980.00
• Olcotte Mawatha Book Shop	- Rs.86,702.50
• NIE, Maharagama Book Shop	- Rs.223,900.00
• Teacher Training Center, Meepe	- Rs.110,185.00
• Fort Railway Station	- Rs.19,405.00
	<u>Rs.479,172.50</u>

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 04.20.201 to 10.02.2012 and international book Exhibition held in Bandaranaike Memorial International Conference Hall (BMICH) , Colombo from 18.09.2012 to 26.09.2012.

Educational Publications Department

Income obtained by selling books - 2012

Month	Olcott Mawatha bookshop	Isurupaya bookshop	Jaffna bookshop	Meepe bookshop	Colombo Fort bookshop	Maharagama bookshop	Total
January	6,200,294.05	2,200,153.00	168,799.35	153,202.00	115,818.00	460,196.05	9,298,462.45
February	1,784,592.21	758,725.00	127,855.45	112,221.00	50,295.50	458,319.40	3,292,008.56
March	2,011,738.90	597,051.90	58,552.10	126,312.00	100,498.00	539,353.60	3,433,506.50
April	1,315,425.35	469,496.50	217,512.80	106,727.00	60,248.00	404,011.35	2,573,421.00
May	1,904,317.93	578,788.50	194,362.50	108,044.00	77,557.00	557,108.85	3,420,178.78
June	2,418,399.15	539,995.80	186,145.40	159,817.00	106,791.00	594,088.90	4,005,237.25
July	2,495,518.35	583,207.50	116,997.00	125,480.00	86,724.00	557,276.00	3,965,202.85
August	1,761,073.81	689,213.00	91,448.90	80,218.50	58,281.00	390,743.90	3,070,979.11
September	1,722,867.50	1,094,802.00	60,399.55	65,166.50	35,203.00	417,497.45	3,395,936.00
October	4,979,415.76	994,115.50	79,104.40	82,512.00	60,757.00	381,085.00	6,576,989.66
November	4,890,466.20	1,039,682.40	56,885.00	78,784.00	65,376.00	327,894.80	6,459,088.40
December	10,033,551.02	2,444,590.00	120,516.30	118,481.00	67,442.00	260,776.00	13,045,356.32
Total	41,517,660.23	11,989,821.10	1,478,578.75	1,316,965.00	884,990.50	5,348,351.30	62,536,366.88

Income obtained by selling private books - 2012

Month	Olcott Mawatha bookshop	Isurupaya bookshop	Meepe bookshop	Colombo Fort bookshop	Maharagama bookshop	Total
January	3,435.00	-	8,920.00	1,935.00	18,870.00	33,160.00
February	360.00	-	1,450.00	950.00	9,485.00	12,245.00
March	415.00	-	670.00	-	24,840.00	25,925.00
April	1,240.00	-	850.00	1,565.00	17,870.00	21,525.00
May	2,975.00	-	400.00	1,485.00	20,005.00	24,865.00
June	3,580.00	600.00	15,530.00	1,820.00	30,980.00	52,510.00
July	27,500.00	-	1,350.00	2,990.00	27,560.00	59,400.00
August	3,040.00	11,405.00	25,525.00	3,300.00	21,700.00	64,970.00
September	870.00	5,745.00	11,295.00	1,670.00	8,830.00	28,410.00
October	29,950.00	4,695.00	15,050.00	1,250.00	18,265.00	69,210.00
November	11,887.50	8,365.00	15,590.00	1,810.00	14,230.00	51,882.50
December	1,450.00	8,170.00	13,555.00	630.00	11,265.00	35,070.00
Total	86,702.50	38,980.00	110,185.00	19,405.00	223,900.00	479,172.50

11. Annual Allocations and Expenditure

The actual recurrent expenses of the Educational Publications Department in the year 2012 were 21.81 million rupees and the allocation was 29.44 rupees. This balance was due to different measures taken to reduce the expenses. In addition, when capital expenses are considered, the allocation was 60.8 million rupees and the expenses were 44.93 million rupees.

Total Allocation and Actual Expense (Recurrent) - 2012			
code	Project	Total Allocations	Actual Expense
		2012	2012
1	Personal salaries and wages	26,950,000.00	19,414,059.01
	Other recurrent expenditures	2,494,000.00	2,400,448.92
	Total recurrent expenditure	29,444,000.00	21,814,507.93
Total Allocation and Actual Expense (Capital) - 2012			
code	Project	Total Allocations	Actual Expense
		2012	2012
1	Rehabilitations and Improvements		
	Vehicles	200,000.00	182,293.09
	Acquisition of Capital Assesses		
	Furniture and office equipment	600,000.00	596,438.00
	Plant and machineries	800,000.00	780,390.00
	Buildings and constructions	43,128,000.00	43,128,000.00
	Human Resource Development		
	Training and Skill Development	600,000.00	239,031.00
	Other Capital expenses - Investments		
	Enhancing the quality of school textbooks – project for knowledge based economy – Sri Lankan Government – World Bank	10,000,000.00	-
	Total	55,328,000.00	44,926,152.09

Approved Advance Account - 2012			
code	Project	Total Allocations	Actual Expense
		2012	2012
	Maximum debit limit (printing and distribution of text books)	2,900,000,000.00	1,827,276,033.51
	Minimum credit limit	1,850,000,000.00	1,853,728,062.62
	Maximum debit balance limit	4,000,000,000.00	998,635,281.08
Government Officers' Advance Account - 2012			
code	Project	Total Allocations	Actual Expense
		2012	2012
	Maximum debit limit	5,280,000.00	5,283,792.00
	Minimum credit limit	3,740,000.00	7,198,469.00
	Maximum debit balance limit	30,416,000.00	19,424,520.36

12. Indicators that show the progress – 2012

12.1 Number of books published by the Educational Publications Department for each grade for the year 2013 and the number of books a student will receive.

Grade	No. of books (in accordance with language, religion and optional subjects)			No. of books a student receives
	As single books	As parts	total	
Grade 1	14	0	14	4
Grade 2	14	0	14	4
Grade 3	12	6	18	8
Grade 4	13	2	15	6
Grade 5	13	2	15	6
Grade 6	28	10	38	14
Grade 7	17	32	49	20
Grade 8	13	40	53	21
Grade 9	23	20	43	16
Grade 10	49	19	68	15
Grade 11	37	32	69	15
Grade 12	1	0	1	1
Total number of textbooks	234	163	397	130
Piriven 1	7	0	7	7
Piriven 2	6	0	6	6
Piriven 3	9	0	9	9
Piriven 4	9	0	9	9
Piriven 5	9	0	9	9
Total number of Piriven books	40	0	40	40
Sum total	274	163	437	

12.2. Following table shows how the textbooks produced in 2012 are categorized

School textbooks published by the Educational Publications Department for the school year 2013 (According to the medium)		
Serial number	Medium	No. of categories of books
1	Books in Sinhala medium	160
2	Books in Tamil medium	158
3	Books in English medium	53
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

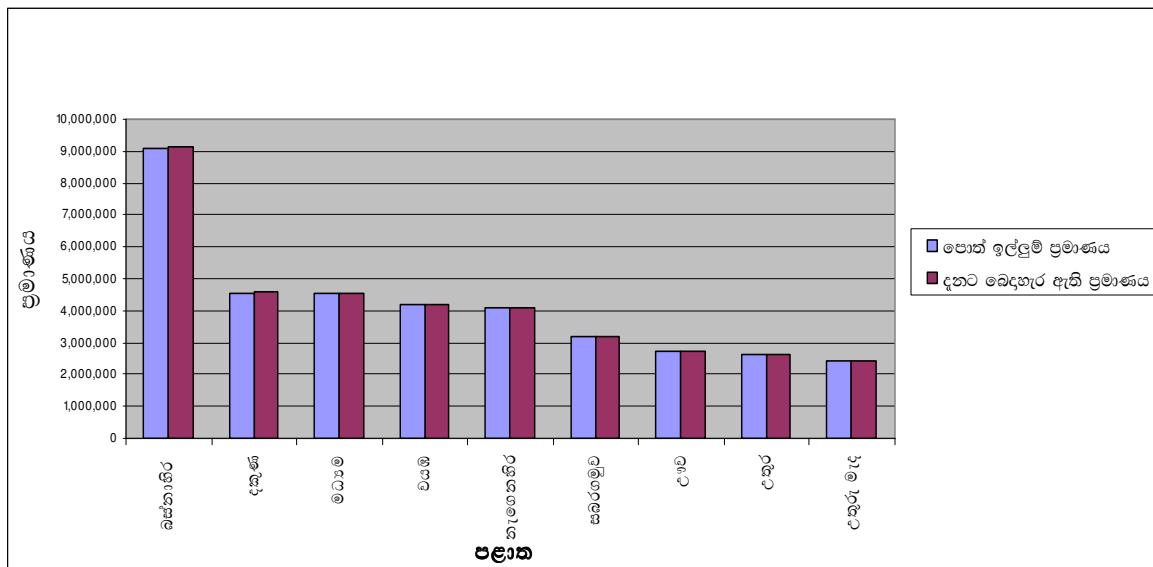
12.3. Number of books uploaded to the website of the Educational Publications Department

Grade	Sinhala	Tamil	English	Total
Grade 1	6			6
Grade 2	6	2		8
Grade 3				
Grade 4				
Grade 5			3	3
Grade 6	7	6	7	20
Grade 7	15	16	9	40
Grade 8	17	20	13	50
Grade 9	20	17	10	47
Grade 10	19	21	8	48
Grade 11	19	17	13	49
Total no. of textbooks	109	99	63	271

12.4. Progress of the distribution of school textbooks for 2013

Serial No.	Province	Amount of books requested	Amount delivered by now	Amount of distribution as a percentage of the demand
1	Western	9,081,607	9,081,607	100.00
2	Southern	4,566,895	4,566,895	100.00
3	Central	4,537,974	4,537,974	100.00
4	North-Western	4,203,645	4,203,645	100.00
5	Eastern	4,102,144	4,102,144	100.00
6	Sabaragamuwa	3,178,233	3,178,233	100.00
7	Uva	2,716,526	2,716,526	100.00
8	Northern	2,625,718	2,625,718	100.00
9	North Central	2,428,522	2,428,522	100.00
Total		37,441,264	37,441,264	100.00

12.5. Amount of Demand and Supply



12.6. How textbook distribution centres are dispersed to achieve success of the process of textbook distribution.

Serial No.	Province	Divisional Education offices	Delivery centres	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	30	20	69	59	28	130	336
2	Central	51	12	51	28	02	-	144
3	Southern	33	16	64	09	01	-	123
4	North-Western	31	14	35	19	-	-	99
5	Uva	22	16	36	08	-	-	82
6	Northern	34	05	13	06	01	-	59
7	Estern	49	-	28	04	-	-	81
8	North Central	22	18	10	10	-	-	60
9	Sabaragamuwa	01	83	28	10	-	-	122
Total		273	184	334	153	32	130	1106

12.7. Printing School Textbooks for 2013-2012

Serial No.	Printing Press	No. of kinds of books	No. of copies
01	Government Press	05	975,000
02	State Printing Corporation	77	7,304,250
03	Open Tender	322	29,173,950
Total of the kinds of books		404	37,453,200

12.8. Printing Teacher Instruction Manuals for 2013-2012

Serial No.	kinds of books	No. of kinds of books
01	6-11 Teacher Instruction Manuals	01
02	12- 13 Teacher Instruction Manuals	07
Total of the kinds of books		08

12.9. Printing Q and A books and Extra Reading books for 2013 - 2012

Serial No.	kinds of books	No. of kinds of books
01	Extra books	06
02	Question and Answer books	06
03	Evaluation Report of GCE (O/L)	09
Total of the kinds of books		21

- **New supplementary readers published in 2012**
 - පිරිවැය හා කළමනාකරණ ගිණුම්කරණය (උසස් පෙළ හා උසස් විභාග)
Cost and Management Accountancy (for Advanced Level and higher examinations)
 - ආර්ථික වර්ධනය හා සංවර්ධනය (උසස් පෙළ හා උසස් විභාග)
Economic Growth and Development (for Advanced Level and higher examinations)
 - ගණිතය පැවරුම් - 6 ශ්‍රේණිය (සිංහල)
Mathematics Assignments – Grade 6 (Sinhala)
 - ගණිතය පැවරුම් - 6 ශ්‍රේණිය (දෙමළ)
Mathematics Assignments – Grade 6 (Tamil)
 - ගණිතයට අත්වැලක් - 11 ශ්‍රේණිය (සිංහල)
A Helping Hand to Mathematics – Grade 11 (Sinhala)
 - ගණිතයට අත්වැලක් - 11 ශ්‍රේණිය (දෙමළ)
A Helping Hand to Mathematics – Grade 11 (Tamil)
- **New Piriven books compiled in 2012,**
 - Sanskrit - Grade 2
 - Sinhala - Grade 2
 - Sociology - Grade 3
 - Pali - Grade 1

These books have been published with an attractive look.

- **Reconstruction the website of the department**
- **Opening the ground floor – second phase of Pitipana warehouse complex in 04.09.2012**
- **Printing the evaluation reports issued by the department of examinations and issuing them to sell at a concessionary price**
- **Starting an Effectiveness Promotion Programme in the Educational Publications Department parallel to the programme implemented in the Ministry of Education**

14. Summary

Expected Objectives in 2012 and their progress

1. **Producing textbooks necessary for the year 2013**

All the textbooks needed to students for 2013 have been produced within the scheduled period of time.

2. **Enhancing the quality of textbooks reprinted for 2013**

Updating the subject matter and developing the quality of all the textbooks to be distributed to students, for 2013 has successfully been completed before reprinting with the participation of boards of intellectuals.

3. **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 with a concessionary price at the sales promotion centres of the department and at the registered bookshops. Question papers of the 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 with a concessionary price.

4. **Distributing the school textbooks, needed to students for 2013, to schools and delivery centres**

Distribution of all the requested books by schools and delivery centres has been completed before the end of the year 2012.

5. **Human Resource Development activities**

- Commissioner General of Educational Publications has participated in the programme that was held in South Korea from 24.09.2012 to 28.09.2012
- Four Assistant Commissioners have followed and successfully completed a ten-day-course on Digital Technology for writers held by the National Institute of Libraries and Information Science (NILIS) of the University of Colombo.

- Opportunities have been given in several occasions to the officers belong to Management Assistant Service to participate in various training programmes.

6. **Warehouse Complex - Pitipana**
Second stage Phase - C – Ground floor

This was declared open in 04.09.2012 and used to store textbooks.

Third stage

Building the walls and constructing the roof of the 100' x 30' building has been completed. It is scheduled to complete it by 30.06.2013

7. **Effectiveness Promotion Programme**

An Effectiveness Promotion Programme was started in the Educational Publications Department parallel to the programme implemented by the Effectiveness Operation Unit of the Ministry of Education.

8. **Inclusion of textbooks to the website of the Educational Publications Department**

School textbooks published by the department has been included into the departmental website so that they can be downloaded free of charge.

9. **Mobile Vehicles for selling books**

Supplementary readers, subject – related books, Question and Answer books, recommended books and Teacher Instruction Manuals issued by Educational Publications Department have been directed to schools, islandwide for sale using 2 mobile vehicles

10. **Selling books of external writers, in the sales promotion centres of the department**

Books were selected to sell in departmental sales promotion centres after obtaining the approval of a board of intellectuals, in accordance with the financial regulations. Actions were taken to sell these books in the sales promotion centres.



The opening of the second phase



Book sales Promotion Center Isurupaya



Quality Textbook offered to student on time

