

# **Annual Performance Appraisal 2013**



**EDUCATIONAL PUBLICATIONS  
DEPARTMENT**

# **Performance Appraisal – 2013**

## **Educational Publications Department**

### **Contents**

|                                                | <b>Page NO.</b> |
|------------------------------------------------|-----------------|
| 1. Introduction and background information     | 1               |
| 2. Vision and Mission                          | 2               |
| 3. Organizational Structure and Administration | 3 - 4           |
| 4. Administration Branch                       | 5 - 7           |
| 5. Development Section                         | 8 - 10          |
| 6. Information Technology Unit                 | 11              |
| 7. Production Section                          | 12 - 14         |
| 8. Publication Section                         | 15              |
| 9. Distribution Section                        | 16 - 19         |
| 10. Finance Section                            | 20 - 25         |
| 11. Internal Audit Section                     | 26 - 27         |

# **1. Introduction and Background Information**

## **Introduction**

Educational Publications Department is a super – graded department which has been established 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 are its main responsibilities.

## **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 30<sup>th</sup> September 1966.

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

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

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

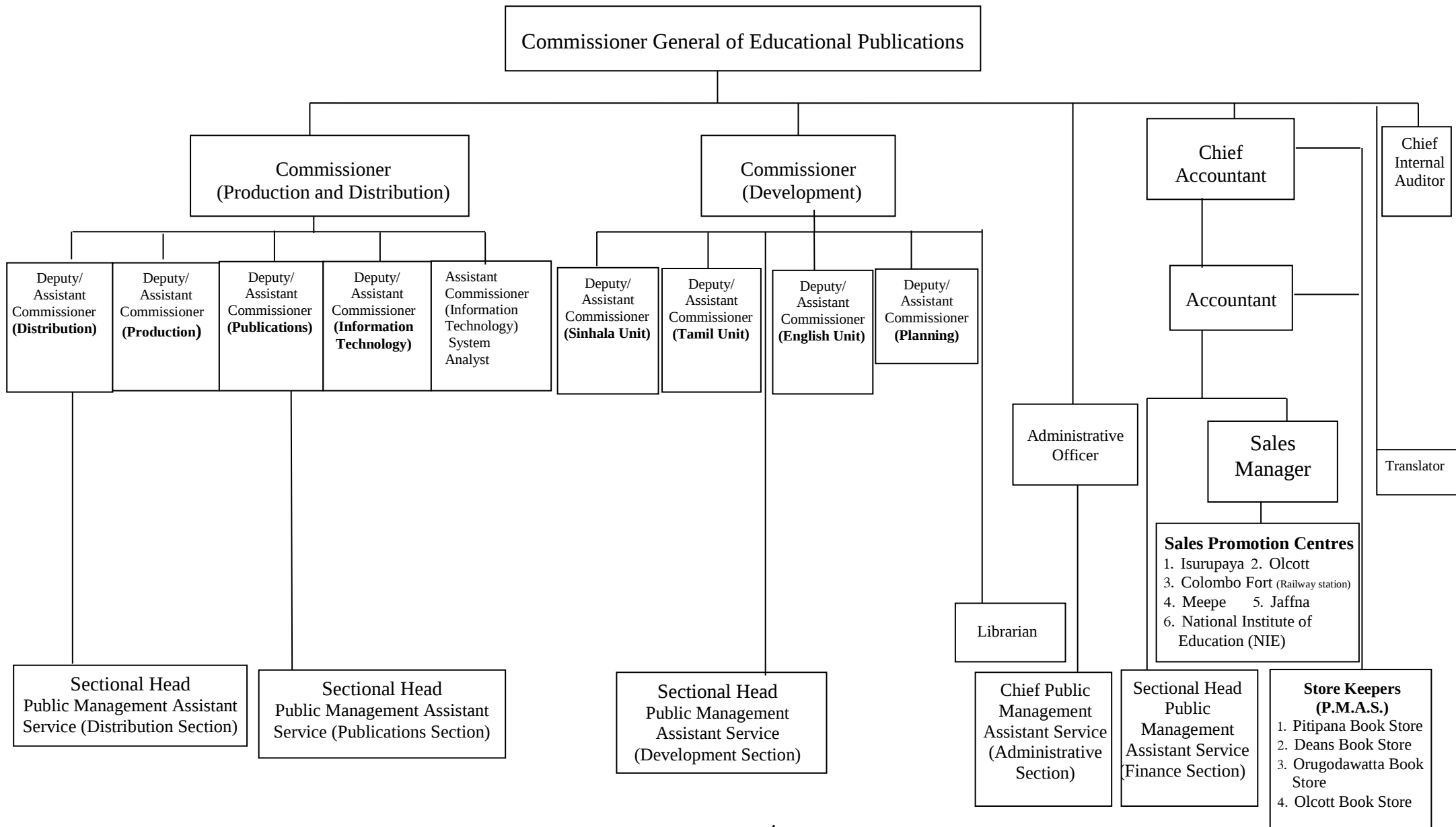
### **3. Organizational Structure and Administration of the Educational Publications Department**

The Commissioner General of Educational Publications Department who proceeds as the Chief Administrator is bestowed with the assistance and co-operation of two Commissioners of Grade one officers of Sri Lanka Educational Administrative Service namely Commissioner (Production and Distribution) and Commissioner (Development) and 28 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 Educational Publications Department has been divided into six sections to facilitate smooth functioning and easy-administration, as Administration Section, Development Section, Production and Publication Section, Distribution Section, Information Techonology section (IT 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 31<sup>st</sup> December 2013 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                       | 28                              | 10               |
| 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<br>Sinhala /English              | 01<br>01                 |                                 | 02               |
| Computer Page Makers                                           | Departmental         |                                                  | 06                       |                                 | 06               |
| Public Management Assistant Service                            | PMAS<br>PMAS<br>PMAS | I<br>II<br>III                                   | 55                       | 11<br>18<br>07 } }              | 19               |
| Librarian                                                      | Librarian Service    | III                                              | 01                       |                                 | 01               |
| Development Assistant                                          | Associated Services  |                                                  | 20                       | 13                              | 07               |
| Financial Assistant                                            | Associated Services  |                                                  | 01                       | 01                              |                  |
| Budget Assistant                                               | Associated Services  |                                                  | 01                       | 01                              |                  |
| Proof Reader                                                   | Departmental         | Sinhala Medium<br>English Medium<br>Tamil Medium | 02<br>01<br>01           |                                 | 02<br>01<br>01   |
| Artist                                                         | Departmental         | -                                                | 01                       |                                 | 01               |
| Driver                                                         | Driver's Service     | I<br>II 'A'<br>II 'B'                            | 12                       | 02<br>04<br>05 } }              | 01               |
| Office Assistant Service                                       | OAS                  | I<br>II<br>III                                   | 15                       | 01<br>02<br>02                  | 10               |
| Sales Assistant                                                |                      |                                                  | 15                       | 15                              |                  |
| Store Room Watcher (Warehouse)                                 | Preliminary Service  |                                                  | 07                       | 07                              |                  |
| Store Room Labourer                                            | Preliminary Service  |                                                  | 35                       | 35                              |                  |
| Laboratory Worker (Servant)                                    | Preliminary Service  |                                                  | 01                       | 01                              |                  |
| Library Worker                                                 | Preliminary Service  |                                                  | 01                       | 01                              |                  |
| <b>Total</b>                                                   |                      |                                                  | <b>224</b>               | <b>161</b>                      | <b>63</b>        |

## Officers who were transferred to EPD in 2013

| <u>Designation</u>                      | <u>Grade</u> | <u>No.of Officers</u> |
|-----------------------------------------|--------------|-----------------------|
| 1. SLEAS                                | I            | 01                    |
| 2. SLEAS                                | III          | 01                    |
| 3. Public Management Assistants Service | II           | 05                    |
|                                         | I            | 02                    |
| 4. Driver                               | I            | 01                    |
|                                         | II           | 01                    |
| 5. Office Assistants Service            | II           | 01                    |

## Officers who departed in 2013 on transfers

| <u>Designation</u>                              |              | <u>No. of Officers</u> |
|-------------------------------------------------|--------------|------------------------|
| 1. Sri Lanka Educational Administrative Service | Grade II     | 01                     |
| 2. Sri Lanka Accountants' Service               | Grade I      | 01                     |
| 3. Public Management Assistants' Service        | Grade II     | 04                     |
| 4. Public Management Assistants' Service        | Grade III    | 01                     |
| 5. Driver                                       | Grade I      | 01                     |
|                                                 | Grade II 'B' | 01                     |
| 6. Office Assistants Service                    | Grade II     | 01                     |

## Officers who retired from service in 2013

| <u>Designation</u>                       |         | <u>No. of Officers</u> |
|------------------------------------------|---------|------------------------|
| 1. Public Management Assistants' Service | Grade I | 02                     |

## New Appointments in 2013

| <u>Designation</u>                | <u>No. of Officers</u> |
|-----------------------------------|------------------------|
| 1. Office Assistants' Service III | 02                     |
| 2. SLEAS III                      | 06                     |
| 3. Sales Assistants III           | 06                     |
| 4. Store Room Labourers III       | 09                     |
| 5. Store Room Watchers I          | 01                     |

### **Overseas training in 2013 -**

The Commissioner General of Educational Publications and an Assistant Commissioner have participated in a special training programme which has been organized by the Government of India, held in India from 01.08.2013 to 10.08.2013.

### **In-land (Local) trainings under the Departmental Provisions**

1. Four officers have participated in CIGAS training course conducted by Miloda Institute.
2. Six officers have participated in the computer course conducted by SDFL Institute.
3. Tamil course conducted by the Department of Official Languages has been followed by 25 officers.

## 5. Development Section

### Introduction

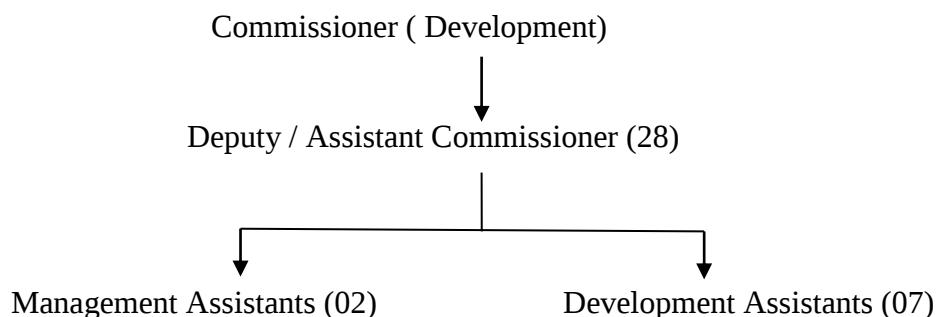
Development Section is the academic unit of the Educational Publications Department that has devoted to endow beneficial, virtuous and talented citizens through the development of quality of education by preparing and supplying learning aids.

- Compilation of textbooks based on the syllabi 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.

### Staff of the Development Section



- Implementing various strategies to develop the quality of reprints in 2013 for the year 2014.
- Up- dating the subject contents of the core subjects (Mathematics, Science, Religion, English and History)
- Entering – those revisions in the CD s of the text books prepared for reprint and handing them over to the Production Section by May were completed by the Development Section.

Newly prepared text books for Pirivenas relevant to grades 1-5 are as follows: (this project was started in 2011)

| <b><u>Grade</u></b> | <b><u>Subject</u></b>              |
|---------------------|------------------------------------|
| Grade 1             | Thripitaka                         |
| Grade 2             | Thripitaka                         |
| Grade 3             | Piriven Sinhala, Piriven Sanskrit  |
| Grade 4             | Piriven Sinhala, Piriven Sociology |

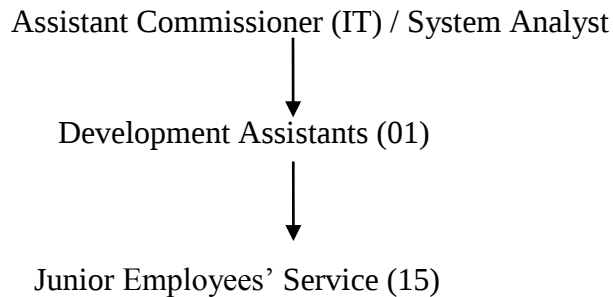
Tasks done by the Development Section in compiling textbooks according to the new syllabi

01. A special work session was held with the participation of subject co-ordinators of the NIE, professors, doctors and lecturers of the universities and lecturers of the Colleges of Education with the view of investigating whether the prevailing textbooks should be excluded and written anew according to the new syllabi or whether the prevailing textbooks should be continually used after redacting them deeply.
02. A session was held to exchange ideas between a board of scholars of the country and the officers of the Educational Publication Department in order to identify an in-house style of language use and to find out the features of a qualitative textbook.
03. Two awareness work sessions for boards of writers and editors were held, one at 'Janakala Kendraya' (Center for Traditional Folk Arts) on 25th June 2013 and other at the Auditorium of the Ministry of Education on 27th June 2013 from 8.30 a.m. to 5.00 p.m. .
04. New syllabi which are to be implemented from 2015 onwards for grades 6 and 10 were given to us by the National Institute of Education. Accordingly, boards of writers were appointed to compile textbooks. Two teachers/ in-service advisers who contributed to compile Teacher Instruction Manuals were compulsorily included to those boards of writers. Each board of editors consisted of the relevant subject director of the NIE, a professor / doctor of a University, an officer from the Department of Examinations, and the subject officer of the Educational Publications Department. The intention of appointing this kind of an editors' board for each subject was to compile a high quality textbook.

05. Compilation of 28 textbooks in all three languages (Sinhala, Tamil and English) was started in 2013. Preliminary actions were taken to compile new textbooks in an optimal level by conducting meetings of writers/ editors. Writing and editing of chapters were started during 2013.
06. In 2013 too, testing of paper used for printing textbooks was checked for quality. Sensitive machinery and the mechanical service available in our laboratory were very useful for that purpose.
07. Our department was eulogised by the Ministry of Productivity Promotions for carrying on the activities of the Department of Educational Publications and presenting Progress Reports on time by contributing to the Productivity Promotion Programme.
08. A Bar Code System was introduced to the books that are sold in the sales promotion centre, Isurupaya, of the Educational Publications Department. Activities of the sales promotion centres can be effectively, systematically and efficiently carried out by this system. This can also be regarded as a very special success we achieved during this year.

## 6. Information Technology (IT) Unit

Responsibility of keeping and updating all the data of the Department lies with this unit. Computerizing textbooks, supplementary readers and other books and receiving the soft copies of them and processing them so that they are suitable for printing are the main duties of this unit.



**The following tasks are performed by this unit.**

1. Preparing Order - Books for 2014 and handing them for printing.
2. Supplying the data about the amount of books needed to be printed for 2014, 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 of the stores.
5. Giving the details of the amount of books delivered and providing the value of books to the Finance Section.
6. Maintaining and up-dating the website of the department and uploading textbooks into the website.
7. 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)
8. Computerizing the supplementary readers
9. Creating Invitation Cards, Banners and Posters necessary for the functions of the Educational Publications Department and the Ministry of Education.
10. Maintaining all the computers of the Department.

## 7. Production Section

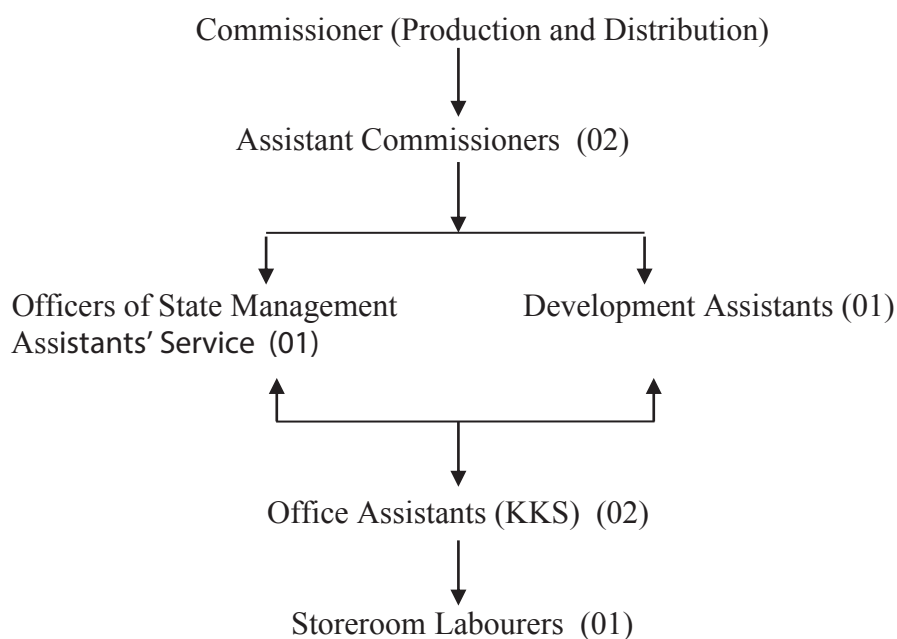
### Introduction

The prime duty of this section is to get all the textbooks that are prepared for students under the conduct of Educational Publications Department, printed via the Government Press, State Printing Corporation and printers from the private sector.

In addition to that, printing of Teacher Instruction Manuals and syllabi compiled by the National Institute of Education is assigned to this section.

From this year onwards Assessment Reports are printed in association with the Department of Examinations.

### Staff of the Production Section



A description of the duties rendered by the Production Section in 2013 is given below:

- 01' Collecting information for the preparation of specifications, prior to giving the textbook printing tender. Obtaining stock balances from the IT unit, Distribution Section and the stores.
02. Preparation of specifications for printing textbooks for 2014 via a specification committee, based on those stock balances.

03. Handing over the reports prepared by the specification committee to the Finance Section after obtaining the Commissioner General's approval.
04. Handing both press copies and transferred copies over to each subject officer; getting the corrections entered and getting the relevant CD s checked from the IT unit.
05. Entrusting relevant press copies and correct CD s to the companies which obtained the tenders.
06. Preparing new specifications for the books that are to be written for Grades 1,6 and 10 according to the new syllabi.
07. Checking all the tasks regarding textbooks: from the step of proof reading to quality checking.
08. Stimulating the printers to print in time and making them deliver accurate stocks of books to the stores.
09. Making the printers aware to correct printer's errors and to correct the stocks whenever the supply is inaccurate.
10. Checking printing presses when necessary, obtaining their printing schedules, checking them and preparing daily progress reports on production.
11. Taking necessary actions to develop the physical quality of textbooks. Accordingly, including four- colour- illustrations and pictures for the jackets as well as for the inside pages. Using 220 gsm laminated artboard for the jackets in order to create an attractive book series for students.
12. Obtaining a laboratory report to check whether each book matches with the specifications.
13. Printing Teacher Instruction Manuals in collaboration with the National Institute of Education (NIE)
14. Printing supplementary reading books.
15. Printing Question and Answer paper books of GCE (O/L), GCE (A/L) and grade 5 scholarship examinations in collaboration with the Department of Examinations.

## Indicators which demonstrate progress

### Printing of school textbooks for 2014 - 2013

| Serial No. | Press                      | No. of kinds of books | No. of copies |
|------------|----------------------------|-----------------------|---------------|
| 01         | Government Press           | 5                     | 1,030,000     |
| 02         | State Printing Corporation | 81                    | 8,546,100     |
| 03         | Open tender                | 315                   | 27,611,500    |
|            | Total no. of books         | 401                   | 37,187,600    |

### Printing of Teacher Instruction Manuals for 2014 – 2013

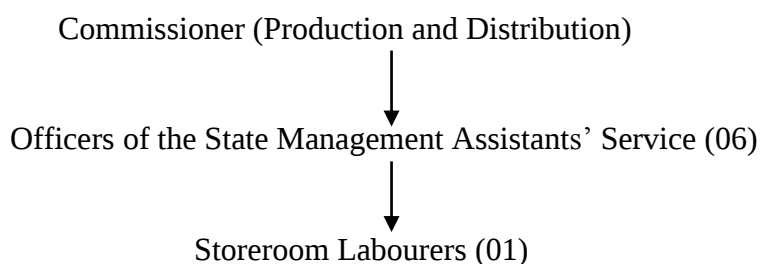
| Serial No. | Name of books        | No. of kinds of books |
|------------|----------------------|-----------------------|
| 01         | 6-11 TIMs            | 39                    |
| 02         | 12-13 TIMs           | 06                    |
|            | Total kinds of books | 45                    |

### Printing of Question and Answer books and Supplementary Reading books - 2013

| Serial No. | Kinds of books                 | No. of kinds of books |
|------------|--------------------------------|-----------------------|
| 01         | Supplementary readers          | 30                    |
| 02         | Question and Answer books      | 17                    |
|            | Total number of kinds of books | 47                    |

## 8. Publication Section

### Staff of the Publication Section



A summary of duties performed in 2013 by the publication section is given below:

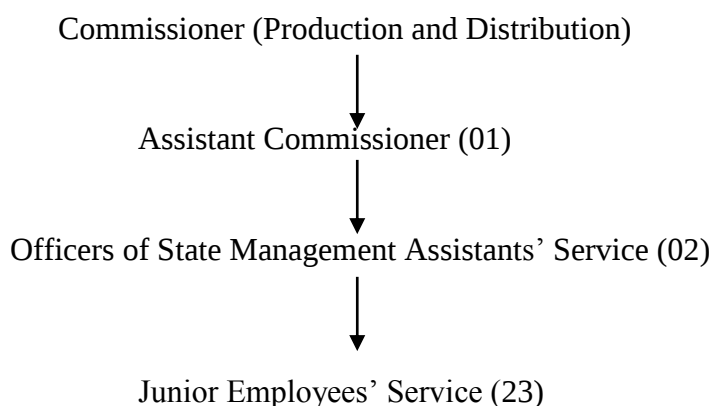
1. Handing over to printers the printing orders of textbooks and teacher instruction manuals.
2. Preparing agreements and coming to settlements with printers.
3. All the activities of corresponding to supplementary readers from the calling of estimates for printing.
4. All the activities from calling 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**

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.

### **Staff of the Distribution Section**



### **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 / Divisional Education Offices 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.
- Storing data regarding the amount of books printed and the amount of books requested during the past years.
- Storing data regarding the amount of books distributed during the past years.
- Collecting the contact numbers of principals as well as teachers who are in – charge – of textbooks and updating them.
- Calculating the amount of books to be printed for the coming year.

### **Distribution of Textbooks**

Schools for which textbooks are directly delivered by the Department of Educational Publications:

- All the national schools in the island.
- Provincial schools whose student population is above 2000.
- All the schools in Colombo zone.
- All the schools in Nugegoda division.

### **Schools for which textbooks are distributed via distribution centres**

- Other government schools
- Government approved private schools
- Pirivens

Accordingly, approximately 38 million copies of 437 kinds of books were distributed to 41 million student population who are in 9732 government schools, 76 government approved private schools and 800 pirivens.

### **Activities relevant to re-use of textbooks**

Textbooks supplied to students free of charge should be given back to school at the end of the year, for reuse. (Textbooks printed for the primary section, workbooks and the textbooks given to students who are to sit for GCE (O/L) examination are not taken back) The reuse programme is relevant only from grade six to grade nine. The basic 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 2014 was this time organized at Magammana Maha Vidyalaya, Homagama. That ceremony was held with Hon. Minister of Education as the Chief Guest and with the participation of Hon. Governor of Western Province. One distinguished feature of that function was the award of textbooks for the children with special needs. That day had been named as the Textbook Distribution Day. Programmes of textbook distribution were organized and held on the same day, simultaneously to the official ceremony.

### **Textbook Distribution**

There are several factors for which special attention was paid:

- (a) Quality of textbooks which are unloaded to our stores by the printers is checked before they are distributed. A board of officers from the Educational Publications Department goes to relevant storehouse and checks samples selecting in a random way from the stocks received by the stores from time to time. As this process was regularised, it was able to confirm the quality of textbooks which go to the hands of students.
- (b) A programme compilation and progress control unit was added to the Distribution Section. Planning the book distribution programme and preparing issue orders for the books that are to be sent to the delivery centres, schools and divisions were the duties of this unit. This facilitates to lessen the number of times, the books to be transported to the same district as a result of preparing issue orders according to the daily obtained data regarding kinds and amounts of books received by the stores.

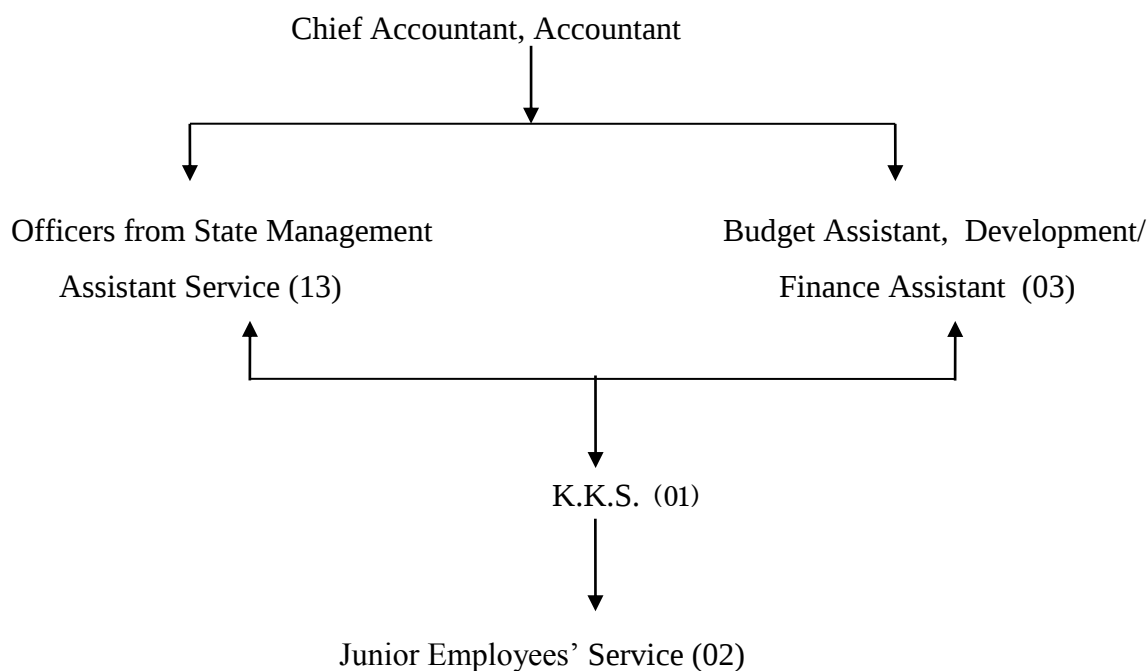
- (c) Three kinds of issue orders were printed and distributed among divisional directors of education and principals. Because of that, mistakes that occurred when obtaining data and when distributing could be minimized and the duty could be performed more efficiently and more accurately. As textbooks relevant to Basic Pirivena are distributed through the web of divisional education office, steps were taken to obtain the requisition of Pirivena books from chief incumbent of each Pirivena after getting them entered to the textbook order book itself as textbooks.

**Preparing vouchers to pay textbook transport allowances**

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

## 10. Finance Section

### Staff of the Finance Section



### Duties

- Preparing estimates of Annual expenditure and limits of Advance Accounts and activities regarding the revisions of estimations and their limits.
- Rendering procurement tasks regarding print and transport of textbooks.
- Preparing salaries and issuing cheques for all the staff of the department.
- Activities relevant to payments of overtime, subsistence allowances (Batta) and other allowances of all the staff of the department.
- Paying for all the staff the Distress Loan, Bicycle Loan and Festival Advance and reclaiming them.
- Paying for all the staff, all the payments which are to be paid in cash (except salaries and Distress Loan)
- Maintaining all – the books, ledgers and account books necessary for payments.
- Preparing monthly account synopsis (summary) deposit account reports, bank comparison records etc.
- Preparing annual appropriation account and the final account reports of the Advance accounts.
- Clearing bills/ receipts for all the utility services relevant to the department.
- Paying the printing costs of textbooks and transport costs.

- Paying the officers' charges for distributing of textbooks; Paying principals' allowances for transporting textbooks and paying the allowances of the in – charge officers of the textbook delivery centres.
- Holding annual verifications and surveys and implementing the recommendation 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.
- Calling for prices, co- ordination of technical evaluation committees, reference to the procurement boards and working according to their decisions for all the purchasing goods for the departmental use; Paying for the items bought.
- Payments regarding the provisions of other services needed for the department.
- Activities relevant to providing advances and reimbursing them.
- Maintaining files and documents regarding the items taken to the main store of the department under the recurrent expenses and capital expenditure; issuing those items in an orderly manner.
- Activities regarding the weeding of obsolete items (unusable items) which are verified to be destroyed by the annual verification.
- Maintaining files and documents regarding all the departmental vehicles; Performing all the activities regarding the vehicles in the department.
- Issuing fuel for vehicles correctly; checking the running charts of drivers.
- Carrying out the 'Sigas' programme accurately, according to the circulars on finance issued by the government.

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

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

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 at a concessionary price.

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

Premises of Jaffna Central College

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. 81,342,102.90

|                                  |                     |
|----------------------------------|---------------------|
| • Isurupaya Book Shop            | - Rs. 27,182,691.30 |
| • Olcott Mawatha Book Shop       | - Rs. 44,480,439.50 |
| • Jaffna Book Shop               | - Rs. 976,070.03    |
| • NIE, Maharagama Book Shop      | - Rs. 6,132,629.05  |
| • Teacher Training Center, Meepe | - Rs. 1,553,371.00  |
| • Fort Railway Station           | - Rs. 1,016,902.00  |

|       |                     |
|-------|---------------------|
| Total | - Rs. 81,342,102.90 |
|-------|---------------------|

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

Total income obtained from selling private books in 2013 is Rs.794,696.50

|                                  |                  |
|----------------------------------|------------------|
| • Isurupaya Book Shop            | - Rs. 165,870.00 |
| • Olcotte Mawatha Book Shop      | - Rs. 310,336.50 |
| • NIE, Maharagama Book Shop      | - Rs. 112,865.00 |
| • Teacher Training Center, Meepe | - Rs. 193,870.00 |
| • Fort Railway Station           | - Rs. 11,775.00  |

|       |                  |
|-------|------------------|
| Total | - Rs. 794,696.50 |
|-------|------------------|

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 23.03.2013 to 29.03.2013 and International Book Exhibition held at Bandaranaike Memorial International Conference Hall (BMICH) , Colombo from 14.09.2013 to 22.09.2013.

## **Educational Publications Department**

### **Income obtained by selling books - 2013**

| <b>Month</b>     | <b>Olcott Mawatha bookshop</b> | <b>Isurupaya bookshop</b> | <b>Jaffna bookshop</b> | <b>Meepe bookshop</b> | <b>Colombo Fort bookshop</b> | <b>Maharagama bookshop</b> | <b>Total</b>         |
|------------------|--------------------------------|---------------------------|------------------------|-----------------------|------------------------------|----------------------------|----------------------|
| <b>January</b>   | 6,889,340.86                   | 2,533,645.50              | 141,271.35             | 111,734.00            | 79,527.00                    | 256,133.90                 | <b>10,011,652.61</b> |
| <b>February</b>  | 2,888,248.63                   | 715,667.50                | 109,172.50             | 107,237.50            | 92,786.00                    | 459,618.95                 | <b>4,372,731.08</b>  |
| <b>March</b>     | 2,226,431.60                   | 521,823.00                | 73,542.65              | 138,976.00            | 81,178.00                    | 495,257.00                 | <b>3,537,208.25</b>  |
| <b>April</b>     | 1,491,689.43                   | 524,729.00                | 61,014.00              | 132,368.50            | 81,840.00                    | 351,814.40                 | <b>2,643,455.33</b>  |
| <b>May</b>       | 2,891,203.40                   | 555,064.90                | 114,066.80             | 175,404.50            | 88,278.00                    | 487, 945.10                | <b>4,311,962.70</b>  |
| <b>June</b>      | 3,944,550.80                   | 700,064.00                | 70,010.40              | 181,082.00            | 88,411.00                    | 507,178.90                 | <b>5,491,297.10</b>  |
| <b>July</b>      | 2,732,555.98                   | 731,964.00                | 52,005.40              | 148,951.00            | 126,184.00                   | 565,214.00                 | <b>4,356,874.38</b>  |
| <b>August</b>    | 2,717,027.07                   | 1,050,019.00              | 70,499.05              | 133,131.00            | 84,852.00                    | 510,699.90                 | <b>4,566,228.02</b>  |
| <b>September</b> | 4,411,039.66                   | 921,494.00                | 44,130.55              | 74,285.00             | 69,261.00                    | 463,160.00                 | <b>5,983,370.21</b>  |
| <b>October</b>   | 2,342,393.70                   | 819,979.00                | 52,083.15              | 108,770.00            | 53,956.00                    | 599,311.50                 | <b>3,976,493.35</b>  |
| <b>November</b>  | 3,430,504.04                   | 13,080,885.00             | 53,597.88              | 111,338.00            | 57,892.00                    | 575,610.50                 | <b>17,309,827.42</b> |
| <b>December</b>  | 8,515,454.35                   | 5,027,356.40              | 134,676.30             | 130,093.50            | 112,737.00                   | 860,684.90                 | <b>14,781,002.45</b> |
| <b>Total</b>     | <b>44,480,439.52</b>           | <b>27,182,691.30</b>      | <b>976,070.03</b>      | <b>1,553,371.00</b>   | <b>1,016,902.00</b>          | <b>6,132,629.05</b>        | <b>81,342,102.90</b> |

## Income obtained by selling private books - 2013

| Month        | Olcott Mawatha bookshop | Isurupaya bookshop | Meepe bookshop    | Colombo Fort bookshop | Maharagama bookshop | Total             |
|--------------|-------------------------|--------------------|-------------------|-----------------------|---------------------|-------------------|
| January      | 8,505.00                | 2,125.00           | 21,270.00         | 1,480.00              | 15,075.00           | <b>48,455.00</b>  |
| February     | 3,335.00                | 770.00             | 19,080.00         | 2,360.00              | 13,355.00           | <b>38,900.00</b>  |
| March        | 5,830.00                | 7,665.00           | 17,675.00         | 1,350.00              | 15,590.00           | <b>48,110.00</b>  |
| April        | 15,228.00               | 7,555.00           | 16,415.00         | -                     | 11,945.00           | <b>51,143.00</b>  |
| May          | 29,265.00               | 4,395.00           | 20,705.00         | 2,025.00              | 7,885.00            | <b>64,275.00</b>  |
| June         | 86,900.50               | 10,055.00          | 12,415.00         | 1,070.00              | 6,055.00            | <b>116,495.50</b> |
| July         | 57,830.00               | 10,685.00          | 18,570.00         | 835.00                | 7,340.00            | <b>95,260.00</b>  |
| August       | 11,403.00               | 12,430.00          | 19,395.00         | -                     | 5,685.00            | <b>48,913.00</b>  |
| September    | 63,660.00               | 7,090.00           | 8,860.00          | 2,235.00              | 6,290.00            | <b>88,135.00</b>  |
| October      | 22,527.00               | 10,865.00          | 18,495.00         | -                     | 11,590.00           | <b>63,477.00</b>  |
| November     | 4,503.00                | 70,765.00          | 7,550.00          | -                     | 7,885.00            | <b>86,200.00</b>  |
| December     | 1,350.00                | 21,470.00          | 13,440.00         | 400.00                | 4,170               | <b>19,360.00</b>  |
| <b>Total</b> | <b>310,336.50</b>       | <b>165,870.00</b>  | <b>193,870.00</b> | <b>11,755.00</b>      | <b>112,865.00</b>   | <b>768,723.50</b> |

## Financial Performance Report – 2013

| Budget Description                                           | Annual Allocations<br>- 2013 | Actual Expenditure<br>by 31.12.2013 |
|--------------------------------------------------------------|------------------------------|-------------------------------------|
| <b>Voted Expenses</b>                                        |                              |                                     |
| Personal salaries and wages                                  | 23,650,000.00                | 20,482,038.21                       |
| Other recurrent expenditures                                 | 2,705,000.00                 | 2,758,803.18                        |
| <b>Total recurrent expenditure</b>                           | <b>26,355,000.00</b>         | <b>23,240,841.39</b>                |
| <b>Capital Expenses</b>                                      |                              |                                     |
| Rehabilitations and Improvements                             | 250,000.00                   | 238,287.00                          |
| <b>Acquisition of Capital Assesses</b>                       |                              |                                     |
| Furniture and office equipment                               | 1,000,000.00                 | 860,506.21                          |
| Plant and machineries                                        | 1,650,000.00                 | 698,700.00                          |
| Buldings                                                     | 44,000,000.00                | 44,000,000.00                       |
| Skill development                                            | 2,000,000.00                 | 1,623,265.25                        |
| <b>Total</b>                                                 | <b>48,900,000.00</b>         | <b>47,420,758.46</b>                |
| <b>Other Capital expenditure</b>                             |                              |                                     |
| Enhancing quality of school textbooks                        | 6,000,000.00                 | 2,313,361.77                        |
| <b>Approved Advance Account</b>                              |                              |                                     |
| Maximum debit limit (printing and distribution of textbooks) | 2,500,000,000.00             | 2,369,186,523.73                    |
| Minimum credit limit                                         | 2,350,000,000.00             | 2,399,981,154.20                    |
| Maximum debit balance limit                                  |                              | 967,840,659.61                      |
| <b>Government Officers' Advance Account</b>                  |                              |                                     |
| Maximum debit limit                                          | 33,000,000.00                | 5,831,705.19                        |
| Minimum credit limit                                         | 3,200,000.00                 | 6,592,383.19                        |
| Maximum debit balance limit                                  | 7,000,000.00                 | 18,607,514.36                       |

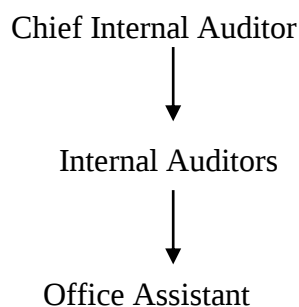
## 11. Internal Audit Section

### Introduction

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.

### Duties:

1. Checking the implementation of internal administrative methods.
2. Investigating the productivity and efficiency of the tasks planned for the fulfilment of expected goals of the Educational Publications Department.
3. 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.
4. Taking correcting measures by sending audit queries and establishing a good administration by conducting post – inquiries.



Measures taken to correct the defects which were pointed out from the audit queries and audit reports relevant to Educational Publications Department – 2013

| No. | Description                                                                          | Actions taken to correct the defects                                                                                                                                |
|-----|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Use of telephone exceeding the approved limit                                        | Making the telephone in the distribution section a general (common) telephone; taking steps to obtain approval from the State Finance Director for the excess paid. |
| 2   | Printing extra reading books (Supplementary Readers) – Pure Maths                    | Printing process has been completed                                                                                                                                 |
| 3   | Charging extra – expenditure spent for textbook editing course held in India         | Payments have been completed according to the estimates prepared by the overseas branch of the Ministry of Education.                                               |
| 4   | Using casual labourers for the distribution of books                                 | The relevant authorities have been informed to fill the vacancies of the department.                                                                                |
| 5   | Settlement of inbalance of the ‘Advance B’ account                                   | Account has been balanced.                                                                                                                                          |
| 6   | Having defects in the newly constructing building of the warehouse complex, Pitipana | Taking steps not to pay the 5% allocations withheld according to the treaty, until the defects are corrected.                                                       |
| 7   | Having defects in the Approved Advance Account                                       | Necessary actions have been taken to prepare the Approved Advance Account – 2013 with minimum defects.                                                              |
| 8   | Printing Supplementary books - ගණිත වගු (Log Arithmic Table Books)                   | Taking steps to sell the rest of books for a lower unit price.                                                                                                      |
| 9   | Printing supplementary books – උසස් පෙළ ආර්ථික විද්‍යාව (Advanced Level – Economics) | Making all the relevant people aware to sell that book for Rs. 65/= each.                                                                                           |