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ඔබේ අංකය  
உமது இல. } .....  
Your No. } .....



අධ්‍යාපන අමාත්‍යාංශය

கல்வி அமைச்சு

Ministry of Education

ගුණරාජා, ශ්‍රී ජයවර්ධනපුර කෝට්ටේ  
විකිට්ටුලලු

இரகுமலர் ஸ்ரீ ஜயவர்தனப் கோட்டை

பதீரமுள்ளை

"Isurupaya", Sri Jayawardhanapur Kotte  
Battaramulla

මගේ අංකය  
எமது இல. } ED/7/99/SH/50

My No.

දිනය  
திகதி

Date

11.2012

### School Buildings Circular No:01/2012


To all Principals of National Schools,

The procedure to be followed when a building in any National school in the island is to be demolished and removed

It is kindly informed that the following procedure should be followed when a school building that cannot be used is to be demolished and removed or when a building or part thereof is to be demolished and removed to get space for a new building.

- a) The "status report on the demolition and removal of a dilapidated building" (Annexure 01) attached to this Circular should be completed and forwarded to the Ministry of Education. However, the particulars in part I of the report in Annexure I should, in the first instance, be forwarded to the Zonal Director of Education.
- b) The Zonal Director, having examined the particulars provided by the principal, should complete part II of Annexure I and make his recommendation available to the engineer.
- c) As applicable the school buildings engineer of the area or the District school buildings engineer or the provincial engineer, taking into consideration the recommendations of the Zonal Director of Education as well, should complete part III of Annexure I and forward his recommendation to the Provincial Director of the Education. If the engineer recommends the demolition and removal of the building it is essential that his recommendation should include following particulars
  - i. The status report of the engineer
  - ii. The estimate including the expenditure involved in demolishing and removing the building
  - iii. A valuation of the building materials
  - iv. A rough sketch showing the building in question in the school premises
- d) The provincial Director of Education should complete Part IV of Annexure I having taken into consideration the recommendations in (b) (c) and (d) above and forward his recommendation to Secretary, Education

Accordingly, it is kindly informed that henceforth, steps should be taken to ensure that requests made to me for permission to demolish and remove buildings conform to these instructions. It is further informed kindly that it would not be possible to consider requests made disregarding these instructions.

  
S.M. Gotabhaya Jayaratne  
Secretary  
Ministry of Education

Copies:

1. Deputy Chief Secretary (Engineering Services)  
Southern Province, Western Province  
Sabaragamuwa Province
2. Director (Engineering Service)  
North Western Province
3. Director School Buildings  
Northern Province/Eastern Province
4. All Provincial Directors of Education
5. Deputy Director (School Buildings)  
Central Province
6. Engineer (School Buildings)  
North Central Province / Uva Province

It will be appreciated if you bring this matters to the notice of engineers in your Province

For your information and necessary action please

Please bring these matters to the notice of Zonal Director in your Province and take necessary steps

For information and necessary action pl.



4. If the reason for the demolition of this building is the construction of a new building -

4.1 Has the construction of this new building been approved?  
.....

4.2 If so, the length and breadth of the building and the number of floors  
.....

4.3 The category of this building (Classroom, Laboratory etc.)  
.....

4.4 The institution /project/which provides funds for the construction of this building  
.....

5. Will there be obstacles to the learning activities of the students as a result of the demolition of the building; if so, can an alternative be provided?  
.....  
.....

6. Other particulars  
.....  
.....

7. The recommendation of the principal about the demolition and removal of this building  
.....  
.....  
.....

.....  
Date

.....  
Signature of the Principal  
(Official Seal)

**Part II: Recommendation of the Zonal Director**

Having personally examined the building proposed to be demolished and removed, I certify that the particulars presented by the Principal above are correct.

Demolition and removal of the building is/ is not recommended.

If not recommended, reasons for not recommending  
.....  
.....

.....  
Date

.....  
Signature of the Zonal Director of Education  
(Official Seal)

**Part III: Recommendation of the Engineer School Buildings  
or of the District/Regional Engineer.**

1. I have examined the particulars provided above by the Principal and the Zonal Director of Education. Accordingly I recommend/ do not recommend the demolition and removal of the building.

2. If the demolition and removal of the building is recommended, the following particulars should be provided

2.1 Status Report

2.2 Expenditure to be incurred for the demolition and removal of the building Rs .....  
(give details)

2.3 Valuation of the building material Rs ..... (give details)

2.4 The difference between 2.2 and 2.3 above Rs .....

2.5 Rough sketch showing the location of the building in the school premises, while the documents referred to above are forwarded herewith, the demolition and removal of the building is/ is not recommended.

**If not recommended, the reasons for not recommending**

.....  
.....  
.....  
.....  
.....

.....

Date

.....

**Engineer, School Buildings/ District  
Engineer/ Regional Engineer  
(Official Seal)**