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2785617

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ඔබේ අංකය
உமது இல
Your No. }



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கல்வி அமைச்சு

Ministry of Education

"අප්‍රේමය" ශ්‍රී ජයවර්ධනපුර කෝට්ටේ,
කොළඹ 05

இசுரூபாய் ஸ்ரீ ஜயவர்தன கோட்டை,
கொழும்பு

"Isurupaya", Sri Jayawardhanapura Kotte,
Colombo 05

මගේ අංකය
உமது இல
My No. } ED/7/99/01/50

දිනය
திகதி
Date } 25 -06-2013

School Buildings Circular No: 01/2013

To all Principals of National Schools,

Obtaining approval for constructions in National Schools using funds provided by School Development Societies, Old Students' Associations, benefactors or parents

This Circular is issued having cancelled my Circular No: 02/2012 with Ref. No. ED/7/99/3/1/SH/50 and dated on 08.11.2012.

It is hereby informed that if any construction is intended in a National School using funds provided by School Development Societies, Old Students' Associations, benefactors or parents, the project should be implemented only after approval is obtained having produced the application along with the completed Annexure 1.

Special attention should be drawn to the following matters when completing this application.

1. Plans and Estimate of the Proposed Project

The following documents of the proposed project should be forwarded:

- Architectural Plans
- Structural Engineering Plans
- Estimate and
- Plan designed to show the location of the construction in the school lay-out

That is to say the architectural plan should be certified by a Chartered Architect and the structural engineering plan should be certified by a Chartered Engineer. The certifying professionals should sign and place their official seals.

2. Funds required for the project

Information should be forwarded to confirm that the school has funds needed for the entire project proposed. For this purpose, bank statements showing the funds set apart for the project and copies of fixed deposit certificates certified by the principal should be forwarded.

3. The way the project would be implemented

1. If the procurement process is to be done by the school itself, the capacity of the school for this should be confirmed.
2. If not so, whether it is intended to implement the project by entrusting the procurement to the Ministry or the Provincial Director of Education

3.3 If the project is to be implemented by the school, for the supervision of the construction (in accordance with 3.1) 02 committees should be nominated as shown below, and approval should be obtained for this too.

3.3.1. Technical Committee (including supervising engineer)

This committee should, at a minimum, consist of a Chartered Engineer, a Chartered Architect, a Technical Officer or a Quantity Surveyor.

3.3.2. Operation Committee

Should have a minimum of three members. The committee should consist of representatives from the Old Students' Associations and the School Development Societies and parents and also two recognized professionals.

4. Other matters

If there is a semi-finished building in the school for which funds from the sources above referred to have been used without any state funds, as permission cannot be granted for the construction of a new building without completing the work of that building, a certificate from the principal to the effect that there are no semi-finished buildings in the school is also necessary.

It is further informed that the requests made through incomplete applications would not be considered for approval.



S.M. Gotabhaya Jayaratne
Secretary
Ministry of Education

Copies:-

- | | | |
|---|---|---|
| 1. Deputy Chief Secretary
(Engineering Services)
Southern Province/ Western Province
/ Sabaragamuwa Province | } | please bring the above process to the
attention of the District Engineer/
Regional Engineer and
take necessary actions |
| 2. Director (Engineering Services)
North Western Province | | for information and necessary actions |
| 3. Director School Buildings
Northern Province/ Eastern Province | } | please bring the above process to the
attention of the Zonal Directors of
Education in your Province |
| 4. All Provincial Directors of Education | | for information and necessary actions |
| 5. Deputy Director (School Buildings)
Central Province | } | |
| 6. Engineer (School Buildings)
North Central Province
Uva Province | | for information and necessary actions |

Obtaining approval for.....expected to be constructed by using funds provided by the School Development Society, the Old Students' Association ofschool or by benefactors or parents

Part I of this Report should be completed by the Principal of the School, Part II by the Zonal Director of the Education, Part III by the School Buildings Engineer of the region or by the District Engineer (School Buildings) or by the Divisional Engineer, as applicable, and Part IV by the Provincial Director of Education and forwarded to Secretary Education through the Director, School Buildings, Ministry of Education.

Part : I Report of the Principal

1. The School and its location:

.....

1.1 Name of School

.....

1.2 Divisional Secretariat Division

.....

1.3 Total Number of Students this year

.....

2. Particulars of the proposed construction:

2.1 If it is a Building: Length

Breadth.....

No: of Floors.....

2.2 Type of that building

.....

(whether it is a building for class rooms or a laboratory etc.)

2.3 If another construction, give a brief description of that construction

.....

.....

.....

2.4 Two copies of the following plan estimates are attached hereto.

2.4.1 Architectural Plans (should have been approved and placed the official seal by a Chartered Architect)

- 2.4.2 Structural Engineering Plans (should have been approved and placed the official seal by a Chartered Engineer)
- 2.4.3 Engineer Estimates (should have been approved and placed the official seal by a Chartered Engineer)
- 2.4.4 Plan designed to show the location of the construction in the school lay-out

2.5 Source of funds for the proposed construction

2.5.1	School Development Society	Rs.....
2.5.2	Old Students' Association	Rs.....
2.5.3	Benefactors	Rs.....
2.5.4	Parents	Rs.....
2.5.5	Other	Rs.....
	Total	Rs.....

Certified copies of the bank statements, documents of fixed deposits are attached to this model application to confirm that the school already possesses the above amount of money. I hereby certify that this amount of money will not be used for any other purpose except for this project.

3. The way the project would be implemented

- 3.1 If the procurement process is to be done by the school itself, the principal should certify that the school has a capacity for the accomplishment of the following tasks
 - 3.1.1 Preparation of bid documents
 - 3.1.2 Invitation for bids
 - 3.1.3 Evaluation of bids through a Technical Committee
 - 3.1.4 Obtaining Procurement Committee decision
 - 3.1.5 Assignment of the contract
 - 3.1.6 Work supervision and making payments to the contractor
- 3.2 For the purpose of construction supervision, two committees have been nominated in the following manner and forwarded herewith for approval.
 - 3.2.1 Technical Committee (including supervising engineer)
This committee should, at a minimum, consist of a Chartered Engineer, a Chartered Architect, a Technical Officer or a Quantity Surveyor.
 - 3.2.2 Operation Committee
Should have a minimum of three members. The committee should consist of representatives from the Old Students Association, the School Development Society, and parents and also two recognized professionals.
 - 3.2.3 Further, for large scale projects like swimming pools, there should be at least 09 members and the composition in 3.2.2 above should also be followed in this regard.
- 3.3. Whether it is intended to implement the project by entrusting the procurement to the Ministry of Education or the office of the Provincial Director of Education;

- 3.3.1 If so, the total amount to be incurred in respect of the project should be deposited in the office of the Provincial Director of Education
- 3.3.2 For the purpose of assisting the Regional Engineer/ District Engineer who supervise construction in this regard, the two committees mentioned in 3.2 above have been nominated and forwarded herewith for approval.
- 4. Whether the school has buildings of which the construction has not been completed or other constructions (semi-finished) and the reasons for not completing the construction

.....
 I hereby certify that the proposed construction is really necessary for this school and all the details from 1 to 4 above are accurately forwarded herewith.

.....
 Date

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

Part II: Recommendation of the Zonal Director of Education

I do/ do not recommend that the above construction proposed by the principal is necessary for the school and that the completion of this construction in the manner proposed by the principal is appropriate.

If not recommended, reasons for not recommending:

.....

.....
 Date

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

Part III: Recommendation of the School Buildings Engineer of the area or District Engineer or Regional Engineer

Having checked the above information forwarded by the principal and the Zonal Director of Education, I agree to carry out the required procurement activities/ supervision activities of the proposed construction.

If not agreed, the reasons

.....

.....
 Date

.....
 School Buildings Engineer/ District
 Engineer/ Regional Engineer
 (Official Seal)

Part IV: Recommendation of the Provincial Director of Education

Through Director School Buildings
Secretary,
Ministry of Education

The proposed new construction is recommended/ not recommended. I also agree to carry out procurement activities following the request in 3.3 above.

If not recommended, reasons for not recommending

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

.....
Date

.....
Provincial Director of Education
(Official Seal)

Part V: Recommendation of the Director School Buildings

Secretary,
Ministry of Education

All the particulars relevant to the project have/ have not been forwarded accurately. The project is recommended/ not recommended.

If not recommended, reasons for not recommending

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.....
.....

.....
Date

.....
Director School Buildings
(Official Seal)

12
Part VI: Approval of the Secretary Education

Through Director School Buildings,
Provincial Director of Education,
.....Province

The proposed project is approved/ not approved.

.....
Date

.....
Secretary
Ministry of Education
(Official Seal)