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எனது இல.
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உமது இல.
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திகதி
Date } 29.01.2024

Circular No.: 01/2024

All the: Provincial Chief Secretaries
Provincial Secretaries of Education
Provincial Directors of Education
Zonal Directors of Education
Divisional Deputy/Assistant Directors of Education

School classification for the regularization of the Recruitment of Academic Staffs to Schools and Placing and Transferring

The circular No.2005/1 dated 18.01.2005 issued by the Secretary of Education with the heading of 'Facility Based School classification for the necessity of implementing the provisions laid down by the Sri Lanka Teachers' Service Minute and National Teachers Transferring policy' and the circular No.2006/43 dated 24.11.2006 issued by the Secretary of Education with the heading of 'Classification of Schools as difficult and very difficult in order to grant a financial Incentive allowance in order to intensify the deployment of teachers to settle the teacher shortages of schools established at the difficult and very difficult areas' are hereby cancelled and subsequently, provisions laid down by this circular shall be effective from today onwards.

2.0 Classification of the schools to pay the incentive allowances for principals and teachers on behalf of Serving at the difficult and very difficult as per the Circular No.2006/44 dated 27.11.2006 of the Secretary to the Ministry of Education and to implement National Teacher Transfer Policy as per the Circular No.2007/20 dated 13.12.2007 of the Secretary to the Ministry of Education must be carried out in terms of the provisions laid down by this circular with effect from 05.02.2024

3.0 This circular is issued to maintain the school system actively by being processed the learning teaching process without any restriction by being remained the teachers after fulfilling the teachers' shortage with an objective of facilitating the equitable approaches in education and the opportunities of quality in education to the children in difficult areas by considering the differences being prevailed at the provincial levels in infrastructure facilities regionally, geographically and economically.

4.0 Schools must be classified as follows by considering the easement of placing the various physical resources and academic staff available in schools.

- i. Very difficult Schools
- ii. Difficult schools
- iii. Convenient schools
- iv. Very Convenient schools

5.0 Awarding marks according to the criteria on School Classifications

5.1 The criteria that should be followed and the marks being given are mentioned in the following Table No.01 when marks are given to the schools at the Zonal/Provincial level under the classification of schools.

Order No.	Criteria		Marks
1.	Preliminary Facilities available in school		17
1.1	Availability of Electricity Supplying (By CEB or by any other appropriate source)		(02)
	1.1.1	Electricity is already supplied to the school.	00
	1.1.2	Electricity is not supplied to the school.	02
1.2	Availability of the adequate sanitary facilities according to the National Norms and Standards for School Infrastructure laid down by the Circular No.24/2016 dated 06.09.2016 and Manual Guide on the School Planning		(05)
	1.2.1	Availability of the 100% sanitary facilities according to the National Norms and Standards	00
	1.2.2	Availability of the 75%- 100% sanitary facilities according to the National Norms and Standards	01
	1.2.3	Availability of the 50%- 75% sanitary facilities according to the National Norms and Standards	02
	1.2.4	Availability of the 25%- 50% sanitary facilities according to the National Norms and Standards	03
	1.2.5	Availability of the sanitary facilities lower than 25% according to the National Norms and Standards	05
1.3	Availability of drinking water in school		(05)
	1.3.1	Water supply is available throughout the year systematically.	00
	1.3.2	Water supply is available during more than 06 months.	02
	1.3.3	Water supply is available during 03- 06 months.	03
	1.3.4	Water supply is available during less than 03 months.	05
1.4	Availability of water in school for other necessities except drinking		(05)
	1.4.1	Water supply is available throughout the year systematically.	00
	1.4.2	Water supply is available during more than 06 months.	02
	1.4.3	Water supply is available during 03- 06 months.	03
	1.4.4	Water supply is available during less than 03 months.	05
1.5	Availability of facilities to intake food & beverages		(03)
	1.5.1	School canteen is available as to intake a staple meal.	00
	1.5.2	School canteen is available but no-staple meal available.	03
2.	Telecommunication facilities available from school or the area (Telephones and Internet)		10
2.1	Availability of Telephone and Internet from school.		(02)
	2.1.1	Fixed Telephone facilities	
		2.1.1.1 Fixed Telephone facilities available	00
		2.1.1.2 Fixed Telephone facilities not available	01

	2.1.2	Fixed internet facilities.	
	2.1.2.1	Internet facilities available	00
	2.1.2.2	Internet facilities not available	01
	2.2	Availability of the mobile phones networks/ internet signal facilities	(08)
	2.2.1	Availability of the mobile phones networks	
	2.2.1.1	Mobile phones networks available.	00
	2.2.1.2	No any mobile phones network available.	04
	2.2.2	Availability of the internet signal facilities	
	2.2.2.1	Internet signal facilities available	00
	2.2.2.2	No any Internet signal facilities available	04
3.	Public Transport Facilities		30
	3.1	Distance to nearest bus road or railway station from school.	(10)
	3.1.1	Distance to the Location of the school form the end of the public transport facilities is lower than 1km	00
	3.1.2	Distance to the Location of the school form the end of the public transport facilities is between 1km-2km	02
	3.1.3	Distance to the Location of the school form the end of the public transport facilities is between 2km-4km	04
	3.1.4	Distance to the Location of the school form the end of the public transport facilities is between 4km-6km	08
	3.1.5	Distance to the Location of the school form the end of the public transport facilities is more than 6km.	10
	3.2	Nature of the accessing road to the school from the place where public transport facility is ended (School must be located from a distance more than 1km)	(10)
	3.2.1	A road on which a motor vehicle is possible to be driven.	00
	3.2.2	A road with unequal ground, mud pits and gaps on which a motor vehicle is impossible to be driven.	05
	3.2.3	A difficult road with steps/mountains/foot bridges/natural barriers..etc.	10
	3.3	Availability of the public transport facility during an hour prior to starting the school at the scheduled time	(05)
	3.3.1	Public transport facility is available more than 04 times.	00
	3.3.2	Public transport facility is available 01- 04 times.	02
	3.3.3	Public transport facility is available only 01 time.	03
	3.3.4	Public transport facility is not available.	05
	3.4	Availability of the public transport facility during an hour after finishing the school at the scheduled time.	(05)
	3.4.1	Public transport facility is available more than 04 times.	00
	3.4.2	Public transport facility is available 01- 04 times.	02
	3.4.3	Public transport facility is available only 01 time.	03
	3.4.4	Public transport facility is not available.	05
4.	Information on the distances from the school to the location from where basic facilities are found.		13
	4.1	Distance to the nearest school (Should be a basic/regional hospital or	(07)

		with more than that facility)	
	4.1.1	Distance from school is lower than 1km	00
	4.1.2	Distance from school is in between 1km-2km	01
	4.1.3	Distance from school is in between 2km-4km	03
	4.1.4	Distance from school is in between 4km-6km	05
	4.1.5	Distance from school is more than 6km	07
	4.2	Distance to the nearest branch of a Govt./ Private Bank (Only the Commercial or Saving Banks)	(05)
	4.2.1	Distance from school is shorter than 1km	00
	4.2.2	Distance from school is in between 1km-2km	02
	4.2.3	Distance from school is in between 2km-4km	03
	4.2.4	Distance from school is in between 4km-6km	04
	4.2.5	Distance from school is more than 6km	05
5.		Road distances to other schools (including same Medium and Grades thereof)	08
	5.1	A school/ schools located in a distance lower than 2km from school.	00
	5.2	A school/ schools located in between 1km-2km from school.	02
	5.3	A school/ schools located in between 4km-6km from school.	06
	5.4	A school/ schools located in a distance more than 6km from school.	08
		Total marks for Common Criteria	80
6		Marks being granted for the criteria relevant to the Geographical and Social difficulties identified at the regional level by the Provincial Level Committee*	20
		Total Marks	100

Table No.01- Criteria of Granting Marks

* Section 6.1 depicts as to how the criteria relevant to geographical and social differences in their areas should be identified by the committee at the provincial level.

6.0 Classification of Schools

6.1 Identifying the criteria relevant to the significance of the province

6.1.1 A committee consisting with seven members should be appointed with the chairmanship of the Provincial Director of Education by the Provincial Secretary of Education to identify the criteria relevant to the significance of their province and the composition of that committee should be as follows.

- i. Provincial Director of Education. (The Chairman)
- ii. A representative appointed by the Provincial Secretary of Education
- iii. Deputy/ Assistant Director of Education who is in charge of the Planning Subject under the Provincial Department of Education.
- iv. Two Zonal Directors of Education.
- v. Two Divisional Deputy/Assistant Directors of Education

6.1.2 No Divisional Directors of Education under the divisions of the purview of Zonal Directors of Education who have already been performing as the members of the committee should be appointed as the members of the said committee.

6.1.3 Actions should be measured by the provincial committee aforesaid in order identify 4-7 number of criteria signified to their own province relevant to the No.06 of the Table No.1 as to be

shown the difficulty of schools belonged to their province precisely in addition to the criteria which are considered at the National Level for the classification of the schools. Accordingly, necessary actions should be taken by the Provincial Director of Education to obtain the approval by secretary to the Ministry of Education after being presented those criteria identified as appropriate by the provincial committee. Marks should be granted according to table No. 01 in section 5.1 followed by obtaining the approval as aforesaid.

6.2 Granting Marks for Schools

6.2.1 Actions should be taken by the Zonal Director of Education to grant the marks as follows for the all schools belonged to their own zonal area by utilising the criteria mentioned in the above table No. 01 in section 5.1 and the criteria approved by the Secretary to the Ministry of Education after being presented by the committee of their own province with the assistance of the Deputy/Assistant Director of Education who is in charge of planning subject of their own zonal area and the relevant Divisional Director of Education.

- i. Total number of marks should be calculated for each school after granting the marks according to the criteria relevant to the school classification for each and every school belonged to their own Zonal area.
- ii. All the schools under the zone should be prepared in descending order (from highest number to lowest number) in terms of the total marks of the each school after being entered the marks granted for each school under the each criteria in respect of all schools in the zone, in to the specimen Annexure 01 and those school documents must be presented to the Provincial Level Committee mentioned in above Section 6.1.1
- iii. A certification should be given by the Provincial Level Committee as to be ensured that marks have been granted accurately after being inspected the school documents in all the zones in their own province.
- iv. Marks granted relevant to the each criteria for all the schools in their own province and the total marks should be entered in to the Specimen in Annexure 1 by the Provincial Directors of Education and those school documents must be presented to secretary to the Ministry of Education with the recommendations of the Provincial Level Committee and the Provincial Secretary of Education.

6.3 Deciding the cut off marks for each category of school.

6.3.1 Deciding the minimum cut off mark which decides the each category of school followed by analyzing the marks of the all schools in the island, should be carried out by a committee appointed by secretary to the Ministry of Education.

6.3.2 School documents by which schools are classified as Very Difficult Schools, Difficult Schools, convenient Schools and very convenient Schools for each province in terms of the said cut off marks shall be published by the Secretary to the Ministry of Education. Necessary actions are taken to update this school document once in every 03 years.

6.4 Time Frame

6.4.1 Actions should be measured to fulfill the activity of preparing the school document and publication of the same within the period of time as mentioned in the table below.

Task	Duration	Responsibility
1. Prasenation for the approval after identifying the criteria signified for the province by the provincial level committee	Before 06 th of March 2024	Provincial Director of Education
2. Granting the approval by the Secretary of the Ministry of Education for the criteria in provincial level.	Before 26 th of March 2024	Director of Education (Policy & Planning)
3. Granting marks for all the schools in the zone, preparing the documents and presenting to the provincial level committee for approval,	Before 03 rd of May 2024	Zonal Director of Education
4. School document should be prepared according to the specimen in Annexure 01 by the committee in provincial level and presenting to the Ministry of Education.	Before 22 nd of May 2024	Provincial Director of Education
5. Declaration of the cut off marks which decides the each school category followed by being reviewed the school documents of all 09 provinces by the committee appointed by the Secretary to the Ministry of Education	Before 26 th of June 2024	Director of Education (Policy & Planning)
6. Submission of School document prepared in terms of the Cut off marks to the province.	Before 10 th July 2024	Director of Education (Policy & Planning)

Table No.2- Time Frame

The authority to taking final decisions in this regard shall be vested on the Secretary to the Ministry of Education.

Sgd. by/ Wasantha Perera
The Secretary
Ministry of Education

- Copies:-
1. The Secretary, Ministry of Finance
 2. The Chairman, Finance Commission
 3. Auditor General
 4. All the Additional Secretaries, Ministry of Education
 5. Commissioner General, Department of Educational Publications
 6. Commissioner General of Examinations, Sri Lanka Department of Examination
 7. Director General, National Institute of Education
 8. Chief Financial Officer, Ministry of Education
 9. All the Directors of Education, Ministry of Education
 10. Internal Auditor, Ministry of Education

School register in which marks have been entered relevant to the criteria-..... Province.

Order No.	School census number	Name of the School	Province	Zone	Region	1.1	1.2	1.3	1.4	1.5	2.1.1	2.1.2	2.2.1	2.2.2	3.1	3.2	3.3	3.4	4.1	4.2	5	6.1	6.2	6.3	6.4	6.5	6.6	6.7	Total marks

We hereby certify that marks have been granted accurately for the schools aforementioned.

Name of the Committee Member Post Signature Stamp

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

The school register above mentioned is hereby presented with my recommendation.

Signature..... stamp
 Secretary of Provincial Education
 Ministry of Provincial Education
Province

Date.....