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எனது இல.

My Ref.

ED/03/38/11/01/ (II)

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உமது இல.

Your Ref.

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திகதி

Date

2021.04.28

Circular No: 06/2021

All Provincial Chief Secretaries,

All Provincial Secretaries of Education,

All Provincial Directors of Education,

All Zonal Directors of Education,

All Divisional Directors of Education,

All Principals,

### **Determination of the Academic Staff of a School**

This Circular is issued with the objective of determining the approved academic cadre and providing instructions and enforcing provisions incidental thereto ensuring the provision of quality education for students through successful implementation of school curriculum. This Circular should be utilized for the quantitative identification of the required cadre of the school as well as to balance excesses and shortages if any. This Circular will come in to effect from 01/05/2021 overriding the provisions of the previous Circular No. 01/2016 of 07<sup>th</sup> January, 2016.

Upon calculating the staff requirement as per this Circular, the prescribed academic cadre for each school will be approved. The Principal of the school should take measures to revise the respective approved cadre in parallel to a systematic revising of Grades or parallel classes. Shortages or excesses arisen therefrom should be balanced.

Calculating the prescribed cadre of a school should be conducted in terms of the criteria in Schedule 01 as well as according to following instructions.

1. The prescribed academic cadre of the school should be determined based on the number of classes and in terms of the criteria and instructions stipulated in Schedule 01 and note it down in the format prescribed in Schedule 02.
2. Academic staff should be determined separately for Sinhala medium and Tamil medium.
3. In schools implementing bi-lingual education programme, where certain subjects are being taught in English, the academic cadre only for the aforesaid subjects should be calculated considering English medium as a separate medium. The students in the school should be divided according to the medium of study only for calculating the

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academic cadre and the required cadre of teachers should be separately calculated based on the number of classrooms required under each medium. (Should follow the instructions in Annexure 01) However, if the bi-lingual teachers cannot be assigned with adequate number of periods in the time table in English medium, they may be assigned to teach in Sinhala or Tamil medium according to their competency.

4. Since the academic cadre is determined based on the number of classes, the number of parallel classes in each grade should be determined upon the maximum number of students in a class room. Provisions of the Circulars issued by the Ministry of Education from time to time in this relation will be applicable.

5. Approval of Academic Cadre required by Schools:

#### 5.1 Provincial Schools

5.1.1 Academic cadre calculated for each school in terms of this Circular should be forwarded by the Principal to the Zonal Director of Education through Schedule 02.

5.1.2 Cadre requirement of all schools in the Zone should be prepared separately for Sinhala, Tamil and English mediums and forward to the Provincial Director of Education through Annexure 02 along with the recommendation of the Zonal Director of Education and the Provincial Director of Education should prepare the academic cadre requirement of the entire province separately for three mediums in Annexure 03 and forward the same to the Provincial Secretary to Education along with his recommendation and a copy of Annexure 02 to be forwarded to the Provincial Chief Secretary.

5.1.3 Provincial Chief Secretary should forward the academic cadre requirement of provincial schools to the Department of Management Services of the General Treasury in Annexure 03 (Separately for 03 mediums) and along with a copy of Annexure 02 and obtain approval. The approved numbers will be considered as the approved cadre of the schools of each zone.

Upon the receipt of the approval of the Department of Management Services, it is the responsibility of the Provincial Director of Education to formally inform provincial schools of the zone of the approved cadre for the zone.

#### 5.2 National Schools

5.2.1 Academic cadre requirement of national schools should be forwarded to the Director (National Schools) in Annexure 02 and his recommendation along

with Annexure 04 prepared separately for 03 mediums should be forwarded to the Secretary to the Ministry of Education through the Additional Secretary (Planning). Secretary to the Ministry of Education should forward the same to the Department of Management Services of the General Treasury and obtain approval.

5.3 Approval of cadre requirements of all schools should be conducted in accordance with the time frame stipulated in Annexure 05.

## 6. Optimum Utilization of the Approved Cadre

### 6.1 Provincial Schools

6.1.1 Principal should forward Schedule 02 completed with the calculated shortages/excesses to the Zonal Director of Education.

6.1.2 Zonal Director of Education should calculate the shortages/excesses of the zone and balance teachers within the zone in consideration of the teacher transfer policy.

6.1.3 After balancing teacher at zonal level, further shortages/excesses should be forwarded to the Provincial Director of Education and the teachers within the province should be balanced by the Provincial Director of Education.

### 6.2 National Schools

6.2.1 Principal should forward Schedule 02 completed with shortages/excesses to the Director of Education (National Schools) of the Ministry of Education. Director of Education (Teacher Transfers) should arrange required transfers based on the aforesaid Schedule.

### 6.3 Balancing Teachers among National Schools and Provincial Schools

When it is observed to be appropriate to balance through teacher transfers among National Schools and Provincial Schools, arrangements should be made to balance teachers jointly with the Provincial and Line Ministries.

6.4 No teacher in addition to the cadre approved in terms of this Circular should be retained in any school.


7. All members of the academic cadre drawing salaries from the government should be considered as the academic cadre of the respective school.

8. On approval of the Cabinet of Ministers, a Cadre Review Committee has been established under this Ministry to determine and review cadres of government schools and other educational institutions. Accordingly, the Director of Education (National Schools) may submit his solutions and recommendation for issues arisen in national schools when implementing this circular. Furthermore, Provincial Secretaries of Education serve as members of this committee and the solutions and recommendation for issues arisen in provincial schools should forward to this committee by the Provincial Secretaries of Education.

Such recommendations should be implemented subject to the approval of the Department of Management Services.

9. When teachers recruited for the teaching profession and attached for various institutions or work places on the salary of Teachers' Service apart from permitting to engage in another profession on no-pay basis in terms of the provisions of the Establishment Code, Provincial Director of Education in case of provincial schools and the Director of Education (National Schools) in case of a national schools should ensure its essentiality of such attachments before granting approval. The Provincial Director of Education or the Director of Education (National Schools) approving the attachment should be responsible for the filling the vacancy occurred by such attachment.

10. Secretary to the Ministry of Education reserves the right of final and conclusive decision in relation to issues arisen in implementing this Circular.



Prof.K.Kapila C.K.Perera  
Secretary  
Ministry of Education

Copies:

01. State Secretary, State Ministry of Women and Child Development, Pre-Schools and Primary Education, School Infrastructure and Education Services
02. State Secretary, State Ministry of Education Reforms, Open Universities and Distance Learning Promotion
03. State Secretary, State Ministry of Skills Development, Vocational Education, Research and Innovation
04. State Secretary, State Ministry of Dhamma Schools, Bhikkhu Education, Pirivena and Buddhist Universities
05. Auditor General, National Audit Office
06. Secretary, Public Service Commission
07. Secretary, Provincial Public Service Commission
08. Secretary, Finance Commission
09. Director General, Department of Management Services
10. Director General, National Institute of Education
11. Commissioner General of Examinations, Department of Examinations
12. The Chairman, National Education Commission
13. Commissioner General of Educational Publications, Department of Educational Publications
14. Record room

<b>Schedule 01</b>
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**01. No. of teachers in Primary Section (Grades 1-5) according to subjects**

Primary General	
Total No. of Primary Classes	No. of Teachers
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	9
9	10
10	11
11	12
12	13
13	14
14	15
15	17
16	18
17	19
18	20
19	21
20	22
21	23
22	24
23	25
24	26
25	28
26	29
27	30
28	31
29	32
30	34
31	35
32	36
33	37
34	38
35	39
36	41
37	42
38	43
39	44
40	48
41	49
42	50
43	51

Primary English	
Total No. of Classes in Grades 3,4,5	No. of Teachers
1	1
2	1
3	1
4	1
5	1
6	1
7	2
8	2
9	2
10	2
11	2
12	2
13	2
14	3
15	3
16	3
17	3
18	3
19	3
20	3
21	4
22	4
23	4
24	4
25	4
26	4
27	4
28	5
29	5
30	5
31	5
32	5
33	5
34	5
35	6
36	6
37	6
38	6
39	6
40	6
41	7
42	7
43	7

Primary General	
Total No. of Primary Classes	No. of Teachers
44	52
45	54
46	55
47	56
48	57
49	58
50	60
51	61
52	62
53	63
54	64
55	66
56	67
57	68
58	69
59	70
60	72

Primary English	
Total No. of Classes in Grades 3,4,5	No. of Teachers
44	7
45	7
46	7
47	7
48	8
49	8
50	8
51	8
52	8
53	8
54	9
55	9
56	9
57	9
58	9
59	9
60	9

- 1.1 Aesthetic teachers of Secondary Section in Secondary Schools with a Primary Section should cooperate various aesthetic related requirements of the Primary Section.
- 1.2 Schools with only a Primary Section and having over 100 students should be assigned with one aesthetic teacher for dancing / Music each.

**02. No. of Teachers Approved for Secondary Section (Grades 6-11) – According to Main Subjects**

Total No. of Classes in Grades 6-11	Science	Mathematics	Mother Language	English	Religion	History
1	1	1	1	1	0	1
2	1	1	1	1	0	1
3	1	1	1	1	0	1
4	1	1	1	1	0	1
5	1	1	1	1	0	1
6	1	1	1	1	1	1
7	2	2	2	1	1	1
8	2	2	2	2	1	1
9	2	2	2	2	1	1
10	2	2	2	2	1	1
11	2	2	2	2	1	1
12	2	2	2	2	1	1
13	2	2	2	2	1	1
14	3	3	3	2	1	1
15	3	3	3	3	1	2
16	3	3	3	3	1	2
17	3	3	3	3	1	2

Total No. of Classes in Grades 6-11	Science	Mathematics	Mother Language	English	Religion	History
18	3	3	3	3	2	2
19	3	3	3	3	2	2
20	4	4	4	3	2	2
21	4	4	4	3	2	2
22	4	4	4	4	2	2
23	4	4	4	4	2	2
24	4	4	4	4	2	2
25	4	4	4	4	2	2
26	4	4	4	4	2	2
27	6	6	6	4	2	2
28	6	6	6	4	2	2
29	6	6	6	6	2	2
30	6	6	6	6	2	2
31	6	6	6	6	2	3
32	6	6	6	6	2	3
33	6	6	6	6	2	3
34	6	6	6	6	2	3
35	6	6	6	6	2	3
36	6	6	6	6	3	3
37	6	6	6	6	3	3
38	6	6	6	6	3	3
39	6	6	6	6	3	3
40	8	8	8	7	3	3
41	8	8	8	7	3	3
42	8	8	8	7	3	3
43	8	8	8	8	3	3
44	8	8	8	8	3	3
45	8	8	8	8	3	4
46	8	8	8	8	3	4
47	8	8	8	8	3	4
48	9	9	9	8	3	4
49	9	9	9	8	3	4
50	9	9	9	9	3	4
51	9	9	9	9	3	4
52	9	9	9	9	3	4
53	9	9	9	9	4	4
54	9	9	9	9	4	4
55	10	10	10	9	4	4
56	10	10	10	9	4	4
57	10	10	10	10	4	4
58	10	10	10	10	4	4
59	10	10	10	10	4	4
60	10	10	10	10	4	4
61	10	10	10	10	4	6
62	12	12	12	10	4	6
63	12	12	12	10	4	6
64	12	12	12	12	4	6
65	12	12	12	12	4	6



Total No. of Classes in Grades 6-11	Science	Mathematics	Mother Language	English	Religion	History
66	12	12	12	12	4	6
67	12	12	12	12	4	6
68	13	13	13	12	4	6
69	13	13	13	12	4	6
70	13	13	13	12	4	6
71	13	13	13	13	6	6
72	13	13	13	13	6	6
73	13	13	13	13	6	6
74	13	13	13	13	6	6
75	14	14	14	13	6	7
76	14	14	14	13	6	7
77	14	14	14	13	6	7
78	14	14	14	14	6	7
79	14	14	14	14	6	7
80	14	14	14	14	6	7
81	15	15	15	14	6	7
82	15	15	15	14	6	7
83	15	15	15	14	6	7
84	15	15	15	14	6	7
85	15	15	15	15	6	7
86	15	15	15	15	6	7
87	15	15	15	15	6	7
88	16	16	16	15	6	7
89	16	16	16	15	6	7
90	16	16	16	15	6	7

2.1 Schools with a Science Field Centre may be assigned with one additional Science teacher apart from the number of teachers listed in the table above.

2.2 No. of teachers appropriate for the Secondary Section : Basket Subjects – Category 1

Teachers may be assigned as per table below and according to the number of classes selected by the school for Grade 6-9 Geography, Civic Studies, Second Language and for the Basket Subjects category I At least 10 students should follow each Basket Subject.

N. B.: For schools having more than 04 Basket Subjects may attach a teacher of a certain school to fulfill the shortage of teachers in another school on approval of the Zonal director of Education depending on the number of students.

No. of Classes from Grades 6-11	Total subjects in Basket List 1 and the No. of Teachers teaching the same subjects in Grades 6-9
1	2
2	2
3	2
4	3
5	4

No. of Classes from Grades 6-11	Total subjects in Basket List 1 and the No. of Teachers teaching the same subjects in Grades 6-9
6	4
7	4
8	4
9	4
10	4
11	4
12	4
13	4
14	4
15	4
16	4
17	4
18	4
19	4
20	4
21	4
22	4
23	4
24	4
25	5
26	5
27	5
28	5
29	5
30	5
31	6
32	6
33	6
34	6
35	6
36	6
37	7
38	7
39	7
40	7
41	7
42	7
43	8
44	8
45	8
46	8
47	8
48	8
49	8
50	8
51	8
52	8
53	8

No. of Classes from Grades 6-11	Total subjects in Basket List 1 and the No. of Teachers teaching the same subjects in Grades 6-9
54	8
55	8
56	8
57	8
58	8
59	8
60	8
61	8
62	8
63	8
64	8
65	8
66	9
67	9
68	9
69	9
70	9
71	9
72	9
73	9
74	9
75	9
76	9
77	9
78	9
79	9
80	9
81	9
82	9
83	9
84	9
85	9
86	9
87	9
88	9
89	9
90	9

### 2.3 No. of teachers suitable for Secondary Section : Basket Subjects II – Aesthetic Subjects

According to this criterion, the schools with Grade 6 -11 should facilitate to teach more than one aesthetic subject in order to get the approved number of teachers.

According to following table, minimum 10 students of each class should follow the said subjects in order to assign teacher, teaching an Aesthetic Subject.

The service of the Aesthetic teacher should also be provided for special requirements in the Primary Section.

N. B.: For schools having more than 04 Basket Subjects may attach a teacher of a certain school to fulfill a shortage of teachers in another school on approval of the Zonal director of Education depending on the number of students.

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List II
1	1
2	1
3	1
4	3
5	3
6	3
7	3
8	3
9	3
10	3
11	3
12	3
13	4
14	4
15	4
16	4
17	4
18	4
19	4
20	4
21	5
22	5
23	5
24	5
25	5
26	5
27	5
28	5
29	5
30	5

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List II
31	9
32	9
33	9
34	9
35	9
36	9
37	9
38	9
39	9
40	9
41	9
42	9
43	9
44	9
45	9
46	9
47	9
48	10
49	12
50	12
51	12
52	12
53	12
54	12
55	12
56	12
57	12
58	12
59	12
60	13
61	15
62	15
63	15
64	15
65	15
66	15
67	15
68	15
69	15
70	15
71	15
72	15
73	15
74	15
75	15

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List II
76	15
77	15
78	15
79	15
80	15
81	15
82	15
83	15
84	15
85	15
86	15
87	15
88	15
89	15
90	15

#### 2.4 No. of teachers suitable for Secondary Section : Basket Subjects III

Teachers required for Basket Subjects III in Grades 10-11 including the subjects of Health and Physical Education, Information and Communication Technology & Practical Technical Skills in Grades 6-9 should be balanced from teachers assigned according to the following table. At least a minimum of 10 students should follow each Basket Subject.

On approval of the Ministry of Education, the schools implementing the Sports School project will receive 05 Health and Physical Education teachers, additionally to the teachers given by Basket III.

N. B.: For schools having more than 04 Basket Subjects may attach a teacher of a certain school to fulfill a shortage of teachers in another school on approval of the Zonal director of Education depending on the number of students.

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List III
1	2
2	2
3	2
4	3
5	3
6	3
7	3
8	3
9	3
10	3
11	3

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List III
12	3
13	4
14	4
15	4
16	4
17	4
18	4
19	6
20	6
21	7
22	7
23	7
24	8
25	8
26	8
27	8
28	8
29	8
30	8
31	9
32	10
33	10
34	10
35	10
36	10
37	10
38	10
39	11
40	11
41	11
42	11
43	11
44	11
45	11
46	11
47	11
48	12
49	13
50	13
51	13
52	13
53	13
54	14
55	14
56	14

No. of Classes in Grades 6-11	No. of Teachers for all subjects in Basket List III
57	14
58	14
59	14
60	14
61	14
62	14
63	14
64	14
65	14
66	14
67	16
68	16
69	16
70	16
71	16
72	16
73	16
74	16
75	16
76	16
77	17
78	17
79	17
80	17
81	17
82	17
83	17
84	17
85	19
86	19
87	19
88	19
89	19
90	19

**03. Teachers required for operating computers as a tool of teaching and for management activities (IT Lab) (₹)**

Schools with one or more systematic computer laboratories may be assigned with an additional teacher to perform following duties.

- In-charge of computer laboratories.
- To teach information and Communication Technology subject and to facilitate computer laboratories to teach other subjects.
- Taking measures for repairing and maintaining of computers and accessories in computer laboratories.



- Entering Data to National Educational Management Information System, Preparing analysis reports and updating those information by proving their correctness.
- Providing opportunities to distance learning through self studying in collaboration with e – Thaksalawa, channel NIE etc.
- Taking measures to maintain UPS and other related accessories of computer laboratories during vacations.

Otherwise a teacher with computer literacy may be released for a period of 10 hours per week and utilized in computer-based school management activities, and updating the needed information for National Educational Management Information System.

**04. Teachers for Special Education**

Schools approved of Special Education Units may be assigned with specially trained teachers to the teacher – student ratio of 1:5.

**05. Teachers for Student Counseling**

Schools exceeding 300 total no. of students may fulltime assign a teacher for student counseling. Schools having less than 300 total no. of students may release another teacher for student counseling for duration of 10 hours per week for student counseling.

**06. Teacher in-charge of Libraries**

A school with a library should be assigned with a teacher in-charge of the library.

**07. No of teachers to be assigned for the subject of Religion, not the religion of majority students**

- 7.1 Teachers will be assigned for Buddhism, Catholicism, Christianity, Hinduism and Islamic depending upon the number of students in Grades 1- 11 following each religion.
- 7.2 Teachers for the Religion of majority students should be balanced from the number of teachers allocated for Grades 6 -11. Following criteria should be followed in allocating teachers for the subject of Religion of minority students.

No. of students in Grades 1-11 belonging to minority religion groups	No. of Teachers required to teach each religion
4-240	A teacher can be assigned jointly with another school
241-480	1
481 or above	2 (A teacher should be assigned for each 480 students)

7.3 If the teachers assigned as above are engaged in teaching Religion for less than 20 hours per week, they may be assigned with any other suitable subjects/ duties depending on their skills.

## 08. Assigning teachers for Advanced Level Classes

### 8.1 No. of teachers approved for G. C. E. (Advanced Level) in each Section

No. of Classes	No. of teachers approved for schools with one subject stream in each Section (For the 03 major subjects)	No. of teachers approved for schools with more than one subject streams in each Section (For the 04 major subjects)
1	3	
2	3	4
3	3	4
4	6	6
5	6	6
6	6	7
7	9	9
8	9	10
9	9	10
10	12	12
11	12	13
12	12	13
13	15	15
14	15	16
15	15	16
16	18	18
17	18	19
18	18	19
19	21	21
20	21	22
21	21	22
22	24	24
23	24	25
24	24	25
25	27	27
26	27	28
27	27	28
28	30	30
29	30	31
30	30	31
31	33	33
32	33	34
33	33	34
34	36	36
35	36	37

No. of Classes	No. of teachers approved for schools with one subject stream in each Section (For the 03 major subjects)	No. of teachers approved for schools with more than one subject streams in each Section (For the 04 major subjects)
36	36	37
37	39	39
38	39	40
39	39	40
40	42	42
41	42	43
42	42	43

- Science Stream
  - 01. Biological Science Stream
  - 02. Physical Science Stream
- Technological Stream
  - 01. Bio system Technology
  - 02. Engineering Technology
- Arts/ Commerce Stream
  - 01. Arts Stream
  - 02. Commerce Stream

## 8.2 No. of teachers approved for G. C. E. (Advanced Level) minor subject

The main 03 subjects in each Science, Technology, Arts/ Commerce are known as major subjects as the majority of students are following those.

Teachers for the subjects which are less popular and following least no of students could approve according to the below given table.

No. of students studying the aforesaid subject in Grades 12 – 13	No. of Teachers
20-135	1
136-270	2
271-405	3
406-540	4
541-675	5
This table may be further expanded by assigning one teacher for 135 students or its part.	

### 8.3 No. of Teachers to be assigned for G. C. E. (Advanced Level) Vocational Stream

The schools permitted to implement vocational subject stream have been informed of the number and the names of vocational subjects and the approved cadre by the Ministry of Education and it should be considered as the approved academic cadre.

### 8.4 No. of teachers required for G. C. E. (Advanced Level) General English and General Information Technology (GIT)

No. of Classes in Grades 12- 13	General English	No. of Classes in Grade 12	GIT
1	1	1	1
2	1	2	1
3	1	3	1
4	1	4	1
5	1	5	1
6	2	6	1
7	2	7	1
8	2	8	1
9	2	9	1
10	2	10	1
11	3	11	1
12	3	12	1
13	3	13	1
14	3	14	1
15	3	15	1
16	4	16	2
17	4	17	2
18	4	18	2
19	4	19	2
20	4	20	2
21	5	21	2
22	5	22	2
23	5	23	2
24	5	24	2
25	5	25	2
26	6	26	2
27	6	27	2
28	6	28	2
29	6	29	2
30	6	30	2
31	7	31	3
32	7	32	3
33	7	33	3
34	7	34	3
35	7	35	3

No. of Classes in Grades 12- 13	General English	No. of Classes in Grade 12	GIT
36	8	36	3
37	8	37	3
38	8	38	3
39	8	39	3
40	8	40	3
41	9		
42	9		
43	9		
44	9		
45	9		
46	10		
47	10		
48	10		
49	10		
50	10		
51	11		
52	11		
53	11		
54	11		
55	11		
56	12		
57	12		
58	12		
59	12		
60	12		
61	13		
62	13		
63	13		
64	13		
65	13		
66	14		
67	14		
68	14		
69	14		
70	14		
71	15		
72	15		
73	15		
74	15		
75	15		
76	16		
77	16		
78	16		
79	16		
80	16		

## 09. Supervising Teachers

### 9.1 Supervising Teachers for the Primary Section (Grades 1-5)

This requirement should be fulfilled from primary teachers already assigned.

### 9.2 Supervising Teachers for the Secondary Section (Grades 6-11)

No of students registered in Grades 6 – 11	Approved No of Supervising Teachers
1000 – 1500	1
1501 - 3000	2
3001 - 5000	3
5000 or more	4

These supervising teachers should engage in teaching within minimum 16 of 40-minute periods.

Supervising teachers should get their annual plan of action approved from the Principal.

### 9.3 Supervising Teachers for Advanced Level classes (Grades 12 - 13) (For all streams)

No of Advanced Level Students (Grades 12-13)	With one subject stream	With two subject streams	With more than 3 or more subject streams
100 or less	0	0	0
101-210	0	1	1
211-480	1	1	1
481-960	1	2	2
960 or more	1	2	3

These supervising teachers should engage in teaching within minimum 16 of 40-minute periods.

Supervising teachers should get their annual plan approved from the Principal.

## 10. Minimum Duration of Teaching

10.1 A teacher should engage in teaching for 40 periods per week. Apart from work-related releases, a teacher should engage in the process of subject related teaching for a minimum of 30 periods. The reset can be used for the development of teaching learning process such as planning school-based assessments, planning lessons, correcting books, organizing remedial teaching and the duties assigned by the Principal.

10.2 The teacher, who performs as the Treasurer of the School Development Committee, should be released 10 periods.

10.3 Teachers, who do not fulfill this requirement of minimum 30 periods in the time table should act in-charge of sports, aesthetics and co-curricular activities and get approved the special annual plan prepared in its connection along with the annual time table.

### 11. No. of Prescribed Assistant Principals

Nature of the School	No. of Assistant Principals for Grades 1-5 Primary Section	No. of Assistant Principals for Secondary Section
A school satisfying the two criteria of over 500 registered students in Primary Section from Grade 1-5 and over 200 registered students in Secondary Section from Grade 6-11	02	
A school satisfying the two criteria of over 500 registered students in Secondary Section from Grade 6-11 and over 100 registered students in Advanced Level		02
<p>If a certain school satisfies both of the above criteria, Assistant Principals may be assigned under both categories. These Assistant Principals should be considered as a number of Principals prescribed under Sri Lanka Principals' Service.</p> <p>Assistant Principals should be engaged in teaching for a minimum of 12, 40-minute periods per week.</p>		

### 12. No. of Deputy Principals

Nature of the School	No. of Deputy Principals
Schools with over 300 Advanced Level students, over 500 students in Grade 6-11 Secondary Section, over 500 students in Grade 1-5 Primary Section and over 2000 total students.	03
Schools not belonging to the above category but with over 150 Advanced Level students, over 800 students in Grade 6-11 Secondary Section and over 1500 total students.	02
Schools not belonging to above two categories but with over 400 total students.	01
<p>These Deputy Principals should be considered as a number of Principals should be assigned under Sri Lanka Principals' Service and the Sri Lanka Education Administrative Service. Deputy Principals should be engaged in teaching for a minimum of 10, 40-minute periods per week.</p> <p>However, 2 Deputy Principals in schools over 3000 students and one Deputy Principal in schools with 2000-3000 students may be released from teaching and fulltime assigned in administrative activities.</p>	

### **13. No. of Principals Required**

Every school should have one principal. The principal appointed to the school shall be an officer of the SLEAS or the SLPS as determined by the Circulars/ Instructions issued by the Ministry of Education from time to time, which determine the service and grade to which the Principal/ Deputy Principal/ Assistant Principal belongs.



**උපලේඛන 02**

..... පාසලේ අධ්‍යයන කාර්ය මණ්ඩලය/ පාලකවරයාගේ කාර්ය සාධන වාර්ෂික වාර්තාව  
 .....(වර්ෂය) ..... දිනට/ (වැටුප්) ..... ම් තිසිනටු

1. පාසලේ සංගණන අංකය/පාලකවරයාගේ පුள்ளිවිචාර ලේඛන අංකය
2. පාසලේ නම (ඉංග්‍රීසි කැපිටල් අකුරෙන්):-  
 පාලකවරයාගේ பெயர் (ஆங்கில பெரிய எழுத்துக்களில்) -----
3. ලිපිනය (ඉංග්‍රීසි කැපිටල් අකුරෙන්):-  
 முகவரி (ஆங்கில பெரிய எழுத்துக்களில்) -----
4. දුරකථන අංකය/ தொலைபேசி எண்
5. පළාත/ மாகாணம் :- -----
6. දිස්ත්‍රික්කය/ மாகாணம் :- -----
7. කලාපය/ வலயம் :- -----
8. කොට්ඨාසය/ கோட்டம் :- -----

9. ලේඛනගත මුළු ශිෂ්‍ය සංඛ්‍යාව :-  
 பதியப்பட்ட மொத்த மாணவர் எண்ணிக்கை

SM	
TM	
EM	
<b>TOTAL</b>	

10. මුළු පන්ති සංඛ්‍යාව :-  
 வகுப்புக்களின் எண்ணிக்கை

SM	
TM	
EM	
<b>TOTAL</b>	

අංශය/ பிரிவு	ශිෂ්‍ය සංඛ්‍යාව மாணவர்கள்தொகை			අංශය/பிரிவு	පන්ති සංඛ්‍යාව வகுப்புக்களின் எண்ணிக்கை		
	සිංහල මාධ්‍ය சிங்கள மொழி மூலம்	දෙමළ මාධ්‍ය தமிழ் மொழி மூலம்	ඉංග්‍රීසි මාධ්‍ය ஆங்கிலமொழி மூலம்		සිංහල මාධ්‍ය சிங்கள மொழி மூலம்	දෙමළ මාධ්‍ය தமிழ் மொழி மூலம்	ඉංග්‍රීසි ** මාධ්‍ය ஆங்கிலமொழி மூலம்
9.1 ප්‍රාථමික (1-5)/ ஆரம்பப் பிரிவு (1-5)				10.1 ප්‍රාථමික (1-5)/ ஆரம்பப் பிரிவு (1-5)			
9.2 ද්විතීයික (6-11)/இடை நிலை (6-11) *				10.2 ද්විතීයික (6-11)/ இடை நிலை (6-11) *			
9.3 උසස් පෙළ (12-13) විද්‍යා/ உயர்தர (12-13) விஞ்ஞானம் *				10.3 උසස් පෙළ (12-13) විද්‍යා/ உயர்தர (12-13) விஞ்ஞானம் *			
9.4 උසස් පෙළ (12-13) තාක්ෂණ/ உயர்தர (12-13) தொழில்நுட்பம் *				10.4 උසස් පෙළ (12-13) තාක්ෂණ/ உயர்தர (12-13) தொழில்நுட்பம் *			
9.5 උසස් පෙළ (12-13) කලා/வாகை உயர்தர (12-13) கலை.வர்த்தகம் *				10.5 උසස් පෙළ (12-13) කලා/வாகை உயர்தர (12-13) கலை.வர்த்தகம் *			
9.6 උසස් පෙළ (12-13) පොදු විෂය ධාරාව/ உயர்தர பொது பாடத்துறை *				10.6 උසස් පෙළ (12-13) පොදු විෂය ධාරාව/ உயர்தர பொது பாடத்துறை *			
9.7 උසස් පෙළ (12-13) වෘත්තීය විෂය ධාරාව/ உயர்தர (12-13) தொழிற்பாடத்துறை				10.7 උසස් පෙළ (12-13) වෘත්තීය විෂය ධාරාව/ உயர்தர (12-13) தொழிற்பாடத்துறை			
9.8 විශේෂ අධ්‍යාපන/ விசேட கல்வி *				10.8 විශේෂ අධ්‍යාපන/ விசேட கல்வி			

11.1 06/2021 වනුලේඛන අනුව සිටිය යුතු මුළු ගුරු සංඛ්‍යාව : 06/2021 අනුව නිරූපණය කරන පාලකවරයාගේ වාර්ෂික වාර්තාව

SM	
TM	
EM	
<b>TOTAL</b>	

11.2 දැනට සිටින මුළු ගුරු සංඛ්‍යාව :  
 தற்போது உள்ள ஆசிரியர்களின் மொத்த எண்ணிக்கை:

SM	
TM	
EM	
<b>TOTAL</b>	

\* ශිෂ්‍ය සංඛ්‍යාව හා පන්ති සංඛ්‍යාව ගණනය කිරීමේ දී අ.පො.ස. (සා.පෙළ) හා අ.පො.ස. (උ.පෙළ) දෙවන වර විභාගයට පෙනී සිටින සිසුන් ද එම සිසුන් සහිත පන්ති ද ඇතුළත් වන පරිදි ගණනය කරන්න.

\*\* භෞතික වශයෙන් ඉංග්‍රීසි මාධ්‍ය පන්ති වෙන් කර නැතත් උපකල්පිත පන්ති සංඛ්‍යාව උපදෙස් පත්‍රිකාවේ දැක්වෙන පරිදි ගණනය කර ඇතුළත් කරන්න.





ஏ.செ.எ.உ.பிரிவு	விசயம் எண்	விசயம் பாடம்	ஹிந்தி மொழி/ மூல ஆசிரியர்/ மாணவர் தொகை			தமிழ் மொழி மூல ஆசிரியர்/ மாணவர் தொகை			ஆங்கில மொழி மூல ஆசிரியர்/ மாணவர் தொகை		
			ஹிந்தி மொழி/ மூல ஆசிரியர் தொகை	ஹிந்தி மொழி/ மூல ஆசிரியர் தொகை	ஹிந்தி மொழி/ மூல ஆசிரியர் தொகை	தமிழ் மொழி/ மூல ஆசிரியர் தொகை	தமிழ் மொழி/ மூல ஆசிரியர் தொகை	தமிழ் மொழி/ மூல ஆசிரியர் தொகை	ஆங்கில மொழி/ மூல ஆசிரியர் தொகை	ஆங்கில மொழி/ மூல ஆசிரியர் தொகை	ஆங்கில மொழி/ மூல ஆசிரியர் தொகை
ஏ.செ.எ.உ.பிரிவு (12-13) உயர்தர (12-13)	12.7	நாணய விசயம் (இணைக்கப்பட்ட விசயம் 03) தொழில்நுட்ப பாடத்துறை (பெரும்பான்மையான மாணவர்கள் கற்றறிபவர்கள் பிரதான பாடங்கள்)									
	12.7(i)	ஓசை/உயிரியல் தொழில்நுட்பம்									
	12.7(ii)	உயிரியல் தொழில்நுட்பம்									
	12.7(iii)	நாணய விசயம்/உயிரியல் தொழில்நுட்பத்திற்கான விஞ்ஞானம்									
	12.7(iv)	உயிரியல்/உயிரியல்									
	12.7(v)	உயிரியல்/உயிரியல்									
	12.7(vi)	உயிரியல்/உயிரியல்									
	12.7(vii)	உயிரியல்/உயிரியல்									
	12.7(viii)	உயிரியல்/உயிரியல்									
	12.7(ix)	உயிரியல்/உயிரியல்									
	12.7(x)	உயிரியல்/உயிரியல்									
	12.7(xi)	உயிரியல்/உயிரியல்									
	12.7(xii)	உயிரியல்/உயிரியல்									
	12.7(xiii)	உயிரியல்/உயிரியல்									
	12.7(xiv)	உயிரியல்/உயிரியல்									
	நாணய விசயம் (இணைக்கப்பட்ட விசயம் 03) தொழில்நுட்ப பாடத்துறை (பிரதான)										
	12.8	உயிரியல் / உயிரியல் ((இணைக்கப்பட்ட விசயம் 03)/ வர்த்தக /கலை பாடத்துறை (பெரும்பான்மையான மாணவர்கள் கற்றறிபவர்கள் பிரதான பாடங்கள்)									
	12.8(i)	உயிரியல்/உயிரியல்									
	12.8(ii)	உயிரியல்/உயிரியல்									
	12.8(iii)	உயிரியல்/உயிரியல்									
	12.8(iv)	உயிரியல்/உயிரியல்									
	12.8(v)	உயிரியல்/உயிரியல்									
	12.8(vi)	உயிரியல்/உயிரியல்									
	12.8(vii)	உயிரியல்/உயிரியல்									
	12.8(viii)	உயிரியல்/உயிரியல்									
	12.8(ix)	உயிரியல்/உயிரியல்									
	12.8(x)	உயிரியல்/உயிரியல்									
	12.8(xi)	உயிரியல்/உயிரியல்									
12.8(xii)	உயிரியல்/உயிரியல்										
12.8(xiii)	உயிரியல்/உயிரியல்										
12.8(xiv)	உயிரியல்/உயிரியல்										
12.8(xv)	உயிரியல்/உயிரியல்										
12.8(xvi)	உயிரியல்/உயிரியல்										
12.8(xvii)	உயிரியல்/உயிரியல்										
12.8(xviii)	உயிரியல்/உயிரியல்										











### Guidance Manual

**\*\*Even though English medium classes have not been separated, calculate and enter the number of hypothetical number of classrooms as follows.**

**Step 1:** Separately note down the number of English medium students under each grade.

**Step 2:** Calculate separately the number of classes corresponding to above number of students on assumption of the maximum of 35 English medium students per class.

**Step 3:** Accordingly, enter in Table No 10, the total number of 6-11 classes as the number of Secondary (6-11) classes and the total number of 12, 13 classes as the number of Advanced Level (12-13) classes.

Grade	No. of English Medium Students	No. of English Medium Students/35	Hypothetical No. of English Medium Classes
6			
7			
8			
9			
10			
11			
Total no. of hypothetical English medium classes in Secondary (6-11) section			
12 (Science)			
13 (Science)			
Total no. of hypothetical English medium classes in A/L (12-13) Science section			
12 (Technology)			
13 (Technology)			
Total no. of hypothetical English medium classes in A/L (12-13) Technology section			
12 (Arts/ Commerce)			
13 (Arts/ Commerce)			
Total no. of hypothetical English medium classes in A/L (12-13) Arts/ Commerce section			
12 (Common)			
13 (Common)			
Total no. of hypothetical English medium classes in A/L (12-13) Common Subject Stream			
12 (Vocational)			
13 (Vocational)			
Total no. of hypothetical English medium classes in A/L (12-13) Vocational Subject Stream			

\*..... Medium Teacher Requirement for Provincial Schools as the Circular No : 06/2021

No.		Census No.		School Name		Medium of Instruction		*No. of Students		Total Students		*No. of Classes		Total Classes		*G 1-5 Students		*G 6-11 Students		*G 12-13 Science Students		*G 12-13 Tech. Students		*G 12-13 Art/ Commerce Students		*G 12-13 Common Students		*Special Students		*G 1-5 Classes		*G 6-11 Classes		*G 12-13 Science Classes		*G 12-13 Tech. Classes		*G 12-13 Art/ Commerce Classes		*G 12-13 Common Classes		*Special Classes		Primary Tea.Rq.		Primary English Tea.Rq.		Aesthetic Tea.Rq.(Only for Primary Schools where no. of Students>1000)		Science Tea.Rq.		Mathematics Tea.Rq.		Sinhala Tea.Rq.		Tamil Tea.Rq.		English Tea.Rq.		History Tea.Rq.		Buddhism Tea.Rq.		Hinduism Tea.Rq.		Islam Tea.Rq.		Roman Catholic Tea.Rq.		Cristianity Tea.Rq.		Geography Tea.Rq.		Civic Studies Tea.Rq.		Business and Accountancy Studies Tea.Rq.		Entrepreneurship Studies Tea.Rq.		Pali Tea.Rq.		Sanskrit Tea.Rq.		French Tea.Rq.		Hindi Tea.Rq.		Japanese Tea.Rq.		Arabic Tea.Rq.		German Tea.Rq.		Chinese Tea.Rq.		Russian Tea.Rq.		Korean Tea.Rq.		2nd language Sinhala Tea.Rq.		2nd language Tamil Tea.Rq.		Eastern Music Tea.Rq.		Western Music Tea.Rq.		Karnatac Music Tea.Rq.		Art Tea.Rq.		Dancing (Traditional) Tea.Rq.		Dancing (Bharat) Tea.Rq.	
No.		Census No.		School Name		Drama and Theatre Tea.Rq.		Appreciation of Literary Tea.Rq.		Appreciation of Literary (Arabic) Tea.Rq.		ICT Tea.Rq.		Agriculture & Food Technology Tea.Rq.		Aquatic Bioresources Technology Tea.Rq.		Art and Craft Tea.Rq.		Home Economics Tea.Rq.		Practical and Technical Skills Tea.Rq.		Design and Technology Tea.Rq.		Health and Physical Education Tea.Rq.		Communication and Media Studies Tea.Rq.		Electronic Typing and Shorthand Tea.Rq.		Chemistry Tea.Rq.		Physics Tea.Rq.		Biology Tea.Rq.		Agri Science Tea.Rq.		Combined Maths Tea.Rq.		Higher Maths Tea.Rq.		A/L Maths Tea.Rq.		Engineering Technology Tea.Rq.		Bio System Technology Tea.Rq.		Science for Technology Tea.Rq.		A/L ICT Tea.Rq.		Accountancy Tea.Rq.		Business Studies Tea.Rq.		Business Statistics Tea.Rq.		Logic and Scientific Method Tea.Rq.		Economics Tea.Rq.		A/L Geography Tea.Rq.		Political Science Tea.Rq.		A/L Home Economics Tea.Rq.		History (Indian/Europe/Contemporary) Tea.Rq.		Civil Technology Tea.Rq.		Mechanical Technology Tea.Rq.		Electric, Electronic and Information Technology Tea.Rq.		Food and Technology Tea.Rq.		Agri Technology Tea.Rq.		Bio Resources Technology Tea.Rq.		A/L Communication and Media Studies Tea.Rq.		Buddhist Civilization Tea.Rq.		Christian Civilization Tea.Rq.		Hindu Civilization Tea.Rq.		Islam Civilization Tea.Rq.		Greek and Roman Civilization Tea.Rq.		A/L Buddhism Tea.Rq.		A/L Hinduism Tea.Rq.		A/L Christianity Tea.Rq.		A/L Islam Tea.Rq.		A/L Art Tea.Rq.		A/L Dancing (Traditional) Tea.Rq.		A/L Dancing (Bharat) Tea.Rq.		A/L Eastern Music Tea.Rq.		A/L Karnatac Music Tea.Rq.		A/L Western Music Tea.Rq.	
No.		Census No.		School Name		A/L Drama and Theatre Tea.Rq.		A/L Sinhala Tea.Rq.		A/L Tamil Tea.Rq.		A/L English Tea.Rq.		A/L Pali Tea.Rq.		A/L Sanskrit Tea.Rq.		A/L Arabic Tea.Rq.		A/L French Tea.Rq.		A/L Chinese Tea.Rq.		A/L Japanese Tea.Rq.		A/L German Tea.Rq.		A/L Russian Tea.Rq.		A/L Malay Tea.Rq.		A/L Hindi Tea.Rq.		Child Psychology & Care		Health & Social Care		Physical Education & Sports		Performing Arts		Event Management		A/L Art & Craft		Interior Designing		Fashion Designing		Graphic Design		Art & Designing		Landscaping		Applied Horticultural Studies		Livestock Product Studies		Food Processing Studies		Aquatic Resource Studies		Plantation Product Studies		Construction Studies		Automobile Studies		Electrical and Electronic Studies		Textile & Apparel Studies		Metal Fabrication Studies		Aluminum Fabrication Studies		Computer Hardware & Networking (Web Designing and Software Development)		Manufacturing		Tourism & Hospitality		Environmental Studies		GIT Tea.Rq.		General English Tea.Rq.		G 6-11 Sectional Head Tea.Rq.		A/L Sectional Head Tea.Rq.		IT Lab Tea.Rq.		Science Field Study Centre Tea.Rq.		Counselling Tea.Rq.		Library Tea.Rq.		Special Edu. Tea.Rq.		Other Tea.Rq.		*Total Teacher Cadre Requirement		*Assistant Principal		*Deputy Principal		*Principal		*Total Academic Staff Cadre Requirement	
No.		Census No.		School Name		A/L Drama and Theatre Tea.Rq.		A/L Sinhala Tea.Rq.		A/L Tamil Tea.Rq.		A/L English Tea.Rq.		A/L Pali Tea.Rq.		A/L Sanskrit Tea.Rq.		A/L Arabic Tea.Rq.		A/L French Tea.Rq.		A/L Chinese Tea.Rq.		A/L Japanese Tea.Rq.		A/L German Tea.Rq.		A/L Russian Tea.Rq.		A/L Malay Tea.Rq.		A/L Hindi Tea.Rq.		Child Psychology & Care		Health & Social Care		Physical Education & Sports		Performing Arts		Event Management		A/L Art & Craft		Interior Designing		Fashion Designing		Graphic Design		Art & Designing		Landscaping		Applied Horticultural Studies		Livestock Product Studies		Food Processing Studies		Aquatic Resource Studies		Plantation Product Studies		Construction Studies		Automobile Studies		Electrical and Electronic Studies		Textile & Apparel Studies		Metal Fabrication Studies		Aluminum Fabrication Studies		Computer Hardware & Networking (Web Designing and Software Development)		Manufacturing		Tourism & Hospitality		Environmental Studies		GIT Tea.Rq.		General English Tea.Rq.		G 6-11 Sectional Head Tea.Rq.		A/L Sectional Head Tea.Rq.		IT Lab Tea.Rq.		Science Field Study Centre Tea.Rq.		Counselling Tea.Rq.		Library Tea.Rq.		Special Edu. Tea.Rq.		Other Tea.Rq.		*Total Teacher Cadre Requirement		*Assistant Principal		*Deputy Principal		*Principal		*Total Academic Staff Cadre Requirement	
No.		Census No.		School Name		A/L Drama and Theatre Tea.Rq.		A/L Sinhala Tea.Rq.		A/L Tamil Tea.Rq.		A/L English Tea.Rq.		A/L Pali Tea.Rq.		A/L Sanskrit Tea.Rq.		A/L Arabic Tea.Rq.		A/L French Tea.Rq.		A/L Chinese Tea.Rq.		A/L Japanese Tea.Rq.		A/L German Tea.Rq.		A/L Russian Tea.Rq.		A/L Malay Tea.Rq.		A/L Hindi Tea.Rq.		Child Psychology & Care		Health & Social Care		Physical Education & Sports		Performing Arts		Event Management		A/L Art & Craft		Interior Designing		Fashion Designing		Graphic Design		Art & Designing		Landscaping		Applied Horticultural Studies		Livestock Product Studies		Food Processing Studies		Aquatic Resource Studies		Plantation Product Studies		Construction Studies		Automobile Studies		Electrical and Electronic Studies		Textile & Apparel Studies		Metal Fabrication Studies		Aluminum Fabrication Studies		Computer Hardware & Networking (Web Designing and Software Development)		Manufacturing		Tourism & Hospitality		Environmental Studies		GIT Tea.Rq.		General English Tea.Rq.		G 6-11 Sectional Head Tea.Rq.		A/L Sectional Head Tea.Rq.		IT Lab Tea.Rq.		Science Field Study Centre Tea.Rq.		Counselling Tea.Rq.		Library Tea.Rq.		Special Edu. Tea.Rq.		Other Tea.Rq.		*Total Teacher Cadre Requirement		*Assistant Principal		*Deputy Principal		*Principal		*Total Academic Staff Cadre Requirement	



**\*..... Medium Teacher Requirement for National Schools as the Circular No : 06/2021**

No.	Census No.	School Name	Medium of Instruction	*No. of Students	Total Students	*No. of Classes	Total Classes	*G 1-5 Students	*G 6-11 Students	*G 12-13 Science Students	*G 12-13 Tech. Students	*G 12-13 Art/ Commerce Students	*G 12-13 Common Students	*Special Students	*G 1-5 Classes	*G 6-11 Classes	*G 12-13 Science Classes	*G 12-13 Tech. Classes	*G 12-13 Art/ Commerce Classes	*G 12-13 Common Classes	*Special Classes	Primary	Secondary																																		
No.	Census No.	School Name	Drama and Theatre Tea.Rq.	Appreciation of Literary Tea.Rq.	Appreciation of Literary (Arabic) Tea.Rq.	ICT Tea.Rq.	Agriculture & Food Technology Tea.Rq.	Aquatic Bioresources Technology Tea.Rq.	Art and Craft Tea.Rq.	Home Economics Tea.Rq.	Practical and Technical Skills Tea.Rq.	Design and Technology Tea.Rq.	Health and Physical Education Tea.Rq.	Communication and Media Studies Tea.Rq.	Electronic Typing and Shorthand Tea.Rq.	Chemistry Tea.Rq.	Physics Tea.Rq.	Biology Tea.Rq.	Agri Science Tea.Rq.	Combined Maths Tea.Rq.	Higher Maths Tea.Rq.	A/L Maths Tea.Rq.	Engineering Technology Tea.Rq.	Bio System Technology Tea.Rq.	Science for Technology Tea.Rq.	A/L ICT Tea.Rq.	Accountancy Tea.Rq.	Business Studies Tea.Rq.	Business Statistics Tea.Rq.	Logic and Scientific Method Tea.Rq.	Economics Tea.Rq.	A/L Geography Tea.Rq.	Political Science Tea.Rq.	A/L Home Economics Tea.Rq.	History (Indian/Europe/Contemporary) Tea.Rq.	Civil Technology Tea.Rq.	Mechanical Technology Tea.Rq.	Electric/Electronic and Information Technology Tea.Rq.	Food and Technology Tea.Rq.	Agri Technology Tea.Rq.	Bio Resources Technology Tea.Rq.	A/L Communication and Media Studies Tea.Rq.	Buddhist Civilization Tea.Rq.	Christian Civilization Tea.Rq.	Hindu Civilization Tea.Rq.	Islam Civilization Tea.Rq.	Greek and Roman Civilization Tea.Rq.	A/L Buddhism Tea.Rq.	A/L Hinduism Tea.Rq.	A/L Christianity Tea.Rq.	A/L Islam Tea.Rq.	A/L Art Tea.Rq.	A/L Dancing (Traditional) Tea.Rq.	A/L Dancing (Bharat) Tea.Rq.	A/L Eastern Music Tea.Rq.	A/L Kamatac Music Tea.Rq.	A/L Western Music Tea.Rq.
No.	Census No.	School Name	A/L Drama and Theatre Tea.Rq.	A/L Sinhala Tea.Rq.	A/L Tamil Tea.Rq.	A/L English Tea.Rq.	A/L Pali Tea.Rq.	A/L Sanskrit Tea.Rq.	A/L Arabic Tea.Rq.	A/L French Tea.Rq.	A/L Chinese Tea.Rq.	A/L Japanese Tea.Rq.	A/L German Tea.Rq.	A/L Russian Tea.Rq.	A/L Malay Tea.Rq.	A/L Hindi Tea.Rq.	Child Psychology & Care	Health & Social Care	Physical Education & Sports	Performing Arts	Event Management	A/L Art & Craft	Interior Designing	Fashion Designing	Graphic Design	Art & Designing	Landscaping	Applied Horticultural Studies	Livestock Product Studies	Food Processing Studies	Aquatic Resource Studies	Plantation Product Studies	Construction Studies	Automobile Studies	Electrical and Electronic Studies	Textile & Apparel Studies	Metal Fabrication Studies	Aluminum Fabrication Studies	Computer Hardware & Networking (Web Designing and Software Development)	Manufacturing	Tourism & Hospitality	Environmental Studies	GFT Tea.Rq.	General English Tea.Rq.	G 6-11 Sectional Head Tea.Rq.	A/L Sectional Head Tea.Rq.	IT Lab Tea.Rq.	Science Field Study Centre Tea.Rq.	Counselling Tea.Rq.	Library Tea.Rq.	Special Edu. Tea.Rq.	Other Tea.Rq.	*Total Teacher Cadre Requirement	*Assistant Principal	*Deputy Principal	*Principal	*Total Academic Staff Cadre Requirement
																							<b>Advanced Level</b>										<b>Advanced Level</b>										<b>Advanced Level</b>														
																							<b>13 Years of Education</b>										<b>13 Years of Education</b>										<b>13 Years of Education</b>														
																							<b>Other</b>										<b>Other</b>										<b>Other</b>														
																							<b>Principal Cadre</b>										<b>Principal Cadre</b>										<b>Principal Cadre</b>														

**Timeframe of Approving Academic Cadre Requirements for All Schools.**

Serial No	Date	Description	Responsibility
1.	Within 01 week from the issuance of the Circular	<p><u>Provincial Schools:</u> Completing Schedule 02 with details of the academic cadre requirement of the school in terms of Schedule 01 and submission of the same to the Zonal Director of Education</p> <p><u>National Schools:</u> Completing Schedule 02 with details of the academic cadre of the school in terms of Schedule 01 and submission of the same to the Director of Education (National Schools)</p>	Principal  Principal
2.	Within the period of next 01 week	<p><u>Provincial Schools:</u> Zonal Director of Education preparing the details of schools in the Zone in terms of Annexure 02 separately for the 03 mediums (Sinhala/ Tamil/English) and submission of the same to the Provincial Director of Education</p> <p><u>National Schools:</u> Director of Education (National Schools) preparing the cadre information of all national schools separately for 03 mediums in terms of Annexure 02 and submission of the same to the Provincial Director of Education</p>	Zonal Director of Education  Director of Education (National Schools)
3.	Within the period of next 01 week	<p><u>Provincial Schools:</u> Provincial Director of Education preparing the cadre requirement of the entire province separately for Sinhala/ Tamil/English mediums in terms of Annexure 03 and submission of his recommendation to the Provincial Secretary to Education along with a copy of Annexure 02</p> <p><u>National Schools:</u> Preparing the all island National School academic cadre requirement in terms of Annexure 04 separately for the 03 mediums and submission of the same to the Secretary to the Ministry of Education by the Additional Secretary (Planning)</p>	Provincial Director of Education  Additional Secretary (Planning)

4.	Within the period of next 01 week	<u>Provincial Schools:</u> Provincial Secretary to Education submitting the provincial academic cadre requirement in terms of Annexure 02 and Annexure 03 to the Provincial Chief Secretary.	Provincial Secretary to Education
5.	Within the period of next 02 weeks	<u>Provincial Schools:</u> Provincial Chief Secretary submitting respective details to the Department of Management Services for approval.  <u>National Schools:</u> Secretary to the Ministry of Education submitting details of the Academic Cadre of National School requirement to the Department of Management Services for approval.	Provincial Chief Secretary  Secretary to Ministry of Education
6.	<u>Provincial Schools:</u> On approval of the academic cadre, the Provincial Director of Education should inform the Principals of the approved cadre of each school. A copy of the same should be forwarded to the Planning Division of the Provincial Department of Education and the Planning Divisions of the respective Zonal Education Offices.  <u>National Schools:</u> On approval of the academic cadre of National Schools, the Director of Education (National Schools) should inform the Principals of all National Schools the approved cadre of each school. The respective cadre information should be forwarded to the Provincial Departments of Education and to respective Zonal Education Offices at provincial level.		Provincial Director of Education  Director of Education (National Schools)