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දිනය } 2024. 02. 21
திகதி }
Date }

Circular No: 06/2024

All Chief Secretaries to the Provincial Councils,
All Secretaries to the Provincial Ministries of Education,
All Provincial Directors of Education,
All Zonal Directors of Education,
All Divisional Directors of Education,
All Principal Theros of Pirivenas,
Principals of Government Schools/ Government Aided Schools.

Program of providing free School Uniform Materials to the School Students - 2024

This Circular is issued in relation to the implementation of providing free School Uniform Materials to the Students of the Government and Government Aided Schools and the Student Bhikkhus, Seela Mathas and Lay Students of Government Approved Pirivenas, and this Circular comes into force with effect from 21.02.2024 over all the Circulars issued previously in this connection.

02. Once the uniform materials are provided by the Ministry of Education, the necessary steps should be taken to distribute those to the schools and pirivenas.
03. 80% of the school uniform materials related to the year 2023 is received as a grant from the People's Republic of China and the actions will be taken to purchase the remaining 20% from the local fabric manufacturers and to provide to the school children by the Sri Lankan government.

04. Types and details of uniform material packets

Type of Uniform Materials to be provided to the School Students

Category	Grade range in the year 2023	Grade range in the year 2024	Material Type Entitled	Code	Quantity (Meter)	
Junior	Students in Grades 1-4	Students in Grades 2-5	Shirt Material (White)	JBS	1.14	
			Shirt Material (Yellow)	JBS(Y)	1.14	
			Trouser Material (White)	JBTS(W)	0.80	
			Trouser Material (Blue)	JBTS(B)	0.80	
			Trouser Material (Brown)	JBTS(BR)	0.80	
	Students (Girls) in Grades 1-4	Students (Girls) in Grades 2-5	Frock Material (White)	JGF	1.82	
			Jacket Material (White)	JGB(W)	1.37	
			Jacket Material (Yellow)	JGB(Y)	1.82	
			Skirt Material (Blue)	JGS(B)	1.60	
			Skirt Material (Brown)	JGS(BR)	1.60	
	Muslim Students (Girls) in Grades 1-4	Muslim Students (Girls) in Grades 2-5	Farda (Head scarves)	FJ	1.00	
	Central	Students in Grades 5 - 8	Students in Grades 6 - 9	Shirt Material (White)	IBS	1.37
				Shirt Material (Yellow)	IBS(Y)	1.37
				Trouser Material (White)	IBTS(W)	0.91
Trouser Material (Blue)				IBTS(B)	0.91	
Trouser Material (Brown)				IBTS(BR)	0.91	
Students (Girls) in Grades 5 - 8		Students (Girls) in Grades 6 - 9	Frock Material (White)	IGF	2.28	
			Jacket Material (White)	IGB(W)	1.60	
			Jacket Material (Yellow)	IGB(Y)	2.28	
			Skirt Material (Blue)	IGS(B)	1.82	
			Skirt Material (Brown)	IGS(BR)	1.82	
Muslim Students (Girls) in Grades 5 - 8		Muslim Students (Girls) in Grades 6 - 9	Farda (Head scarves))	FI	1.25	

Senior	Students in Grades 9 - 13	Students in Grades 10 - 13	Shirt Material (White)	SBS	1.60
			Shirt Material (Yellow)	SBS(Y)	1.60
			Trouser Material (White)	SBTL(W)	1.82
			Trouser Material (Brown)	SBTL(BR)	1.82
	Students (Girls) in Grades 9 - 13	Students (Girls) in Grades 10 - 13	Frock Material (White)	SGF	2.74
			Jacket Material (White)	SGB(W)	1.82
			Jacket Material (Yellow)	SGB(Y)	2.74
			Skirt Material (Blue)	SGS(B)	2.00
			Skirt Material (Brown)	SGS(BR)	2.00
	Muslim Students (Girls) in Grades 9 - 13	Muslim Students (Girls) in Grades 10 - 13	Farda (Head scarves)	FS	1.50
Students (Girls) in Grades 9 - 13	Students (Girls) in Grades 10 - 13	Half Saree (White)	SGLS(W)	4.50	
Junior	Clergy students in Grades 1-6	Clergy students in Grades 2-7	Robe Material (Orange)	RMS	6.40
Senior	Clergy students in Grades 7-13	Clergy students in Grades 8-13	Robe Material (Orange)	RML	9.14

05. Issuance of Uniform Materials to Zonal Education Offices /Divisional Education Offices

The date when the uniform materials are brought to the Zonal/Divisional Education Office for the year 2024 will be notified to the officers nominated by the Zonal Director of Education two (02) days in advance through the Provincial Director of Education. School Uniform Material Form 01 (S.U.M.1) will be used by the suppliers selected on behalf of the Ministry of Education to issue the stock of materials belonging to your Zonal/Divisional Office. Consequently, the supplier providing the uniform materials to the Zone will also take actions to inform the nominated officers mentioned above. Similarly, in case of any change occurred in the name list of the nominated officers, it is essential that the Zonal Directors of Education take actions to update the names and inform the School Supplies Branch of the Ministry of Education by telephone, fax or email (Telephone /Fax Number - 0112 784838 / Email - schoolsupplies.moe@gmail.com).

Form 01 (S.U.M.1) should be used for the issuance of uniform materials to the Zonal / Divisional Education Offices and it consists of 06 copies.

- 1st copy - To the supplier for payment
- 2nd copy - To the Zonal / Divisional Director of Education
- 3rd copy - To the Zonal Director of Education
- 4th copy - To the Provincial Director of Education
- 5th copy - To the Auditor General
- 6th copy - To the Supplier

06. Issuing the packets of uniform material to schools from Zonal/Divisional Education Offices

Once all the packets of uniform materials required for the schools are provided to the Zonal/Division Education Offices by the Ministry of Education, the said packets of uniform materials should formally be issued to the principals using the Form 02 (S.U.M).

You will receive the boxes containing uniform materials; granted by the government of China and purchased by the Government of Sri Lanka, from the Ceylon Shipping Cooperation Limited. The uniform materials will be sent to your warehouse in sealed boxes containing 50 packets of materials (No. of packets of school uniform materials you requested will be packed as 50 packets per box and the remaining quantities will also be packed in boxes and delivered correctly). The packets of uniform materials provided by the **Ceylon Shipping Cooperation Limited** at your request should be issued to the principals. The sealed boxes of uniform materials shall be opened in the presence of an officer of the Zonal/Divisional Education Office or the Principal and at least two other responsible officers.

The Form 02 (S.U.M) should be used as follows and is also of 06 copies.

- | | |
|----------------------|--|
| 1 st copy | - To the principal who receives the packets of uniform materials |
| 2 nd copy | - To the Procurement Branch of the Ministry of Education |
| 3 rd copy | - To the Provincial Director of Education |
| 4 th copy | - To the Zonal Director of Education |
| 5 th copy | - To the Auditor General |
| 6 th copy | - Office copy |

07. Giving packets of uniform materials to students from schools

1. It is the responsibility of the principals to keep; safely, the packets of uniform materials received by the school heads.
2. The activities should be decentralized by assigning the class teacher with the responsibility of distributing the packets of uniform materials to the students studying in each class.
3. At the time of issuing packets of uniform materials to students studying in Grades 6 - 13, the teachers in charge should get signatures from those students.
4. The parents/guardians of the students studying in primary classes from Grade 1 to 5 should be called and the uniform materials should be handed over to them and their signatures should be obtained (Such practice should be done as they are minors)
5. The signature documents that may be prepared should be kept safely filed in the school for audit purposes.

The above mentioned matters should be implemented, and the documents should be prepared as per Annex 01 for that purpose. (The document in Annex 01 should be prepared at the school level)

08. Actions to be taken in respect of the packets of uniform materials remaining in schools after distribution to students

In case of a surplus remained after distribution of the packets of uniform materials to all the students, the Principal should inform the Zonal/Divisional Education Offices in writing about it and make arrangements to separate the excess packets of materials according to categories and hand them over

formally to the Divisional Director of Education in Annex 04. The Divisional Director of Education should balance the requirements of all the schools in his Division and should make arrangements; if there is an excess, to formally hand it over to the Zonal Director of Education in Annex 05. The quantities of excess packets of uniform materials given by the Divisional Offices should be calculated precisely, sorted into categories and recorded as per Annex 06 as well as should be kept in safety by the Zonal Director of Education for the use of the next year. If the excess stock is misplaced subsequently by any reason, the Zonal Director of Education will be responsible for such matter. Consequently, the said uniform materials should be stored safely.

It is emphasized that it is the responsibility of the Principal, Divisional Director of Education, Zonal Director of Education and Provincial Director of Education to provide uniforms to every child in their province, and if any Principal/Divisional Director of Education/Zonal Director of Education is revealed to have proceeded outside of these arrangements, the disciplinary actions have to be taken in that connection.

The packets of uniform materials provided by the supplier should not be distributed to the students until the instructions of the Ministry are received. The provided uniform materials will be randomly sampled for testing at Zonal/Divisional Education Office, and the other packets will be provided to you instead of those taken for sample.

09. Survey Activities

The survey boards should be appointed by the Zonal Director of Education in order to conduct a survey in each school or a selected number of schools in the Zone to verify the accuracy of the reports received from the schools. The teachers and other officials should be deployed in the survey board. The details of the appointed survey boards should be notified to the Provincial Director of Education and the Provincial Director of Education should be responsible for the supervising activities of sending the final comparisons and handing over the remaining stock.

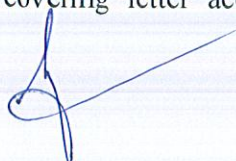
10. Final Comparison Reports

The forms correctly prepared by the Zonal Education Office; according to the format in Annex 4 arranged after distributing school uniform materials by the principals of all the schools related to the Zone, should be kept in a separate file to be submitted for inspection when required. (The document should be prepared by Principals)

11. Annex I Format

If there are any deficits or excesses of the packets of uniform materials in those boxes, the said report should be certified by the Zonal Director of Education or the Divisional Director of Education or the Principal of the concerned school as per the format in Annex 2 at the time of opening each sealed boxes of cloth materials. (At every instance, please use one form for each box.) Accordingly, the Provincial Director of Education should give the Form in Annex 2 to the respective Principals and Divisional Directors of Education and get the necessary details thereby.

Principals and Divisional Directors of Education should prepare and send the final comparison reports to the Zonal Director of Education in relation to the forms in Annex 3, Annex 4 and Annex 5 according to the details received in the format of Annex 2 attached hereto within a period of one month upon the completion of distributing the packets of uniform materials (from the date the Ministry of Education notified to start the distribution subsequent to the receipt of the packets of uniform materials). The actions should be taken to send the summary report in Annex 6 to the Chief Accountant (Procurements), Ministry of Education with a covering letter accompanied by the

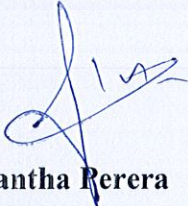


recommendation of the Zonal Director of Education and the approval of the Provincial Director of Education. Together with the said report, the lists of schools in all the Divisions belonged to the Zone should be included and submitted as a file. (Annex 6 should be prepared by the respective Zonal Education Offices)

You are further informed to give priority in this regard as this final comparison report and the report on deficits and surpluses are required to maintain the stock accounts of the Ministry and for the audit purposes.

12. General

It is the expectation of the Ministry of Education and the Government to provide school uniform materials on time to all students studying in government and government-aided schools and to all student bhikkhus, seela mathas and lay students studying in approved pirivenas. Thereby, you are emphasized that it is the responsibility of every officer in your Province, Zone, Division and School to give keen attention and execute the necessary works responsibly in this connection, as the delay in the distributing uniform materials will obstruct the achievement of the said objectives.



Wasantha Perera
Secretary
Ministry of Education

Issuance of school uniform materials to students (2024)

1. Province:-
2. District:-
3. Division:-
4. Name of School:-
5. Class:-

SN	Date	Name of Students	Material Type *			Symbol of the Supplier	Signature (Student's or Guardian)
Amount of material packets received							
Amount of material packets issued for students							
Amount of material packets remaining							
* To arrange as per the requirement							
..... packets of uniform materials received for the Grade							
..... were taken over correctly and given to the students appropriately.							

Note -In preparing the material type, it is essential that the quantity of trousers is equal with the quantity of shirts of the boys while quantity of skirts is equal with the quantity of jackets of the girls.

Signature of the teacher:-

Name of the teacher:-

National Identity Card Number:-

I certify that the uniform materials were distributed correctly to the students.

Signature of the Section Head:-

Name of the Section Head:-

National Identity Card Number:-

Signature of Principal:-

Official Stamp:-

Date:-

Distribution of School Uniform Materials -2024

Report on Deficits and Excesses

(Please complete this form only in case of Deficits and Excesses)

1. Name of Zonal Education Office: -
2. Name of School: -
.....
3. Type of Material Packet: -
4. Material Box Number: -
5. Number of Deficient/Excessive Packets: -
6. Name of the officer who opened the box of packets: -
7. Post of the officer who opened the box of packets: -
8. Signature of the officer who opened the box of packets:-.....
9. Name of the officer who checked: -
10. Post of the officer who checked: -
11. Signature of the officer who checked: -
12. Name of the officer who certified: -
13. Post of the officer who certified: -
14. Signature of the officer who certified: -
15. Date:-.....

Providing School Uniform Materials - Year 2024
(The final comparison report prepared by the Principal of the respective school)

Province:-
 Divisional Education Office:-
 District:-
 Name of the School:-
 Zonal Education Office:-

01	02	03	04	05	06	07	08	09
Material Type	Number of packets received from the Divisional Education Office (S.U.M 01)	Number of packets obtained additionally from the Divisional Education Office (S.U.M 01)	Total Packets received 02+03	Quantity issued for the students	Quantity remained at school warehouses (04-05)	Number of material boxes with less than 50 packets	Number of packets in deficit in the boxes that should contain 50 packets	Quantity returned to Divisional Education Offices (Should be similar to column 06 only if there are no excesses or deficits.)
JBS								
JB-TS(B)								
JB-TS(W)								
IBS								
IB-TS(B)								
IB-TS(W)								
SBS								
SB-TL(W)								
JGF								
IGF								
SGF								
FJ								
FI								
FS								
JG-B(W)								
JG-S(B)								
IG-B(W)								
IG-S(B)								
SG-B(W)								
SG-S(B)								

Prepared by (Name) :- Signature :-

Checked by (Name) :- Signature :-

I certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and handed back to the Division Warehouse after distributing the packets of uniform materials: received from the Ministry, to the students.

Signature of the Principal:-

Official Stamp:-

Date:-

Providing School Uniform Materials - Year 2024
(Final Comparison Report prepared by the Divisional Director of Education)

Province:-
 Divisional Education Office:-

District:-

Zonal Education Office:-

01	02	03	04	05	06	07	08	09	10	11
Material Type	Number of packets received from the Zonal Education Office (S.U.M 01)	Number of packets obtained additionally from the Zonal Education Office (S.U.M 01)	Total Packets received 02+03	Quantity issued for the schools (S.U.M 02)	Quantity returned from the schools	Quantity remained at Divisional warehouses (04-05)+06	Number of material boxes with less than 50 packets	Number of packets in deficit in the boxes that should contain 50 packets	Total No. of packets returned to Zonal warehouses (Should be similar to column 07 only if there are no excesses or deficits.)	Quantity issued for the students 05-06
JBS										
JB-TS(B)										
JB-TS(W)										
IBS										
IB-TS(B)										
IB-TS(W)										
SBS										
SB-TL(W)										
JGF										
IGF										
SGF										
FJ										
FI										
FS										
JG-B(W)										
JG-S(B)										
IG-B(W)										
IG-S(B)										
SG-B(W)										
SG-S(B)										

Prepared by (Name) :-

.....

Signature :-

.....

Checked by (Name) :-

.....

Signature :-

.....

I certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and handed back to the Zonal Warehouse after distributing the packets of uniform materials; received from the Ministry, to the students.

Signature of Divisional Director of Education:-

Official Stamp:-

Date:-

**Providing School Uniform Materials - Year 2024
(Final Comparison Report prepared by the Zonal Director of Education)**

Province:

District:-

Zonal Education Office:

01	02	03	04	05	06	07	08	09	10	11
Material Type	Number of packets received from the suppliers (S.U.M 01)	Number of packets received additionally from the suppliers (S.U.M 01)	Total Packets received 02+03	Quantity issued for the Divisional Education Offices (S.U.M 02)	Quantity returned from the Divisional Education Offices	Quantity remained at Zonal warehouses (04-05)+06	Number of material boxes with less than 50 packets	Number of packets in boxes that should contain 50 packets	Total No. of packets returned to Zonal warehouses from the Divisional Education Offices (Should be similar to column 07 only if there are no excesses or deficits.)	Quantity issued for the students 05-06
JBS										
JB-TS(B)										
JB-TS(W)										
IBS										
IB-TS(B)										
IB-TS(W)										
SBS										
SB-TL(W)										
JGF										
IGF										
SGF										
FJ										
FI										
FS										
JG-B(W)										
JG-S(B)										
IG-B(W)										
IG-S(B)										
SG-B(W)										
SG-S(B)										

Prepared by (Name):- Signature:-
 Checked by (Name):- Signature:-

I certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and stored at the warehouse of Zonal Education Office after distributing the packets of uniform materials; received from the Ministry, to the students.

Signature of Zonal Director of Education:- Official Stamp:-
 Signature of Provincial Director of Education:- Official Stamp:-
 Date:-