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திகதி } 2018.06.20
Date }

Circular No: 17/2018

All Provincial Secretaries of Education,
All Provincial Directors of Education,
All Zonal Directors of Education,
Managers / Principals of Government Approved Private Schools

Determining the Cadre of the Academic Staff of Government Approved Private Schools.

1. Government Approved Private Schools (Aided / Unaided) are implemented according to the general education policy of the government subject to private management. Government renders various assistance for these schools. After calculating the teacher cadre of Government Approved Private Schools, teaching appointments are approved and, the approved teachers are eligible for the School Teachers Contributory Pension Scheme as well as the Widows / Widowers and Orphans Pension Scheme. The government remits salary aids for teachers of Government Approved (Aided) Private Schools.
2. Teacher Cadre for Government Approved Private Schools is decided up to year 2018 according to the circular No. 1997/04 dated 08.04.1997 and its revised circular No. 1998/09 dated 10.03.1998. When calculating the teacher cadre for year 2019 and onwards, the circular No. 1/2016 dated 07.01.2016 of the Ministry of Education should be used subject to the following conditions. Where there are occasion mentioned to apply the circular No.1997/04 for calculating the teacher cadre in the previously issued circulars and advisory letters relevant to the establishment and the administrative matters, the circular No.1/2016 should be replaced instead, subject to the following condition.

3. Conditions

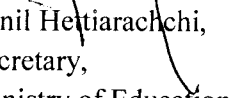
- 3.1 Teacher cadre of Government Approved Private Schools should annually get approved. Each year, before 31st December, the number of classes and the number of students that are to the date of 1st of June of the year, should get approved from the Director of Education (Private Schools), Ministry of Education. Therefore measures should be taken annually to provide this information to the Zonal Education Office by 1st of September of the relevant year.
- 3.2 Sections 07, 08, and 09 and their sub sections of the circular No 1/2016 issued by this Ministry are not applied to Government Approved Private Schools.

- 3.3 When calculating the teacher cadre according to the circular No 1/2016 mentioned in 3.2 above, the number may be more or less than the number calculated according to the circular No. 1997/04. If the number of teachers appointed, within the teacher cadre calculated according to the circular No 1997/4, exceeds the approved teacher cadre calculated according to this circular, such surplus of teachers should be balanced within 02 years. No new appointment will be approved within this transitional period until the balancing of teacher cadre is taking place.
- 3.4 As mentioned in the above 3.3, in case of failure of balancing the surplus of teachers within the transitional period of 2 years, steps should be taken to dismiss the excess number of teachers from the service using a formal methodology by the management.
- 3.5 The number of students in a class should be parallel to the number prescribed by the circulars issued relevant to Government schools. But for schools where there is only one class for each grade and the number of students in a class is less than 15, the teacher cadre is approved only, if the Zonal Director of Education thinks and recommends that, within 2 years, the number of students can make uplifted. If such recommendation is not given by the Zonal Director of Education, calculating the total number of students in all the classes where there are students 15, one teacher will be provided to each to 15 students.
- 3.6 The Section “in combination with another school for students from 4 to 240, a teacher can be allocated for both schools” under the table under No. 7 “the number of teachers should be for the Subject Religion” of schedule (i) of the circular No. 1/2016 mentioned above, is not applicable to the Government Approved Private Schools. For that a teacher should get provided by the school itself.
- 3.7 In calculating the number of teachers For G.C.E.(A/L) classes, if students have been admitted to Grade 12 by the 1st of June of the previous year, teachers are not given for the class rooms which appear for the G.C.E. (A/L) Examination of the relevant calculating year.
- 3.8 In case of increasing the number of classes, for that the approval should be obtained from the Director of Education (Private Schools), Ministry of Education, after receiving the recommendations of the Zonal Director of Education and the Provincial Director of Education, because calculating the teacher cadre is hereafter done based on the number of classes and the number of students, If the cadre is submitted for approval after starting classes without permission the approved for the cadre is not granted.
- 3.9 Schedule ii of the circular No 1/2016 is not applicable to Government Approval Private Schools and instead schedule (ii) and (iii) of this circular should be applied.

3.10. Section 15 of the schedule i of the circular No. 1/2016 is revised as follows.

“15. There should be one principal for each Government Approval Private School”

- 4 Accordingly, the teacher cadre of each Government Approval Private School calculated according to the circular No. 1/2016 subject to these conditions should be submitted to the Zonal Director of Education by the Manager/Principal. The Zonal Director of Education, after verifying the cadre, should forward his recommendation to the Provincial Director of Education, and after receiving the recommendation of the Provincial Director of Education, the approval of the Director of Education (Private Schools), Ministry of Education should be obtained.
- 5 The authority of taking the final decision regarding the issues arisen when implementing the provisions of this circular, lies on the Secretary of Education.


Sunil Hettiarachchi,
Secretary,
Ministry of Education.

Copies:

01. Auditor General
02. Chairperson – National Education Commission
03. Director General – National Institute of Education
04. Director General of Examinations
05. Director General of Publications

Annex (ii)

Calculating the Cadre of the Academic Staff of Government Approved Private Schools (Aided/Unaided) for the year

(According to the data to the date of 1st of June of the previous year)
Medium.....

01. Name of the school :-
02. Address :-
03. Province :-
04. Education Zone :-
05. Education Division :-
06. School Census Number :-
07. The number of students and the number of classes :-

| Section | No of Students | No of Classes |
|---------------------------------------|----------------|---------------|
| Primary (1-5) | | |
| Secondary (6-11) | | |
| Advanced Level (12-13) Science | | |
| Advanced Level (12-13) Technology | | |
| Advanced Level (12-13) Art / Commerce | | |
| Special Education | | |
| Total | | |

08. The Approved Teacher Cadre and the available number of teachers

| Category of teachers | | | Approved Teacher Cadre according to the Circular No 17/2018 | Number of available approved teachers | Number of vacancies available further within the approved cadre |
|--------------------------|-----|--|---|---------------------------------------|---|
| Primary Section (1-5) | 8.1 | Primary General | | | |
| | 8.2 | English | | | |
| | 8.3 | Second National Language (Tamil or Sinhala) | | | |
| Secondary Section (6-11) | 8.4 | Science | | | |
| | 8.5 | Mathematics | | | |
| | 8.6 | Mother Language (Sinhala /Tamil) | | | |
| | 8.7 | English | | | |
| | 8.8 | History | | | |
| | 8.9 | Religion (Buddhism /Hindu / Islam / Roman Catholic / Christianity) | | | |

| | | | | | |
|---|------|--|--|--|--|
| | 8.10 | Non majority Religion Subject (.....) (.....) (.....) | | | |
| | 8.11 | For Subjects in the first basket | | | |
| | 8.12 | For Subjects in the second basket | | | |
| | 8.13 | For Subjects in the third basket | | | |
| G.C.E. (Advance Level) (12-13) | 8.14 | Science Section (Main Subjects) | | | |
| | 8.15 | Technology Section (Main Subjects) | | | |
| | 8.16 | Art /Commerce (Main Subjects) | | | |
| | 8.17 | Advanced Level GIT (Additional Subject) | | | |
| | 8.18 | Advanced Level English (Additional Subject) | | | |
| Common | 8.19 | Teachers involve in student counseling | | | |
| | 8.20 | Teachers in charge of library activities | | | |
| | 8.21 | I C T Teachers | | | |
| | 8.22 | Special Education Teachers | | | |
| | 8.23 | Teacher Advisors for secondary section (6-11) | | | |
| | 8.24 | Teacher Supervisors for Advanced Level | | | |
| | | Total | | | |

09. Number of Principal / Deputy Principals / Assistant Principals

| | Category | Approved Teacher Cadre according to the circular No 17/2018 | No of available approved teachers | No of vacancies available further within the Approved cadre |
|-----|----------------------|---|-----------------------------------|---|
| 9.1 | Assistant Principals | | | |
| 9.2 | Deputy Principals | | | |
| 9.3 | Principal | | | |

I certify that the above mentioned number of students and the number of teachers are accurate and the Teacher Cadre has been calculated according to the instructions given by the Circular No 17/2018 of the Education Secretary based on the number of classes and the number of teachers.

Date :

.....

Signature of the Manager /Principal

Name :-

Frank :-

Recommendation of the Zonal Director of Education

I, after scrutinizing the information about the number of students, the number of classes and the number of teachers submitted by the Principal/the Manager ofVidyalaya /College, certify and recommend that the numbers are accurate / amended and corrected and, the teacher cadre calculated is exact according to the instruction given by the Circular No 17/2018 of the Education Secretary.

Date:

.....

Signature of the Zonal Director of Education.

Name :-

Frank :-

Recommendation of the Provincial Director of Education :-

I recommend that the information of teachers of Vidyalaya /College submitted by the Zonal Director of Education, has been calculated according to the Circular No. of 17/2018 and that number of teachers is accurate and; the number of teachers entitled for the school including the principal is

Date :

.....

Signature of the Provincial Director of Education.

Name:-

Frank:-

I approve / amend and approve /disapprove the above number of teachers.

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

Date -

.....

Signature of the Director of Education

(Private Schools)

Ministry of Education

Name –

Frank -

Schedule (III)

Number of Students and other information of the school to the date of 1st of June,(year).

01. Number of students according to the classes

| Grade | | No of students | | |
|-------|---------|----------------|--------|-------|
| Grade | Classes | Male | Female | Total |
| 1 | 1A | | | |
| | 1B | | | |
| | 1C | | | |
| | 1D | | | |
| | | | | |
| | | | | |
| 2 | 2A | | | |
| | 2B | | | |
| | 2C | | | |
| | 2D | | | |
| | | | | |
| | | | | |

Forward the dully prepared table from Grade 1 to Grade 13.

No of classes relevant to each subject stream of Advanced Level should be mentioned separately. Further, when mentioning the Advanced Level Classes, it is compulsory of mentioning the year of sitting for Advanced Level Examination within the bracket .

E.g.:12 Bio (2019)

02. Number of students according to the religion:

| Religion | No. of students who study in Grades in 1-11 |
|--------------|---|
| Buddhism | |
| Hinduism | |
| Islam | |
| Catholicism | |
| Christianism | |
| | |
| | |
| | |

03. No of formal labs for Computer Science :-

04. Number of basket subjects taught in Grades 10 -11

Basket 1 -

Basket 2 -

Basket 3 -

05. (i). Is there a Special Education Unit?

(ii). If yes, the Number of students

06. Is there a formal library?