

Annual Performance Appraisal 2015



**EDUCATIONAL PUBLICATIONS
DEPARTMENT**

Performance Appraisal – 2015
Educational Publications Department

Contents

	Page NO.
1. Introduction and background information	01
2. Vision and Mission	02
3. Organizational Structure and Administration	03
4. Administration Branch	05
5. Development Section	08
6. Information Technology Unit	13
7. Production Section	14
8. Publication Section	17
9. Distribution Section	18
10. Accounts Section	21
11. Internal Audit Section	27

Educational Publications Department

Annual Performance Appraisal - 2015

Introduction

Educational Publications Department has been established as a super – graded department which under the Ministry of Education to accomplish the National task of implementing the national policy of providing school textbooks free of charge to the children of the country to get the benefits of free education and compiling supplements and learning aids connected to that.

Background information

Educational Publications Department was established as a separate body of expenditure unit under the Ministry of Justice, by an extra special gazette notification dated 27 March 1965. Later, Educational Publications Department was assigned to the then Ministry of Education and Cultural Affairs by the extra special gazette notification of the Government of Sri Lanka, dated 30th September 1966.

Below mentioned responsibilities have been vested on Educational Publications Department from the aforesaid gazette notification in 1966.

- ❖ Translating, publishing, distributing and selling books and buying the copyright (rights of publishing books) of books approved for the use of primary, secondary and higher education.
- ❖ Production, publication, distribution and sale of the textbooks, dictionaries, glossaries (encyclopedias) and other books that are necessary for educational activities.
- ❖ Production, distribution and sale of the learning aids, audio-visuals and other equipment.
- ❖ Encouraging the production of reading materials.

Educational Publications Department, established as a B – Grade department in the year 1965 was high-graded in 14.07.2004 and designation of the Commissioner General of Educational Publications; Head of the Department has been risen up as the status of to that of an additional Secretary of the Ministry of Education.

The Educational Publications Department has been divided into sections to facilitate smooth functioning and easy-supervision of basic tasks, as, Development, Production and Distribution Publication, Information Technology, Finance and Establishment and It has been made a structure to attach Management Assistant and Development Officers, Office Assistants (K.K.S Service), Drivers etc. under that.

Vision and Mission

Vision

Ensure equitable access to education through the provision of learning materials of distinctive pedagogical standards that keep abreast with international developments in education.

Mission

Enhances the quality and value of education by implementing the Free Textbook Scheme of the Government of Sri Lanka, progressively widening the range of available dictionaries, audio-visual study packs and other materials of high educational standards enabling to produce worthwhile and intelligent citizens with ability to contribute towards the development of country.

Organizational Structure and Administration of the Educational Publications Department

The Commissioner General of Educational Publications Department who proceeds as the Chief Administrator is bestowed with the assistance and co-operation of two Commissioners and 34 Deputy and Assistant Commissioners of the Sri Lanka Educational Administrative Service. In charge of the Finance Branch is a class I officer of Sri Lanka Accountants' Service and a Grade III officer of the Accountants' Service accomplishes the duty of other post of accountant. Also, the in - charge of internal audit section is a class I officer of the Sri Lanka Accountants Service.

The Educational Publications Department has been divided into eight sections to facilitate smooth functioning and easy-administration, as Administration Section, Development Section, Production and Publication Section, Distribution Section, Finance Section, Internal Audit Section and Information Technology Section.

The flow chart that appears in the next page shows the organizational structure of the department.

Commissioner General of Educational Publications



Administration Branch

The basic task of the administration branch is to perform the general administration of the department and render the service relevant to the administrative activities.

The composition of the staff of the department as at 31st December 2014 is as follows:

Designation	Service belong to	Class or Grade	Approved No. of officers	Present No. of officers working	No. of Vacancies
Commissioner General of Educational Publications	SLEAS	I	01	01	-
Commissioner	SLEAS	I	02	01	-
Chief Accountant	SLAcS	I	01	01	-
Chief Internal Auditor	SLAcS	I	01	01	-
Accountant	SLAcS	II/III	01	01	-
Deputy Commissioner	SLEAS	I/II	38	34	04
Assistant Commissioner		III			
Assistant Commissioner (Information Technology) System Analyst	SLI_TS	III	01	01	-
Administrative officer	PMAS	Super Grade	01	01	-
Sales Manager	Departmental		01	01	-
Language Translator	Departmental	Sinhala / Tamil Sinhala /English	01 01	01	01
Computer Page Makers	Departmental		06	-	06
Public Management Assistant Service	PMAS PMAS PMAS	I II III	55	40	15
Librarian	Librarian Service	III	01	01	-
Development Assistant	Associated Services		34	18	16
Financial Assistant	Associated Services		01	01	-
Budget Assistant	Associated Services		01	01	-
Proof Reader	Departmental	Sinhala Medium English Medium Tamil Medium	02 01 01	- - -	02 01 01
Artist	Departmental	-	01	-	01
Driver	Driver's Service	I II 'A' II 'B'	12	12	-
Office Assistant Service	OAS	I II III	15	12	03
Sales Assistant			15	13	02
Printing Machine Operator			02	-	02
Technical Assistant			02	-	02
Watcher of Stores	Preliminary Service		07	07	-
Labourer of Stores	Preliminary Service		35	144	-
Science Laboratory Assistant	Preliminary Service		01	-	01
Library Assistant	Preliminary Service		01	-	
Total			242	292	59

Officers who were transferred to EPD in the year of 2015

<u>Designation</u>	<u>No.of Officers</u>
1. S.L.E.A.S	01
2. Management Assistants Service	02
3. Librarian	01
4. Driver	02

Officers who departed in the year of 2015 on transfers

<u>Designation</u>	<u>No.of Officers</u>
1 Sri Lanka Educational Administrative Service	01
2. Public Management Assistants' Service	02

Officers who retired from service in the year of 2015

<u>Designation</u>	<u>No. of Officers</u>
1 S.L.E.A.S	03
2. Public Management Assistants' Service	04
3. Sales Assistant	02
4. Store labourer	01
5. Store Watcher	01

New Appointments in the year of 2015

<u>Designation</u>	<u>No. of Officers</u>
1. P. M.A.S	03

Resignations in the year of 2015

<u>Designation</u>	<u>No. of Officers</u>
1. O.A.S	01

Release of the designation in the year of 2015

<u>Designation</u>	<u>No. of Officers</u>
1.Development officer	01

Overseas training in the year of 2015 -

Number	Duration	Training Center/ Training	Country that the Training was held	Participant officers
1	From 23.03.2015 to 01.05.2015	The Professional Training Programme on Printing & Digital Publishing in Education	Thailand	Mrs.T.M. Vitharana Mrs.R.A.A.S.Rupasinghe
2	From 13.07.2015 to 22.07.2015	The Professional Training Programme on Printing & Digital Publishing in Education	Thailand	Mrs. Padmini Nalika Mrs. R.D.Wijewickrama Mrs. W.I.Dharshika Mrs.S.D.Kasthuriarachchi Mrs. P.Jayasekare Mrs. A.Kularathnam

Local Trainings under the Departmental Provisions

- 1 One officer has participated in Managing Performance Through Setting Annual KPIS course conducted by the Skills Development Fund.
2. Five officers have participated for Responsibility and the Task of the K.K.S course conducted by the Skills Development Fund.
3. Two officers have participated for a course for Store Training conducted by the Construction Equipment Training Centre.

Development Section

Implementing the national policy of providing school textbooks is the main responsibility vested on this department. Development Section which performs such a great task is the academic unit of the Educational Publications Department. Compilation of textbooks based on the syllabus prepared by the National Institute of Educational (NIE) and Planning and implementing various strategies in order to develop the quality of the reprints of the books compiled by the Educational Publications Department are the main duties of that section. Compiling supplementary reading books for GCE (A/L) and other higher examinations is also assigned to the development section.

Development Section implements in three languages i.e. Sinhala, Tamil and English under the direct supervision of a Commissioner. Process of Compiling Text Books is occurred with the contribution of 33 Deputy / Assistant Commissioners, 07 Development officers.

Compiling new textbooks for Grade 6 and Grade 10 according to the new syllabus which implements from 2015 onwards is the special task done by the Development Section in the year of 2015.

Nevertheless; all of the prescribed textbooks from Grade 1 to Grade 11 reprinted with necessary editions.

In addition; supplementary books covering subject fields mainly including Technology subject which was newly introduced for G.C.E (A/L) have been compiled in the year of 2015.

Printing of Braille Books could be introduced as another special service of the Development Section. It is a pleasure to use Braille system at the printing successfully by the year 2015 fulfilling the dreams of visually disabled (blind) children.

Tasks done by the Development Section in the year 2015

1. Compilation of new textbooks for Grade 7 and Grade 11 according to the new syllabus for the year 2016. Prepared by the National Institute of Education.
2. Checking the quality of the textbooks and other Piriven Books written for the Grade 1 to other Grades and edition or reprint if necessary.
3. Holding of a series of work sessions to develop the quality of new books compiled and Quality of the completed written books were checked using the service of a Resource Person who had not participated as a member of Writers' and Editors' Board.

Said series of work sessions were held at CETRAC, Battaramulla in the months of February, March 2015. Covering the relevant Syllabus, Language Accuracy, Accuracy of subject matters, incompatibility and so on were checked at the check of Quality.

Date which was held the work sessions	Number of Resource Persons who participated for the work session	
18,19,20 of February 2015 24,25,26 of February 2015	22 62	Check using the service of a expert Resource Persons for the Subjects of Grade 6-10 text books which have been compiled for Core Subjects.
9,10,11 of March 2015 16,17,18 of March 2015 24,25,26 of March 2015	36 38 38	Check using the service of a expert Resource Persons for the Subjects of Grade 6-10 text books which have been compiled for Core Subjects.

A series of work sessions was held in the months of August and September 2015 to develop the quality of new books compiled for year of 2016. The quality of new books was developed through the check by the third party.

Date which was held	Number of Resource Persons who participated for the work session	
03,04 of February 2015 25,26,27 of February 2015	32	07 Text Books for 4 subjects of grade 7 and 27 Text Books for 13 subjects of Grade 11 were checked by the third party.
9,10,11 of March 2015 16,17,18 of March 2015 24,25,26 of March 2015	50	18 Text Books for 12 subjects of grade 7 and 19 Text Books for 13 subjects of Grade 11 were checked by the third party.

04. Development Section contributed for the copilation of Number of supplementary kind reading materials which are newly printed and reprinted in the Educational Publications Department in the year of 2015.

- Number of books were compiled based on Technology subject scheme which was introduced for G.C.E (A/L) 2015 with the priority.

- Science for Technology – Mathematics (S) Part 1
- Science for Technology – Mathematics (S) Part 11
- Science for Technology – Physics (S) Part 1
- Science for Technology – Physics (S) Part 11
- Science for Technology – Bio System Technology (S) Part 11
- Science for Technology – Bio System Technology (S) Part 111
- Engineering Technology 11 (Autochory Technology) (S)
- Engineering Technology 111 (Basic Buildings Technology) (S)
- Engineering Technology 1V (Entrepreneurship)
- Engineering Technology V (Engineering Drawaing) (S)
- Engineering Technology VI (Basic Electrical Technology) (S)
- Engineering Technology VII – (Basic Electrical Technology) (S)
- Engineering Technology (Basic Electronic Technology – Basic Introduction) (S)
- Science for Technology Mathematicss 1 (T)
- Science for Technology Mathematicss 11(T)
- Science for Technology Chemistry 1 (T)
- History of Sri Lanka 11 (T)
- Bio System Technology 1 (T)
- Bio System Technology 11 (T)
- Science for Technology Micro Biology (T)
- Engineering Technology 1 (T)
- Engineering Technology 11 (T)
- Engineering Technology 1V (T)
- Science for Technology Information Communication Technology (T)
- Bio System Technology 1V (T)
- Bio System Technology V (T)
- Bio System Technology VI (T)

- Print of books of Questions papers and Answers of Grade 5 in Sinhala and Tamil Mediums both.
- Collections of Questions papers which are useful for Arts, Commerce and Science Streams of G.C.E (A/L)
 - Past Question Papers and Answers for the Science Subject Stream for G.C.E (A/L) -2014
 - Past Question Papers and Answers for the Commerce Subject Stream for G.C.E (A/L) -2014
 - Past Question Papers and Answers for the Arts Subject Stream for G.C.E (A/L)

(Geography) -2014

- Past Question Papers and Answers for G.C.E (O/L) (Mathematics) – 2014
- Past Question Papers and Answers for G.C.E (O/L) – (English) – 2014
- Past Question Papers and Answers for G.C.E (O/L) – (Sinhala) - 2014
- Past Question Papers and Answers for G.C.E (O/L) – (History) - 2014
- Past Question Papers and Answers for G.C.E (O/L) – (Science) – 2018 - 2014

Other Suppliments published by the Educational Publications Department in the year of 2015 were compiled by the Development Section.

- Compilation of the Glossary for Chemistry.
- Compilation of the Cost and Management Accountancy Book for G.C.E (A/L).
- Publish of Sinhala Lekhana Vyavaharaya Upadeshana Sangrahaya comneecting an Accomplished Panel.

05. Print of Braille Text Books started for the visually disabled children was more efficient in the year of 2015.

- Compilation Braille Medium text books after converting the Sinhala Medium for Grade 7-11 and other Sinhala Medium books compiled in the year of 2015 in accordance with the New Syllabus.
- Holding a Workshop connecting Tamil Graduates and teachers who are having Braille knowledge to enhance the Quality of Braille Books.
- Print of a large number of Brail books through new Braille printing machines enhancing efficiency of Braille Print Method prevailed so far.
- - Compilation of a suppliments with the contribution of Ministry of Education, Educational Publications Department Compilation of a suppliments in the name of ‘Sand cakes and other stories’ to enhance knowledge of English.
 - Writing a analytical book on the novel ‘ Malagiya eththo’ that is recommended for the G.C.E A/L.
 - Suppliments which have been compiled and preparing to publish by the Educational Publications Department.

06. A laboratory is maintained to measure the propriety and quality of the papers which are used for the print with the objectives of compiling good books which are in high physical condition and papers of compiled books were checked under following qualities in 2015.

GSM 80 +2.5 (Tolerance)

Printing Paper (Less wood) – Quality wood, ferr surface sized

Brightness (ISO) (Brightness of paper) 82% minimum

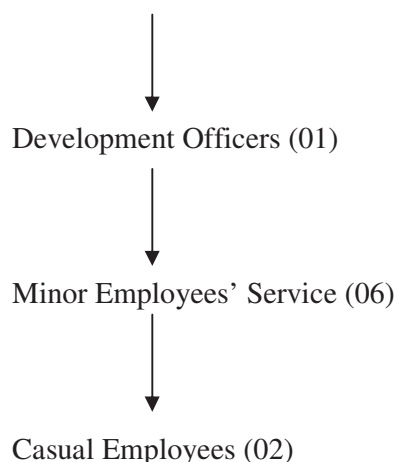
Opacity – 90% minimum

Tensile index – MD – 35 min kNm/kg

Information Technology (IT) Unit

Responsibility of keeping and updating all the data of the Department lies with this unit. Computerizing textbooks, supplementary readers and other books and receiving the soft copies of them and processing them so that they are suitable for printing are the main duties of this unit.

Assistant Commissioner (Information Technology) / Data Analyst (3)



Tasks which are performed by this unit.

1. Preparing Order - Books for 2016 and handing them for printing.
2. Computerizing the textbooks prepared by the Development Section and preparing soft copies of them.
3. Creating necessary computer programmes to process the data about delivery of textbooks from the stores and keeping database of the stores.
4. Giving the details of the amount of books delivered and providing the value of books to the Finance Section.
5. Maintaining and up-dating the website of the department and uploading textbooks into the website.
6. Creating Invitation Cards, Banners and Posters necessary for the functions of the Educational Publications Department and the Ministry of Education.
7. Maintaining all the computers of the Department.

Production Section

An Commissioners in charge of the production Section, other Assistant Commissioner and two officers of the Public Management Assistant Service , one Development Assistant, two K.K.S and two Labourers serve under casual basis under the Commissioner of Production and Distribution in the Production Section of the Educational Publications Department. The prime duty of this section is to get all the textbooks that are prepared for students under the conduct of Educational Publications Department, printed via the Government Press, State Printing Corporation and printers from the private sector and get correct books to the Stores via themselves. Printing of Teacher Instruction Manuals and syllabus compiled by the National Institute of Education. Printing of Past Question Papers and Answers for the (Grade 5 Scholarship, G.C.E (O/L) G.C.E (A/L) connecting the Department of Examinations. Printing supplementary textbooks which are important for school pupils and other readers.

A description of the duties rendered by the Production Section in 2015 is given below:

01. Collecting information from Assistant Commissioner (Distribution) and the Information Technology Unit.
02. Preparation of specifications for printing textbooks for 2015 via a specification committee, based on those stock balances.
03. Handing over the duly prepared correct specifications to the Finance Section after obtaining the Commissioner General's approval.
04. Handing both press copy and transferred copy over to each subject officer; getting the corrections entered and getting the relevant CD s checked from the IT unit.
05. Entrusting relevant press copies and correct CD s to the companies which obtained the tenders.
07. Checking all the tasks regarding textbooks: from the step of proof reading, approval for the forward copy, approval for the Stores and obtaining qualitative report to quality checking.
06. Preparing new specifications after obtaining details from subject officers for the books newly written for Grades, 1,7,11.
07. Check all the activities of the books from proof to check Quality.

08. Stimulating the printers to print in time and making them deliver accurate stocks of books to the stores.
09. Making the printers aware to correct printer's evils and to correct the stocks whenever the supply is inaccurate.
10. Checking printing presses when necessary, obtaining their printing schedules, checking them and preparing daily progress reports on production.
11. Taking measures to enhance the physical condition of school text books. Accordingly; applying for colour arts and paintings for the inner paper and the cover page and giving an attractive series of books to the pupils through applying the Art board laminated paper, 220gsm.
 1. Obtaining a Science Laboratory Report to check whether each book is congenial to Specifications.
 2. Print of TIM in collaboration with with National Institute of Education.
 3. Print of supplements.
 4. Print of Books of Question Papers and Answers for G.C.E (O/L) ,(A/L) and Grade 5 Scholarship Examinations in collaboration with the Department of Examinations.

Indicators which demonstrate progress

Printing of school textbooks for 2016- 2015

Serial No.	Press	No.of kinds of books	No.of copies
01	Eksath Newspaper Co. Ltd	10	3,098,000
02	Government Press	05	1,002,000
03	State Printing Corporation	65	9,110,600
04	Open tender	65	30,862 ,500
Total no. of books		410	44,073,100

Printing of Teacher Instruction Manuals for 2016 – 2015

Serial No.	Name of books	No. of kinds of books
01	1-5TIMs	8
02	6-11 TIMs	64
03	12-13 TIMs	10
Total kinds of books		82

Printing of Question and Answer books and Supplementary books - 2016

Serial No.	Kinds of books	No. of kinds of books
01	Supplements	47
02	Question and Answer books	19
	Total number of kinds of books	66

Publication Section

The Publication Section which implements in the direction of Commissioner (Production and Distribution) of Educational Publications Department has accomplished following task in the year of 2015 obtaining the service of five other officers of the Public Management Assistant Service and Storeroom Labourers serve under the Chief Management Assistant.

- Handing over to printers the printing orders of 410 textbooks and 117 Teacher Instruction Manuals.
- Preparing agreements relevant to 590 Text Books, Teacher Instruction Manuals and Supplementary Readers, and coming to settlements with printers.
- All the activities of corresponding relevant to 93 supplementary readers from the calling of estimates for printing.
- All the activities from calling for estimates to giving over the orders, for textbooks which are given to the printers of government sector, out of the tender procedure.
- Determining prices of books in accordance with the Cabinet Decision No.14/0467/530/015 dated 03.05.2014 and Circular N.281.
- Preparing vouchers regarding the payments for printers after obtaining relevant Stock Reports, Qualitative Reports, Printing Approvals, Soft Copy Reports, and Invoices.

Distribution Section

Introduction

Section of Distribution of Textbooks is administered on the supervision of an Assistant Commissioner under a Commissioner of Production and Distribution. Additin to this; 20 permanent minor employees ,07 employees who are in casual basis have been employed, Distribution Section the duty vested on this unit is to provide all the textbooks, for over 4 million student population who are learning in the Government and government grant-in-aid schools from grade 01 to 11 before the beginning of each school year. The amount of textbooks needed for each school and each distribution center is decided, based on the statistics collected from schools and distribution centers.

Task

- Distribution of Text books to all the National schools island – wide, Provincial schools, government approved private schools before the beginning of each school year.
- Distribution of TIM to all the National schools island – wide, Provincial schools, government approved private schools, Piriven and Zonal Education offices.
- Textbooks are distributed directly to all the National schools island - wide, Provincial schools with more than 2000 pupils and distribution of Text books to other Government schools were done via Distribution Centers.
- Making arrangements for the payment activities for the transport of text books allowances for the all of the schools that obtain text books from the Textbooks Distribution Centers / Zonal Educational Offices and making arrangements for the payment activities for giving allowances of the officer in charge of the centers / Assistant officer in charge of the centers and labourer of the Textbooks Distribution Centers and Zonal Educational Offices.
- Making vouchers for payments for Textbooks Transport Institutions.
- Collection of data on needs of textbooks/ Updating /summarizing and storing.
- Taking measures to complete needs of textbooks coordinating Provincial Education Offices /Zonal Education Offices /Divisional Education offices / Textbooks Distribution Centers and all of the schools of the Island.
- Making daily reports on receipts and issuings of textbooks during the period of distribution.
- Taking measures to maintain reports on stock receipts and issuing through the management of stores activities of textbooks stores of the Department.

Distribution of Textbooks

In accordance with the Distribution of the textbooks programme 2016; Distribution Section the duty vested on this unit is to provide all the textbooks, for over 4 million student population who are learning in the Government and government grant-in-aid schools from grade 01 to 11 before the beginning of each school year. The amount of textbooks needed for each school and each distribution center is decided, based on the statistics collected from schools and distribution centers.

Textbooks are distributed directly to all the National schools island - wide, Provincial schools with more than 2000 pupils and distribution of Text books to other Government schools were done via Distribution Centers.

Textbooks are distributed directly to all the schools of Colombo province and Nugegoda Division. Accordingly, approximately 42 million copies of 420 kinds of books were distributed to 42 Lakhs student population who are in 10,121 government schools, 103 government approved private schools and 747 privens.

Activities relevant to re-use of textbooks

Textbooks supplied to students free of charge should be given back to school at the end of the year, for reuse. (Textbooks printed for the primary section, workbooks and the textbooks given to students who are to sit for GCE (O/L) examination are not taken back) The reuse programme is relevant only from grade six to grade nine. The basic objective of this programme is giving the students an understanding of the value of using textbooks with care and minimizing the expenditure the government has to bear for supplying textbooks free of charge.

Textbook Distribution Ceremony

The official ceremony of distributing free textbooks for the year 2016 was this time organized at Ananda College, Colombo. That ceremony was held on 05th of December 2016 with the participation Hon. Minister of Education and Hon. State Minister of Education. One distinguished feature of that function was the award of textbooks for the children with special needs. That day had been named as the Textbook Distribution Day. Programmes of textbook distribution were organized and held on the same day, simultaneously to the official ceremony.

Sub Committees of Textbook Distribution

There are several factors for which special attention was paid:

- (a) Quality of textbooks which are unloaded to our stores by the printers is checked before they are distributed. A board of officers from the Educational Publications Department goes to relevant storehouse and checks samples selecting in a random way from the stocks received by the stores from time to time. As this process was regularised, it was able to confirm the quality of textbooks which go to the hands of students.
- (b) A programme compilation and progress control unit was added to the Distribution Section. Planning the book distribution programme and preparing issue orders for the books that are to be sent to the delivery centres, schools and divisions were the duties of this unit. This facilitates to lessen the number of times, the books to be transported to the same district as a result of preparing issue orders according to the daily obtained data regarding kinds and amounts of books received by the stores.
- (c) Three kinds of issue orders were printed and distributed among divisional directors of education and principals. Because of that, mistakes that occurred when obtaining data and when distributing could be minimized and the duty could be performed more efficiently and more accurately. As textbooks relevant to Basic Pirivena are distributed through the web of divisional education office, steps were taken to obtain the requisition of Pirivena books from chief incumbent of each Pirivena after getting them entered to the textbook order book itself as textbooks.

Preparing vouchers to pay textbook transport allowances

- (a) Checking and forwarding to Finance section the vouchers that were sent to the department to reimburse the expenditure borne by the principals to transport books from the distribution centre to their schools.
- (b) Preparing the paying vouchers for book transport institutes and forwarding them to next procedures.

Finance Section

It has been attached a staff of Chief Accountant, Accountant ,14 of Management Assistant Service, a Budget Assistant and Finance Assistant to accomplish the main task of the Finance Section.

Duties

- Preparing estimates of Annual expenditure and limits of Advance Accounts and activities regarding the revisions of estimations and their limits.
- Rendering procurement tasks regarding print and transport of textbooks.
- Preparing salaries and issuing cheques for all the staff of the department.
- Activities relevant to payments of overtime, subsistence allowances (Batta) and other allowances of all the staff of the department.
- Paying for all the staff the Distress Loan, Bicycle Loan and Festival Advance and reclaiming them.
- Paying for all the staff, all the playments which are to be paid in cash (except salaries and Distress Loan)
- Maintaining all – the books, ledgers and account books necessary for payments.
- Preparing monthly account synopsis (summary) deposit account reports, bank comparison records etc.
- Preparing annual appropriation account and the final account reports of the Advance accounts.
- Clearing bills/ receipts for all the utility services relevant to the department.
- Paying the printing costs of textbooks and transport costs.
- Paying the officers' charges for distributing of textbooks; Paying principals' allowances for transporting textbooks and paying the allowances of the in – charge officers of the textbook delivery centers.
- Holding annual verifications and surveys and implementing the recommendation of the boards of survey.
- Documentation of sales records of the sales Promotion Centers.
- Paying charges for the compilation, translation and editing of the textbooks.
- Calling for prices, co- ordination of technical evaluation committees, reference to the procurement boards and working according to their decisions for all the purchasing goods for the departmental use; Paying for the items bought.
- Payments regarding the provisions of other services needed for the department.
- Activities relevant to providing advances and reimbursing them.
- Maintaining files and documents regarding the items taken to the main store of the department under the recurrent expenses and capital expenditure; issuing those items in an orderly manner.

- Activities regarding the weeding of obsolete items (unusable items) which are verified to be destroyed by the annual verification.
- Maintaining files and documents regarding all the departmental vehicles; performing all the activities regarding the vehicles in the department.
- Issuing fuel for vehicles correctly; checking the running charts of drivers.
- Carrying out the 'Sigas' programme accurately, according to the circulars on finance issued by the government.

Educational Publications Department established under the Ministry of Education is a single finance unit which works with an annual allocation of about Rs.3900 million.

Educational Publications Department has been upgraded as a "Grade A" Department so that it can accomplish its duty of publishing books efficiently; by giving it both financial and authoritative power necessary for all the activities including agreements regarding publications.

For the expenditure of the department, money is granted from the Consolidated Fund according to the allocations of the Annual Budget Estimate.

06 Sales Promotion Centers have been established under Educational Publication Department in below-mentioned places;

- ❖ Premises of Ministry of Education
- ❖ Vidhyodaya Priven .
- ❖ Jaffna Central College Premises.
- ❖ National Institute of Education, Maharagama.
- ❖ Teaching Training Center, Meepe.
- ❖ Fort Railway Station.

Textbooks, extra reading books (Supplementary readers) translations, glossaries, lexicons and educational CDs and books of external writers approved by a board of intellectuals are sold in those sales centers. From 2008, it has been started to sell books to the Private Schools where the medium of instruction is English under the National Curriculum. Using mobile vehicles to sell books Island wide was commenced in 2010.

Financial Performance Report - 2015

Budget Description	Annual Allocations - 2015	Actual Expenditure by 31.12.2015
Voted Expenses		
Personal salaries and wages	33,273,000.00	33,179,081.00
Other recurrent expenditures	22,127,000.00	14,082,201.00
Total recurrent expenditure	55,400,000.00	26,795,754.04
Capital Expenses		
Rehabilitations and Improvements	300,000.00	292,176.00
Acquisition of Capital Assets		
Furniture and office equipment	1,682,000.00	1,680,934.00
Plant and machineries	4,226,900.00	3,322,775.00
Buildings and Constructions	26,677,100.00	26,677,089.00
Skill development	3,014,000.00	3,013,887.00
Total	35,600,000.00	34,694,685.00
Other Capital expenditure		
Enhancing quality of school textbooks (World Bank)	20,000,000.00	14,403,143.00
Approved Advance Account		
Maximum debit limit (printing and distribution of textbooks)	3,950,000,000.00	3,931,821,770.10
Minimum credit limit	3,000,000,000.00	4,038,808,920.36
Maximum debit balance limit	4,000,000,000.00	803,505,928.21
Government Officers' Advance Account		
Maximum debit limit	6,930,000.00	6,835,806.00
Minimum credit limit	5,430,000.00	6,342,347.00
Maximum debit balance limit	33,000,000.00	21,697,263.92

Total Income that obtained from selling Books is Rs.131,887,980.50.

❖ Premises of Ministry of Education	- Rs. 46,089,303.34
❖ Vidhyodaya Priven .	- Rs. 64,784,098.61
❖ Jaffna Central College Premises.	- Rs.3,286 ,617.05
❖ National Institute of Education, Maharagama.	- Rs.13,057,413.50
❖ Teaching Training Center, Meepe.	- Rs.2,716 ,416.50
❖ Fort Railway Station.	- Rs.1,954 ,131.50
	<hr/>
Total	- Rs.131,887,980.50
	=====

A programme of selling books of private book publishers is implemented in addition to this.

Total Income that obtained from selling Books is Rs.1,226,404.22.

❖ Premises of Ministry of Education	- Rs.897, 836.22
❖ Vidhyodaya Priven .	- Rs. 125,388.00
❖ National Institute of Education, Maharagama.	- Rs. 67,605.00
❖ Teaching Training Center, Meepe Book shop.	- Rs.132,310.00
❖ Fort Railway Station.	- Rs. 3,265.00
	<hr/>
Total	<u>- Rs. 1,226,404.00</u>

Month	Vidhyodaya Priven Bookshop	Isurupaya Bookshop	Jaffna Bookshop	Meepe Bookshop	Fort Bookshop	Maharagama Bookshop	Total
January	6,852,890.00	2,909,001.50	178,807.15	191,608.00	112,166.00	897,012.00	11,141,485.64
February	5,630,544.50	2,114,819.50	140,594.95	197,840.00	143,799.00	1,217,785.00	9,445,382.95
March	4,556,018.20	2,551,412.00	121,492.40	161,577.00	157,172.00	1,482,801.50	9,030,473.10
April	2,785,460.53	1,781,092.00	142,706.20	224,795.00	251,799.00	916,486.00	6,102,338.73
May	5,445,479.23	3,077,671.00	214,062.90	290,460.00	202,147.00	1,496,497.00	10,726,317.13
June	5,646,819.40	9,407,245.79	245,569.30	332,636.00	215,077.00	1,317,627.50	17,164,974.99
July	5,584,692.30	1,881,847.50	206,334.20	215,361.00	186,273.00	998,320.00	9,072,828.00
August	4,408,260.58	1,596,429.50	198,154.65	205,097.00	145,191.00	936,323.50	7,489,456.23
September	5,330,866.45	1,775,634.50	255,467.80	199,855.00	157,864.50	943,148.00	8,662,836.25
October	4,141,006.95	1,333,063.00	299,950.25	272,398.50	112,406.00	886,946.50	7,045,771.20
November	4,273,741.28	5,473,370.50	387,940.55	165,907.00	130,805.00	728,278.00	11,160,042.33
December	10,128,318.20	12,187,716.55	895,536.70	258,882.00	139,432.00	1,236,188.50	24,846,073.95
Total	64,784,098.61	46,089,303.34	3,286,617.05	2,716,416.50	1,954,131.50	13,057,413.50	131,887,980.50

Income of Educational Publications Department from Book Sale – 2015

Private Income from Book Sale – 2015

Month	Vidhyodaya Priven Bookshop	Isurupaya Bookshop	Meepe Bookshop	Fort Bookshop	Maharagama Bookshop	Total
January	9,290.00	6,200.00	8,420.00	-	-	23,910.00
February	10,430.00	5,175.00	13,435.00	-	-	29,040.00
March	8,355.00	2,290.00	6,190.00	-	-	16,835.00
April	12,295.00	850.00	13,720.00	-		26,865.00
May	10,790.00	3,430.00	10,220.00	-	-	24,440.00
June	13,900.00	432,388.22	12,480.00	1,200.00	-	459,968.22
July	6,625.00	426,193.00	7,305.00	-	-	440,123.00
August	9,790.00	1,665.00	10,300.00	475.00	10,770.00	33,000.00
September	15,125.50	4,880.00	19,465.00	-	7,600.00	47,070.50
October	17,292.50	8,900.00	15,630.00	-	13,560.00	55,382.50
November	11,495.00	3,585.00	4,990.00	-	9,760.00	29,830.00
December	-	2,280.00	10,155.00	1,590.00	25,915.0	39,940.00
Total	125,388.00	897,836.22	132,310.00	3,265.00	67,605.00	1,226,404.22

Internal Audit Section

Internal Audit Section of the Department has been established for keeping and maintaining a formal administrative environment with well-planned internal working procedure in order to protect the security of assets for the fulfilment of the expected goals and aims of the Educational Publications Department and it is administered under a Chief Internal Auditor.

This section mainly accomplishes the task of checking the implementation of internal administrative methods, investigating the productivity and efficiency of the tasks planned for the fulfilment of expected goals of the Educational Publications Department., ascertaining facts on operating control accountancy defects, performance and deals which are discordant with the laws, rules and regulations and reporting the revealed facts to the secretary to the Ministry of Education and taking correcting measures by sending audit queries and establishing a good administration by conducting post – inquisitions.

Measures taken to correct the defects which were pointed out from the audit queries and audit reports relevant to Educational Publications Department – 2015

No.	Description	Actions taken to correct the defects
1.	Non - taking measures in accordance with the agreement at the supply of security services	Giving instructions to take necessary actions to pay in accordance with the Service Supply Agreements.
2.	General Deposit Account	It has been updated
3.	Accounting the Publishment Income of the Sales Centers.	Giving instructions to deposit daily income in the Bank same day itself
4.	Appropriation Account.	Taking action to correct the defects which have been pointed out
5.	Advance Account of government officers.	Taking action for Loan Recovery
6.	Approved Advance Account	Taking action to correct the defects which have been pointed out
7.	Print of Counterfoil books	Taking action to correct the defects which have been shown.
8.	Checking the Book shop of Isurupaya	Correct the existing defects
9.	Mobile vehicle service of Books Sales Promotion	Giving instructions to rectify infirmity which have been pointed out.
10.	Print , Distribution and check of textbooks for school students	Giving instructions to be avoided from the weaknesses of Internal methodology