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கல்வி அமைச்சு
Ministry of Education

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මගේ යොමුව
எனது இல.
My Ref.

ED/07/101/14/2023/CR

ඔබේ යොමුව
.மது இல.
Your Ref.

දිනය
திகதி
Date } 24.11.2023

Circular No: 40/2023

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 difficult, most difficult and isolated schools,

The procedures to be followed in the issuance of gift vouchers to purchase shoes for the students of the schools in difficult, most difficult and isolated areas

I inform you with pleasure that the gift vouchers to purchase shoes are given for the students of the schools in difficult, most difficult and isolated areas and for the lay and clergy students of selected Pirivenas for the year 2023 also as in the previous years. It is obligatory to act in accordance with this circular related to the process of issuing these gift vouchers to the students.

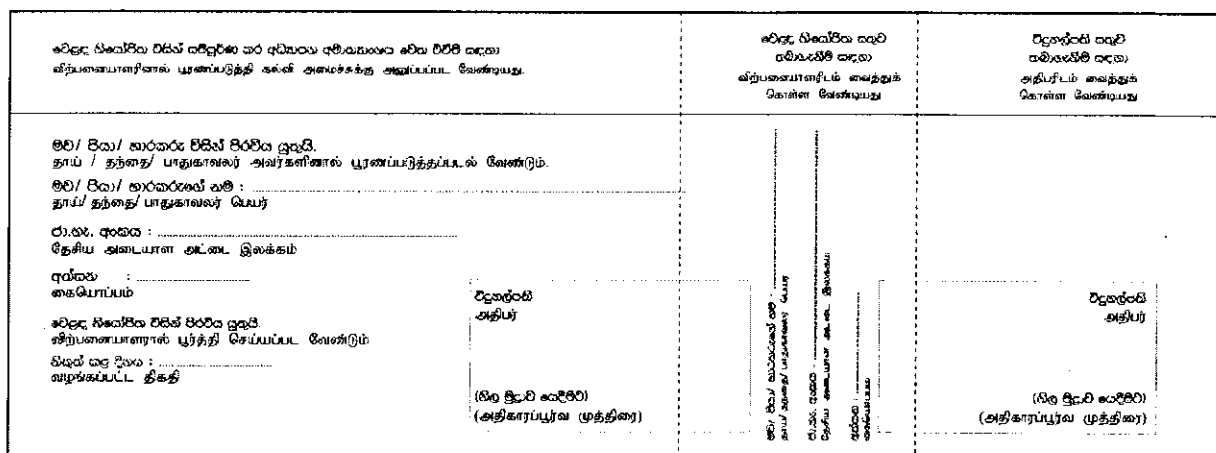
02. Once you are given the gift vouchers for shoes by the Ministry of Education, the necessary steps should be taken with no delay to distribute the gift vouchers to the selected schools and pirivenas and to issue those to the respective students, student bhikkhus and seela mathas.

03. These gift vouchers will be issued based on the details on the number of students given by the Provincial Departments of Education in relation to difficult, most difficult and isolated schools and the number of students given from the Pirivena Branch of the Ministry of Education in relation to the pirivenas.

04. In this context;

- 4.1. All the beneficiaries will be given a gift voucher worth Rs. 3,000/= to purchase shoes in the year 2023.
- 4.2. The issuance of shoes for the school shoes gift vouchers in the year 2023 will be done only from dealers registered with the Ministry of Education through a specifically designed computer application.
- 4.3. This gift voucher contains three separable parts; to be kept in the custody of the principal (Part 1), to be kept in the custody of the dealer agent (Part 2) and to be returned by the dealer agent (Part 3). The specimen of a gift voucher is as follows.

Front side / rear side



05. The gift vouchers printed using safe printing methods by the Ministry of Education are packed according to the selected schools and pirivenas, sorted according to the Divisional Education Offices and given to the Provincial Department of Education for distribution.

06. Issuance of Gift Vouchers to Zonal Education Offices / Divisional Education Offices

Immediately after the Provincial Department of Education receives the gift vouchers from the Ministry of Education, those should be distributed to the Zonal Education Offices. The Zonal Education Offices should take steps to distribute these gift vouchers immediately to the Divisional Education Offices and Pirivenas. Divisional Education Offices should check and accept the gift vouchers related to the difficult, most difficult and isolated schools in their division.

[Form SSV 01 (EDU) should be used when the gift vouchers for shoes are given by the Ministry of Education to the Provincial Department of Education, Form SSV 01 (Zone) should be used when the gift vouchers for shoes are given by the Provincial Department of Education to the Zonal Education Offices, Form SSV 01 (DIV) should be used when the gift vouchers for shoes are given by the Zonal Education Offices to the Divisional Education Offices, and Form SSV 02 (Piv) should be used when the gift vouchers for shoes are given by the Zonal Education Offices to Pirivenas)

07. Issuance / acceptance of gift vouchers to school principals and principal theros of pirivenas

The gift vouchers for shoes issued to the school principals and the principal theros of pirivenas by the Divisional Education Offices and Zonal Education Offices (to Pirivenas)

after being packed and parceled separately according to the selected schools and pirivenas should be carefully checked by the serial numbers and handed over/accepted.

Herein, the Divisional Education Offices and the Zonal Education Offices (to Pirivenas) should issue the school shoe gift vouchers to Schools and Pirivenas using the Forms SSV 02 (Sch) / SSV 02 (Piv).

08. Instructions to Principals / Principal theros of Pirivenas to distribute gift vouchers to students.

08.1 Based on the details sent by the Divisional Education Offices and the Piriven Division of the Ministry of Education regarding the number of students given in relation to the respective schools and the Pirivenas, the school shoe gift vouchers will be sent separately according to the schools / Pirivenas, and it is the responsibility of Pirivena theros / Principals to issue the gift vouchers only to genuine students whose names are in the name registers of the class.

08.2 The gift vouchers for shoes given to school/Pirivenas should be entered in a counterfoil register and kept safe, and the steps should be taken by the principals of pirivenas / school principals to use a suitable program to distribute those to the beneficiaries promptly and accurately. In this context, the Form SSV 03 prepared by entering the names of the respective beneficiaries should be completed correctly and the arrangements should be made to hand over the relevant gift voucher to the beneficiaries. Also, the original part (counterfoil) of the issued gift vouchers should be kept safely in the custody of the principal. If there is any balance from the gift vouchers for shoes received to the school after being distributed to the beneficiaries, such balance should be entered in the Form SSV 04 and packed safely to be handed over to the Provincial Director of Education through the Divisional Director of Education / Zonal Director of Education enabling those to be given to the Procurement Branch of the Ministry of Education.

08.3 In case the quantity of gift vouchers for school shoes received to a particular school is inadequate, a request should be made from the Ministry of Education through the Form SSV 05 with the recommendations of the Divisional Director of Education / Zonal Director of Education / Provincial Director of Education giving the relevant reasons, and the required additional quantity of gift vouchers will be issued by the Ministry of Education.

08.4 The official seal of the Principal should be placed on the space provided on the back of all gift vouchers received by the school.

08.5 The gift vouchers on which the official stamp is placed should be handed over to the class teacher to distribute to the students of each class. The class teacher should document these gift vouchers and write the names of the respective students on each gift voucher as well as give the gift vouchers to the students and obtain their signatures. The Form SSV 03 should be used for this purpose.

08.6 The Principal should ensure that an appropriate procedure is followed to give foot wear gift vouchers to the students in Grades 1 to 5. (It is suitable to bring the parents and give the gift vouchers directly to them)

08.7 As the gift voucher becomes invalid if the value of the gift voucher and gift voucher numbers are damaged, due care should be given to that matter.

08.8 After this gift voucher is issued, the said signature register (SSV 03) should be kept safely in the school/Piriven for future audit purposes, and a copy certified by Pirivena Principal /School Principal should be sent to the Procurement Division of the Ministry of Education.

08.9 The principal is obliged to give all the gift voucher for shoes received by the principal to all students in a formal and correct manner securing the transparency, and the actions should be taken to complete all the related documents in a systematic manner.

08.10 Since the expiry date of the gift voucher is indicated as 27.12.2023, the principal should arrange to inform the students to purchase shoes before that date.

09. It is the role of the principal to inform the parents regarding the purchase of shoes from these vouchers. However, the principals should be careful not to promote any brand or a store for purchasing shoes. Furthermore, the students and parents should be informed that shoes should be purchased only from the vendors registered in the Ministry of Education.

10. Returning of Surplus Vouchers after Distribution of Vouchers to Students.

10.1 If there is a surplus after the distribution of vouchers in a school, the Principal should notify the Divisional / Zonal Education Offices in writing and arrange to formally hand over the excess amount of shoe vouchers to the Divisional Director of Education through Form SSV 04.

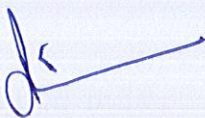
11. General Matters

11.1 The principal after issuing vouchers received by the school to students should record the remaining vouchers accurately and hand them over to the Divisional Education Office. The Form of Returning Remaining Vouchers should be prepared in two copies, and the details such as voucher number, value, number of vouchers returned etc. should be included. Form SSV 04 should be used for this. One copy of the Form of Returning Remaining Vouchers should be kept safe in the school and the other copy should be delivered along with the respective vouchers. Even if there are no remaining vouchers it should be informed through the Form SSV 04. The counterfoils of all vouchers distributed should be kept safely in the school.

11.2 It is emphasized that the Zonal Director of Education should deploy a survey team and conduct a random survey on the reports of distribution of shoe vouchers received to respective Zonal Education Offices from schools. It is the responsibility of the Zonal Director of Education. The Zonal Director of Education is authorized to use teachers or other officials for the purpose. A copy of the relevant report should be forwarded to the Secretary to the Ministry of Education and the Auditor General.

11.3 The provincial offices should prepare the final report based on the reports received from all the schools belonging to the respective Zone after the distribution of vouchers, and the Form SSV 04 along with the remaining vouchers should be sent or delivered by hand to reach the Additional Secretary (Procurement), 5th Floor, Ministry of Education, Isurupaya, Battaramulla on or before 15.02.2024.

11.4 It is the expectation of the Ministry of Education and the Government that all students studying in Difficult, Most Difficult, Isolated schools, and the student Bhikkus, *Seelamathas* and lay students of selected Pirivens will come to the School/Piriven wearing shoes at the beginning of the new school term in 2024. Therefore, hereby emphasized that it is the responsibility and duty of all to pay special attention and make arrangements to distribute shoe vouchers among students at the end of the third school term of 2023.



M. N. Ranasinghe
Secretary
Ministry of Education

Provincial Director of Education

Distribution of Vouchers for School Shoes – 2023

Shoe vouchers requested by you for the Difficult, Most Difficult and Isolated schools in the Educational Zones of your province and the shoe vouchers for Pirivens recommended by the Piriven Division of the Ministry of Education for year 2023 will be provided as follows.

Zone	Division	No of Vouchers	Voucher No		Value	
			From	To	Rs.	cts.
Total						

The above number of vouchers have been accurately

Handed over

.....
 For Secretary
 Ministry of Education
 Official Stamp

Received

.....
 Provincial Director of Education
 Official Stamp

SSV 01(Zone)

Zonal Director of Education

.....
.....

Distribution of Vouchers for School Shoes – 2023

Shoe vouchers requested by you for the Difficult, Most Difficult and Isolated schools in your Educational Zone and the shoe vouchers recommended for Pirivens for year 2023 will be provided as follows.

Division	No of Vouchers	Voucher No		Value	
		From	To	Rs.	cts.
Total					

The above number of vouchers have been accurately

Handed over

.....
For Provincial Director of Education
Official Stamp

Received

.....
Zonal Director of Education
Official Stamp

Copy : Secretary, Ministry of Education

Divisional Director of Education

Distribution of Vouchers for School Shoes – 2023

Shoe vouchers requested by you for the Difficult, Most Difficult and Isolated schools in your Educational Division for year 2023 will be provided as follows.

School	No of Vouchers	Voucher No		Value	
		From	To	Rs.	cts.
Total					

The above number of vouchers have been accurately

Handed over

.....
 For Zonal Director of Education
 Official Stamp

Received

.....
 Divisional Director of Education
 Official Stamp

Copy :

1. Secretary, Ministry of Education
2. Provincial Director of Education

Principal of Pirivena

.....

Distribution of Vouchers for School Shoes – 2023

Shoe vouchers for your Pirivena for year 2023 based on the details provided by the Pirivena Division of the Ministry of Education will be provided as follows.

Pirivena	No of Vouchers	Voucher No		Value	
		From	To	Rs.	cts.
Total					

The above number of vouchers have been accurately

Handed over

.....
 For Zonal Director of Education
 Official Stamp

Received

.....
 Principal of Pirivena
 Official Stamp

Copy :

1. Secretary, Ministry of Education
2. Provincial Director of Education

Principal

.....

Distribution of Vouchers for School Shoes – 2023

Shoe vouchers related your school for year 2023 will be provided as follows.

School	Division	No of Vouchers	Voucher No		Value	
			From	To	Rs.	cts.
Total						

The above number of vouchers have been accurately

Handed over

Received

.....
 Divisional Director of Education
 Official Stamp

.....
 Principal
 Official Stamp

Copy :

1. Provincial Director of Education
2. Zonal Director of Education

Distribution of School Shoe Vouchers – 2023 – Class Summary

1. 1.1 Name of the School / Pirivena :-
- 1.2 Census No. :-
2. 2.1 Zone of the School / Pirivena :-
- 2.2 Division of the School :-
3. Class :-

Serial No	Name of the Student	Voucher No	Value	Rs.	Handed over Signature of the Teacher	Received Signature of the Student / Guardian

.....
 Name & Signature of the Principal
 Official Stamp

.....
 Name & Signature of the Teacher
 Copies :-
 1. Secretary, Ministry of Education
 2. Provincial Director of Education

Returning of Remaining Shoe Vouchers after Distribution

Additionl Secretary (Procurement)
 Ministry of Education,
 Isurupaya,
 Battaramulla.

Remaining shoe vouchers according to the distribution register from the shoe vouchers received by me to be distributed among students based on the No. of students in School / Pirivena are accurately returned herewith.

Class	No of Vouchers Received	No of Vouchers Distributed	No of Vouchers Returned	Value Rs.
Total				

Handed over

.....
 Name & Signature of the Principal
 Official Stamp

Handed over

.....
 Divisional Director of Education
 Official Stamp

Handed over

.....
 Zonal Director of Education
 Official Stamp

Received

.....
 Divisional Director of Education
 Official Stamp

Received

.....
 Zonal Director of Education
 Official Stamp

Received

.....
 Provincial Director of Education
 Official Stamp

(Provincial Director of Education should collect all excessive vouchers returned by the Zonal Education Offices and systematically handed over the same to the Procurement Division of the Ministry of Education)

Requesting Deficit No. of Shoe Vouchers

Additional Secretary (Procurement)
 Ministry of Education,
 Isurupaya,
 Battaramulla.

I hereby request the following No. of shoe vouchers as the No. of shoe vouchers provided to me based on the No. of students in the School / Pirivena are not adequate to be distributed among students of the School / Pirivena.

Class	No of Vouchers Received	No of Vouchers Distributed	No of Vouchers further Required
Total			

.....
 Name & Signature of the Principal
 Official Stamp

Recommendation
 Divisional Director of Education
 Official Stamp

Recommendation
 Zonal Director of Education
 Official Stamp

Recommendation
 Provincial Director of Education
 Official Stamp