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கல்வி அமைச்சு
Ministry of Education

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எனது இல.
My Ref.

ED/01/12/14/02/10

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உமது இல.
Your Ref.

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திகதி
Date

2019.02. 28

Circular No : 05/2019

Chief Secretaries to Provincial Councils,
Provincial Secretaries of Education,
Provincial Directors of Education,
Zonal Directors of Education and
Principals of all schools,

Online System for the Payment of Grade Five Scholarship Grants

With the inception of free education, the Grade Five Scholarship Grant Scheme has been introduced with the intention of minimizing school drop outs prior to the completion of compulsory education stage among talented students in low income families as well as allocating facilitated schools for promising students. Instructions of this Circular will be applicable in addition to the directives stated in Circular Nos 2006/27, 2006/27 (1), 2007/04, 2007/04 (1) and 2014/28 issued previously in relation to the payment of Grade 05 Scholarship Grants.

02. Since the timely receipt of scholarship grants is essential for the students in low income families, it has been decided to introduce an online system for scholarship grants in order to avoid unnecessary delays in payments.

03. Under this programme, basic information of all beneficiary students from Grade 6 to Grade 13 will be maintained in a central data base and the Principal of each school should attach the details of beneficiary students from the central data base to the school data base.

04. The Bank Account No, Name of the Bank, Branch and the Code of the student/s Bank Pass Book should be entered to the school data base by the school. The Zonal Education Office should verify the authenticity of the student data base and forward the same to respective bank branches for payments. Director of Education / Principal of each Zone / School will be provided with a User Name, Password and a Guidance Manual (Annexe 01) and it is strictly the responsibility of the Zonal Director of Education / Principal to ensure the authenticity and confidentiality of the details of the students.

05. The school should update the school data base before 20th of each month and the Zonal Education should make arrangements to forward the details to banks for financial remittance. The schools should annually maintain a register of student information downloaded from this online system or a file containing specimen signatures of all beneficiary students.

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கௌரவ அமைச்சர்
Hon. Minister

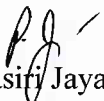
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06. In case where a beneficiary student of Grade 5 scholarship grant has left the school to enter another school, the scholarship grant should be paid by the school where the student studied on the 01st of the respective month. After the payment, the details of the aforesaid beneficiary student should be entered to the central data base by 28th of the same month and the new school should enter the details of the student to their school data base in order to enable the payment of grants from the ensuing month.

Further instructions regarding this system will be communicated in due course. Only the National Schools should implement the online system for the payment of scholarship grants in line with the given directives with effect from 01.01.2019.


Padmasiri Jayamanne
Secretary
Ministry of Education

Copies :-

1. Auditor General, Auditor General's Department
2. Chairman, National Education Commission
3. Secretary, Finance Commission
4. Director General, National Institute of Education
5. Commissioner General of Exams, Department of Education

Guidance Manual on Entering Data to the Online System prepared for the Payment of Grade 5 Scholarship Grants

Ministry of Education has enter the basic information of all students from Grade 6 to 13, who are entitled for Grade 5 Scholarship Grants to a Central Data Base (Student Pool).

(01.)

- Attach details of students to the school data base from the Pool. (STUDENT POOL)

The screenshot shows the 'Grade 5 Bursary Online System' interface. On the left is a sidebar menu with options: Dashboard, Student Info, Student Pool, Reports, Admin Panel, and Logout. The main content area is titled 'Student Pool' and shows a 'Detail List' of students. It indicates 'Showing 1-20 of 130,114 items'. Below this is a table with columns: #, Exam No, Full Name, Gender, Date Of Birth, School When Examination, and Status. The table contains five rows of student data.

#	Exam No	Full Name	Gender	Date Of Birth	School When Examination	Status
1	2010-1004965	ABDUL RAHIMAN MOHAMED IFRAN	M	2000-07-19	CS/PAZIK FARIED M.V.	Active
2	2010-1805918	MOHAMED FAZAL SHARAF ALI	M	2000-05-29	CS/ST. JOHN'S M.V.	Active
3	2010-1907239	DEVIKASAN YOGALAKSHMI	F	2001-01-22	CS/ST. JOHN'S M.V.	Active
4	2010-1005055	MURASINGHA ARACHCHILAGE GAVESH HAUSHAN MUNASINGHA	M	2000-06-15	CS/ASAMETHI VIDYALAYA	Active
5	2010-1919492	DODAMPALAGE SUNETH DEEPTHA FERNANDO	M	2001-01-10	CS/DE LA SALLE M.M.V.	Active

- ❖ Each school should select the students belonging to the school from the central data base. Follow the following steps.

1. Click “student pool” in the side menu.
2. Type the name or the index number of the student in the search box and Enter.
3. Click the button “Add to school”.
4. Change the Grade of the student accordingly.
5. Click the button “Add to school” to save data.

(02.)

➤ Enter / Update Student Bank Account Details. (STUDENT INFO)

Bank	BOC
Branch	AGUNUKOLAPELESSA
Bank Account No	54445555
Status	Temporary Deactive
<input type="button" value="UPDATE"/>	

❖ Update Bank Account Numbers of Students.

1. Selecting the student by name or by index number.
2. Type the name or the index number of the student in the search box and Enter.
3. Click the "update" button.
4. Select the name of the bank.
5. Select the branch.
6. Enter the bank account number
7. Click "update" button to save data.

(03.)

- Temporary / Permanent Deactivation of a Student (On absence or any other reason) (STUDENT INFO)

Bank	BOC
Branch	AGUNUKOLAPELESSA
Bank Account No	54445555
Status	Temporary Deactive
<input type="button" value="UPDATE"/>	

❖ Deactivation of the details of the student upon a special reason.

- Click 'Student pool' in the side menu
- Select the student by name or by index number
- Type the name or the index number of the student in the search box and Enter
- Click the "update" button.
- Select "Temporary Deactivate" or "Permanently Deactivate".
- Click "update" button to save data.

(04.)

➤ Student Transfers to another School. (STUDENT INFO)

Bank	BOC
Branch	ARANAYAKE
Bank Account No	3333311111
Status	Return to Pool
<input type="button" value="UPDATE"/>	

❖ Transfer of students to another school

- Click 'Student info' in the side menu.
- Select the student by name or by index number
- Type the name or the index number of the student in the search box and Enter
- Click the "update" button.
- Select "Return to Pool"
- Click "update" button to save data. Then the student details will be transferred to the Central Data Base.