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 Your No. }

Circular No. 2005/14



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கல்வி அமைச்சு
 Ministry of Education

"ඉසුරුපාය"
 வெங்கஜிලே.

"இசுரூபாயா"
 பத்தரமுல்ல.

"Isurupaya"
 Battaramulla.

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My No. }

2005.06.23

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திகதி }

Date }


To All Provincial Directors of Education

Grant of Study Leave to follow the Certificate Course on Library and Information Science

Study leave can be approved, subject to the following conditions, for the teachers in Sri Lanka Teachers' Service who wish to participate for the lectures and workshops on the Certificate Course (Week Ends) on Library and Information Science conducted by the Library and Information Science Institute (NILIS) of the University of Colombo. For Fridays being the preceding the relevant week ends,

1. After the commencement of the above Course, study leave should be obtained only for the Friday of the relevant week in which the lecturers and workshops are conducted and teachers will not be entitled for such leave if they are not participating for the Course.
2. For the completion of this Course teachers should have a 80% participation for the lecturers and in the event of failing to do so, study leave obtained by the teachers should be cancelled.
3. Attendance Certificates relating to all study leave obtained should be forwarded monthly to the participants' Head of the Department through the Institute organizing this Course.
4. Under Circular instructions study leave for teachers who participate for the above Course will be entitled only if they are traveling form a distance of 48 kilō meters or more.

You are kindly requested to take action to approve this study leave for the teachers in National schools who study the above Course under the above Conditions.


 Dr. Tara De Mel
 Secretary
 Ministry of Education

- Copy : 1. Additional Secretaries
 2. All Provincial Secretaries of Education
 3. All Zonal Directors of Education