දුරකථන/தொலைபேசி இல./Telephone Nos.

අමාත්‍යතුමා
அமைச்சர்
Minister
2784832
2784807
2784825

ලේකම්
செயலாளர்
Secretary
2784812

කාර්යාලය
அலுவலகம்
Office
2785141-50
Fax: 2784846

ඊමේල්/ஈ-மெயில்/E-mail : info@moe.gov.lk

ඔබේ අංකය
உமது இல.
Your No. .....

අධ්‍යාපන අමාත්‍යාංශය
கல்வி அமைச்சு
Ministry of Education

'ඉසුරුපාය', ශ්‍රී ජයවර්ධනපුර කෝට්ටේ
බත්තරමුල්ල
'இசுருபாயா' ஸ்ரீ ஜயவர்தனபுர கோட்டை
பத்தரமுல்ல
"Isurupaya", Sri Jayawardhanapura Kotte
Battaramulla.

මගේ අංකය
எமது இல.
My No. ED/7/99/SH/50

දිනය
திகதி
Date 8 .11.2012

School Buildings Circular No:01/2012

To all Principals of National Schools,

The procedure to be followed when a building in any National school in the island is to be demolished and removed

It is kindly informed that the following procedure should be followed when a school building that cannot be used is to be demolished and removed or when a building or part thereof is to be demolished and removed to get space for a new building.

a) The "status report on the demolition and removal of a dilapidated building" (Annexure 01) attached to this Circular should be completed and forwarded to the Ministry of Education. However, the particulars in part I of the report in Annexure I should, in the first instance, be forwarded to the Zonal Director of Education.

b) The Zonal Director, having examined the particulars provided by the principal, should complete part II of Annexure I and make his recommendation available to the engineer.

c) As applicable the school buildings engineer of the area or the District school buildings engineer or the provincial engineer ,taking into consideration the recommendations of the Zonal Director of Education as well, should complete part III of Annexure I and forward his recommendation to the Provincial Director of the Education. If the engineer recommends the demolition and removal of the building it is essential that his recommendation should include following particulars

   i. The status report of the engineer
   ii. The estimate including the expenditure involved in demolishing and removing the building
   iii. A valuation of the building materials
   iv. A rough sketch showing the building in question in the school premises

d) The provincial Director of Education should complete Part IV of Annexure I having taken into consideration the recommendations in (b) (c) and (d) above and forward his recommendation to Secretary, Education

Accordingly, it is kindly informed that henceforth, steps should be taken to ensure that requests made to me for permission to demolish and remove buildings conform to these instructions. It is further informed kindly that it would not be possible to consider requests made disregarding these instructions.

S.M.Gotabhaya Jayaratne
Secretary
Ministry of Education

Copies:

1. Deputy Chief Secretary (Engineering Services)
   Southern Province, Western Province
   Sabaragamuwa Province

2. Director (Engineering Service)
   North Western Province

It will be appreciated if you bring this matters to the notice of engineers in your Province

3. Director School Buildings
   Northern Province/Eastern Province

For your information and necessary action please

4. All Provincial Directors of Education

Please bring these matters to the notice of Zonal Director in your Province and take necessary steps

5. Deputy Director (School Buildings)
   Central Province

6. Engineer (School Buildings)
   North Central Province / Uva Province

For information and necessary action pl.

Status Report on the Demolition and Removal of a dilapidated building

Part I of this Report should be complete by the Principal of the School, Part II by the Zonal Director of the Education, part III by the School Buildings Engineer of the region or by the District Engineer (School Buildings) or by the Divisional Engineer, as applicable, and part IV by the Provincial Director of Education and forwarded to Secretary Education.

Part: I Report of the Principal

1. The School and its location :

.....

1.1 Name of School

.....

1.2 Education Zone

.....

1.3 Education Division

.....

1.4 Divisional Secretarial Division

.....

1.5 Total Number of Students this year

.....

2. Particulars of the building purposed to be demolished and removed :

2.1 Nature of the Building

.....

.....

.....

.....

2.2 Size of the Building; Length .....
Breadth .....
No: of floors .....

2.3 Nature of the Foundation

.....

.....

2.4 State of the walls and the material use for the walls

.....

.....

.....

2.5 State of the roof and the material used

.....

.....

.....

.....

2.6 The age of the building (Number of year, roughly)

.....

3. Reason for the demolition of this building :

.....

.....

.....

4. If the reason for the demolition of this building is the construction of a new building -

4.1 Has the construction of this new building been approved?

.....

4.2 If so, the length and breadth of the building and the number of floors

.....

4.3 The category of this building (Classroom, Laboratory etc.)

.....

.....

4.4 The institution /project/which provides funds for the construction of this building

.....

.....

5. Will there be obstacles to the learning activities of the students as a result of the demolition of the building; if so, can an alternative be provided?

.....

.....

.....

6. Other particulars

.....

.....

7. The recommendation of the principal about the demolition and removal of this building

.....

.....

.....

.....

.....

Date

.....

Signature of the Principal
(Official Seal)

Part II: Recommendation of the Zonal Director

Having personally examined the building proposed to be demolished and removed, I certify that the particulars presented by the Principal above are correct.
Demolition and removal of the building is/ is not recommended.
If not recommended, reasons for not recommending

.....

.....

.....

.....

Date

.....

Signature of the Zonal Director of Education
(Official Seal)

Part III: Recommendation of the Engineer School Buildings or of the District/Regional Engineer.

1. I have examined the particulars provided above by the Principal and the Zonal Director of Education. Accordingly I recommend/ do not recommend the demolition and removal of the building.

2. If the demolition and removal of the building is recommended, the following particulars should be provided

2.1 Status Report

2.2 Expenditure to be incurred for the demolition and removal of the building Rs ..... (give details)

2.3 Valuation of the building material Rs ..... (give details)

2.4 The difference between 2.2 and 2.3 above Rs .....

2.5 Rough sketch showing the location of the building in the school premises, while the documents referred to above are forwarded herewith, the demolition and removal of the building is/ is not recommended.

If not recommended, the reasons for not recommending

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

.....

Date

.....

Engineer, School Buildings/ District Engineer/ Regional Engineer
(Official Seal)

Part IV: Recommendation of the Provincial Director of Education

Secretary,

Ministry of Education

The following documents related to the demolition and removal of the building referred to, are attached hereto.

1. Status Report
2. Expenditure estimate for the demolition and removal of the building
3. Valuation given to the building materials
4. Rough sketch of the school premises showing the location of the building

I recommend/ do not recommend the demolition and the removal of the building

If not recommended the reasons for not recommending:

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

.....
Date

.....
Provincial Director of Education

(Official Seal)

Part V: Approval of Secretary Education

Provincial Director of Education,

.....

The demolition and removal of the building is/ is not approved.

.....
Date

.....
Secretary

Ministry of Education

(Official Seal)