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கல்வி அமைச்சு
Ministry of Education

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Date

2018

Circular No. 22/2018

All Provincial Secretaries of Education,
Provincial Directors of Education,
Zonal Directors of Education,
Principals of the National Schools,

Allocation of Official Quarters belonging to the National Schools

The instructions mentioned below have to be followed in the allocation of official quarters belonging to the National Schools, among the officers who are entitled to obtain Official Quarters by adopting the procedures mentioned in the Chapter XIX of the Establishments Code.

- I. Action should be taken to allocate scheduled official quarters that are classified in accordance with the Section 1 of the Chapter XIX of the Establishments Code, to an officer holding the same Post or grade as far as possible. A report including all the facts should be submitted to the Director of National Schools in instances where such scheduled officers do not exist or in instances where such officers inform in writing that they do not require the relevant quarters and a special permission should be obtained to provide the relevant official quarters to another officer.
- II. If there are General Service Quarters, qualifications for obtaining the quarters have to be decided as per Section 4.1 in the Chapter XIX of the Establishments Code.
- III. Action should be taken in compliance with the Sections 4:2, 4:3 and 4:4 of the Chapter XIX of the Establishments Code in the selection of officers for official quarters and if action is taken in compliance with Section 4:4:1, the approval of the Director General of Establishments should be obtained by submitting it with the recommendation of the Director of National Schools and the Secretary of the Ministry of Education.
- IV. Action pertaining to house rent should be taken in accordance with the Section 5 of the Chapter XIX of the Establishments Code and a concise report on house rent

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that is charged in every calendar year should be forwarded to the Director of National schools before the lapse of the first quarter of the following calendar year. The official quarters, its type, officer to whom it is allocated and his Post, date of first allocation of the quarters to him/her, the estimated cost of the quarters, house rent charged from the officer from January to December should be included in the Report.

- V. The Zonal Director of Education should prepare and execute an appropriate programme to ensure that the Conditions of Taxes mentioned in Section 6 of the Chapter XIX of the Establishments Code are strictly adhered to.
 - VI. Powers are entrusted upon the Zonal Directors of Education in order to function under the Sections 7 and 9 of the Chapter XIX of the Establishments Code and accordingly, the procedures adopted by them should be notified immediately to the Directors of National schools through the Provincial Director of Education.
 - VII. It is the responsibility of the Zonal Directors of Education to function under Section 8 of the Chapter XIX of the Establishments Code and the Principal of the relevant school should retain a copy of the inventory.
 - VIII. The relevant Principals should pay their attention in relation to the condition and maintenance of the Official quarters in the execution of functions in accordance with the above instructions and arrangements should be made to carry out relevant maintenance activities expeditiously by immediately notifying the Zonal Director of Education in writing.
02. Official quarters should not be allocated to officers who are not entitled to Official quarters under any circumstances and if such allocations have been made, action should be taken under Section 7 and 9 of the Chapter XIX of the Establishments Code to take back such official quarters prior to the lapse of six months from the date of this Circular and arrangements should be made to allocate such quarters to appropriate officers.



Sunil Hettiarachchi
Secretary
Ministry of Education