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Date

20/09/2020



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கல்வி வெளியீட்டுத் திணைக்களம்
Educational Publications Department

புதுபுது, பிந்தரபுது
இசுருபாய, பத்தரமுல்ல
Isurupaya, Battaramulla

புது புது
எமது இல.
My No.

EPD/Dis./01/01

புது புது
உமது இல.
Your No.

Circular No. 27/2020

All Provincial Directors of Education,
Zonal Directors of Education,
Divisional Deputy/Assistant Directors of Education,
Principals of Government and Approved Private Schools,
Chief Incumbents of Pirivenas,

Reuse of School Textbooks

Annually, the government provides 40 million copies from 410 types of textbooks free of charge to students studying in all the government and approved private schools as well as in pirivenas in Sinhalese, Tamil and English media. The annual expenditure borne by the government for printing and distribution of textbooks exceeds 4500 million rupees.

02. The textbooks, produced with such a huge cost, should be used with much care to keep them in a condition suitable for reuse. The responsibility of guiding the students towards this goal is entrusted to the principals, teachers and parents. The government will be able to utilize the money saved through reuse of the maximum number of textbooks, for the development of the education sector.

03. Therefore, measures should be taken to reuse a minimum of 30% of used textbooks annually and it is required to take action according to the following criteria in relation to the above.

Grade	Taking back Textbooks
1,2,3,4,5	Books are not taken back.
6,7,8,9	Books are taken back at the end of the year.
10,11	Books are taken back on the day when the G.C.E. Advanced Level classes of these grades are commenced or when the school leaving certificate is obtained to go to another school for the G.C.E. Advanced Level. If a student who sat for the G.C.E. Ordinary Level examination wants to sit for a particular subject, it is not required to take back textbooks relevant to that subject. If a student wishes to sit for all the subjects at the G.C.E. Ordinary Level examination, it is not required to take the textbooks back.

04. The textbooks in the following conditions should not be taken back.
4.1 Torn pages / Folded corners/ Detached or falling out pages
4.2 Cover detached or torn

- 4.3 Notes on pages / coloured pages / parts of pages cut and removed
4.4 Answers for activities written on the textbook itself (not relevant for workbooks)

However, according to the total condition of the textbook, if the teacher in charge of the textbooks feels that a particular textbook is suitable for reuse, it should be reused.

05. When issuing textbooks to students, the following facts should be considered.
- 5.1 A set of textbooks given to a student should not include all used textbooks at any occasion.
 - 5.2 Measures should be taken to mix the used textbooks and new textbooks and give them to students in an equal manner.

06. Measures should be taken to create awareness among students and parents in relation to the following facts on using textbooks. The awareness programmes should be conducted at class/school level parents' meetings.

- 6.1 Notes should not be made in textbooks; pages should not be coloured.
- 6.2 Images should not be cut and removed.
- 6.3 Pages should not be removed, folded or torn.
- 6.4 Textbooks should be stored in school bags in a manner not to harm the textbooks.
- 6.5 Covers should be put in place to preserve textbooks

07. The responsibility of the teacher in charge of textbooks and the class teacher in relation to this process should be well executed with dedication under the supervision of the principal and relevant reports and data (through a CR book or a file) should be correctly maintained. When officers from the Ministry of Education/ Educational Publications Department/ Provincial Department of Education, Zonal Education Office/ Divisional Education Office arrive to supervise the use of textbooks, relevant lists and reports should be produced.

08. The textbooks, that were removed from use due to curriculum reforms or unusable condition, should be disposed of according to the provisions stipulated in the circulars dated 20.02.2014 and 30.01.2017 bearing the numbers 2014/01 and 2014/01(i) respectively.

09. this exercise focuses on developing attitudes like efficient use of resources and generosity in students apart from saving public money.

10. To achieve the aforementioned objectives, I herewith entrust the basic responsibility of reusing textbooks to the principal who is the chief counting officer of the school.

I sincerely hope that the fullest cooperation required to make this endeavor a success will be extended by considering this productive task as an endeavor of national importance.

All the circulars issued in relation to the above by the Educational Publications Department are hereby cancelled.


Prof. K. Kapila C.K. Perera
Secretary
Ministry of Education

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