

Instructions on How to Obtain the School Library License

Due to the COVID_19 Pandemic situation the Ministry of Education has restricted outside people from coming to the premises and we encourage you to submit your printed books or manuscripts through the registered post.

Please follow the following instructions given below to submit the books via post.

What you need to send through the post

1. The duly-filled application
 - a. The application can be accessed via the following link
https://moe.gov.lk/wp-content/uploads/2020/09/application_e-1.pdf
2. A money order
The reviewer charges must be paid to the **post/sub post office** based on the number of pages of the book/manuscript

	Book Category	Size of the Book	For the first 100 pages	For each page exceeding 100 pages
1	Printed normal books	More than or equal to Demy 1/8 (more than or equal to 8.5x5.5 inches)	Rs. 525/- for a book	Per Rs. 4.50
2	Printed normal books	Less than Demy 1/8 (less than 8.5x5.5 inches)	Rs. 450/- for a book	Per Rs. 3.75
3	Manuscripts	Must not exceed the size of A4	Rs. 375/- for a book	Per Rs. 2.00
4	Children's books	more than or equal to Crown ¼ (more than or equal to 9.5x 7 inches)	Rs. 210/- for a book	Per Rs. 2.00
5	Children's books	Less than crown ¼ (less than 9.5x 7 inches)	Rs. 180/- for a book	Per Rs. 1.00
6	Children's (manuscripts)	Must not exceed the size of A4	Rs. 180/- for a book	Per Rs. 1.50

And attach the **original copy** of the money order issued by the post office as shown in Figure 2

නිකුත් කරන ලද පමණක්
වழங்கුල් அலுவலகத்தின் பெயர்
Name of the Issuing Office

නැපයූ කාර්යාලය

ISSUING OFFICE P. O. CODE

ශ්‍රී ලංකා මුදල් ඇණවුම
இலங்கைக் காசக் கட்டளை
SRI LANKA MONEY ORDER
(මෙය හයක් මසක් වලංගුයි) (இறு மாதங்களுக்கு மாதிரியும் பெறமுடியாது.) (Valid for six months only)

M

කුලීන්ගේ / இலக்கத்தில்
Postmaster

අලුත් කරන ලද / சொற்களில் / Words

මුදලක් ගෙවන්න / இலக்கத்தில்
/ Figures

නිකුත් කරන ලද / ලකුණ
சரிபாண கூட்டில் / அனுப்பாளரின் இடமில்

Mark the ✓ in the appropriate cage

රුපියල් / ரூபா / Rupees	පැය / පය / Cts.	රු. / ரூ. / Rs.	පැය / පය / Cts.	රු. / රු. / Rs.
2559	-			1000
				5000
				10000
				25000

මෙහි දැනට නිවේදනයෙහි නමින් අයදුම් කරන පුද්ගලයන් මුදල ගෙවන්න :
எனது அறிவித்தலில் பெயரிடப்பட்டவருக்குக் மேற்காணும் தொகையை வழங்கவும்
Pay the person named in my Advice the sum of :

2021/02/12

නිකුත් කරන නිලධාරී / வழங்கல் உத்தியோகத்தர் / Issuing Officer

මුදල ගෙවන ලද / பெறக்கொண்டது / Received the Sum specified above.

මුදල් ලබන්නාගේ අත්සන / பெற்றதரின் ஒப்பம்
Payee's Signature:

මෙහි නිලධාරීගේ අත්සන / இலக்கம்
கொடுப்பாளர் உத்தியோகத்தரின் ஒப்பம் / திகதி
Paying Officer's Signature/Date

CM 015111 - 15/000 (2012/12)P ශ්‍රී ලංකා රජයේ මුදල් දෙපාර්තමේන්තුව

Figure 2

- 3 copies if it is printed book or 2 copies if it is a manuscript
- The books, the application and the money order must be registered posted to
Secretary,
Educational Publications Advisory Board,
Ministry of Education,
Isurupaya,
Batramulla.