

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.

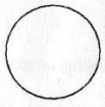
What you need to send through the post

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

How to calculate the review charges

- If you have less or equal to 100 content pages for your printed book (with the size 8.5x5.5 inches) then you have to pay Rs 525.00
- If you have 150 content pages for your printed book (with the size 8.5x5.5 inches) then you have to pay
 - For the first 100 pages=Rs. 525.00
 - Extra 50 pages =Rs. 4.50x50=Rs. 225.00
- Total review charges you have to pay=Rs. 525+225=Rs.750.00
- If you have any queries regarding the charges please contact us on 0112784839.
- Please fill the money order application as indicated in Figure 1.

ம.கா.பி. } அ.அ.சி. } P.O.C. } (M 8* S.T.&E.) 11/83	
මෙරට සාමාන්‍ය මුදල් ඇණවුම් ඉල්ලුම් පත්‍රය உள்நாட்டுச் சாதாரண காசுக்கட்டளை விண்ணப்பம் APPLICATION FOR INLAND ORDINARY MONEY ORDER	
	මුදල } XXXXX ඉ. } தொகை } ரூ. } இல. } AMOUNT } Rs. } c. } No. }
රුපියල් (අකුරෙන්) } XXXXX ரூபா. (சொல்லில்) } Rupees (in Words) }	මුදල් ලබාගන්නා කාර්යාලය } Isurupaya பணம் கொடுபட வேண்டிய இடம் } Payable at }
ලබන අය (මුදලුරු සමඟ) } Secretary, Educational பெறுபவரின் பெயர் } Publications Advisory Board (முதல் எழுத்துகளுடன்) } Name of Recipient (with initials) }	යටිතලයේ නම (මුදලුරු සමඟ) } XXXXX அனுப்புபவரின் பெயர் } (முதல் எழுத்துகளுடன்) } Name of Remitter (with initials) }
යටිතලයේ ලිපිනය } XXXXX அனுப்புபவரின் முகவரி } Address of Remitter }	දිනය } XXXX XXXXX திகதி } අත්සන/கையொப்பம்/Signature

කොමිස් මුදල/தரவு/Commission :

රු. 50/-කට හෝ ඉන් කොටසකට රු. 1.25 බැගිනි.
 ஒவ்வொரு ரூபா 50/- தொகைக்கும் அல்லது அதனது பகுதிக்கும் ரூபா 1.25
 Every sum of Rs. 50/- or part thereof Rs. 1.25

කාර්යාලීය ප්‍රයෝජනය සඳහා පමණි/அலுவலக உபயோகத்திற்கு மட்டும்
 For office use only

නිවේදන අනු පිටපතක් නිකුත් කළේ නම් එහි විස්තර/ இணைப்படிக்க காசுக்
 கட்டளை வழங்கப்பட்டால் அதன் விபரங்கள்/Particulars of Duplicate M.O.
 if issued:.....

අනුපිටපත් අංකය }
 இணைப்படி இல. }
 No. of Duplicate M.O. Advice : }

නිකුත් කළ දිනය }
 வழங்கிய திகதி }
 Date of Issue }

ගෙවීම් ලබන්නාගේ නම වෙනස් කළේ නම් මෙහි සටහන් කරන්න/பெறுபவரின்
 பெயர் மாற்றப்பட்டால் இங்கே குறிப்பிடுக /Note to be made if name of payee is
 altered :.....

IN 052921 - 200,000 (2019/05)P ලංකා රජයේ මුද්‍රණ දෙපාර්තමේන්තුව

Figure 1

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

නිකුත් කරන ලද පමණක් වශයෙන්
ව්‍යවහාරයට නොගන්න
Name of the Issuing Office

නිකුත් කරන ලද
ව්‍යවහාරයට නොගන්න

ISSUING OFFICE P. O. CODE

ශ්‍රී ලංකා මුදල් ඇණවුම
இலங்கைக் காசக் கட்டளை
(இறு மாதங்களுக்கு மாதிரியும் பெறமுடியாது.)

SRI LANKA MONEY ORDER
(Valid for six months only)

M

කුලීන්ගේ / இலக்கத்தில் / Figures

කුලීන්ගේ / சொற்களில் / Words

කුලීන්ගේ / சொற்களில் / Words

කුලීන්ගේ / சொற்களில் / Words

රුපියල් / ரூபா / Rupees	පැය / පය / Cts.	රු. / ரூ. / Rs.	පැය / පය / Cts.	රු. / ரூ. / Rs.
දෙදහසේ හත්සිය හතළිහක්		2559	-	
හතළිහක් හත්සිය				

මෙහි දැනුම් ලබා දෙනු ලැබූ පුද්ගලයාට මෙහි සඳහන් කරුණු අනුව 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 உத்தியோகத்தி / Issuing Officer

මුදල ලබා ගත් පුද්ගලයා / பெறும் பெருமை / Received the Sum specified above.

මුදල ලබා ගන්නා පුද්ගලයා / பெறும் பெருமை / Payee's Signature

මුදල ගෙවන නිලධාරී / வழங்கல் உத்தியோகத்தி / Paying Officer's Signature/Date

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

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.