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දිනය Date 508.01.2025

Circular Number - 02/2025

All Provincial Chief Secretaries.

All Secretaries of Provincial Education,

All Provincial Directors of Education,

All Zonal Directors of Education,

All Divisional Directors of Education,

All the Parivenadhipathi Theros,

Principals of Government Schools/Principals of Government-Aided Schools,

Programme For the Provision of Free School uniforms to School Students - 2025

This circular is issued relevant to the implementation of students Programme For the Provision of Free School uniforms to School Students studying in Government and Government-Aided Schools and to clergy students, Seelamathas (female clergy students) and lay students of Government-approved pirivenas and this circular supersedes all previous circulars issued in this regard whereas this Circular shall be effective from ? [.2025]. 2025.

- (2. The entire school uniform fabric requirement for the year-2025 shall be received as an award from the People's Republic of China and actions shall also be taken by the Government of Sri Lanka to provide those fabrics to school children.
- 03. After the clothing for uniforms are provided by the Ministry of Education, Higher Education and Vocational Education, necessary steps should be taken to promptly distribute them to schools and Pirivenas as per the instructions laid down by this Circular.

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04. Types and details of uniform fabric sets

Available types of uniform fabrics provided to school students

Category	range	Fabric Type entitled	Code Number	Size (meters)
	**************************************	Shirt fabric (White)	JB - S	1.14
		Shirt Fabric (Yellow)	JBS - Y	1.14
	01.1.5. 5.0.1.4	Shirt Fabric (Light blue)	JBS (LB)	1.14
	Grade 1 - 5 male Students	Pants Fabric (White)	JBTS (W)	0.80
		Pants Fabric (Blue)	JBTS (B)	0.80
		Pants Fabric (Brown)	JBTS (BR)	0.80
Junior		frock fabric (White)	JG - F	1.82
Jumoi		blouse Fabric (White)	JG - BW	1.37
		blouse Fabric (White)	JGB (LB)	1.82
	Grades 1-5 female students	blouse Fabric (Yellow)	JGB (Y)	1.82
		Skirt Fabric (Blue)	JGS (B)	1.60
		Skirt Fabric (Brown)	JGS (BR)	1.60
.	Moor female students in Grades 1-5	Farda (Head covering)	FJ	1.00
		Shirt fabric (White)	IB - S	1.37
		Shirt Fabric (Yellow)	IBS - Y	1.37
		Pants Fabric (White)	IBTS (W)	0.91
	Grades 6 - 9 male Students	Pants Fabric (Blue)	IB - TS (B)	0.91
		Pants Fabric (Brown)	IBTS (BR)	0.91
		Pants Fabric (Maroon)	IBTS (MA)	0.91
Medium		frock fabric (White)	IG-F	2.28
Meatail	•	blouse Fabric (White)	IG - BW	1.60
		blouse Fabric (Yellow)	IGB - Y	2.28
ŀ	Grades 6 - 9 female Students	Skirt Fabric (Blue)	IGS (B)	1.82
		Skirt Fabric (Brown)	IGS (BR)	1.82
		Skirt Fabric (Maroon)	IGS (MA)	1.82
	Moor female students in Grades 6 - 9	Farda (Head covering)	FI	1.25
		Shirt fabric (White)	SB - S	1.60
		Shirt Fabric (Yellow)	SBS - Y	1.60
	Grades 10 – 13 male students	Pants Fabric (White)	SBTL (W)	1.82
		Pants Fabric (Brown)	SBTL (BR)	1.82
		Pants Fabric (Maroon)	SBTL (MA)	1.82
		frock fabric (White)	SG - F	2.74
Senior		blouse Fabric (White)	SG - BW	1.32
	Grades 10 - 13 female students	blouse Fabric (Yellow)	SGB - Y	2.74
	States 10 15 female statems	Skirt Fabric (Blue)	SGS (B)	2.00
		Skirt Fabric (Brown)	SGS (BR)	2.00
		Skirt Fabric (Maroon)	SGS (MA)	2.00
	Moor female students in Grades 10 - 13	Farda (Head covering)	FS	1.50
	female students in Grades 10 - 13	Lama sarees (White)	SGLS (W)	4.50
Junior	Clergy students in Grades 1 - 7	Robe fabric (Orange)	RM – S (Orange)	6.40

		Robe fabric (Brown)	RM – S (Brown)	6.40
C	Clause standards in Condens 9, 12 Ct. days	Robe fabric (Orange /Brown)	RM - L(Orange)	9.14
Senior	Clergy students in Grades 8-13 Students	Robe fabric (Orange /Brown)	RM - L(Brown)	9.14

05. Issuance of Uniform Materials to Zonal Education Offices /Divisional Education Offices

The date when the uniform materials are brought to the Zonal/Divisional Education Office for the year 2025 shall be notified to the officers nominated by the Zonal Director of Education two (02) days in advance through the Provincial Director of Education. School Uniform Material Form 01 (S.U.M.1) shall be used by the suppliers selected on behalf of the Ministry of Education, Higher Education and Vocational Education, to issue the stock of materials belonging to your Zonal/Divisional Office. Consequently, the supplier providing the uniform materials to the Zone will also take actions to inform the nominated officers mentioned above. Similarly, in case of any change occurred in the name list of the nominated officers, it is essential that the Zonal Directors of Education take actions to update the names and inform the School Supplies Branch of the Ministry of Education, Higher Education and Vocational Education by telephone, fax or email (Telephone /Fax Number - 0112 784838 / Email - schoolsupplies.moe@gmail.com).

Form 01 (S.U.M.1) should be used for the issuance of uniform materials to the Zonal / Divisional Education Offices and it consists of 06 copies.

1st copy - To the supplier for payment
2nd copy - To the Zonal / Divisional Director of Education
3rd copy - To the Zonal Director of Education
4th copy - To the Provincial Director of Education
5th copy - To the Auditor General
6th copy - To the Supplier

06. Issuing the packets of uniform material to schools from Zonal/Divisional Education Offices

Once all the packets of uniform materials required for the schools are provided to the Zonal/Division Education Offices by the Ministry of Education, Higher Education and Vocational Education, the said packets of uniform materials should formally be issued to the principals using the Form 02 (S.U.M).

You will receive the boxes containing uniform materials; granted by the Republic of China, from the Department of Cooperative Development. The uniform materials purchased by the Government of Sri Lanka will be provided to you by the suppliers. You may sometimes receive the packets of uniform materials in both means. The uniform materials supplied by the Government of Sri Lanka by purchasing from local manufacturers will be sent to your warehouse in sealed boxes containing 50 packets of materials (No. of packets of school uniform materials you requested will be packed as 50 packets per box and the remaining quantities will also be packed in boxes and delivered correctly). The packets of uniform materials provided by the suppliers at your request

should be issued to the principals. The sealed boxes of uniform materials shall be opened in the presence of an officer of the Zonal/Divisional Education Office or the Principal and at least two other responsible officers.

The Form 02 (S.U.M) should be used as follows and is also of 06 copies.

1st copy
 To the principal who receives the packets of uniform materials
 2nd copy
 To the Procurement Branch of the Ministry of Education
 To the Provincial Director of Education
 To the Zonal Director of Education

5th copy - To the Auditor General

6th copy - Office copy

07. Giving packets of uniform materials to students from schools

- 1. It is the responsibility of the principals to keep; safely, the packets of uniform materials received by the school heads.
- 2. The activities should be decentralized by assigning the class teacher with the responsibility of distributing the packets of uniform materials to the students studying in each class.
- 3. At the time of issuing packets of uniform materials to students studying in Grades 6 13, the teachers in charge should get signatures from those students.
- 4. The parents/guardians of the students studying in primary classes from Grade 1 to 5 should be called and the uniform materials should be handed over to them and their signatures should be obtained (Such practice should be done as they are minors)
- 5. The signature documents that may be prepared should be kept safely filed in the school for audit purposes.

The above mentioned matters should be implemented, and the documents should be prepared as per Annex 01 for that purpose. (The document in Annex 01 should be prepared at the school level)

08. Actions to be taken in respect of the packets of uniform materials remaining in schools after distribution to students

In case of a surplus remained after distribution of the packets of uniform materials to all the students, the Principal should inform the Zonal/Divisional Education Offices in writing about it and make arrangements to separate the excess packets of materials according to categories and hand them over formally to the Divisional Director of Education in Annex 04. The Divisional Director of Education should balance the requirements of all the schools in his Division and should make arrangements; is there is an excess, to formally hand it over to the Zonal Director of Education in Annex 05. The quantities of excess packets of uniform materials given by the Divisional Offices should be calculated precisely, sorted into categories and recorded as per Annex 06 as well as should be kept in safety by the Zonal Director of Education for the use of the next year. If the excess stock is misplaced subsequently by any reason, the Zonal Director of Education

will be responsible for such matter. Consequently, the said uniform materials should be stored safely.

It is emphasized that it is the responsibility of the Principal, Divisional Director of Education, Zonal Director of Education and Provincial Director of Education to provide uniforms to every child in their province, and if any Principal/Divisional Director of Education/Zonal Director of Education is revealed to have proceeded outside of these arrangements, the disciplinary actions have to be taken in that connection.

09. Survey Activities

The survey boards should be appointed by the Zonal Director of Education in order to conduct a survey in each school or a selected number of schools in the Zone to verify the accuracy of the reports received from the schools. The teachers and other officials should be deployed in the survey board. The details of the appointed survey boards should be notified to the Provincial Director of Education and the Provincial Director of Education should be responsible for the supervising activities of sending the final comparisons and handing over the remaining stock.

10. Final Comparison Reports

The forms correctly prepared by the Zonal Education Office; according to the format in Annex 4 arranged after distributing school uniform materials by the principals of all the schools related to the Zone, should be kept in a separate file to be submitted for inspection when required. (The document should be prepared by Principals)

11. Annex I Format

If there are any deficits or excesses of the packets of uniform materials in those boxes, the said report should be certified by the Zonal Director of Education or the Divisional Director of Education or the Principal of the concerned school as per the format in Annex 2 at the time of opening each sealed boxes of cloth materials. (At every instance, please use one form for each box.) Accordingly, the Provincial Director of Education should give the Form in Annex 2 to the respective Principals and Divisional Directors of Education and get the necessary details thereby.

Principals and Divisional Directors of Education should prepare and send the final comparison reports to the Zonal Director of Education in relation to the forms in Annex 3, Annex 4 and Annex 5 according to the details received in the format of Annex 2 attached hereto within a period of one month upon the completion of distributing the packets of uniform materials (from the date the Ministry of Education notified to start the distribution subsequent to the receipt of the packets of uniform materials). The actions should be taken to send the summary report in Annex 6 to the Chief Accountant (Procurements), Ministry of Education, Higher Education and Vocational Education, with a covering letter accompanied by the recommendation of the Zonal Director of Education and the approval of the Provincial Director of Education. Together with the said report, the lists of schools in all the Divisions belonged to the Zone should be included and submitted as a file. (Annex 6 should be prepared by the respective Zonal Education Offices)

I further inform to give priority in this regard as this final comparison report and the report on deficits and surpluses are required to maintain the stock accounts of the Ministry and for the audit purposes.

12. General Facts

It is the expectation of the Ministry of Education, Higher Education and Vocational Education, and the Government to provide school uniform materials on time to all students studying in government and government-aided schools and to all student bhikkhus, seela mathas and lay students studying in approved pirivenas. Consequently, I emphasize that it is the responsibility of every officer in your Province, Zone, Division and School to give keen attention and execute the necessary works responsibly in this connection, as the delay in the distributing uniform materials will hinder the achievement of the said objectives.

Nalaka Kaluwewe

Secretary

Issuance of school uniform materials to students (2025)

•	т		
1	Province	o-•	
1.	TIOVILL	·.	_

2. District:-

- 3. Division:-
- 4. Name of School:-
- 5. Class:-

SN	Date	Name of Students	Mate	erial Type *	Symbol of	the Sig
					Supplier	(St
						W to the second
Amour	nt of mate	rial packets received				
Amour	nt of mate	rial packets issued for students				
Amour	nt of mate	rial packets remaining				

^{*} To arrange as per the requirement

...... packets of uniform materials received for the Grade were taken over correctly and given to the students appropriately.

Note -In preparing the material type, it is essential that the quantity of trousers is equal with the quantity of shirts of the boys while quantity of skirts is equal with the quantity of jackets of the girls.

Signature of the teacher:-Name of the teacher:-National Identity Card Number:-

I certify that the uniform materials were distributed correctly to the students.

Signature of the Section Head: -Name of the Section Head: -National Identity Card Number:-

Signature of Principal:-Official Stamp:-Date:-

<u>Distribution of School Uniform Materials -2025</u>

Report on Deficits and Excesses

(Please complete this form only in case of Deficits and Excesses)

1.	Name of Zonal Education Office: -
2.	Name of School: -
÷	
3.	Type of Material Packet: -
4.	Material Box Number: -
5.	Number of Deficient/Excessive Packets: -
6.	Name of the officer who opened the box of packets:
7.	Post of the officer who opened the box of packets: -
8.	Signature of the officer who opened the box of packets:
0	Name of the office with a checked.
	Mame of the officer who checked: -
	Post of the officer who checked: -
11.	Signature of the officer who checked: -
12.	Name of the officer who certified: -
13.	Post of the officer who certified: -
14.	Signature of the officer who certified: -
1 6	Data

<u>Distribution of School Uniform Materials -Year 2025</u> <u>Report on Deficits and Excesses prepared by Zonal Director of Education</u>

Tiovinee		District	Zonai Education	Office:-
Divisional Education	on Office: -	Nam	e of School:-	
Material Type	Material Box Number	Code Number of Packer	Quantity of material packets in excess	Quantity of material packets in deficit
*				
*.				
,				
	_			
-				
Total**	I			
** The total of deficits	and excesses columns gh separate pages shoul	s should be indicated separated be prepared according to the	ely for each material type is format and presented with	and in cases where this nage numbers.
Prepared by (Name)	:-		Sionature:-	••••
Checked by (Name)	:		Signature:-	

Providing School Uniform Waterials - Year 2025

(The final comparison report prepared by the Principal of the respective school)

Zonal Education Office:-Name of the School:-District:-Province:-Divisional Education Office:-

01	Material Type		IBG	JB-TS(B)	JB-TS(W)	IBS	IB-TS(B)	IB-TS(W)	SBS	SB-TL(W)	JGF	IGF	SGF	FJ	FI	FS	JG-B(W)	JG-S(B)	IG-B(W)	IG-S(B)	SG-B(W)	SG-S(B)	Prepared by (Name) :-	Checked by (Name) :-
01 02	Number of packets received	from the Divisional Education Office	(S.U.M 01)																					
. 03	Number of packets obtained	additionally from the Divisional Education Office	(S.U.M 01)																					
04	Total Packets	received 02+03																					Signature :	Signature :
05	Quantity issued for	the students																						
05 06	Quantity remained at	school warehouses (04-05)																						
07	Number of material	boxes with less than 50 packets																						
80	Number of packets in deficit	in the boxes that should contain 50 packets																						
60	Quantity resumed to Divisional	Education Offices (Should be similar to column 06 only if	there are no excesses or deficits.)																					

l certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and handed back to the Division Warehouse after distributing the packets of uniform materials; received from the Ministry, to the students.

Signature of the Principal:-

Official Stamp:-

Date:-

Final Comparison Report prepared by the Divisional Director of Education)

Province:-

District:-

Zonal Education Office:-

Divisional Education Office:-

5	CO	03	0.04	70	90	70	80	90	40	7
	20 7.	3	5	3	3	6	8	60	OT	17
Material	Number of	Number of	Total	Quantity	Quantity	Quantity	Number of	Number of	Total No. of	Quantity
l ype	packets	packets	Fackers	Issued for	returnea	remained at	material	packets in	packets returned	issued for
	received	obtained odditionom.	received	Signal Schools	irom me	DIVISIONAL	boxes with	deficit in the	to Zonal	the
	mon me	additionally	0.270	(50 IMI 02)	schools	warenouses	less than 50	poxes that	warehouses	students
,. .	Zonal	from the				(04-02)+06	packets	pinous	Should be	02-06
	Education	Zonal						contain 50	similar to	
	Office	Education						packets	column 07 only	
	(S.U.M 01)	Office				<u>-</u>		_	if there are no	
		(S.U.M 01)							excesses or	
									deficits.)	
JBS										
JB-TS(B)										
JB-TS(W)										
IBS										
IR-TS(R)										
TO TO(H)										
IB-1S(W)										
SBS										
SB-TL(W)										
JGF										
IGF					-					
SCE										
JOC										
FJ										
FI										
FS										
JG-B(W)										
JG-S(B)										
IG-B(W)										
IG-S(B)										
SG-B(W)										
SG-S(B)										
Prepared by (Name)	√ame) :-		S	Signature :						
				ì						
Checked by (Name)	√ame) :		Si	Signature :						
1 certify that th	Salabara companies	I certify that the shove connarion report is correct and that the		on to the training	the cases of cases	and refraction from	بالم مه بارمونا المهاديميا الد	emeining norbete of moteriale were abended accessfor and bandad hads to the Zanal Washawa allow distribution the	. O	9; 9

I certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and handed back to the Zonal Warehouse after distributing the packets of uniform materials; received from the Ministry, to the students.

Signature of Divisional Director of Education:-

Official Stamp:-

Date:-

Providing School Uniform Materials - Year 2025

Zonal Education Office: (Final Comparison Report prepared by the Zonal Director of Education) District:-Province:

10	02	03	40	05	90	07	08	60	10	11
Material	Number of	Number of	Total	Quantity	Quantity	Quantity	Number of	Number of	Total No. of	Quantity
Type	packets received	packets received	Packets received	issued for the	returned from the	remained at Zonal	material boxes with	packets in deficit in the	packets returned to Zonal warehouses	issued for the
	from the	additionally	02+03	Divisional	Division	warehouses	less than 50	boxes that	from the Divisional	students
	suppliers	from the		Education	- Tel	(04-05)+06	packets	should	Education Offices	90-50
	(S.U.M 01)	suppliers		Offices	Educatio			contain 50	(Should be similar	
		(3.0.1vi 01)		(50.1VI.0.5)	Office			paraces	if there are no	<u> </u>
					521110				PVCPCCPC OF	
									deficits.)	
JBS										
JB-TS(B)										
JB-TS(W)										
IBS										
IB-TS(B)										
IB-TS(W)						:				
SBS										
SB-TL(W)										
JGF										
IGF										
SGF										
FJ										
FI										
FS										
JG-B(W)										
JG-S(B)										
IG-B(W)										
IG-S(B)										
SG-B(W)		and the state of t								
SG-S(B)										
Prepared by (Name):-	Name):-		S	Signature :-						
Checked by ()	Vame):-			ionature						
A fo pavaging	ivalite)	CITCANCO DY (170HIR).		O'Bridani C						

I certify that the above comparison report is correct and that the remaining packets of materials were checked correctly and stored at the warehouse of Zonal Education Office after distributing the packets of uniform materials; received from the Ministry, to the students. Date:-

Signature of Zonal Director of Education:-

Signature of Provincial Director of Education:

Official Stamp:-

Official Stamp:-

Date:-