



# Standardizing Zonal Education Offices



Management and Quality Assurance Branch

Ministry of Education







## Message of the Minister of Education

### **Let's actively contribute for rendering quality educational opportunities for children.**

Quality enhancement in education is a major national requirement that has a serious effect on the development process of the country. The Ministry of Education has the prime responsibility in policy formulation and policy implementation in this regard. Zonal education offices have a major role in preparing schools to achieve said goal. Similarly, zonal education offices shall contribute critically in producing human capital in achieving sustainable development goals. In view of the above, it is with great pleasure I extend my congratulations as the Minister of Education to the Quality Assurance Branch of this ministry for producing these valuable guidelines on standardizing the Zonal Education Offices for a more formal and accurate administrative structure.

One major challenge the education administrators face at present is shaping the national education to suit the global trends and correct management of public resources aligned to this need. Hence, the government has paid its serious concern on introducing new subjects that prepare our youth for both local and international job market, revising existing curricular to suit the requirements of our future generations, introducing modern educational trends to improve teaching learning process and recruiting competent professionals to achieve said goals. In this scenario, what is most significant right now is the proper implementation of policies and strategic plans formulated therein by the line ministry and provincial ministries in achieving key national goals. In achieving said key national goals, every zonal education office in the island should maintain an operational and managerial strategy within a formal administrative structure that incorporates an accountable monitoring and supervising process. Viewed in this light, I find that the introduction of these guidelines to the national education system is a timely intervention in securing national goals.

I take this opportunity to extend my sincere thanks and appreciation to the quality assurance branch of this ministry for taking a leading role in standardizing the education system, primarily the zonal education offices of this country through this kind of interventions to provide a quality education to the children of our nation. I sincerely hope that all zonal education offices shall follow these guidelines to achieve a more formal and standardised administrative structure that would provide a better service.

Akila Viraj Kariyawasam  
Minister of Education





## Message of the Secretary of Education

It is essential to have a central administrative unit to manage limited resources to facilitate the education process within the mandate of providing education, which is the spirit of the country, throughout the society. The zonal education offices perform the above necessity as a regional administrative unit.

Zonal education offices bring together all the parties who are related to education such as teachers, educationists, in-service advisors, and administrators and it takes decisions and initiates actions to get a maximum service from its human resources. Moreover, the zonal education office acts as a mediator between school and line / provincial ministries of education in the process of providing resources for students' education. Furthermore, the role of the zonal education office is very decisive factor in quality development of education to the regional needs and the level of competency of the students of relevant educational zones.

The zonal education offices perform a great role by maintaining a direct relationship in the process of implementation of education policies and new education reforms. Therefore, uniformity of the structure of zonal education offices should be maintained in order to ensure the equal rights to access to education by minimizing anomalies of resources in the process of distribution.

Having recognized guidance is convenience for all the parties related to the zonal office and ensuring transparency and prevision of services is important for protection of rights of the clienteles. I thoroughly believe that, we can reach important objectives by the guideline for standardizing zonal education offices prepared by Management and Quality Assurance branch. Therefore, I believe that, zonal education offices will be able to perform the tasks and services efficiently and effectively by directing of the officers to follow the assessment process guided by this guideline.

Sunil Hettiarachchi

Secretary of Education





## Message of the Additional Secretary (Policy, Planning and Review)

The Ministry of Education designs long term, midterm and timely strategic plans, programmes and projects to achieve different objects ensuring equity, quality and efficiency in the general education system in Sri Lanka. It is significant and necessary to implement such different programmes or activities effectively and productively to achieve the expected objectives. By implementing those programmes and projects with due standards we will be able to attain the desired objectives of school education. Therefore, it is essential to strengthen the mechanisms that intervene for implementation of policies and plans.

Accordingly, the regional administrative structure of education was restructured and educational zones were established in 1992 as areas of educational administration having significant responsibilities on education development. Aiming quality development of education Zonal Education Offices were established in those education zones. A large number of affairs such as financial management, institutional administration, disciplinary control, guidance on planning and school supervision that are relevant to the associate process of educational quality development were entrusted to the Zonal Education Offices and there by the Zonal Education Offices have become the most active regional administrative structure in the education system in our country.

Similarly, responsibilities on carrying out different special educational programmes that are being introduced time to time are entrusted to the Zonal Education Offices. Accordingly, the Zonal Education Offices play a great role in education presently.

There is a requirement for a systematic guideline for the administrative affairs of the Zonal Offices in order to further strengthen the activities and tasks performed by the Zonal Offices. The Ministry of Education compiled this guideline/Handbook in order to accomplish that requirement.

This Guideline introduced in year 2018 can be utilized by the Zonal Education Offices as well as the Provincial Authority and line Ministry of Education as an effective tool of administration. By implementing the evaluation method on Zonal Education Offices introduced by this Handbook, Zonal Offices will be able to provide more qualitative service by all the sections.

I would like to draw the attention of all the professionals in the education sector to use this Guideline on Standardization of Zonal Offices to provide a qualitative and effective service by the Zonal Education Offices.

Dr.(Mrs) M.M.Weheila

Additional Secretary (Policy, Planning and Performance Review)





# **Standardizing Zonal Education Offices**

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# 1

## Introduction

The Zonal Education Offices play a great and vital role in maintaining the educational administration and management at regional level in Sri Lankan education system. A large number of specific duties and tasks such as organizing different activities related to the policies issued by the Ministry of Education (MoE), implementation of curriculum, distribution of resources, examination affairs, education development, financial management and zonal level educational planning have been assigned to the Zonal Education Offices. Therefore, Zonal Education Office is an institution which provides services to all the members of the community related to education.

Effective execution of roles and responsibilities of the Zonal Education Offices and satisfaction of clients thereby is essential. Therefore, it is a responsibility of the Ministry of Education to provide guidance to perform the roles and responsibilities of the Zonal Education Offices under certain standards. In order to accomplish the aforesaid responsibility of the MoE this hand book is designed and introduced to the provincial and regional level educational management process including precise procedures and standards related to different sections of Zonal Education Offices as well as presenting an appraisal methodology for evaluating Zonal Education Offices.

The roles and responsibilities of the Zonal Education Offices has become a critical factor in achieving the sustainable development goals declared by UNESCO that shall be attained by 2030 and in execution of new educational reforms in Sri Lanka. Therefore, standardization and empowerment of ZEOs has become a timely requirement. Making the whole community of the country aware on the expected roles and responsibilities of a Zonal Education Office is essential.

Standards related to the roles and responsibilities of a Zonal Education Office have been introduced under five fields. Further, the requirements to be accomplished to attain those standards have been identified. Criterion measurements specific to each standard in accomplishing those requirements have been introduced as criteria in this hand book. The measurements that pave the way to arrive in decisions on the quality of those criteria have been lined as indicators.

In order to execute all the tasks assigned to Zonal Education Offices in compliance to an accepted standard, 15 standards and 57 criteria identified under 45 requirements that shall be completed in achieving the standards and 151 indicators have been included in the process of appraisal of Zonal Education Offices as mentioned below.





Table 1.1

Field	Standards	Requirements to attain the standard	Criteria	Indicators
Education Administration	2	6	06	18
Education Development	3	11	07	19
Education Planning	2	5	09	20
Establishment and General Management	5	14	17	43
Financial Management	3	9	18	51
<b>Total</b>	<b>15</b>	<b>45</b>	<b>57</b>	<b>151</b>

This paves the way for Zonal Education Offices to approach into a self assessment process and the Ministry of Education and Provincial Department of Education will monitor the self assessment carried out by the ZEOs.

Among the 98 educational zones pervasive through out the country, various differences are visible. Hence, this hand book will assist the officers of the Zonal Education Offices to establish an equal administrative and institutional structure in all the offices minimizing those differences.

S.M.L.K.Senevirathne  
Director of Education  
Management and Quality Assurance Branch



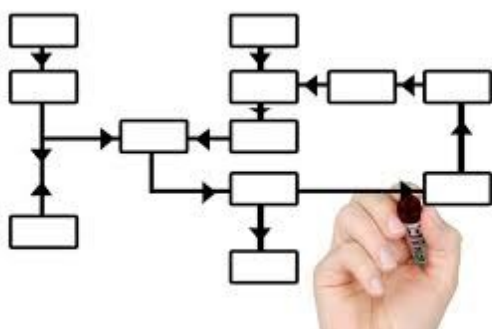




## 2

### Main Divisions of a Zonal Education Office

A number of services are accomplished by the Zonal Education Offices at regional and national level for the betterment of the education system. The Zonal Education Offices are consisting of several sections/divisions which help to carry out those services effectively. The number of sections/divisions and distribution of roles and responsibilities and the duties may be different in compliance to the available disparities of physical and human resources at regional level in each Zonal Education Office. However, in order to ensure satisfactory service delivery to all the strata of the education system, it is essential to formally administer the duties of the Zonal Education Offices.



Presently, the Zonal Education Offices are being provided with the required physical and human resources. Therefore, it is possible to establish following five sections/divisions in the Zonal Education Offices that are determined by the Ministry of Education.

#### 2.1 Education Administration Division

A number of duties such as providing instructions on administrative affairs of all the schools located in the relevant zone, intervene when and where necessary for administrative matters, granting approval for special and additional programmes carried out in schools, conducting government examinations, etc. are performed under this division. Legal responsibility on taking actions in relation to the property and physical resources of schools is entrusted to this division. This division is named as 'School Administration' Branch in certain Zonal Education Offices but similar types of duties are performed.

#### 2.2 Education Development Division

The main duty of maintaining and upgrading the quality of education within the education zone is entrusted to the Educational Development Division. The work related to the improvement of all the subjects relevant to school curriculum are carried out under this division and interventions are made where necessary by studying the performance levels of students. This division has the responsibility of conducting school term evaluations, analyzing results, teacher development, conducting subject related competitions etc. as well as ensuring the education quality of schools.





### 2.3 Planning Division

Maintaining, distribution and analyzing the quantitative data and information on human and physical resources of schools and other educational institutions belong to the education zone are performed by the Planning Division. Providing guidance to prepare five year plans, annual action plans and budget estimates of schools and approving the aforesaid as well as preparation of action plans and budget estimates related to the administration affairs of the Zonal Education Office are the main responsibilities of this division. Coordination of monetary projects is also among the responsibilities of the Planning Division.

### 2.4 Establishment and General Management Division

The main role of the Establishment and General Management Division is to provide facilities required by the staff to maintain optimum mechanisms in the fields of education development, school administration and planning. Deployments and placements, transfers, releasements, retirements of staff of the zone and all the institutional matters regarding their services are managed by this division.

### 2.5 Finance Division

The division that carries out the work related to financial management required to accomplish all types of services of the Zonal Education Office systematically and in an orderly manner is the Finance Division. Specially, the role of this division is significant for smooth implementation of educational development plans. Payment of salaries for all categories of staff and provision of different financial services are main functions of the Finance Division and a number of tasks including procurement of goods and services at institutional level and providing provisions for different activities come under the purview of this division. This division is managed under direction and supervision of an Accountant and can be identified as a division which provides a satisfactory service to the clients while submitting financial reports and providing financial services on time.





### 3

## Roles and Responsibilities of each Section

The Human Resource Development Branch of the Ministry of Education has issued a hand book titled 'Roles and Responsibilities of the Zonal and Divisional Education Offices' in year 2013 including duties under 5 scopes inclusive of different tasks that are performed by the Zonal Education Offices.

The roles and responsibilities mentioned in relation to the Zonal Education Offices in the above hand book as well as different functions and programmes that are being carried out practically by those offices have been taken into account in listing out the duties mentioned in this guide book. Accordingly, the duties/roles and responsibilities that shall be performed under 5 main divisions/sections mentioned in Chapter 2 above are mentioned below.

### 3.1 Role of the Education Administration Division

- 3.1.1 Supervise and monitor the activities related to admission of students to schools.
- 3.1.2 Approve Timetables of schools
- 3.1.3 Performing affairs related to discipline and welfare activities of schools.
- 3.1.4 Supervision and monitoring affairs related to school health promotion, narcotic prevention and prevention of communicable diseases.
- 3.1.5 Implement school nutrition programmes and supervise canteens.
- 3.1.6 Functions related to disciplinary matters assigned to Zonal Education Office, carrying out preliminary investigations and providing recommendations.
- 3.1.7 Selecting and directing students for different grants and scholarships.
- 3.1.8 Organize and conduct government examinations.
- 3.1.9 Issuing second copies of School leaving certificates, verification of educational certificates, certification of student identity forms.
- 3.1.10 Make recommendations to conduct sessions in lieu of lapsed sessions.
- 3.1.11 Grant approval to external parties to utilize school premises and resources.





- 3.1.12 Coordination and monitoring of the affairs and functions of School Development Societies, and Old Student Associations.
- 3.1.13 Coordination of disaster management affairs.
- 3.1.14 Grant approval for educational trips and field trips.
- 3.1.15 Affairs related to issuance of school uniforms and text books, Teacher Instructional Manuals, library books, learning equipment, student season tickets.
- 3.1.16 Activities related to granting Grade 5 Scholarship.
- 3.1.17 Administrative affairs related to approved private schools and assisted schools.
- 3.1.18 Affairs related to land acquisition, settlement and alienation
- 3.1.19 Internally evaluate, report and feedback the activities of the Education Administration Division.
- 3.1.20 Other duties assigned by the Zonal Director as appropriate.

### **3.2 Role of the Education Development Division**

- 3.2.1 Responsible and accountable for systematic and smooth implementation of educational policies and prescribed curriculum.
- 3.2.2 Submit proposals to prepare annual, mid-term and five year plans related to Education Sector Development Framework and Programme.
- 3.2.3 Implementation of approved plans, progress review and monitoring.
- 3.2.4 Organize and guide co-curricular and subject related affairs of schools.
- 3.2.5 Introduce and implement curricular reforms.
- 3.2.6 Review progress of the activities of the subject directors, in Service Advisors and project officers.
- 3.2.7 Monitor and obtain the progress through the subject directors on the use of project grants and quality inputs provided to schools.
- 3.2.8 Implement subject development activities as appropriate.
- 3.2.9 Analyze student performance levels and taking necessary measures to improve quality of education based on findings of those analysis.
- 3.2.10 Organize and implement professional and capacity development programmes for teachers.
- 3.2.11 Guide, evaluate and monitor the education development activities of the Divisional Education Offices and other educational institutions.





- 3.2.12 Organize and conduct subject related competitions at zonal level.
- 3.2.13 Carrying out external evaluation programme of schools, calculation of School Education Quality Index (SEQI), identification of development needs and act accordingly.
- 3.2.14 Monitor and guide the school internal evaluation process.
- 3.2.15 Internally evaluate, report and feedback the activities of the Education Development Division
- 3.2.16 Directing and implementing educational affairs of children with special needs and non-formal education.
- 3.2.17 Appraise, monitor and follow up the performance of principals and teachers.
- 3.2.18 Implement felicitation programmes for teachers and principals.
- 3.2.19 Carry out educational research, design and implement project proposals based on findings of such researches.
- 3.2.20 Implement and monitor the development programmes related to pre-schools.
- 3.2.21 Other duties assigned by the Zonal Director as appropriate.

### 3.3 Role of the Planning Division

- 3.3.1 Preparation of annual, mid-term and five year plan of the zone in relation to the Education Sector Development Framework and Programme, review and monitor progress.
- 3.3.2 Giving advises on preparation, planning and implementation of annual, mid-term and five year plans of all the educational institutions belonging to the zone.
- 3.3.3 Approve annual budget estimates of schools.
- 3.3.4 Presenting recommendations and suggestions to the Zonal Structural Committee.
- 3.3.5 Identification, calculation of physical and human resource requirements of all the educational institutions belonging to the zone and take necessary measures to fulfill the requirements.
- 3.3.6 Collecting, updating, organizing, analyzing and distribution of data and information relevant to Educational Management Information System (EMIS)
- 3.3.7 Coordination, monitoring and reporting progress of annual school census affairs.
- 3.3.8 Coordinating affairs related to Programme of School Improvement (PSI).





- 3.3.9 Providing guidelines on use of quality inputs and other grants for schools.
- 3.3.10 Coordination of educational researches and prepare project plans based on the findings.
- 3.3.11 Complete the physical requirements of schools including water, electricity and sanitary facilities.
- 3.3.12 Obtaining contribution of government and non government organizations for the educational development process, and planning, coordination, monitoring and progress review of projects implemented on foreign grant.
- 3.3.13 Prepare and submit reports required for district and regional development committees.
- 3.3.14 Coordination of relevant stakeholders on construction and repairs.
- 3.3.15 Direct and supervise relevant foreign aid projects.
- 3.3.16 Organize and conduct capacity development programmes for principals.
- 3.3.17 Internally evaluate the affairs of the Planning Division.
- 3.3.18 Other duties entrusted as appropriate by the Zonal Director.

### **3.4 Role of the Establishment and General Management Division**

- 3.4.1 Deployment of teachers in the schools of the zone and giving recommendations to the Provincial Director on inter zonal teacher transfers.
- 3.4.2 Convene and conduct meetings of the teacher transfer boards and submit recommendations.
- 3.4.3 Give recommendations on transfers of all officers in Sri Lanka Principal Service.
- 3.4.4 Prepare and monitor duty lists of the officers and the staff of the Zonal Office and other related educational institutions.
- 3.4.5 Maintenance of personal files of teachers, principals and other staff. (salary increments, foreign leave, service extensions, retirement files, granting loan approval, giving recommendations on promotions, approving duty leave, maternity leave and special sick leave, giving annual salary increments, confirmation of service, transfers, disciplinary actions)
- 3.4.6 Work on staff payments, over time, daily wages, wages earned on holidays, clearing all bills and providing railway warrants.
- 3.4.7 Affairs related to giving relevant recommendations/approval for advanced loan and Agrahara Insurance scheme.
- 3.4.8 Affairs related to transfer and release of non academic staff serving within the education zone.





- 3.4.9 Recommend annual grants for the Pirivena and work related to institutional matters of the staff serving in Pirivena.
- 3.4.10 Giving recommendations on registration of Pirivena and submit proposals and recommendations for appointment of teachers to Pirivena.
- 3.4.11 Legal affairs related to court, human rights complains, providing clarifications to the questions raised by the Public Petition Committee, Parliamentary Advisory Committees, etc.
- 3.4.12 Affairs related to internal disciplinary control and inquiries.
- 3.4.13 Provide facilities for disciplinary inquiries.
- 3.4.14 Organize and implement staff development programmes.
- 3.4.15 Maintenance and development of physical resources of the office.
- 3.4.16 All the affairs related to provision of water, electricity and telephones to schools, divisional and zonal offices and other related institutions.
- 3.4.17 Affairs related to government quarters and vehicles.
- 3.4.18 Management of petty cash.
- 3.4.19 Affairs related to daily mail.
- 3.4.20 Affairs related to maintenance of record room.
- 3.4.21 Affairs related to reception counter, internal communication and implementation of institutional productivity concepts.
- 3.4.22 Internally evaluate the affairs of the Establishment and General Management Division.
- 3.4.23 Other duties assigned by the Zonal Director as appropriate.

### 3.5 Role of the Finance Division

- 3.5.1 Preparation of annual draft financial estimates and receiving financial provisions.
- 3.5.2 Payment of salaries of academic and non academic staff.
- 3.5.3 Payment of over time allowances, travelling allowances and other allowance.
- 3.5.4 Providing grants to private schools and Pirivena.
- 3.5.5 Affairs related to payment of different programmes and workshops.
- 3.5.6 Maintenance, control and monitoring accounts.
- 3.5.7 Management and control of financial resources.
- 3.5.8 Payment of scholarship and related affairs.





- 3.5.9 Payment of water, electricity, assessment tax and telephone bills.
- 3.5.10 Acting as per F.R. 104 (3) on damages and losses on goods, doing initial investigations and report all these damages through appropriation account.
- 3.5.11 Affairs related to procurement process.
- 3.5.12 Conducting board of survey in schools, balancing goods and giving recommendations for removal.
- 3.5.13 Making payments for constructions and repairs of school buildings.
- 3.5.14 Reporting financial progress on all payments.
- 3.5.15 Systematically paying and balancing the advance and loans of officers and maintenance of control accounts and related affairs.
- 3.5.16 Prepare and settle annual final accounts.
- 3.5.17 Comparing General Deposit Accounts and maintenance of control accounts.
- 3.5.18 Obtaining and supervision of updated accounts records of schools and educational institutions.
- 3.5.19 Maintain financial discipline and transparency in office and schools and implement required measures to minimize audit errors.
- 3.5.20 Payment of gratuity given on retirement.
- 3.5.21 Affairs related to maintenance of bank accounts and prepare monthly bank reconciliations.
- 3.5.22 Affairs related to stores and stock control.
- 3.5.23 Report irregularities and frauds on management of resources and commence disciplinary actions relevant to those.
- 3.3.24 Internally evaluate the affairs of the Finance Division.
- 3.3.25 Other duties entrusted as appropriate by the Zonal Director.







## 4

### Standards of a Zonal Education Office

'A large number of definitions have been presented on the concept of 'Standard' nationally and internationally. A status accepted as optimum, a level of performance, adopted style or accepted format can be introduced as the standard of any task or an organization.

Specific targets shall be set for the quality of service provided by the Zonal Education Offices. Preparation of accepted standards for the above purpose is necessary. Accordingly 15 standards under 5 fields of Zonal Education Office have been presented in Table 1.1 in this manual. Forty five (45) requirements that shall be completed to achieve the said standards have been introduced in this chapter.

#### 4.1 Educational Administration

##### 4.1.1 Strengthening school management process in order to provide equitable educational opportunities for all in compliance with the principles, rules and regulations of the government.

- 4.1.1.1 Accomplishing all the essential affairs to ensure the compulsory right for education of students.
- 4.1.1.2 Deployment and monitoring the human resources for productive learning teaching process.
- 4.1.1.3 Organization, coordination, conducting and supervision of national level examinations.
- 4.1.1.4 Utilization of accurately analyzed data in taking policy decisions.

##### 4.1.2 Management and monitoring of school level welfare and other affairs.

- 4.1.2.1 Guide schools to carry out student welfare and administrative affairs, grant approval and monitor such activities.
- 4.1.2.2 Systematically maintain the relevant documents.





## **4.2 Educational Development**

### **4.2.1 Contribute for implementation of school curriculum in order to create total educational development in the school system.**

- 4.2.1.1 Implementation of a planned programme related to development of subjects within the school system in the zone.
- 4.2.1.2 Guide and provide required facilities to carry out co-curricular activities effectively.
- 4.2.1.3 Implementation of non-formal and special educational affairs systematically.
- 4.2.1.4 Carrying out research in the system of education and utilization of the findings of such research effectively.

### **4.2.2 Assist in maintaining a high quality in school education.**

- 4.2.2.1 Developing a mechanism to carry out internal and external evaluation process of schools, guide and direct the process.
- 4.2.2.2 Giving required feedback based on the results of internal and external evaluations.
- 4.2.2.3 Coordinate with the institutions relevant to educational quality assurance.
- 4.2.2.4 Carrying out affairs related to development of human resources required for quality education.
- 4.2.2.5 Utilization of analyzed data for policy decisions.

### **4.2.3 Smoothly carrying out evaluation and assessment process in the education system**

- 4.2.3.1 Organization, coordination, direction and supervision of affairs related to testing, evaluation and assessment in the school system.
- 4.2.3.2 Analyzing, reporting, and forecasting performance levels relevant to evaluation and assessments and giving feedbacks.





### **4.3 Education Planning**

#### **4.3.1 Carrying out a systematic planning and monitoring process paying attention towards requirements in compliance with the educational policies.**

- 4.3.1.1 Prepare strategic plans paying attention on educational policies and principles.
- 4.3.1.2 Guiding, directing and giving feedback through proper planning that is required to maintain qualitative and quantitative development in the school system.

#### **4.3.2 Assist in educational development by maintaining updated system of data and educational research culture.**

- 4.3.2.1 Maintaining updated educational information system and communicate information efficiently and effectively.
- 4.3.2.2 Create a research culture in the system of education, analyzing national level examination results and utilization of research findings effectively.
- 4.3.2.3 Identification of human, physical and financial resource requirements and take necessary measures to complete those resource requirements.



## **4.4 Establishment and General Management**

### **4.4.1 Maintaining a productive and strong institutional structure relevant to vision and mission of the institution in accordance with the Code of Establishment and Circulars.**

- 4.4.1.1 Management of staff for efficient and productive services.
- 4.4.1.2 Maintaining office systems and procedures in accordance with the code of establishment and circulars.
- 4.4.1.3 Paying attention on the welfare and security of the staff.
- 4.4.1.4 Utilization of the analyzed data for policy decisions.

### **4.4.2 Providing efficient and productive service for clients.**

- 4.4.2.1 Accomplishing the requirements of the clients through formal communication methods.
- 4.4.2.2 Monitor and review progress on the satisfaction of clients through systematic methods.
- 4.4.2.3 Motivate internal staff to provide satisfied service for clients.

### **4.4.3 Strengthen and monitor the process by maintaining smooth coordination system between each sections of the office.**

- 4.4.3.1 Make all the sections aware on the duties of each section and assist other sections when required.
- 4.4.3.2 Review progress of each section, giving feedback and implement future development programmes.

### **4.4.4 Maintain office plant paying attention towards cleanliness, pleasant environment, and orderliness of the premises.**

- 4.4.4.1 Maintain the internal and external premises of the office in accordance with the productivity concept.
- 4.4.4.2 Maintenance and development of physical resources.
- 4.4.4.3 Creating environmental friendly atmosphere by waste management.

### **4.4.5 Carrying out the affairs related to deployment, placements and transfers of the staff transparently.**

- 4.4.6.1 Systematically placing and transferring principals, teachers and non-academic staff on requirements.
- 4.4.6.2 Staff is satisfied on placements and transfers.





## **4.5 Financial Management**

### **4.5.1 Carrying out financial affairs transparently in accordance with the rules and regulations.**

- 4.5.1.1 Maintaining financial discipline in compliance with the provincial and central government financial regulations and circulars.
- 4.5.1.2 Carrying out procurement activities following procurement guidelines.

### **4.5.2 Provide required financial and consultancy services to provide satisfied service to the client.**

- 4.5.2.1 Identification and prioritization of needs of the clients.
- 4.5.2.2 Provide the afore said services without delays and make the clients aware.
- 4.5.2.3 Follow up on the services provided and strengthen the process.

### **4.5.3 Proper financial reporting and provide accurate information to relevant stakeholders.**

- 4.5.3.1 Properly carry out and maintain all the books and documents related to financial management.
- 4.5.3.2 Prepare accurate reports on requirements and review progress.
- 4.5.3.3 Submit the prepared reports to the relevant stakeholders on time.
- 4.5.3.4 Utilize the analyzed data for policy decisions.



## 5

### Assessment Methodology for Zonal education Offices

Zonal Office Assessment Tool (ZOAT) has been designed to assess the achievement of standards expected from the Zonal Education Office as described in chapter four. Assessment process of Zonal Education Offices is being done using this tool. Conclusions are implemented by studying the quality of the criteria and indicators which cover the five fields of evaluation.



The Ministry of Education expects this assessment to be implemented as a self evaluation in the Zonal Education Offices. This assessment paves the way for the staff to examine and identify the strengths and weaknesses collectively. Therefore, this process shall be implemented with participation of all academic and non academic staff of the office.

Each division of the Zonal Office shall give marks for the indicators of the relevant field of assessment. When the indicators are being marked, the exposed quality level of the indicators can be determined. The rating scale has been designed to grant maximum six marks and minimum 01 mark for each indicator.

<b>6 Marks</b>	<b>- Excellent</b>
<b>5 Marks</b>	<b>- Very Good</b>
<b>4 Marks</b>	<b>- Satisfactory</b>
<b>3 Marks</b>	<b>- Average</b>
<b>2 Marks</b>	<b>- To be developed</b>
<b>1 Marks</b>	<b>- To be developed immediately</b>

Accordingly, the percentage of total marks can be calculated according to the proportion of maximum marks that can be scored for the number of evaluated indicators and the marks achieved for the evaluated indicators.





**Giving marks for each field.**

$$\text{Percentage of Marks obtained for the field} = \frac{\text{Total marks scored for evaluated indicators}}{\text{Maximum marks can be scored for evaluated indicators}} \times 100$$

### **Preparing Zonal Office Evaluation Quality Index**

Zonal Education Office Quality Index can be calculated by dividing the total percentages of all the fields by five. If there are special facts to be mentioned on each field of evaluation, those shall be mentioned at the end of each assessment.

The roles and responsibilities of the Zonal Director of Education in implementing this Zonal Office Assessment Tool is very important. They are enlisted as below.

- (i) Making aware of all the members of the staff about this assessment process.
- (ii) Appointing five (05) committees for fields of evaluation under the leadership of appropriate staff officers.
- (iii) Carrying out internal assessment through these committees according to the each field of assessment.
- (iv) Make arrangements to enter the relevant information to the electronic data base. (It is mentioned about the electronic base designed to assess the Zonal Offices in Chapter 06)
- (v) Conduct and assessment at least once a year covering all the fields of assessments.
- (vi) Inquire on the information that shall be entered monthly to the data base and continuously supervise the process.
- (vii) Forward the reports on assessment to the Provincial Director of Education and the Director of education (Management and Quality Assurance)



### **Role of the Zonal Coordinator of Management and Quality Assurance**

- Prepare an annual plan to assess the Zonal Office after having discussions with the officers of all the divisions.
- Make arrangements to forward the data to the officer appointed to enter the data in the data base from all the divisions on due time.
- Monitor the process of entering data to the database.
- Maintain the file on assessment of Zonal Education Office.
- Organize follow-ups on assessment.

As this process of assessment is carried out by division wise, the heads of all the divisions of the Zonal Office shall contribute and give required support for the Zonal Coordinator of Management and Quality Assurance.

### **Role of the Heads of the Divisions**

- Asses the division according to the plan.
- Provide assessed data to the Planning division.
- Feedback based on the information of the assessment and take actions for necessary developments.

Assessment should be done covering every field in the zonal education office annually. This assessment needs to be completed before 31st of October and entered data to the database. The officers are free to carry out this evaluation division wise according to an appropriate plan. Indicators under Criteria no.17 of Establishment and General Management field and criteria no.18 of Financial Management field should be assessed monthly and data shall be entered on 30th of every month.

A monitoring process has been designed using the electronic data base to monitor whether this self assessment is done properly.







## 6

### Evaluation Formats for Zonal Education Offices

#### 6.1 Education Administration

	Criterion		Indicators	Marks
6.1.1	Admission of students	6.1.1.1	Measures have taken regarding the complaints on admission of students.	
		6.1.1.2	Boards of appeal appointed and student admission completed.	
6.1.2	School Timetables and school affairs	6.1.2.1	Timetables approved and instructions given on preparation of them whenever necessary.	
		6.1.2.2	Implementation of approved timetables is monitored and necessary instructions are given.	
		6.1.2.3	Arrangements have been done on closing schools temporarily at special occasions / giving holydays and recommending lieu sessions	
6.1.3	Organization of school functions and various affairs	6.1.3.1	Raising awareness, giving approvals and instructions, among schools on implementation of ceremonies, at National / Provincial levels are done while monitoring.	
		6.1.3.2	Approving the utilization of school buildings and premises for functions and other affairs are done under conditions on security.	
		6.1.3.2	Giving approval for Educational field trips/ visits and other programs done and monitored.	





	Criterion		Indicators	Marks
6.1.4	Coordinating various Scholarships and awards	6.1.4.1	Instructions are given and recommendations are forwarded for the selection of students for various scholarships according to criterion.	
		6.1.4.2	Documents of grade 5 scholarship and other scholarship holders have been maintained well and measures have been taken about appeals and complaints regarding scholarships.	
		6.1.4.3	Immediate recommendations and approvals are made for payments of scholarships.	
6.1.5	School nutrition and health promotion	6.1.5.1	School and zonal health promotion committees have been established and health promotion programmes are conducted	
		6.1.5.2	Agreements have been signed with food suppliers, monitoring officers are appointed and actions have been taken to make payments for nutrition programme.	
		6.1.5.3	Awareness raising programmes on prevention of epidemic diseases are conducted and the school sanitary programmes are monitored.	
		6.1.5.4	Reports of maintaining school canteens, nutrition programmes as per the issued circulars are monitored and updated.	
6.1.6	Conducting Public Examinations	6.1.6.1	Examination Centers and Coordinating Centers are nominated and facilitated.	
		6.1.6.2	Examination staff is identified, recommended for appointments and trained.	
		6.1.6.3	Supervision of examinations and interfere in solving matters related to examinations have been done.	

No of indicators evaluated	Maximum marks that can be awarded	Marks Obtained	Percentage

**Special Notes -**

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## 6.2 Education Development

	Criterion		Indicators	Marks
6.2.1	Implementation of curriculum and co-curricular activities and researches on education	6.2.1.1	Educational researches are conducted and findings are utilized for subject development.	
		6.2.1.2	Five year and annual plans have been prepared in accordance with the subject development and progress have been monitored regarding the annual plan.	
		6.2.1.3	Curriculum awareness is completed and duties are assigned for the respective officers.	
		6.2.1.4	Distribution and use of curriculum materials is monitored and facilitated.	
		6.2.1.5	Identification of co-curricular activities, guidance on implementing and supplying resources have been done.	
6.2.2	Testing and evaluation at school level	6.2.2.1	A formal testing and evaluation system is prepared to conduct all evaluation activities relevant to schools (national level exams/ SBA/ term tests/evaluation records)	
		6.2.2.2	Preparing term test papers, conducting term tests and monitoring have been done.	
6.2.3	Analysis of performance levels of students	6.2.3.1	Completed the task of collecting, maintaining and submitting the data relevant to evaluations systematically to the related institutions on time.	
		6.2.3.2	Identification of development needs through analysis of achievement levels and taking remedial measures have been implemented.	





	Criterion		Indicators	Marks
6.2.4	Internal and external evaluation programmes of schools	6.2.4.1	A zonal external evaluation plan is prepared and external evaluations have been conducted accordingly.	
		6.2.4.2	Reports and information have been submitted to the relevant institutions and follow up programs have been conducted.	
		6.2.4.3	Establishing internal evaluation committees in all schools and guidance on implementation of internal evaluation has been monitored	
6.2.5	In service seminars, workshops and human resource development	6.2.5.1	Identification of training needs, planning, implementation, evaluation and monitoring of capacity building programmes in due course have been carried	
		6.2.5.2	Actions have been taken to implement school based teacher development programmes, resources are provided and monitoring has been done.	
6.2.6	Coordination of schools, divisional education offices and other institutions	6.2.6.1	All the educational institutes and other institutes have been coordinated, progress review and committee meetings have been conducted and records have been maintained.	





	Criterion		Indicators	Marks
6.2.7	Non formal and special education needs	6.2.7.1	Identification and documentation of details of children with special needs, establishing units and providing equipments have been done.	
		6.2.7.2	Children with special needs have been identified and directed to units of special needs and for inclusive education.	
		6.2.7.3	Identifying and recording the details of non school going children and drop outs have been done considering compulsory education committee reports and they have been directed to formal education.	
		6.2.7.4	Vocational courses for skill development, literacy courses and community development programmes for school leavers have been implemented.	

No of indicators evaluated	Maximum marks that can be awarded	Marks Obtained	Percentage

### Special Notes -

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### 6.3 Education Planning

	Criterion		Indicators	Marks
6.3.1	Educational policies and plans	6.3.1.1	Instructions and guidance on the planning process of all schools and divisions have been given and actions have been taken to approve five year plans, annual implementation plans of the current year.	
		6.3.1.2	Implementation process of the school plans has been monitored and feedback has been given.	
6.3.2	Five year plan and annual plan of the institution	6.3.2.1	Zonal level five year and annual plans have been prepared and duties and responsibilities have been formally assigned.	
		6.3.2.2	Implementation of annual activity plan has been monitored and an annual administrative report has been prepared.	
		6.3.2.3	Relevant re-planning has been done after monitoring and evaluation.	
6.3.3	Education researches	6.3.3.1	Researches have been conducted after the staff had been made aware of doing researches.	
		6.3.3.2	Different projects of development have been launched according to the recommendations, suggestions and analysis, while the progress is being monitored.	



	Criterion		Indicators	Marks
6.3.4	School Development Activities and Zonal Development Committees	6.3.4.1	A zonal Development Committee has been appointed, requests and the suggestions received have been properly documented and Development Committee meetings have been conducted on requirements.	
		6.3.4.2	Committee recommendations have been informed to provincial authorities without delay and standing orders have been issued on approval.	
6.3.5	Educational Management Information System.	6.3.5.1	Human and physical resources have been calculated based on the norms and a list of shortage and excess has been prepared and measures have been taken for balancing .	
		6.3.5.2	The information system has been maintained and updated and information has been utilized and distributed methodically.	
6.3.6	Professional development of the staff.	6.3.6.1	A human resource development plan has been prepared on identification of training needs and professional development programmes have been conducted.	
		6.3.6.2	Trained officers have been duly oriented and directed for professional development	



	Criterion		Indicators	Marks
6.3.7	School Development Societies	6.3.7.1	Zonal representatives for the school Development committees have been appointed and directed for the meetings	
		6.3.7.2	Annual budget estimates and supplementary estimates have been recommended / approved in due time and maintaining of school Development society accounts has been monitored.	
6.3.8	Modes of communication	6.3.8.1	Computer network system and internet facilities for internal communication has been effectively used.	
		6.3.8.2	A systematic arrangement is being used for immediate communication between the zonal office & schools.	
		6.3.8.3	An office web site has been prepared and is regularly updated.	
6.3.9	School Census.	6.3.9.1	Instructions have been provided to divisions and schools while completed information formats have been collected via Divisions.	
		6.3.9.2	Census data has been computerized, annual zonal information hand book has been issued and information has been utilized.	

No of indicators evaluated	Maximum marks that can be awarded	Marks Obtained	Percentage

### Special Notes -

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## 6.4 Establishment and General Management

	Criterion		Indicators	Marks
6.4.1	Vision, mission and Objectives	6.4.1.1	Vision and mission have been displayed and measures have been taken in accomplishing the objectives.	
6.4.2	Mail	6.4.2.1	Daily mail (in/out) is registered and duly distributed to relevant branches.	
		6.4.2.2	Registers of daily mail are duly maintained in branches and actions have been taken on received letters.	
6.4.3	Assigning duties, Monitoring and Evaluation	6.4.3.1	All the staff members have been formally assigned duties and monitoring process on performance is available.	
		6.4.3.2	Responsibilities related to set of files and documents are formally assigned.	
6.4.4	Staff attendance register and leave	6.4.4.1	The attendance register is closed on time, absentees are marked, and the use of fingerprint machine is monitored.	
		6.4.4.2	Leave is taken on prior approval or notice.	
		6.4.4.3	Registers of leave is daily updated accurately and balanced at the end of the year.	
6.4.5	Disciplinary actions and investigations in schools of the Zone and the other affiliated institutions.	6.4.5.1	Received complaints are recorded and promptly attended and preliminary actions and investigations have been done.	
		6.4.5.2	Investigation reports and disciplinary orders have been duly forwarded formally.	





	Criterion		Indicators	Marks
6.4.6	Conducting Progress Review Meetings	6.4.6.1	Monthly progress review meetings and quality circles have been conducted among general and internal staff.	
		6.4.6.2	All the sections have been made aware of the decisions taken and minutes of the meetings, and actions have been taken accordingly.	
6.4.7	Water / Electricity and telephone facilities of the office	6.4.7.1	Water/ Electricity and telephone facilities are provided to all the sections and well maintained.	
6.4.8	Welfare and safety of employees	6.4.8.1	Facilities are provided for the welfare of the workers and welfare programmes are implemented.	
		6.4.8.2	Steps have been taken for the safety and motivation of the employees.	
6.4.9	Office plant	6.4.9.1	Office name board, location of buildings and sections are clearly displayed and office external plant is well maintained.	
		6.4.9.2	Citizen charter, structure of organization according to the hierarchy has been prepared, displayed, and responsibilities of each branch are displayed.	





	Criterion		Indicators	Marks
6.4.10	Facilities for clients	6.4.10.1	An inquiry counter has been established and a job card is made available and the clients are directed to the relevant sections according to their requirements. A mechanism to evaluate customer satisfaction is available.	
		6.4.10.2	Trilingual policy is implemented and convenient access is provided for the physically handicapped.	
6.4.11	Physical resource management	6.4.11.1	Buildings and equipment are well maintained and used.	
		6.4.11.2	Record room and other physical resources are well maintained.	
		6.4.11.3	Waste disposal, waste management and sanitary facilities are well maintained.	
6.4.12	Duties of transfer boards	6.4.12.1	Applications are called for annual transfers and necessary steps have been taken.	
		6.4.12.2	Transfer boards have been appointed and meetings have been conducted.	
		6.4.12.3	Appeal board meetings have been conducted in due course and recommendations have been implemented / forwarded to the Provincial Director of Education.	





	Criterion		Indicators	Marks
6.4.13	Deployment of principals, teachers and non-academic staff	6.4.13.1	A mechanism is available, on identification of service needs, principal, teacher, non-academic staff vacancies / excesses.	
		6.4.13.2	A systematic procedure on deployment and secondment has been followed.	
		6.4.13.3	Optional methods have been taken to minimize problems related to principal, teacher, non-academic staff shortages	

#### **Offering marks from 6.4.14 to 6.4.16**

Divide the total number of marks obtained by each section by 5 and include the marks after rounding off it to the nearest whole number (since all indicators included in the criteria should be maintained in every section of the office)

Eg. For the indicator 6.4.14.1. , each section has scored as follows:

Education administration branch - 4 marks

Education development branch - 3 mark

Planning branch - 4 marks

Establishment and management branch - 5 marks

Finance branch - 3 marks

Total Marks = 19

Thus, marks obtained for the indicator =  $19 / 5 = 3.8$  4

Thus, 4 marks are obtained for the indicator 6.4.14 →





#### Criterion 6.4.14 - File maintaining system

	Indicator	General and Establishment Management Division	Education Development Division	Education Administration Division	Planning Division	Finance Division	Marks
6.4.14.1	A Catalogue of files has been introduced with colour codes.						
6.4.14.2	subject files, documents, keys, call up diaries and movement sheets have been maintained systematically.						
6.4.14.3	A process on preserving old essential documents and removing unnecessary documents is available.						
6.4.14.4	Circular files and exemplar files have been maintained						



#### Criterion 6.4.15 - Work on internal files and letters / documents

	Indicator	General and Establishment Management Division	Education Development Division	Education Administration Division	Planning Division	Finance Division	Marks
6.4.15.1	The files are named, pages are properly attached and numbered, minute sheets and cross entries are marked.						
6.4.15.2	A methodology of onward and outward files and letters of branches is maintained.						
6.4.15.3	Steps have been taken to update and to complete files (Instructions reminders, inclusion of character sheets, instructions, making officers aware)						





#### Criterion 6.4.16 - Working Environment of Different Sections

	Indicator	General and Establishment Management Division	Education Development Division	Education Administration Division	Planning Division	Finance Division	Marks
6.4.16.1	Section names, designations and personal names are displayed.						
6.4.16.2	Goods are inventoried, files are numbered for easy identification and furniture and the staff is placed methodically.						
6.4.16.3	Inward and outward files and work tops are systematically maintained						



### Indicator 6.4.17- Establishment affairs of staff

This indicator assesses the monthly updates of establishment affairs of staff which should be done by every zonal education office. On or before 5<sup>th</sup> of every month, details expected by these indicators related to previous month should be entered to the data base on assessing zonal education offices. Here, marks are awarded for the completion of files monthly (number of files completed).

Marks offered:

At the end of the month, completed number of files versus to be completed number of files within the month

Over 90%	- 6 marks
Completed between 90% - 75%	- 5 marks
Completed between 74% - 60%	- 4 marks
Completed between 59% - 45%	- 3 marks
Completed between 44% - 30%	- 2 marks
Less than 30%	- 1 marks

	Indicator	Number to be completed	Number completed	Percentage	Marks
6.4.17.1	Updating the personal files				
6.4.17.2	Confirmation of service				
6.4.17.3	Preparation of salary increments				
6.4.17.4	Affairs related to pensions/ retirements				
6.4.17.5	Approving loans				

No of indicators evaluated	Maximum marks that can be awarded	Marks Obtained	Percentage

### Special Notes -

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## 6.5 Finance Management

	Criterion		Indicators	Marks
6.5.1	Salaries and wages	6.5.1.1	Salary ledger has been maintained systematically according to financial regulations and old ledgers and other documents have been stored securely.	
		6.5.1.2	According to the salary increments and salary conversions received from the establishment division, officers are placed in the correct salary step and arrears have been promptly paid.	
		6.5.1.3	Final salary particulars of the officers transferred in and out have been duly issued and obtained promptly.	
		6.5.1.4	Deduction of no pay leave and charging of other remittance have been done promptly.	
6.5.2	Cash Book	6.5.2.1	All the receiving and payments of cash have been systematically recorded and Cash book has been daily balanced and balance has been brought forwarded.	
		6.5.2.2	Aggregate of the balance of the cash book and the balance of advances not settled have been matched with the balance of the imprest account.	
		6.5.2.3	All the written cheques have been promptly handed over to the relevant parties.	
6.5.3	Payment vouchers, Receipts on receiving cash (PIV)	6.5.3.1	Vouchers are properly approved and certified. All paid vouchers are endorsed with the cheque number and the initial of the authoritative signatory.	
		6.5.3.2	PIV vouchers have been filed according to the numbers and securely kept under an officer incharge.	





	Criterion		Indicators	Marks
6.5.4	Controlling Ledger for expenses	6.5.4.1	All the allocations received have been recorded in the Ledger for expenses and all the payments have been made within the limits of allocation.	
		6.5.4.2	Payment vouchers have been certified and short notes have been made by the Accountant or Finance Assistant for the notes in Ledger for expenses.	
		6.5.4.3	Monthly expenses have been recorded and balanced and compared with the monthly accounts summary.	
		6.5.4.4	Actions have been taken promptly to provide additional provisions and to transfer surplus provisions.	
6.5.5	Bank Reconciliation	6.5.5.1	Bank Reconciliation Statements for each bank account have been prepared as at 15 <sup>th</sup> day of the month and forwarded to the relevant parties.	
		6.5.5.2	Actions have been taken according to the financial regulations for the expired cheques and deposited unrealized cheques.	
		6.5.5.3	Adjustments have been made with regard to the unidentified credit and debit notes.	
6.5.6	Cheque Book	6.5.6.1	Cheque books have been ordered and received from the bank when required and have been numbered and securely kept in a safe and issued in order.	
		6.5.6.2	Crossing, cancellation of cheques and keeping counterfoils safely are done according to due rules and regulations	





	Criterion		Indicators	Marks
6.5.7	General Deposit Account	6.5.7.1	Tender deposits, surety deposits have been categorized under different deposits in deposit ledgers and settled on maturity	
		6.5.7.2	Deposit accounts have been balanced and compared with monthly accounts summaries according to financial regulations.	
		6.5.7.3	All the receipts for the General Deposit Account are properly recorded.	
		6.5.7.4	Requisition form (General 70) has been used for payments made by the Deposit Account and two authorized officers have certified that the relevant payments have not been made earlier.	
		6.5.7.5	Deposit control account and individual balance list have been prepared at the end of the year.	
6.5.8	Advance Account	6.5.8.1	Advance account has been duly maintained by properly entering provisions.	
		6.5.8.2	Loan balances of the officers transferred in and out have been entered in CC 10 document and Salary Ledger and settled.	
		6.5.8.3	C C 10 document has been updated by bringing forward the individual balances quarterly.	





	Criterion		Indicators	Marks
6.5.9	Procurements	6.5.9.1	Annual Procurement Plan has been prepared and Procurement and Technical Evaluation Committees have been appointed and received approval.	
		6.5.9.2	Payments have been made subsequent to the completion of relevant technical reports and retentions have been done according to the defined percentages.	
		6.5.9.3	All the procurements have been documented as per FR 751 prior to the payment for supplies. Procurement process has been completed promptly for all supplies and relevant payments have been made accordingly.	
6.5.10	Audit Reports	6.5.10.1	A list of internal and external audit queries has been maintained and updated. Answers for all the queries have been submitted promptly, and interim and final answers have been sent.	
		6.5.10.2	Mandates of the Accounts Committee and the Advisory Committee have been implemented promptly.	
		6.5.10.3	The relevant parties have been made aware of the short comings and errors noted by the audits and corrective measures have been taken.	





	Criterion		Indicators	Marks
6.5.11	Stores Management	6.5.11.1	All the goods received to the stores have been documented and Receiving Orders issued. All the goods have been stored under adequate security facilities.	
		6.5.11.2	All the goods have been issued through Issuing Orders and obtained Receiving Orders and goods have been issued from the stores only for written orders.	
		6.5.11.3	All the stock books and inventories have been balanced at the end of the year and prepared for annual board of survey.	
6.5.12	School Board of Surveys	6.5.12.1	Board of Survey has been appointed as per the Financial Regulations during the relevant period. A schedule has been prepared to conduct board of surveys in schools.	
		6.5.12.2	Inventories (General 44) have been balanced as at 31st December and prepared for the board of survey. Progress of the surveys has been maintained according to the prepared schedule. Board of Survey has been conducted and follow up actions done based on General 47 reports.	



	Criterion		Indicators	Marks
6.5.13	Bursaries	6.5.13.1	Documents related to the payment of bursaries have been received from schools without any delay, documented systematically and financial progress reports have been forwarded to the relevant parties on time.	
		6.5.13.2	Receiving vouchers have been checked promptly and sent cheques to the banks for payments. Measures have been taken to settle the problems regarding refused bursary cheques from banks.	
6.5.14	Nutrition Programme (Mid day meal programme)	6.5.14.1	Suppliers of mid-day meals have been appointed and signing agreements has been duly completed	
		6.5.14.2	Actions have been taken to obtain payment vouchers from schools without any delay and payments have been made promptly.	
		6.5.14.3	Financial progress reports have been forwarded to the relevant parties on time.	
6.5.15	Damages and Losses	6.5.15.1	Documents on damages and losses have been maintained and updated. Actions have been taken with regard to the damages and losses reported from schools according to FR 104 and FR 105 and Police reports have been obtained.	
		6.5.15.2	Boards of inquiries have been duly appointed to conduct preliminary inquiries and formal inquiries. Measures have been taken to remove relevant goods based on the investigation reports.	





	Criterion		Indicators	Marks
6.5.16	Payments and providing facilities for Workshops/ and other programs	6.5.16.1	Giving advances for approved estimates of workshops/seminars has been done promptly.	
		6.5.16.2	Advances have been settled and other payments have been paid immediately subsequent to the completion of the programme.	
6.5.17	School uniform gift vouchers	6.5.17.1	Obtaining the uniform requirements, preparation of summaries and forwarding them.	
		6.5.17.2	Keeping, distribution and handing over the remaining uniform vouchers have been done systematically.	

#### Awarding marks for 6.5.18-for various payments

When awarding marks for this indicator, the payments done in the beginning of the month is considered. Number of Payments being done at the end of the month versus number of payments to be done in the beginning of the month is considered as a percentage and marks are awarded.

If completed 100% - 90% - 6 marks  
 If completed 89% - 75% - 5 marks  
 If completed 74% - 60% - 4 marks

If completed 59% - 45% - 3 marks  
 If completed 44% - 35% - 2 marks  
 If below 35% - 1 mark

		Number received to the accounts branch within the month	Number of payments done at the end of the month	Percentage	Marks
6.5.18.1	Payments of increments and arrears				
6.5.18.2	Payment of ten month loans / distress loans				
6.5.18.3	Payments for procurements				

No of indicators evaluated	Maximum marks that can be awarded	Marks Obtained	Percentage





## Digital Database for evaluation of Zonal Education

Most of the internal evaluation processes in institutes have been designed based on evaluation for which mark and report information. Thus, evaluators have to use printed formats and it will cause to waste the time and resources. With the objective of minimizing the additional wastage and difficulties caused, a Digital Data Base has been introduced by the Quality Assurance Branch of the Ministry of Education to carry out the assessment process of the zonal education offices completely through internet.



This Digital Data Base is introduced as the ‘Zonal Office Assessment Tool (ZOAT)’. It consists of and the electronic forms consisting of the indicators and criteria required to evaluate the fields of the Zonal Education Office. Marks of evaluation can be easily included in those electronic forms on each them.

The web address is [www.moe.gov.lk/zoat/login](http://www.moe.gov.lk/zoat/login) for this database. After login to the above web address, it can be connected to the user sign-in panel through the ‘**Instant Link.**’

Instant link key → Zonal Office Assessment Tool





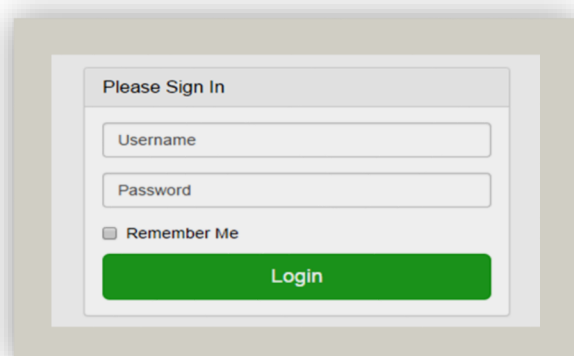


## 7.1 Access to the Data Base

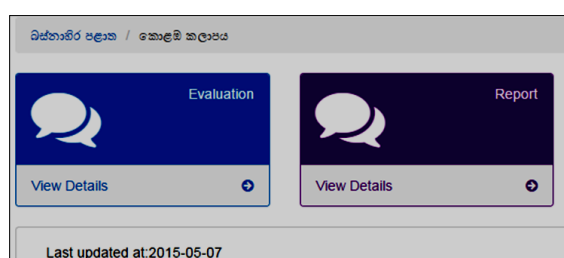


The Tab that connects to the Zonal Office Assessment Tool (ZOAT)

Access to the information of relevant Zonal Education Offices through the following panel that appears in the web site.



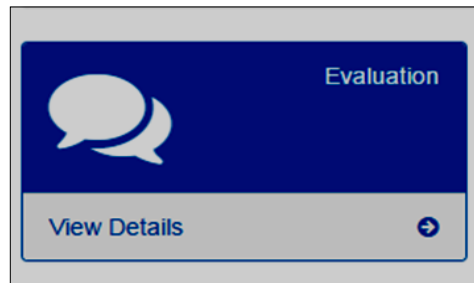
A username and a password have been given to each and every Zonal Education Office to use this assessment tool. By using the relevant username and the password can access the web page of the Zonal Office and two tab/buttons are visible there.



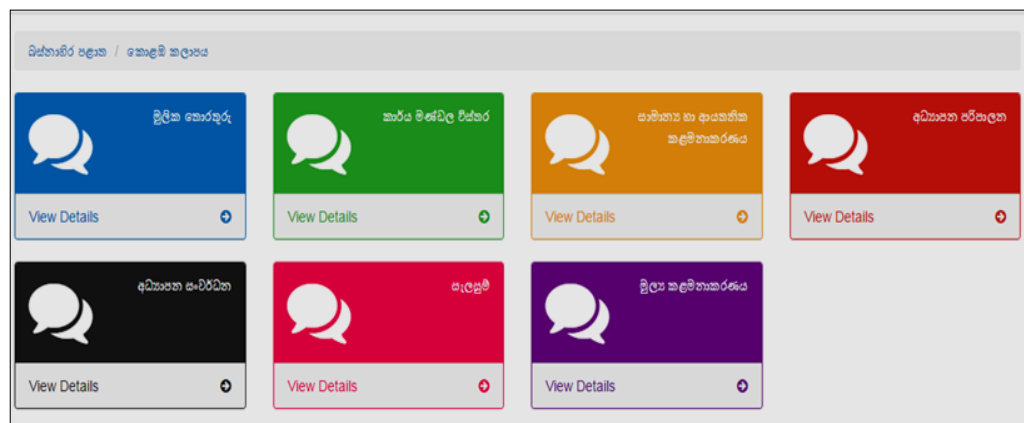


♦ **Evaluation -**

The Tab which you can access the formats of evaluation / assessment information.



You can enter evaluation data by accessing the web page through this tab.



The following seven tabs can be appeared in this page.

Tab 1 - Basic information

Tab 2 - Staff details

Tab 3 - General and Institutional Management

Tab 4 - Educational Administration

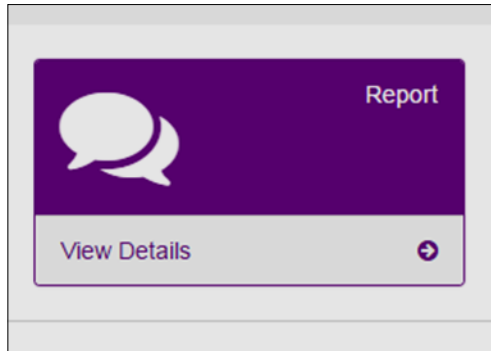
Tab 5 - Educational Development

Tab 6 - Planning

Tab 7 - Financial Management



- ◆ **Report - The Tab which assessment reports can be examined**



## 7.2 Entering basic information

This tab can be used for entering basic details, doing amendments and updating office information as necessary

The number of Educational Divisions, number of schools according to medium/school type and the number of Pirivena available in the zone shall be entered.

**ආයතනය පිළිබඳ මූලික තොරතුරු**

Evaluation for 2015 Edit

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1AB	0	0
1C	0	0
2	0	0
3	0	0
එකතුව	0	0

කලාපයට අයත් පිරිවෙනන් සංඛ්‍යාව - 0 කලාපයට අයත් උපකෘත පාසල් සංඛ්‍යාව - 0

	සිංහල මාධ්‍ය	දමිල මාධ්‍ය

View mode



To amend the entered information Edit mode sheet can be obtained by clicking 'Edit' button and make necessary changes.

**ආයතනය පිළිබඳ මූලික තොරතුරු**

අධ්‍යාපන කලාපය

අධ්‍යාපන කොට්ඨාස ගණන

පාසල් ගණන

	පාසල් ගණන	
	සාමාන්‍ය මාධ්‍ය	දමිල මාධ්‍ය
ජාතික පාසල්	<input type="text" value="0"/>	<input type="text" value="0"/>
1AB	<input type="text" value="0"/>	<input type="text" value="0"/>
1C	<input type="text" value="0"/>	<input type="text" value="0"/>
2	<input type="text" value="0"/>	<input type="text" value="0"/>
3	<input type="text" value="0"/>	<input type="text" value="0"/>
එකතුව	<input type="text" value="0"/>	<input type="text" value="0"/>

Edit mode

After entering data in Edit Mode Sheet it is compulsory to click 'Save' button.

Using the 'Staff Details' tab the details of officers in zonal education offices can be entered.

විස්තාරිත පළාත / කොළඹ කලාපය

**කලාප අධ්‍යාපන කාර්යාලයේ කාර්ය මණ්ඩල විස්තර**

(කළමනාකරණ දෙපාර්තමේන්තුව විසින් අනුමත කරන ලද සේවක සංඛ්‍යාව සැලකිල්ලට ගන්න)

නම	අනුමත සංඛ්‍යාව	පිරින සංඛ්‍යාව	අතිරේක සංඛ්‍යාව	උපාය සංඛ්‍යාව	වෙනත් කරුණු
<input type="button" value="Add"/>					

\*කලාප කාර්යාලයේ සේවය කරන එහෙත් ඉහත සේවක සංඛ්‍යාවන්ට අදාළ නොවන කාර්ය මණ්ඩල විස්තර ද ඇතුළත් විය යුතුය.





When clicked the Edit button in view mode of assessment formats can access the Edit mode format through which assessment data can be collected.

කලාප කාර්යාලවල රාජකාරි කටයුතු ඇගයීම්  
අධ්‍යාපන පරිපාලන

අධ්‍යාපන පරිපාලන ආයතන හා රාජකාරි දුරක නිලධාරීන්ගේ නම හා තනතුර

ඇගයීම් කාලය

Save

ලකුණු ලබාදීමේ දී අදාළ නිර්ණායකයේ ඒ ඒ දර්ශකයට වෙන වෙනම පහත දැක්වෙන පරිමාණයේ පරිදි ලකුණු ලබා දෙන්න.

විශිෂ්ටයි	- ලකුණු 6යි	සාමාන්‍යයි	- ලකුණු 3යි
දුරා භාදයි	- ලකුණු 5යි	සංවර්ධනය විය යුතුයි	- ලකුණු 2යි
සතුටුදායකයි	- ලකුණු 4යි	දැඩි අවධානය යොමුකළ යුතුයි	- ලකුණු 1යි

නිර්ණායක	දර්ශක	ලකුණු
1 සිසුන් ඇතුළත් කිරීම	1.1 සිසුන් ඇතුළත් කිරීම පිළිබඳ ප්‍රශ්න ඇසීමට අවස්ථා සහතික කර ඇත.	1 2 3 4 5 6
	1.2 අවධානය යොමු කළ පසුව සිසුන් ඇතුළත් කිරීම සිදුකර ඇත.	1 2 3 4 5 6
2 පාසල්	2.1 පාසල් කාලසටහන් සඳහා අනුමැතිය ලබා දී ඇති අතර අවශ්‍ය අවස්ථාවලදී කාලසටහන් සැකසීම පිළිබඳ උපදෙස් ලබා දී ඇත.	1 2 3 4 5 6

Edit mode

Marks shall be given on those Edit mode sheets. By clicking the relevant number of the rating scale, marks for the indicator can be entered.

ලකුණු

1	2	3	4	5	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1	2	3	4	5	6
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

පිළිබඳ උපදෙස් ලබා දී ඇත.

At the end of marking assessed information in each format you shall click save.





## 7.4 Obtaining reports and summaries

The assessment report of the Zonal Education Office can be obtained by using the 'Report' Tab in the web page of the Zonal Office Assessment Tool.



A graph that analyzes the assessment report is shown in this web page.

The Zonal Education Office Quality Index calculated through this data base can be obtained through this database.

The Provincial Department of Education and the Ministry of Education is able to monitor the evaluation reports and summaries of each Zonal Education Office through this assessment tool.

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