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මගේ යොමුව
எனது இல.
My Ref.

ED/07/97/07

ඔබේ යොමුව
உமது இல.
Your Ref.

දිනය
திகதி
Date

2025/11/27

Circular No : 41/2025

Western and Southern Province- Educational Secretaries
Western and Southern Province Provincial Education Directors,
Western and Southern Provinces All Directors of Education zonal
Western and Southern Provinces All Divisional Directors of Education,
Western and Southern Provinces All Principal Theros of Pirivenas,
Western and Southern Provinces Principals of the selected Schools

The procedures to be followed in the issuance of Gift Vouchers to purchase Shoes for the selected School Students and the Lay / Clergy Students of the selected Pirivenas.

I inform you with pleasure that the arrangements are being made to provide gift vouchers to purchase school shoes for all the students of the Schools with effect from 2025/06/30 with less than 250 students, all the students of the Estate Schools with more than 250 up to 500 students as at the said date, the Children of the Schools where the Students with Special Needs are learning, Lay Students and the Student Bhikkhus of the selected Pirivenas and the Seela Mathas of Seela Matha Educational Institutions for the year 2026 as well. It is obligatory to proceed in accordance with this circular related to the process of issuing these gift vouchers to the students

The local producers of the shoe industry have been assigned the responsibility of manufacturing shoes and supplying them to the students of selected schools and pirivenas in the western and southern provinces under a pilot project. It is here by informed that the issuance of these shoes to the eligible students shall be carried out in accordance with the relevant circular.

02. Once you are given the gift vouchers for school shoes by the Ministry of Education, Higher Education and Vocational Education, the necessary steps should be taken with no delay to distribute the gift vouchers to the selected schools and pirivenas and to issue those to the respective students, student bhikkhus and seela mathas. from the date of 7th December 2025

03. These gift vouchers will be issued based on the details on the number of students given by the statistical Branch of the Ministry of Education, Higher Education and Vocational Education in relation to the pirivenas.

04. In this context;

4.1. According to the guidelines of the pilot project, gift vouchers will be issued to the selected students. These vouchers shall clearly state that "This pilot project authorizes the purchase of products exclusively from local producers of the shoe industry" The validity period of the gift vouchers will be **From 15 December 2025 to 15 January 2026**. Any amendments to this validity period may be considered only upon the submission of reasonable and justified requests.

4.2 The issuance of shoes for the school shoes gift vouchers in the year 2026 will be done only from dealers registered with the Ministry of Education, Higher Education and Vocational Education through a computer application specifically designed for the said endeavor.

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4.3 Each gift voucher consists of two detachable sections.

Section(1) – To be retained in the custody of the Principal.

Section (2) – To remain in the custody of the Student.

On the day when the local producers visit the school or Pirivena, the Principal shall ensure that the Student's section of the voucher is duly handed over to the respective student. Until that time, both sections of the gift voucher must remain securely in the custody of the Principal.

4.4 Upon the arrival of the local producers at the school, it shall be the responsibility of the Principal to ensure that the necessary arrangements are made to facilitate each student in selecting an appropriate pair of shoes in accordance with the guidelines of the pilot project.

4.5 In the event that a pair of shoes is found to be damaged due to a production defect, the local producers shall be obligated to provide a replacement pair such replacement shall be carried out under the supervision and endorsement of the Principal.

[illegible]

The gift vouchers printed using safe printing methods by the Ministry of Education, Higher Education and Vocational Education are packed according to the selected schools and pirivenas, sorted according to the Divisional Education Offices and given to the Provincial Department of Education for distribution before 07/12/2025

06. Issuance of Gift Vouchers to Zonal Education Offices / Divisional Education Offices

Immediately after the Provincial Department of Education receives the gift vouchers from the Ministry of Education, Higher Education and Vocational Education, those should be distributed the Zonal Education Offices. The Zonal Education Offices should take steps to distribute these gift vouchers immediately to the Divisional Education Offices and Pirivenas. Divisional Education Offices should check and accept the gift vouchers related to the selected schools in their division. (The soft copies of the list of selected school separated by the province will be provided)

[Form SSV 01 (EDU)] should be used when the gift vouchers for shoes are given by the Ministry of Education, Higher Education and Vocational Education to the Provincial Department of Education, **Form SSV 01 (Zone)** should be used when the gift vouchers for shoes are given by the Provincial Department of Education to the Zonal Education Offices, **Form SSV 01 (DIV)** should be used when the gift vouchers for shoes are given by the Zonal Education Offices to the Divisional Education Offices, and **Form SSV 02 (Piv)** should be used when the gift vouchers for shoes are given by the Zonal Education Offices to Pirivenas)

07. Issuance / acceptance of gift vouchers to school principals and principal theros of nirivanas

The gift vouchers for shoes issued to the school principals and the principal theros of pirivenas by the Divisional Education Offices and Zonal Education Offices (to Pirivenas) after being packed and parceled separately according to the selected schools and pirivenas should be carefully checked by the serial numbers and handed over/accepted.

Herein, the Divisional Education Offices and the Zonal Education Offices (to Pirivenas) should issue the school shoe gift vouchers to Schools and Pirivenas using the Forms SSV 02 (Sch) / SSV 02 (Piv).

08. Instructions to Principals / Principal theros of Pirivenas for the distribution of gift vouchers to the students.

08.1 Based on the details sent by the Divisional Education Offices and the Piriven Division of the Ministry of Education, Higher Education and Vocational Education about the number of students given in relation to each school and the Pirivena, the school shoe gift vouchers will be sent separately according to the schools / Pirivenas, and it is the responsibility of Pirivena theros / Principals to issue the gift vouchers only to genuine students whose names are verified in the name registers of the class.

08.2 The gift vouchers for shoes given to school/Pirivenas should be entered in a counterfoil register and kept safe, and the steps should be taken by the principals of pirivenas / school principals to use a suitable program to distribute those to the beneficiaries promptly and accurately. Herein, the Form SSV 03 prepared by entering the names of the respective beneficiaries should be completed correctly and the arrangements should be made to hand over the relevant gift voucher to the beneficiaries. Also, the original part (counterfoil) of the issued gift vouchers should be kept safely in the custody of the principal. If there is any balance from the gift vouchers for shoes received to the school after being distributed to the beneficiaries, such balance should be entered in the Form SSV 04 and packed safely to be handed over to the Provincial Director of Education through the Divisional Director of Education / Zonal Director of Education enabling those to be given to the Procurement Branch of the Ministry of Education, Higher Education and Vocational Education.

08.3 In case the quantity of gift vouchers for school shoes received to a particular school is not adequate, a request should be made to the Ministry of Education, Higher Education and Vocational Education through the Form SSV 05 with the recommendations of the Divisional Director of Education / Zonal Director of Education / Provincial Director of Education giving the relevant reasons, and the required additional quantity of gift vouchers will be issued by the Ministry of Education, Higher Education and Vocational Education.

08.4 The official seal of the Principal should be placed on the space provided on the back of all gift vouchers received by the school.

08.5 The gift vouchers on which the official stamp is placed should be handed over to the class teacher to distribute to the students of each class. The class teacher should document these gift vouchers and write the names of the respective students on each gift voucher as well as give the gift vouchers to the students and obtain their signatures. The Form SSV 03 should be used for this purpose.

08.6 The Principal should ensure that an appropriate procedure is followed to give shoe gift vouchers to the students in Grades 1 to 5. (It is suitable to bring the parents and give the gift vouchers directly to them)

08.7 As the gift voucher becomes invalid if the value of the gift voucher and gift voucher numbers are damaged, due care should be given to that matter.

08.8 Once this gift voucher is issued, the said signature register (SSV 03) should be kept safely in the school/Piriven for future audit purposes, and a copy certified by Pirivena Principal /School Principal should be sent to the Procurement Division of the Ministry of Education, Higher Education and Vocational Education.

08.9 The principal is obliged to give all the gift voucher for shoes received by the principal to all students in a formal and correct manner securing the transparency, and the actions should be taken to complete all the related documents in a systematic manner.

08.10 Since the expiry date of the gift voucher is indicated as 15.01.2026, the principal should take actions to inform the students to purchase shoes before the said date.

09. It is the role of the principal to inform the parents regarding the purchase of shoes from these vouchers. However, the principals should be careful not to promote any brand or a shop for purchasing shoes. Further, the students and parents should be informed that shoes should be purchased only from the vendors registered in the Ministry of Education, Higher Education and Vocational Education, and the instructions have been given that the dealers registered for this program should take steps to display about their registration.

10. Returning of surplus vouchers after being distributed to the students.

10.1 If there is a surplus after the distribution of vouchers in a school, the Principal should notify the Divisional / Zonal Education Offices in writing and make arrangements to formally hand over the excess amount of shoe vouchers to the Divisional Director of Education through Form SSV 04.

11. General Matters

11.1 The principal after issuing vouchers received by the school to students should record the remaining vouchers accurately and hand them over to the Divisional Education Office. The register of returning the remaining vouchers should be prepared in two copies, and the details such as voucher number, value, number of vouchers returned etc. should be included. For this purpose, the Form SSV 04 should be used. A copy of the Form of returning the remaining vouchers should be kept safe in the school and the other copy should be delivered along with the respective vouchers. Even if the vouchers are remaining or not, it should be informed through the Form SSV 04. The counterfoils of all vouchers distributed should be kept safely in the school.

11.2 It is emphasized that the Zonal Director of Education should deploy a survey team and conduct a random survey on the reports of distribution of shoe vouchers received to respective Zonal Education Offices from schools. It is the responsibility of the Zonal Director of Education. The Zonal Director of Education is authorized to use teachers or other officials for the purpose. A copy of the relevant report should be forwarded to the Secretary to the Ministry of Education, Higher Education and Vocational Education and the Auditor General.

11.3 The final report should be prepared by the Zonal Education Offices based on the reports received from all the schools belonging to their Education Zone after the distribution of vouchers, and the Form SSV 04 along with the remaining vouchers should be sent or delivered by hand to reach the Additional Secretary (Procurement), 5th Floor, Ministry of Education, Higher Education and Vocational Education, Isurupaya, Battaramulla on or before 15.03.2025.

11.4 It is the expectation of the Ministry of Education, Higher Education and Vocational Education and the Government that all students studying in selected schools, and the student Bhikkus and lay students of selected Pirivenas and Seelamathas will come to the School/Piriven wearing shoes at the beginning of the new school term in 2026. Consequently, I wish to hereby emphasize that it is the responsibility and duty of all to pay special attention and make arrangements to distribute shoe vouchers among students at the beginning of the first school term of 2026

Nalaka Kaluwewe
Secretary

Nalaka Kaluwewe
Secretary

Ministry of Education, Higher Education and Vocational Education

Provincial Director of Education

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.....

Distribution of Vouchers for School Shoes – 2026

Shoe vouchers requested by you for the selected schools in the Educational Zones of your Province and the shoe vouchers for Pirivenas recommended by the Piriven Division of the Ministry of Education, Higher Education and Vocational Education for year 2025 will be provided as per the below particulars.

Zone	Division	No of Vouchers	Voucher No		Value	
			From	From	Rs.	cts.
Total						

The above number of vouchers have been accurately

Handed over

.....
For Secretary
Ministry of Education, Higher Education &
Vocational Education
Official Stamp

Received

.....
Provincial Director of Education
Official Stamp

SSV 01(Zone)

Zonal Director of Education

.....

.....

Distribution of Vouchers for School Shoes – 2026

Shoe vouchers requested by you for the selected schools in the Educational Zone and the shoe vouchers recommended for Pirivenas for year 2026 will be provided as per the below particulars.

Division	No of Vouchers	Voucher No		Value Rs. cts.
		From	From	
Total				

The above number of vouchers have been accurately

Handed over

.....
For Provincial Director of Education
Official Stamp

Received

.....
Zonal Director of Education
Official Stamp

Copy: Secretary, Ministry of Education, Higher Education and Vocational Education

Divisional Director of Education

.....

.....

Distribution of Vouchers for School Shoes – 2026

Shoe vouchers requested by you for the selected schools in your Educational Division for year 2026 will be provided as per the below particulars.

School	No of Vouchers	Voucher No		Value	
		From	From	Rs.	cts.
Total					

The above number of vouchers have been accurately

Handed over

Received

.....

For Zonal Director of Education

Official Stamp

.....

Divisional Director of Education

Official Stamp

Copy:

1. Secretary, Ministry of Education, Higher Education and Vocational Education
2. Provincial Director of Education

Principal of Pirivena

.....

Distribution of Vouchers for School Shoes – 2026

Shoe vouchers for your Pirivena for the year 2026 based on the details provided by the Pirivena Division of the Ministry of Education, Higher Education and Vocational Education will be provided as per the below particulars.

School	No of Vouchers	Voucher No		Value Rs. cts.
		From	From	
Total				

The above number of vouchers have been accurately

Handed over

.....
 For Zonal Director of Education
 Official Stamp

Received

.....
 Principal of Pirivena
 Official Stamp

Copy:

1. Secretary, Ministry of Education, Higher Education and Vocational Education
2. Provincial Director of Education

Principal
.....
.....**Distribution of Vouchers for School Shoes – 2026**

Shoe vouchers related your school for year 2026 will be provided as per the below particulars.

School	Division	No of Vouchers	Voucher No		Value	
			From	From	Rs.	cts.
Total						

The above number of vouchers have been accurately

Handed over

Received

.....
Divisional Director of Education
Official Stamp

.....
Principal
Official Stamp

Copy:

1. Provincial Director of Education
2. Zonal Director of Education

- 1.1 Name of the School / Pirivena :-
- 1.2 Census No. :-
2. 2.1 Zone of the School / Pirivena :-
- 2.2 Division of the School :-
3. Class :-

[illegible]

Name & Signature of the Teacher

Copies: -

1. Secretary, Ministry of Education, Higher Education and Vocational Education
2. Provincial Director of Education

Name & Signature of the Principal
Official Stamp

SSV 04

Returning of Remaining Shoe Vouchers after Distribution

Additional Secretary (Procurement)
Ministry of Education, Higher Education and Vocational Education
Isurupaya,
Battaramulla.

The remaining shoe vouchers according to the distribution register of the shoe vouchers received by me to be distributed among students based on the No. of students in School / Pirivena are accurately returned herewith.

Class	No of Vouchers Received	No of Vouchers Distributed	No of Vouchers Returned	Value Rs.
Total				

Handed over

Received

.....
Name & Signature of the Principal
Official Stamp

.....
Divisional Director of Education
Official Stamp

Handed over

Received

.....
Divisional Director of Education
Official Stamp

.....
Zonal Director of Education
Official Stamp

Handed over

Received

.....
Zonal Director of Education
Official Stamp

.....
Provincial Director of Education
Official Stamp

(Provincial Director of Education should collect all excessive vouchers returned by the Zonal Education Offices and systematically handed over the same to the Procurement Division of the Ministry of Education, Higher Education and Vocational Education)

Requesting Deficit No. of Shoe Vouchers

Additional Secretary (Procurement)
Ministry of Education, Higher Education and Vocational Education
Isurupaya,
Battaramulla.

I hereby request the following No. of shoe vouchers as the No. of shoe vouchers provided to me based on the No. of students in the School / Pirivena are not adequate to be distributed among students of the School / Pirivena.

Class	No of Vouchers Received	No of Vouchers Distributed	No of Vouchers further Required
Total			

.....
Name & Signature of the Principal
Official Stamp

Recommendation.....
Divisional Director of Education
Official Stamp

Recommendation.....
Zonal Director of Education
Official Stamp

Approval.....
Provincial Director of Education
Official Stamp