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கல்வி அமைச்சு  
Ministry of Education

'ඉසුරුපාය', බත්තරමුල්ල, ශ්‍රී ලංකාව.  
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Your Ref. }

දිනය } 2023.01.25  
திகதி }  
Date }

**Circular No: 04/2023**

All Chief Secretaries to the Provincial Councils,  
All Secretaries to the Provincial Ministries of Education,  
All Provincial Directors of Education,  
All Zonal Directors of Education,  
All Divisional Directors of Education,  
All Principal Theros of Pirivenas,  
Principals of Government Schools/ Government Aided Schools.

**Program of providing free School Uniform Materials to the School Students - 2023**

This Circular is issued in relation to the implementation of providing free School Uniform Materials to the Students of the Government and Government Aided Schools and the Student Bhikkhus, Seela Mathas and Lay Students of Government Approved Pirivenas, and this Circular comes into force with effect from 25.01.2023 beyond all the Circulars issued previously in this connection.

02. Once the uniform materials are provided by the Ministry of Education, the necessary steps should be taken to distribute those to the schools and pirivenas.

03.. 70% of the school uniform materials related to the year 2023 is received as a grant from the People's Republic of China and the actions will be taken to purchase the remaining 30% from the local fabric manufacturers and to provide to the school children by the Sri Lankan government.

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#### 04. Types and details of uniform material packets

##### Type of Uniform Materials to be provided to the School Students

Category	Grade range in the year 2022	Grade range in the year 2023	Material Type Entitled	Code	Quantity (Meter)
Junior	Students in Grades 1-4	Students in Grades 2-5	Shirt Material (White)	JBS	1.14
			Shirt Material (Yellow)	JBS(Y)	1.14
			Trouser Material (White)	JBTS(W)	0.80
			Trouser Material (Blue)	JBTS(B)	0.80
			Trouser Material (Brown)	JBTS(BR)	0.80
	Students (Girls) in Grades 1-4	Students (Girls) in Grades 2-5	Frock Material (White)	JGF	1.82
			Jacket Material (White)	JGB(W)	1.37
			Jacket Material (Yellow)	JGB(Y)	1.82
			Skirt Material (Blue)	JGS(B)	1.60
			Skirt Material (Brown)	JGS(BR)	1.60
	Muslim Students (Girls) in Grades 1-4	Muslim Students (Girls) in Grades 2-5	Farda (Head scarves)	FJ	1.00
Central	Students in Grades 5 - 8	Students in Grades 6 - 9	Shirt Material (White)	IBS	1.37
			Shirt Material (Yellow)	IBS(Y)	1.37
			Trouser Material (White)	IBTS(W)	0.91
			Trouser Material (Blue)	IBTS(B)	0.91
			Trouser Material (Brown)	IBTS(BR)	0.91
	Students (Girls) in Grades 5 - 8	Students (Girls) in Grades 6 - 9	Frock Material (White)	IGF	2.28
			Jacket Material (White)	IGB(W)	1.60
			Jacket Material (Yellow)	IGB(Y)	2.28
			Skirt Material (Blue)	IGS(B)	1.82
			Skirt Material (Brown)	IGS(BR)	1.82
	Muslim Students (Girls) in Grades 5 - 8	Muslim Students (Girls) in Grades 6 - 9	Farda (Head scarves))	FI	1.25

Senior	Students in Grades 9 - 13	Students in Grades 10 - 13	Shirt Material (White)	SBS	1.60
			Shirt Material (Yellow)	SBS(Y)	1.60
			Trouser Material (White)	SBTL(W)	1.82
			Trouser Material (Brown)	SBTL(BR)	1.82
	Students (Girls) in Grades 9 - 13	Students (Girls) in Grades 10 - 13	Frock Material (White)	SGF	2.74
			Jacket Material (White)	SGB(W)	1.82
			Jacket Material (Yellow)	SGB(Y)	2.74
			Skirt Material (Blue)	SGS(B)	2.00
			Skirt Material (Brown)	SGS(BR)	2.00
	Muslim Students (Girls) in Grades 9 - 13	Muslim Students (Girls) in Grades 10 - 13	Farda (Head scarves)	FS	1.50
Students (Girls) in Grades 9 - 13	Students (Girls) in Grades 10 - 13	Half Saree (White)	SGLS(W)	4.50	
Junior	Clergy students in Grades 1-6	Clergy students in Grades 2-7	Robe Material (Orange)	RMS	6.40
Senior	Clergy students in Grades 7-13	Clergy students in Grades 8-13	Robe Material (Orange)	RML	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 2023 will 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) will be used by the suppliers selected on behalf of the Ministry of 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 by telephone, fax or email (Telephone /Fax Number - 0112 784838 / Email - [schoolsupplies.moe@gmail.com](mailto:schoolsupplies.moe@gmail.com)).

It is the responsibility of the Zonal/Divisional Education Office to provide the quantity of required materials correctly to the schools of the Education Zone/Division for the year 2023. As the purchasing activities are carried out based on the said requirement, you are reminded to send the relevant details very accurately, and as the distribution activities are done based on those statistics, you will be responsible for any excess or deficiency; if any. The inconveniences experienced by the Ministry of Education in re-purchasing and issuing additional uniform materials for additional requests you made can be avoided by submitting correct data. Also, it is emphasized that this should be considered as a national endeavour.

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.

- 1<sup>st</sup> copy - To the supplier for payment
- 2<sup>nd</sup> copy - To the Zonal / Divisional Director of Education
- 3<sup>rd</sup> copy - To the Zonal Director of Education
- 4<sup>th</sup> copy - To the Provincial Director of Education
- 5<sup>th</sup> copy - To the Auditor General
- 6<sup>th</sup> 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, 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 government 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.

- 1<sup>st</sup> copy - To the principal who receives the packets of uniform materials
- 2<sup>nd</sup> copy - To the Procurement Branch of the Ministry of Education
- 3<sup>rd</sup> copy - To the Provincial Director of Education
- 4<sup>th</sup> copy - To the Zonal Director of Education
- 5<sup>th</sup> copy - To the Auditor General
- 6<sup>th</sup> 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; if 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. Quality inspection activities of the packets of uniform materials**

The packets of uniform materials provided by the supplier should not be distributed to the students until the instructions of the Ministry are received. The provided uniform materials will be randomly sampled for testing at Zonal/Divisional Education Office, and the other packets will be provided to you instead of those taken for sample.

#### **10. 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.

#### **11 . Expenses and Provisions**

Having estimation as per the gross expenses incurred by the Zonal Office to pay labour charges for unloading and loading of school uniform materials and overtime and combined allowances to the concerned officers, a certain amount will be released to the Provincial Director of Education. The amount will be released to the Zone by the Provincial Department of Education according to the requirement of each Zone.

## **12. 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)

## **13. 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 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.

## **14. General**

It is the expectation of the Ministry of 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.



M. N. Ranasinghe  
Secretary  
Ministry of Education



**Distribution of School Uniform Materials -2023**

**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:-.....
9. Name of the officer who checked: - .....
10. 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: - .....
15. Date:-.....





**Providing School Uniform Materials - Year 2023**  
**(The final comparison report prepared by the Principal of the respective school)**

Province:-		District:-					Zonal Education Office:-		
Divisional Education Office:-		Name of the School:-					Zonal Education Office:-		
01	02	03	04	05	06	07	08	09	
Material Type	Number of packets received from the Divisional Education Office (S.U.M 01)	Number of packets obtained additionally from the Divisional Education Office (S.U.M 01)	Total Packets received 02+03	Quantity issued for the students	Quantity remained at school warehouses (04-05)	Number of material boxes with less than 50 packets	Number of packets in deficit in the boxes that should contain 50 packets	Quantity returned to Divisional Education Offices (Should be similar to column 06 only if there are no excesses or 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)									
SG-S(B)									

Prepared by (Name) :- ..... Signature :- .....

Checked by (Name) :- ..... Signature :- .....

I 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:- .....

**Providing School Uniform Materials - Year 2023**  
**(Final Comparison Report prepared by the Divisional Director of Education)**

Province:-

District:-  
 Divisional Education Office:-

Zonal Education Office:-

01 Material Type	02 Number of packets received from the Zonal Education Office (S.U.M 01)	03 Number of packets obtained additionally from the Zonal Education Office (S.U.M 01)	04 Total Packets received 02+03	05 Quantity issued for the schools (S.U.M 02)	06 Quantity returned from the schools	07 Quantity remained at Divisional warehouses (04-05)+06	08 Number of material boxes with less than 50 packets	09 Number of packets in deficit in the boxes that should contain 50 packets	10 Total No. of packets returned to Zonal warehouses (Should be similar to column 07 only if there are no excesses or deficits )	11 Quantity issued for the students 05-06
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)										
SG-S(B)										

Prepared by (Name) :- ..... Signature :- .....

Checked by (Name) :- ..... Signature :- .....

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 2023**  
**(Final Comparison Report prepared by the Zonal Director of Education)**

Province: \_\_\_\_\_ District:- \_\_\_\_\_ Zonal Education Office: \_\_\_\_\_

01 Material Type	02 Number of packets received from the suppliers (S.U.M 01)	03 Number of packets received additionally from the suppliers (S.U.M 01)	04 Total Packets received 02+03	05 Quantity issued for the Divisional Education Offices (S.U.M 02)	06 Quantity returned from the Divisional Education Offices	07 Quantity remained at Zonal warehouses (04-05)+06	08 Number of material boxes with less than 50 packets	09 Number of packets in deficit in the boxes that should contain 50 packets	10 Total No. of packets returned to Zonal warehouses from the Divisional Education Offices (Should be similar to column 07 only if there are no excesses or deficits.)	11 Quantity issued for the students 05-06
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)										
SG-S(B)										

Prepared by (Name):- ..... Signature :- .....

Checked by (Name):- ..... Signature :- .....

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.

Signature of Zonal Director of Education:-

Official Stamp:-

Date:-

Signature of Provincial Director of Education:-

Official Stamp:-

Date:-