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# The Gazette of the Democratic Socialist Republic of Sri Lanka

**EXTRAORDINARY**

අංක 1698/20 - 2011 මාර්තු 24 වැනි බ්‍රහස්පතින්දා - 2011.03.24

No. 1698/20 - THURSDAY, MARCH 24, 2011

(Published by Authority)

## **PART IV (A) - PROVINCIAL COUNCILS**

### **Provincial Councils Notifications**

#### **EASTERN PROVINCE PROVINCIAL COUNCIL**

#### **Pre-School Education's Statute No. 01 of 2010 of Eastern Province Provincial Council**

I do hereby append below to the notice of all.

The above statute passed on 04.05.2010 by the Eastern Provincial Council of Democratic Socialist Republic of Sri Lanka which was sanctioned by H. E. Governor of the Eastern Province on 09.02.2010.

SIVANESATHURAI CHANDRAKANTHAN,  
Chief Minister and the Minister of Finance and Planning,  
Local Government, Rehabilitation, Resettlement, Rural Development,  
Manpower, Law and Order, Regional Administration, Tourism and Environment,  
Eastern Province.

Chief Minister's Secretariat,  
Eastern Province,  
Inner Harbour Road,  
Trincomalee,  
23rd March, 2011.

#### **PROVINCIAL COUNCIL OF EASTERN PROVINCE**

#### **STATUTE OF PRE-SCHOOL EDUCATION**

**No. 1 of 2010, Eastern Province**

**(Approved by the Provincial Governor on 04.05.2010)**

This is an enactment, as per the powers vested to the Provincial Councils through the 13th Amendment to the Constitution of Democratic Socialist Republic of Sri Lanka to establish a Bureau of Education for monitoring, administering and guidance

purposes of Pre-schools already established and functioning and of pre-school to be established newly within the limits of Eastern Province ; and for the registration of Pre-schools and teachers ; establishing of a Provincial Pre-school Education Advisory Board and forming a policy planning committee to prepare Pre-school Education Policy and to make and coordinate related activities.

Short Title and Date of Coming into force	01.	This Statute may be cited as Bureau of Pre-School Education of Eastern Province Act, No.01 of 2010 and shall come into operation on such a date as the Governor may appoint and approve.
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#### PART I OBJECTIVES

Objectives	02.	(1) (A) As per the provisions of this enactment following shall be the objectives.  (i) Establishing Provincial Bureau of Pre-School Education, (ii) Establishing Provincial Pre-School Education Advisory Committee, (iii) Establishing a committee to prepare objectives for pre-school education, (iv) Registration of pre-schools functioning in the Province, supervising, consolidating and directing them.
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Objectives of the Registered Pre- Schools	02.	(1) (B) Following shall be the objectives of the pre-schools registered under the provisions of this enactment:  (i) Child growth and related guidance, (ii) Providing suitable atmosphere and secured environment to obtain sensual experiences, (iii) Providing moral behaviours through their daily activities, (iv) Training them for habits such as friendly talks, kindness and communication (v) Guiding to healthful habits and creating suitable school environment (vi) Creating suitable environment to develop moral behaviours, (vii) Providing opportunity for physical and health developments (viii) Identifying child's personal talent and developing it for intelligent creations providing suitable environment, (ix) Training them to love the environment and rejoice with satisfaction; and leading to understand the importance and protection of the environment (x) Training to develop physical and mental power to face the challenges (xi) Creating a better environment to learn to co-operate with the society, (xii) Allowing the children to spend their childhood joyfully and happily, (xiii) Laying firm foundation for future education the children, national and inter-racial harmony, (xiv) Developing friendly feelings among with ICT and English.
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#### PART II ADMINISTRATION AND MONITORING

Establishing Pre-school Education Bureau	03.	(1) A Bureau of Pre-School Education of Eastern Province (hereinafter called Bureau) should be established.
	03.	(2) The Bureau named in sub section (1) shall be an incorporated body with right of succession and possessed with a general emblem and shall be able to sue and liable to sued,

04. (1) Administration, management and control of this Bureau shall, as mentioned hereafter, be vested to a Board of Management. Management of the Bureau
- (2) Board of Management of the Bureau (hereafter called as Board) shall consists the following:
- (2) (A) Representative of the Provincial Director of Education of Eastern Province,  
(B) Representative of the Commissioner of Local Government , Eastern Province,  
(C) Representative of the Treasury, Eastern Province, and  
(D) Other four members appointed by the Minister according to sub sections (3) and (4).
- (3) (A) Using his discretionary power, the Minister could remove any of the four members appointed under sub section (2)(d),  
(B) Any member appointed under sub section(2)(d) can resign from the membership of the Board tendering his resignation letter to the Minister, any time,  
(C) The term of office of a member appointed under sub section (2)(d) shall be three years unless he is removed, resigned or deceased,  
(D) Vacancy under sub section (2)(d) shall be filled by the Minister with the a person whose term of office shall be the remaining period of that person who created the vacancy,
- (4) (A) The Minister shall appoint one of the members appointed under sub section (2)(d) as the Chairman of the Board and he (the chairman) shall be the Competent Authority for Pre-School Education,
- (4) (B) Whereas the Competent Authority is unable to perform his duty due to ill health or on leave abroad, the Minister shall appoint one of the members appointed under sub section (2)(d) performing Chairman who shall also be Competent Authority,
- (5) Quorum for any meeting of the Board shall be four.
- (6) The Board shall regulate the procedure for its meetings and handling matters with suitable rules and regulations.
- (7) Any activity of its procedure shall not be invalid due to a vacancy among the members or a defect on the appointment of a member.
- (8) Payment of salary such as decided by the Board of Management shall be payable to the members appointed under section 4 sub section (2)(d) from the fund of the Bureau.
05. On the name of the Bureau, the Board should have following powers: Powers of the Bureau
- (A) To purchase or possess or manage moveable or immovable property,
- (B) To sell or mortgage or exchange or transfer other ways the movable or immovable property owned by the Bureau,
- (C) To take such actions and to do activities necessary to effectuate the provisions of this statute.
06. The Board should operate an account on behalf of the Bureau of Pre-School Education of Eastern Province in one of state or quasi state Banks and all grants or donations or whatever funds received from any organization aimed at the development of child education should be credited against such account. Bank Account of the Bureau

Purposes to use the Fund of the Bureau	07.	Duty of the Board is utilizing the fund as advised by the Minister for the objectives the Bureau.
Cadre of the Bureau	08.	The Board shall have authority as per the order of the Minister for the following: <ul style="list-style-type: none"> <li>(A) To appoint necessary cadre of administration and management to handle affairs of the Bureau,</li> <li>(B) To decide on payment of salary for the cadre,</li> <li>(C) To make this payment and other such expenses occurred to run the Bureau from the revenue of the Bureau,</li> </ul>
Audits and Accounts	09.	<ul style="list-style-type: none"> <li>(1) The Board shall make arrangements to maintain accounts of revenue, expenditure, assets and liabilities and other such transactions of the Bureau,</li> <li>(2) The Accounts of the Board should be audited according to the article 154 of the constitution of the Democratic Socialist Republic of Sri Lanka.</li> </ul>
Placing Report of Auditor General before Provincial Council	10.	The Minister should place the Report of the Auditor General before the Provincial Council.
Power of the Board to make regulation	11.	The Board shall make necessary regulations in order to prevent any commission or omission that could directly affect or about to affect the functions such as performing, implementing and fulfilling of duties and powers of the Board.
According to Cr. P. C. & Bribery Act, Cadre of the Bureau considered public servants	12.	All members of the officers and employees (cadre) of the Bureau should deemed to be public servants as according to the provisions of Criminal Procedure Code and Bribery Commission Act.

## PART III

## ESTABLISHING OF ADVISORY COMMITTEE

Establishing Adv. Com.	13.	<ul style="list-style-type: none"> <li>(1) Advisory Committee of the Pre-School Education of Eastern province(hereinafter called Advisory Committee) should established by the Minister.</li> <li>(2) It shall consist of 11 members; of them 6 shall be ex-officio members and 5 shall be nominated members.</li> </ul>
Ex-officio members	(3)	<ul style="list-style-type: none"> <li>(A) The following six shall be ex-officio members as per their post:             <ul style="list-style-type: none"> <li>(i) The Secretary of the Ministry who shall be responsible for Pre-Schools in the Province,</li> <li>(ii) The Provincial Director of Education, eastern Province,</li> <li>(iii) The Provincial Director Sports, Eastern Province,</li> <li>(iv) The Provincial Director of Health, Eastern Province,</li> <li>(v) The Commissioner of Child Care and Probation, Eastern province, and</li> <li>(vi) The Commissioner of Local Government, Eastern Province.</li> </ul> </li> </ul>

(3)	(B) Following five members shall be appointed by the Minister:	Nominate Members
	(i) 3 members at one for each District from the volunteer organizations engaged in child care and pre-school educational development,	
	(ii) An expert on Pre-School Education and Child's activities, and	
	(iii) A pediatrician or psychologist.	
14.	(1) The Chairman of the Advisory Committee shall be the Secretary of the Ministry which is responsible for Pre-School Education. The Secretary shall be the Commissioner of Local Government.	Chairman, Secretary & Activities of Advisory Committee
	(2) Quorum for the Advisory Committee Meeting shall be 5.	
	(3) Term of the post of nominated member shall be three years unless he is deceased or resigned from his post or expelled,	
	(4) Whereas a nominated member is absent for three consecutive meetings which are acceptable as Advisory Committee Meetings without prior information, he shall be deemed as vacated his post on his own,	
	(5) The Minister remove any member nominated to the Advisory Committee from his post at any time,	
	(6) A nominated member shall resign himself from the Advisory Committee on his own with written notification to the Minister,	
	(7) The Minister shall fill the vacancy occurred due to the death, resignation or removal of a member or some other reasons as per section 4.(3)(b) by appointing a suitable one.	
	The new member shall hold office only for the remaining period of his predecessor.	
	(8) To every member appointed under section 13.(3)(b),such payment decided by the Minister accordance with the Board be paid from the fund the Bureau.	
	(9) Unless this statute provides otherwise , the Advisory Committee shall prepare a code of procedure for its activities and meetings.	Code of Meeting Procedure
	(10) The Advisory Committee should meet at least once a quarter.	
15.	Any one,	
	(A) Whereas he is not citizen of Sri Lanka or loses his citizenship ; or	
	(B) Whereas he is proclaimed to be unsound or insolvent by prevailing laws of Sri Lanka ; or	
	(C) Whereas found guilty by a Court of Law in Sri Lanka or any other country ; or	
	(D) Whereas his finance or other connections that could influence to affect his performance of duties as a members of the Advisory committee ; or	
	(E) Whereas found guilty related to any provision of this statute,	
	(F) He shall not be eligible to be appointed as a member of the Advisory Committee.	

	16.	Any vacancy in the Advisory Committee or defect on appointing a member, shall not be able to cancel any decision or activities of Advisory Committee.
Duties and responsibilities of advisory committee.	17.	<p>The Advisory Committee shall bound to fulfill the following activities:</p> <p>(A) Preparing projects for the implementation of changes, amendments or new inductions into the policy related to Pre-School Education and submitting them to the attention of the Minister,</p> <p>(B) Selecting activities related to pre-schools to be and preparing programmes providing counseling , reviewing and supervising,</p> <p>(C) Evaluating activities related to Pre-schools of Education with the Province, deciding syllabus on subjects of Pre-schools, reviewing, changing or making policies upon them,</p> <p>(D) Preparing suitable education programmes for children of special education and undertaking decisions for the development of their knowledge and skills,</p> <p>(E) Deciding actions against Pre-schools that violate the provisions of this statute,</p> <p>(F) Looking into appeals on registration of Pre-schools and submitting recommendations to the Minister,</p> <p>(G) Regarding implementation of this Statute, providing necessary advice to respective officers,</p> <p>(H) Deciding on preparing teachers guides as per needs time to time,</p> <p>(I) Making projects to regulate and uplift matters related to children's physical and mental nutrition, time to time,</p> <p>(J) Deciding on allocation of resource in Pre-schools,</p> <p>(K) Deciding on proposals submitted by the Minister on any matter.</p>
Pre-school syllabus.	18.	Syllabus to the Pre-schools should be prepared by the Advisory Committee and that syllabus should be the syllabus in all pre-schools from the date of approval by the Minister.

PART IV  
RESEARCH ON PRE-SCHOOLS

Research on Pre-schools.	19.	<p>(A) Within three months from the date of operation of the statute, an evaluation should take place regarding Pre-schools in the Eastern Province and on the findings of evaluation a report should be prepared. In that report the followings should be included:</p> <p>(i) List of Pre-schools functioning on provincial level at present,</p> <p>(ii) Student population of each school,</p> <p>(iii) Administrative structure of each school,</p> <p>(iv) Number of teachers in each school,</p> <p>(v) Cadre for each school,</p> <p>(vi) Supervision and other manage system of each school,</p> <p>(vii) Infra-structure facilities of each school,</p>
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- (viii) Situation and environment of each school,
  - (ix) Resource of income of fund for activities of each school,
  - (x) Percentage of children obtaining pre-school education out of total children population in the region ;
- (B) To prepare such document, the Bureau should have such data and information collected from Local Government bodies, institutions, and persons as inputs ;
- (C) Providing such data and information to the Competent Authority accordingly shall be an obligation of Local Government bodies, institutions and individuals.

#### PART V

#### PRE-SCHOOL EDUCATION POLICY OF EASTERN PROVINCE

20. (1) Within six months from the date of operation of this statute, a Policy for the Pre-Schools of Eastern Province (hereinafter called 'Policy') should be prepared.
- (2) The Minister shall form a committee comprising three persons to prepare the Policy. Two experts in child education and another suitable person to the subject shall be the members of this committee. From the date of submission of the Policy Plan to the Minister, the committee ceased to be.
- (3) The Policy Planning committee with six months from the date of its formation, should submit the Minister, the Pre-School Education Policy Plan containing the following:
- (A) Challenges and shortcomings the Pre-schools of Eastern Province facing to hold up and easily activate the norms of pre-school education,
  - (B) Barriers and difficulties the children of all areas in the province facing to obtain pre-school education,
  - (C) Proposals to remove or reduce defects and conflicts found in the pre-schools functioning at provincial level,
  - (D) Proposals related to maximum use of infrastructure facilities and resources already available and adhering generosity in the procedure of resource distributing already in operation,
  - (E) Building up of the available teacher resources with performance and creativity power and vesting additional resources,
  - (F) Proposals to identify and co-ordinate related parties to achieve the objects of the statute.
- (4) The Minister shall produce the said Plan submitted to him to the Advisory Committee and obtain its opinions and recommendations.
- (5) The Minister shall call for the proposals and recommendations of the Advisory Committee to the Policy Plan as per needs and then produce it before the Board of Ministers.
- (6) The said Policy Plan on decision of the Board of Ministers should be proclaimed as the Pre-School Education Policy of Eastern Province, by the Minister.

Provincial Pre-school Education Policy Plan and Forming Committee.

PART VI  
REGISTRATION OF PRE-SCHOOLS

No unregistered Pre-schools function.	21.	No any Pre-school shall function or established unless registered at the Bureau after the date of operation of the statute.
Registration of Pre-school.	22.	Before the completion of 3 months from the <i>Gazette</i> notification of this statute, each and every pre-school functioning within the Province should, through its owner or administrator should apply to the Competent Authority for registration in the Form shown in the 1st Schedule of this statute.
Late fee for unregistered Pre-schools.	23.	Whereas requested by anyone who failed to make such application within 3 months from the <i>Gazette</i> Notification of this statute, the Competent Authority, considering the lapse of time shall accept applications with additional charges described in the 2nd Schedule.
Registration of new Pre-schools.	24.	Any owner or administrator after such date of implementation of this statute should register any pre-school applying to the Competent Authority as per the application form shown in the 3rd Schedule.
Registration fee.	25.	With application for registration every applicant should pay such a registration fee decided by the Board time to time.
Violation of Statute.	26.	<p>(1) Whereas the Competent Authority found that any owner or administrator commences or runs one or more pre-schools against the provisions of this statute or regulations or orders made under this statute, and whereas the owner or administrator fails to correct the wrong within 14 days from the date of issue his written order to the owner or administrator regarding this wrong or refuse the order, the owner or administrator shall deem to be committed a crime under this statute.</p> <p>(2) An owner or administrator of any Pre-school should pay a fine not less than Rs.500 for a month from such a date he found guilty under sub section(1) above to the Bureau.</p>
Rejection of registration.	27.	<p>(1) Whereas a Pre-school applied to be registered according to the provisions of the statute at this Bureau on any such date the statute came into operation, the Competent Authority shall reject the application for registration stating the reasons if the application is not complied with the provisions of the statute.</p> <p>(2) Reasons for rejection of each and every application should be forwarded to the applicant by the Competent Authority within one month from the date of application.</p>
Appeal to Minister.		<p>(3) If any owner or administrator was not satisfied on the rejection order under sub section (2) above, he shall appeal to the Minister stating reasons for his unsatisfaction within 14 days from the date of receipt of the Rejection Order.</p> <p>(4) On receipt of the appeal, with no delay the Minister should submit Advisory Committee and on findings and recommendations of the Advisory Committee, decide on the appeal and inform the appellant.</p> <p>(5) Minister's decision on the appeal will be final.</p>
Ledger of Registration of Pre-schools.	28.	(1) The Competent Authority shall maintain a ledger of information of register of the Pre-schools functioning at the time of implementation of this statute; of the Pre-schools



registered as per the provisions after the implementation date of the statute and of the Pre-schools newly started and registered after the said date of implementation of the statute.

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| (2) | All Pre-schools of the Province should be registered at the Bureau; The registration number and certificate should be issued by the Competent Authority. | Registration of Pre-schools and certificates. |
| (3) | For the requirement of the statute , such certificate shall deem to be legally valid.  |   |

#### PART VII QUALIFICATIONS OF PRE-SCHOOL TEACHERS AND TRAININGS

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|-----|---|--|
| 29. | (1) Teachers of the Pre-schools that are operating on the date of implementation of the statute must possess following as least qualification:<br><br>A pass in six subjects including Tamil/Sinhala language and Mathematics at the General Certificate of Education(Ordinary Level) Examination held by the Department of Examinations; and possesses a training certificate less than 3 months on Pre-school Education conducted by any institution acceptable by the Advisory Committee.                  | Ed. Qualifications of Pre-school Teachers. |
|     | (2) Teachers of the Pre-schools opened after the date of implementation of the statute should have C passes in five subjects including Tamil/Sinhala language and Mathematics at the General Certificate of Education (Ordinary Level) Examination held by the Department of Education and passed General Certificate of Education(Advanced Level) Examination and should have obtained a certificate not less than a Diploma Grade of Pre-school Trained Teachers from a recognized educational institution. |  |
| 30. | Whereas teachers of any Pre-schools functioning when this statute come into force were not qualified as per provisions of section 29(1), should obtain necessary qualifications within one year from the date of implementation of this statute.  | Unqualified to be qualified.               |
| 31. | Whereas teachers who failed to obtain basic qualifications provided in section 29(1) within the prescribed time limit given in section 30, the Competent Authority shall have authority to order to remove them from the post pre-school teachers.  | Power to remove unqualified.               |
| 32. | (1) All the teachers in the Eastern Province should register themselves at the Bureau functioning, by making applications in the specimen form appears in the 4th Schedule of this statute within 6 months from the date of implementation of this statute.   | Registration of Pre-school teachers.       |
|     | (2) The Competent Authority should register the successful applicants who applied under subsection (1) of the statute and satisfied the provisions of the statute in the Ledger being maintained for this purpose and issue them with a registration number.  |  |
| 33. | The Chairman should prepare a training programme related to additional educational knowledge and skills necessary to the managerial administrators and teachers of Pre-schools and a training syllabus annually, before the 3rd quarter of the preceding year and submit them to the Advisory Committee for approval.   | Training of Admn. and Teachers.            |
| 34. | Participating the training programmes conducted with guidance of the Competent Authority and approval of Advisory Committee, is mandatory to every administrator and teachers of Pre-schools. Taking disciplinary action against administrators and teachers who do not   | Disciplinary action.                       |

participate training programmes contenting such requirements necessary to administrators and teachers, is shall be the duty of the Competent Authority.

Parent's awakens.

35.

The Competent should, based on the recommendations of Advisory Committee, prepare and conduct a formal programme in order to instruct and awaken the parents of Pre-school children.

#### PART VIII GENERAL PROVISIONS

Gazetting rules, regulations and etc.

36.

(1)

Minister shall be able to make *Gazette* orders on rules and regulations on such functions required by the provisions of the statute.

Operation of rules, regulations and etc.

(2)

All orders, rules and regulations made by the Minister shall be in force from such a date it Gazetted or such a date prescribed for operation.

However, such orders, rules and regulations should be submitted to the Provincial Council for approval within 3 months from their *Gazette* notification. Whereas the Provincial Council is suspended or dissolved at that time, they should be submitted at the first meeting of the Provincial Council following suspension or dissolution. Whereas the Provincial Council refused to approve such orders, rules and regulations, they should deem to be invalidated in such a manner that causes no any harm to what have had done under the above said orders, rules and regulations before the date of refusal of approval.

36.

(3)

*Gazette* notification should be made to the effect on such a date any of the rules, regulations or order deemed invalidated.

Employing for special services.

37.

The Bureau shall be able to obtain special services of any person or persons in order to carry out the function, prohibited by the statute and shall be able to make payments for that service.

Competent Authority accepting orders of Minister and Adv. Comm.

38.

Whereas any order, advice, or guidance issued to the Competent Authority by the Minister or Advisory Committee as per provisions of this statute, he shall be obliged to act accordingly and whereas any report or document is required by the Minister or Advisory Committee, the Competent Authority is bound to provide them.

#### PART IX OFFENCES AND PUNISHMENTS

Offences and punishments.

39.

Violation of any or many provisions of the statute or rules or orders made under same or failure to accept duties or responsibilities entrusted by the statute or making interruption to anyone authorized by this statute to prevent performing his duties, shall be a punishable offence under this statute.

40.

Whereas anyone committing such offence, found guilty at the summary trial in a Magistrate Court before a Magistrate, he shall be liable to be fined a sum of Sri Lankan Rupees 1,000 or sent to imprisonment not more than 6 months or both.

Acceptance of Tamil versions

41.

Whereas any inconsistency found between Tamil and Sinhala versions of this statute, Tamil version will be accepted.

Construing

42.

Unless otherwise provided, in this statute,

“Minister” refers the Minister responsible for education of Eastern Province,  
“Board of Ministers” refers Board of Ministers, Eastern Province,  
“Competent Authority” refer the Office nominated under section 4 of the statute,  
“Administrators” refers those who run or manage the Pre-schools,  
“Pre-School” refers the Educational Institution functioning within the Province with objective of providing infant education and special infant education,  
“Infantry” is the period of age from 3 to 5 of both male and female children,  
“Province” refers the Eastern Province comprising Batticaloa, Ampara and Trincomalee Districts,  
“Provincial Council” refers the Provincial Council of Eastern Province established as per Chapter XVIIA of the Constitution of Democratic Socialist Republic of Sri Lanka,  
“Provincial Commissioner of Local Government” refers the head of the Department of Local Government established for Eastern Province,  
“Special Children” refers physically and mentally defected children,  
“Special Education” refer learning-teaching activities related to special children,  
“Bureau” refers the Bureau of Pre-School Education of Eastern Province to be established under this statute.

**As per Section 22.  
First Schedule.**

*BUREAU OF PRE-SCHOOL EDUCATION*

For Office Use.

1. Application No:
2. Received Date :
3. Received Officer's Signature:
4. Registration Fee Paid:
5. Receiving Receipt No:
6. Registration Accepted/Not Accepted:
7. Reason for Non Acceptance, briefly:
8. If Accepted, Registration No:

*APPLICATION FOR REGISTRATION OF FUNCTIONING PRE-SCHOOLS*

1. Name and Address of Place where the Pre-school is situated:
2. Name and Number of Grama Sevaka Officer's Division:
3. Divisional Secretariat Division:
4. District:
5. Name of Local Government Division :
6. Division of Zonal Education Office:
7. Date of Commencement:
8. Name of the Pre-School:
9. Medium of Instruction of Pre-School:
10. Details of Current Syllabus of the Pre-School(attach copy)
11. Pre-School's, (a) Owner's Name: (b) Administrator's Name/Administrators' Names:
12. If this Pre-school already registered in any establishment? If so, details:
13. Name of the establishment which/ or the person/persons who pioneered the establishment of the Pre-school:
14. Details of person or establishment funding the Pre-school:
15. Details of the landlord/building owner of Pre-school:
16. Detail of rooms and hall of the Pre-school building and its extension of area: (attach plan)
17. By whom the building/land is maintained? , give details:

18. No. on roll of students registered at present: Male :..... Female:.....
19. Particulars of Teachers:  
Name of Teacher : .....Address:..... Sex: .....Educational Qualifications.....
20. Full details of Pre-school administration/management:.....
21. Details Infra-structure facilities of Pre-school:  
(i) Drinking water,  
(ii) Electricity,  
(iii) Latrines,  
(iv) Ground/country yard,  
(v) Others.
22. Details of learning-teaching equipments available at the Pre-school/to be received by the Pre-school

I hereby certify that the foregoing details are true and correct.

.....  
Date.

Applicant's Signature :.....  
Name:.....  
Designation/Qualification.

**As per Section 23.  
Second Schedule:**

**Late Fee**

- (1) Rs.500/- per month for first three months,
- (2) Rs.1000/- per month for five months, following the first three months of late period,
- (3) Whereas the late period exceeds the first three months and includes following late period, late fee will be an added amount of above (1) and (2)

**As per Section 24.  
Third Schedule:**

For pre-schools established following the date of implementation of this statute.

*BUREAU OF PRE-SCHOOL EDUCATION*

For Office Use.

1. Application No:
2. Received Date :
3. Received Officer's Signature:
4. Registration Fee Paid:
5. Receiving Receipt No:
6. Registration Accepted/Not Accepted:
7. Reason for Non Acceptance, briefly:
8. If Accepted, Registration No:

*APPLICATION FOR REGISTRATION OF FUNCTIONING PRE-SCHOOLS*

1. Name and Address of Place where the Pre-school proposed to be established:
2. Name and Number of Grama Sevaka Officer's Division:
3. Divisional Secretariat Division:
4. District:
5. Name of Local Government Division :
6. Division of Zonal Education Office:

7. Proposed Name of the Pre-School:
8. Medium/media of Instruction of Pre-School:
9. Pre-School,
  - (a) Owner's Name:
  - (b) Administrator's Name/Administrators' Names:
10. Proposed name of the establishment which/ or the person/persons who pioneered the establishment of the Pre-school:
11. Details of person or establishment proposed to fund the Pre-school:
12. Whereas already constructed building, detail of proposed Pre-school ,
  - (i) Details of land lord/building owner
  - (ii) Details rooms and hall (attach plan),
13. Whereas proposed to build newly,
  - (i) Details of land lord,
  - (ii) Details of the person/persons who fund the construction,
  - (iii) Details of maintenance of the building to be constructed,
14. Proposed number of students to be registered : Male :..... Female :.....
15. Particulars of Teachers proposed : Name of Teacher : .....Address:..... Sex: .....Educational Qualifications.....
16. Details – by whom the proposed pre-school to be administrated/managed;
17. Details Infra-structure facilities to be provided to proposed Pre-school:
  - (vi) Drinking water
  - (vii) Electricity,
  - (viii) Latrines
  - (ix) Ground/country yard,
  - (x) Others.
18. Details of learning-teaching equipments available at the Pre-school/to be received by the Pre-school

I hereby certify that the foregoing details are true and correct.

Date: .....

Applicant's Signature : .....

Name : .....

Designation/Qualification : .....

As per Section 32.  
Fourth Schedule

*APPLICATION FOR THE REGISTRATION OF PRE-SCHOOL TEACHERS*

1. Name of Teacher: (with initials)
2. Names denoted by initials:
3. Number of National Identity Card:
4. Address:
5. Name & Number of Grama Sevaka Division where the address situated:
6. Married/unmarried:
7. Sex: Male/Female :
8. Date of Birth:
9. Age on Date of Application: .years:.....months :.....days :.....
10. Nationality:
11. Religion:
12. Name and address of pre-school where the applicant engaged in teaching activities:
13. It situated,
  - (i) Grama Sevaka Officer Division;....., No:.....
  - (ii) Divisional Secretariat Division:
  - (iii) District:
  - (iv) Name Local Government Body:
14. Name of the owner/administrator of Pre-school:
15. Medium of Instruction:

16. Whereas any teachers accompanying you in service, there particulars:  
Name: \_\_\_\_\_ Address: \_\_\_\_\_
17. Date of your joined the said school: \_\_\_\_\_
18. Particulars of Pre-school teacher service:  
Serial No: \_\_\_\_\_ Name of School: \_\_\_\_\_ Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_
19. Total years of service on the date of application: \_\_\_\_\_
20. Details of Educational Qualifications: \_\_\_\_\_
21. Details of Professional Qualifications: \_\_\_\_\_
22. Details participated, certificated training courses, workshops and seminars etc.:  
  
Training: \_\_\_\_\_ Subject Matter: \_\_\_\_\_ Duration: \_\_\_\_\_ By Whom: \_\_\_\_\_  
Workshop \_\_\_\_\_  
Seminar \_\_\_\_\_
23. Details of your salary and allowances on the date of application: \_\_\_\_\_
24. Resource of your salary payment: \_\_\_\_\_

I hereby declare and affirm that the foregoing details given by me are, to best of my knowledge, correct, neat and true.

.....  
Signature of Applicant.

Date:.....

I certify that the above details given by the teacher, named Mr/Mrs/ Miss..... are correct as per our documents, leaves and files available at our school .

Date:.....

.....  
Signature of Owner/Administrating Officer.  
Name \_\_\_\_\_  
Designation/Qualification.....

04-283