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SUPPLEMENT TO THE
CEYLON GOVERNMENT
GAZETTE

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CODE OF REGULATIONS FOR GOVERNMENT
SCHOOLS.

THE following amended Code of Regulations for Government Schools which has been passed by the Board of Education and has been confirmed by His Excellency the Governor in Executive Council is hereby published in accordance with Section 10 (3) of Ordinance No. 1 of 1920.

By His Excellency's command,

F. G. TYRRELL,
Acting Colonial Secretary.

Colonial Secretary's Office,
Colombo, July 29, 1929.

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REGULATIONS

FOR THE INSTRUCTION AND GUIDANCE OF TEACHERS IN GOVERNMENT SCHOOLS.

CHAPTER I.

CLASSIFICATION OF SCHOOLS.

1. English schools are graded as Primary, Junior Secondary, Senior Secondary, and Collegiate. English schools.

A primary school is a school which provides a course of instruction up to Standard V.

A junior secondary school is a school which provides a course of instruction up to the E. S. L. C. examination or classes of an equivalent standard.

A senior secondary school is a school which provides the course of instruction up to the standard of the junior secondary school, and in addition a further course up to the standard of the London Matriculation examination or a special course approved by the Director.

A collegiate school is a school which provides a course of instruction commencing from Form I. or Standard VI. up to the standard of the London Matriculation examination, including any special courses approved by the Director.

2. Vernacular schools in which the medium of instruction is Sinhalese are called Sinhalese schools. Vernacular schools in which the medium of instruction is Tamil are called Tamil schools. Sinhalese and Tamil schools are graded as Primary, Junior Secondary, and Senior Secondary. Vernacular schools.

A primary school is a school which provides a course of instruction up to Standard V.

A junior secondary school is a school which provides a course of instruction up to the V. S. L. C. examination.

A senior secondary school is a school which provides the course of instruction for junior secondary schools, and in addition a further two years' course of instruction in Sinhalese, Tamil, Pali, or Sanskrit literature or a special course approved by the Director.

3. A bilingual school is a Sinhalese or Tamil school in which a second language is used in progressive stages as the medium of instruction. Bilingual schools.

CHAPTER II.

TEACHERS.

Appointments and Promotions.

4. Appointments to teacherships in Government schools will be made by the Director. Applications for the vacancies notified should be made on Form I. No applications will be considered unless made in this form. Canvassing for a post, *i.e.*, visiting or writing to anyone in authority for the purpose of urging claims, will be considered a disqualification.

5. The appointment and promotion of teachers will depend among other things on the class of their certificate and their official record of service.

All teachers must be registered.

6. All teachers are required to have their names entered in the Departmental Register of Teachers, and must furnish the necessary particulars for registration immediately on their first appointment.

Certificates (English).

Uncertificated teachers.

7. Persons over 18 years of age who hold the English School-leaving or equivalent Certificate, and who undertake to enter for the Preliminary Examination for the English Teachers' Certificate may be appointed to teach in a Primary or Junior Secondary English or a Bilingual school, and will be provisionally registered as uncertificated teachers for a period of three years.

Provisionally certificated teachers.

8. Persons over 18 years of age who have passed (1) the Preliminary Examination for the English Teachers' Certificate, or (2) the Cambridge Senior School Certificate Examination, including a pass in the section English Language and Literature, or (3) the University of London Matriculation Examination, or (4) any examination which the Director may hold to be equivalent to (2) or (3), will, on appointment to the staff of a school, be registered as Provisionally Certificated Teachers.

Third class certificated teachers.

9. Third class certificates will be awarded to teachers over 20 years of age, who have passed the Teachers' Certificate Examination. Such teachers will be registered as Certificated Teachers.

Second class certificated teachers.

10. Third class certificated teachers under clause 9 will be awarded a second class certificate after doing satisfactory work for three successive years in a Government or an assisted school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these three years.

The Director will decide, on the endorsements made by the Inspector on the teachers' certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

Second class certificates (trained).

11. Students who have completed a two-year course at the Government Training College or at any other training institution in Ceylon recognized by Government for the purpose, will, on passing the final examination of the Government Training College, be awarded a second class or a second class provisional certificate in accordance with their record of work during their course and their performance at the final examination, and will be registered as trained teachers.

First class certificates (trained).

12. Second class trained teachers under clause 11 will be awarded a first class certificate after doing satisfactory work for three successive years in a Government or an assisted school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these three years.

Second class provisional trained teachers under clause 11 will be awarded a second class certificate after doing satisfactory work for a prescribed period not exceeding three years in a Government or an assisted school, and may then qualify for a first class certificate as above.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

Applications for first class certificates shall in every case be accompanied by a report from the Inspector on the teacher's conduct and his success in maintaining discipline.

13. Any person who has completed an approved course of instruction or training for teachers in Ceylon and who has passed the final examination prescribed for such a course will be awarded a certificate indicating the course of instruction or training followed. Other certificates.

Certificates (Vernacular).

14. Persons over 17 years of age who hold the Vernacular School-leaving Certificate and who undertake to enter for the Preliminary Examination for the Vernacular Teachers' Certificate may be appointed to teach in a Vernacular or Bilingual school, and will be provisionally registered as uncertificated teachers for a period of three years. Uncertificated teachers.

15. Persons over 17 years of age who have passed the Preliminary Examination for the Vernacular Teachers' Certificate will, on appointment to the staff of a school, be registered as Provisionally Certificated Teachers. Provisionally certificated teachers.

A Provisional Certificate will also be issued to every registered pupil teacher who has passed the final Pupil Teachers' Examination.

16. Third class certificates will be awarded to teachers over 17 years of age who have passed the Vernacular Teachers' Certificate Examination. Such teachers will be registered as Certificated Teachers. Third class certificated teachers.

17. Third class certificated teachers under clause 16 will be awarded a second class certificate after doing satisfactory work for three successive years in a Government or an Assisted Vernacular or Bilingual school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these three years. Second class certificated teachers.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

18. Second class certificated teachers under clause 17 will be awarded a first class certificate after doing satisfactory work for five years from the date of the second class certificate in a Government or an Assisted Vernacular or Bilingual school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these five years. First class certificated teachers.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

19. Students who have completed a two years' course in a Government or an Assisted Training school will, on passing the final examination, be awarded a second class or provisional second class certificate in accordance with their record of work during the course and their performance at the final examination, and will be registered as trained teachers. Second class certificates (trained).

20. Second class trained teachers under clause 19 will be awarded a first class certificate after doing satisfactory work for five successive years in a Government or an Assisted school. In special cases a period of service in recognized schools, not exceeding two years, may be counted towards these five years. First class certificates (trained).

Second class trained teachers under clause 19, who, before they entered the Government or an Assisted Training school, held a second class teacher's certificate under clause 17, will be awarded a first class certificate after doing satisfactory work for three successive years in a Government or an Assisted school.

Second class provisional trained teachers under clause 19 will be awarded a second class certificate after doing satisfactory work for a prescribed period not exceeding three years in a Government or an Assisted school, and may then qualify for a first class certificate as above.

The Director will decide, on the endorsements made by the Inspector on the teacher's certificate after each annual inspection, whether the teacher's work has been satisfactory. A teacher must work for at least nine months in one school to obtain an endorsement.

Applications for first class certificates shall in every case be accompanied by a report from the Inspector on the teacher's conduct and his success in maintaining discipline.

Other certificates.

21. Any person who has completed an approved course of instruction or training for teachers in Ceylon and who has passed the final examination prescribed for such a course will be awarded a certificate indicating the course of instruction or training followed.

Corporal Punishment.

22. Teachers are reminded that there is no surer sign of a teacher's incapacity than inability to maintain order and secure attention without the aid of corporal punishment. Corporal punishment is specially unsuitable in schools situated in backward parts of the country where education is still a novelty. It should never be used in schools where it is likely to have the effect of deterring children from attending or of prejudicing the minds of parents against the school.

The following rules with regard to corporal punishment must be carefully carried out:—

(1) Corporal punishment must not be inflicted except in the following cases: (a) Grave misconduct; (b) habitual idleness, when other methods of punishment have been tried without effect. It should not be inflicted for ordinary cases of neglect of studies.

(2) Corporal punishment should be inflicted only by head masters, except in mixed schools, where the female assistant may inflict corporal punishment on girls. The infliction of corporal punishment on girls by male teachers is strictly forbidden.

(3) In every case in which corporal punishment is inflicted, an entry must be made in a book kept for the purpose stating the offence and the number of strokes inflicted.

(4) Corporal punishment must be inflicted with a cane on the palm of the hand, and the number of cuts must never exceed four. It must never be inflicted on children who are very young or delicate in constitution. Children must never be struck with the hand or tied up.

(5) The cane must not be kept on the school table; it must be kept in the teacher's room, and brought out only when it is necessary to use it.

Correspondence.

Official letters.

23. All official letters from teachers should be written on a half or quarter sheet of foolscap paper, a wide margin (not less than 2½ inches) being left blank on the left hand side of the page.

Reference to letters.

24. When teachers reply to an official letter, they should give the number, date, and subject of the letter replied to. All letters from teachers with regard to payments should specify clearly on what account payment is due, e.g., salary, travelling, pupil teacher's allowance, &c.

Matters connected with the organization and discipline of schools.

25. Teachers should write as few letters as possible. In all ordinary matters connected with the organization and discipline of their schools, teachers should address the District Inspector (Vernacular) in the case of Vernacular Schools and the Divisional Inspector in the case of English and Bilingual schools. Matters which can be dealt with in the monthly or terminal report should not be made the subject of letters.

Letters to the Director on the following subjects only should be sent direct to the head office and not through the Inspector : —

Letters to Director.

- (i.) Railway warrants.
- (ii.) Application for interviews with the Director
- (iii.) Salary, increments, and pupil teachers' bonuses
- (iv.) Refunds of authorized expenditure.
- (v.) Application for vacancies.
- (vi.) Contributions to the Widows' and Orphans' Pension Fund.

All communications which are not confidential should be addressed officially, and not personally, to the various officers of the Department.

26. Letters addressed by assistants and pupil teachers to the Director or the Inspector should be forwarded through the head teacher, who should make such report on them as the circumstances demand. No notice will be taken of letters from assistants and pupil teachers which are not forwarded through the head teacher. Teachers are warned against forwarding (from pupil teachers and assistants) any unnecessary letter or letters which violate any departmental regulation.

Letters from assistants and pupil teachers.

27. Letters or petitions addressed to heads of other departments should be forwarded in duplicate through the Director

Letters to other departments.

28. The prescribed form of application should be used in the following cases : —

Prescribed forms of application.

- (i.) Application for appointment of pupil teachers.
- (ii.) Application for leave.
- (iii.) Application for travelling expenses.
- (iv.) Application for holiday warrants.
- (v.) Application for warrant on being transferred.
- (vi.) Application for vacancies.
- (vii.) Application for furniture, stores, &c.
- (viii.) Application for books or maps.
- (ix.) Application to enter for examinations.
- (x.) Application to acquire land.

Discipline.

29. Teachers employed in Government schools are under the same rules of general discipline as other salaried public officers. These rules are given in full in Ceylon General Orders, Chapter IV.

General orders.

A salaried public officer is not allowed—

- (a) To engage in trade or employ himself in commercial or agricultural operations.
- (b) To purchase land without obtaining permission from Government.
- (c) To purchase shares in local planting, mining, or land companies.
- (d) To communicate directly or indirectly to the press, or to any person outside his own Department, any information gained in the course of his official duty.
- (e) To be editor of a newspaper, or to take any part in the management of it.
- (f) To contribute anonymously to any newspaper, or to write any signed article on political or administrative questions.
- (g) To disseminate political publications, or to procure signatures to petitions to the Government or to the Legislative Council.
- (h) To take any part in an election, except by recording his vote if he is entitled to a vote.
- (k) To sign memorials in connection with the appointment of nominated members of the Legislative Council.
- (l) To call a public meeting to consider any action of Government, or to take part in or attend such a meeting.
- (m) To institute legal proceedings in connection with matters arising out of the discharge of his public duties without obtaining previous permission from Government.

(n) To become a member of any ratepayers' association, or of any other similar association.

(o) To sign a promissory note or accommodation bill either for his own purposes or for another person.

(p) To receive money or articles of value as presents. (Teachers receiving presents from pupil teachers or from pupils desiring to be appointed pupil teachers are liable to immediate dismissal.)

(q) To collect subscriptions to defray the cost of testimonials or presentations to superior officers.

Cancellation of certificates.

30. All teachers' certificates may be cancelled or suspended for conviction of an offence under the Penal Code, or for grave personal misdemeanour. Teachers must remember that their position as teachers renders it essential that their personal life and conduct should be regulated with a due regard to decency and propriety, and that failure in this respect may render it necessary to discontinue a teacher's services. They must also remember that one of the most important duties is to teach loyalty to His Majesty the King, and obedience to the Government of the Island and to the local authorities of the district in which the school is situated, and that they are expected themselves to set an example of respect for law and order.

Leaving station.

31. Teachers of outstation schools are in no case to leave their stations during the school vacation without having notified to the Inspector of Schools for the district their address during the vacation together with a report that they have taken proper precautions for the security of the school furniture and records during the vacation.

Before leaving their stations for the vacation or under any other circumstances, teachers should make arrangements for the care of the school building, garden, and furniture according to instructions issued by the Chairman, Education District Committee.

Teachers must not leave their stations from Friday to Monday without the permission of the Director. Any teacher breaking the rule will be liable to punishment.

School hours.

32. The strictest punctuality and regularity of attendance during school hours is required from teachers. The head teacher will enter in the daily register the attendance of all the teachers and pupil teachers employed in the school; and all cases of absence or irregularity are to be at once reported to the Inspector and noted, together with the date of such reports, in the monthly return.

Residence.

33. Teachers and assistant teachers are required to reside in the school building if quarters are provided for them. If no quarters are provided for them, they are required to reside within one mile of their school, unless special leave has been obtained.

Cleanliness and school hygiene.

34. It is essential that every teacher should be an example of cleanliness and neatness in personal appearance and dress. It is strictly forbidden for any teacher to chew betel or smoke during school hours.

Contributions from pupils.

35. Teachers are forbidden to call for contributions from school children for any purpose whatever. If it is necessary to make a collection to defray the cost of minor repairs to school buildings or to purchase athletic materials they may, after previously obtaining permission from the Director, appeal for funds direct to the villagers, to whom an account should be rendered of the amount collected and expended. A copy of the account should also be sent to the Inspector, who should be consulted regarding the disposal of any sum left over.

Sale of books or stationery.

36. If any teacher wishes to sell books or stationery to school children, he will be allowed to do so if the situation of the school and other circumstances make this necessary, but he should post up a price list of books and stationery in a conspicuous place in the school room. It should be remembered that the sale price should be fixed at a reasonable rate, and that a child is free to buy his books and stationery elsewhere.

Free Passes on Railway.

37. Officers of the Education Department drawing substantive salaries of Rs. 450 per annum and over, whose permanent domicile is in Ceylon, are entitled to free holiday warrants for three double journeys, or six single journeys, by railway in each calendar year. Officers drawing substantive salaries of Rs. 240 per annum, but less than Rs. 450, are entitled to free holiday warrants for one double journey, or two single journeys, by railway in each calendar year. Temporary officers on monthly salaries who have completed one year's satisfactory service are allowed holiday warrants for one double journey, or two single journeys, by railway. The concession of holiday warrants to officers drawing Rs. 450 per annum and over applies also to his wife and such of his children (not including males of 18 years and upwards) who are dependent on him, and, in the case of a widower or an unmarried officer, his mother and/or sister if dependent on him, provided that in the latter case not more than six single or three double warrants shall be issued on this account to any one officer, and also provided that the application is accompanied by a declaration on honour that the applicant's mother and/or sister is living with, and is entirely dependent on, him. A widow will receive the same concession as a widower in regard to holiday warrants. The officer and his family will be entitled to travel in the same class as that in which the officer is entitled to travel when on duty. Applications for holiday warrants must be made on Form General 21 by the officer concerned, whether the warrants are intended for himself or for his family. Applications for warrants for an officer's family must be accompanied by a declaration on honour to the effect that the persons named are entitled to the warrants applied for.

Applications for holiday warrants for use during Christmas and Easter weeks should be made at least ten days prior to the intended date of departure.

The misuse of a ticket or warrant, either by transferring it or using it out of date or on a portion of the railway over which it is not available, will render the user liable to instant dismissal or prosecution, as the case may be.

Cancelled warrants and tickets not used must be returned to the issuing officer not later than three days after the last date for which they are available.

Leave of Absence.

38. Officers on the teaching staff of a school or college are entitled to vacation leave during the usual vacations of their school or college but not at any other time of the year except—

Leave during term time.

- (a) In case of leave out of the Colony when such portion of the leave as is equivalent to the total period of the recognized school or college vacations occurring between the beginning and end of the leave may be granted on full pay as an uninterrupted period at the beginning of the leave.
- (b) Where leave is required owing to private reasons of the gravest urgency, when casual leave on full pay may, at the discretion of the Director, be allowed for periods of not more than six days at a time up to a maximum of fourteen days in the year.
- (c) In cases of serious illness during term time necessitating leave beyond the period provided for in (b) above, when, if Government is satisfied that the concession is deserved, full-pay leave may be granted in accordance with General Order 227, subsections (i.) to (v.), provided that, *unless Government decides otherwise*, arrangements can be made for the absent officer's work without expense to Government.

N.B.—(1) Any extension of the leave referred to in (a) above will be subject to the provisions of the General Orders relating to half-pay leave.

(2) The authority of Government is required for the grant of full-pay leave under (c) above.

Half-pay
and
no-pay leave.

39. Except as provided for above, leave granted on account of illness during term time will be on half pay, and leave in the Colony granted for any other purpose will be on no pay. In case of no-pay leave, the acting officer will, if a Government servant, be paid half his own salary (or in special cases with the approval of Government, his own salary) and in addition, half the *initial salary of the officer on leave provided it is available*. If the acting officer is not a Government servant, he may draw as acting salary an amount not exceeding the initial salary of the absent officer provided it is available.

Forwarding of
applications.

40. All applications for leave should be made in duplicate to the District Inspector on form J. It is most important that the acting arrangements should be noted before the application is despatched to the Inspector. The head teacher will be held liable for the salary of any acting teacher in his school whose name has not been reported in time to allow of his salary being provided in the pay abstract for the month following that in which he acted. If the teacher is unable to make any acting arrangement, he should say so on the form. All assistant teachers applying for leave must invariably forward their applications through the head teacher. If the assistant is at a distance from his school and there is any likelihood of his application being delayed, he should also inform the Assistant Inspector of the district of his absence, giving reasons.

Certificates.

41. (a) All applications for leave on account of illness must be supported by a medical certificate from a Government Medical Officer ; otherwise the leave will be on no pay.

Note.—Government Medical Officers have been instructed by the Colonial Secretary to issue certificates of ill-health free of charge to teachers in the service of the Department.

Sudden
illness or
urgent
private
business.

(b) Teachers requiring leave of absence on account of the sudden illness or death of a near relative should apply through the District Inspector, forwarding in support of their application a medical certificate in case of illness or a certificate from the village headman in case of a death. In cases where teachers are summoned as witnesses in criminal or Crown cases or have to serve on the jury or attend a military camp of exercise or are required to attend an official inquiry, such absence will be regarded as on duty and full pay allowed. In all applications for leave of absence on such grounds the summons or order requiring the teacher's presence should be attached.

Applications for leave on private business must, as a rule, reach the Inspector at least ten days before the date from which the leave is asked for. The penalty provided in clause 47 (d) will be rigidly enforced when the teacher leaves his duty without having first obtained the Inspector's permission.

(c) When teachers attend court in civil cases instituted by or against them, leave will be on no pay.

Substitutes.

42. When an assistant teacher is absent and no substitute is available, the head teacher is expected to make such arrangements for the work of the absent officer as are possible under the circumstances. No acting salary will be paid when the period of leave allowed is three days or under.

Leave to be
mentioned in
monthly report.

43. The leave granted to a teacher or his assistant or pupil teacher should be mentioned in the monthly report of the school.

Cancellation of
leave.

44. When leave has been once granted for a certain period no portion of this leave can be cancelled, unless the application is received by the Director at least two days before the date on which the teacher wishes to resume duty.

45. No teacher or assistant teacher shall resign without giving one month's notice, except on account of illness, in which case the resignation should be supported by a certificate from a qualified Medical Officer. Any teacher or assistant teacher resigning without giving due notice will forfeit the salary that may be due to him, will be noted as dismissed, and will not be eligible for re-employment in the Department. Resignation.

Local Authorities.

46. Under Ordinance No. 1 of 1920 the Education District Committee is responsible for all matters connected with school buildings, furniture, and the attendance of pupils. Rules for giving effect to the Ordinance are drawn up by the Education District Committee and circulated to teachers, and teachers must carry out promptly and punctually these rules and any orders communicated by the Chairman of the Committee. They must also show to officers who visit the school such marks of respect as are customary in the locality in which the school is situated, and must see that suitable marks of respect are shown by their pupils when these officers enter the school premises.

Penalties.

47. Teachers are liable to disciplinary action for breach of Code regulations. The penalties for the following offences should be specially noted :—

(a) For late attendance, if found to have been frequent—a fine of one rupee to ten rupees.

(b) For not keeping the school registers carefully up to date—a fine of one rupee to five rupees, dependent upon the extent of culpability.

(c) For neglect or delay in forwarding to the Director within the prescribed time the school fees—a fine of one rupee to two rupees and fifty cents.

(d) For absence from duty without leave, or for the same not being reported—a fine of five to ten rupees or dismissal, according to the circumstances of the case.

(e) Any teacher found guilty of falsifying the registers will be subject to instant dismissal.

(f) Any teacher found guilty of offering money or valuables to an inspecting officer will be liable to dismissal.

(g) Adverse reports on the condition or the work of the school may lead to the stoppage or deferment of increments to teachers' salaries.

Note.—Teachers are not allowed to supply either meals or conveyances free to inspecting officers. In cases of special emergency they may render such assistance on payment by the officer concerned of a reasonable amount.

Pensions.

48. Teachers in the service of the Department drawing salaries of not less than Rs. 400 per annum will be entitled to pension according to the terms of the Pension Minute. Teachers eligible.

It must be remembered that pensions are awarded only after consideration of a certificate that the officer has discharged his duties with diligence and fidelity to the satisfaction of the Head of his Department. The pension of an officer is liable to reduction if the certificate of the Head of his Department is in any way deficient in this respect. Conditions for pension.

Salaries, Allowances, &c.

49. Salaries of teachers will be paid in accordance with any arrangements which may be made by the Director. Such arrangements will be duly notified to the teachers. Method of drawing salaries.

50. Salaries paid by Kachcheri or other officers in cash will be paid individually to every teacher and pupil teacher who wishes to draw the Kachcheri payments.

money from the paying officer direct. It will, however, be more convenient if the pay sheet is signed by all the payees and sent to the paying officer through one of them, with a letter signed by them all requesting the paying officer to pay their salaries to the bearer. Only one member of the staff may absent himself from the school for this purpose.

Salaries paid by money order.

51. When money orders are sent along with pay sheets, the money orders should be handed over to the respective payees by the head teacher, and the pay sheet returned to the Head Office, duly signed by all the teachers, within three days of receipt. A stamp of five cents should be affixed to the receipt by every teacher who draws an amount of Rs. 20 or over.

Head teacher responsible for fraud or delay.

52. The head teacher will be held personally responsible for any fraudulent signatures to pay sheets, and for any delay in presenting the pay sheet for payment or in handing over the money orders to his assistants and returning the pay sheet perfected.

Date for drawing salaries paid at Kachcheri.

53. Teachers who are paid at the Kachcheries must draw their salaries on the first Friday or Saturday in the following month.

Salaries for the month of September must be drawn on or before the last working day of that month. Any salary left undrawn after September 30 will, under ordinary circumstances, not be recoverable, as it will lapse to revenue.

Allowances.

54. All allowances and contingent charges which may become due to teachers will be paid on vouchers certified by the Director. No contingent charges which have not been previously sanctioned by the Director will be paid. The same procedure will be adopted in paying these charges as for the payment of salaries.

Travelling expenses.

55. (a) No teacher will be entitled to a refund of his travelling expenses if he is transferred at his own request, or owing to his misconduct or unsatisfactory work.

(b) This rule does not affect a teacher who has applied for and obtained a post that has been advertised.

(c) A teacher on first appointment is entitled to transport expenses in terms of the Travelling Regulations, but is not entitled to subsistence allowance or incidental expenses.

Subsistence and lodging allowance.

56. A teacher transferred from one station to another, except as stated in 55 (a) and 55 (c), may claim the following expenses :—

(a) Subsistence and lodging allowances, or a combined allowance as the case may be, according to the salary drawn by the teacher, as shown below :—

Salary.	Subsistence Allowance.		Lodging Allowance.	
	Rs.	c.	Rs.	c.
Rs. 2,840 and over	..	5 0	..	1 50
Rs. 1,600 and over	..	4 0	..	1 50
Rs. 1,250 and over	..	3 50	..	1 0

Combined Rate:
Rs. c.

Rs. 1,000 and over	2 50
Rs. 800 and over	2 0
Rs. 600 and over	1 50
Rs. 450 and over	1 0
Under Rs. 450	0 75

Subsistence allowance or the combined allowance can be claimed for himself, his wife, and each of his children over the age of twelve, and half subsistence or combined allowance for each of his children between the ages of three and twelve, for every day or part of a day actually spent

in travelling. The lodging allowance can be claimed by a teacher entitled to the allowance, for himself and his family as above, only for nights in which he incurs expenses on account of lodging. When this allowance is claimed, the name of the hotel, resthouse, or recognized boarding house occupied must be shown on the voucher.

(b) On roads on which the railway is not available, the fare by public conveyance for himself and family may be claimed; if a public conveyance is not available on any part of the journey, cart mileage may be claimed on account of the teacher himself at the following rates :—

	Cents per Mile.
Those who are entitled to a subsistence allowance of Rs. 3·50 per diem and over	37½
Those who are entitled to a subsistence allowance or a combined rate of less than Rs. 3·50 but not less than Rs. 2 per diem, half-cart mileage	20

Along a route or any portion on which the railway is available, free railway warrants only can be allowed. Teachers should, immediately on receipt of orders of transfer, apply to the Director for the necessary warrants for themselves and their families (only wife and children—the number should be stated).

(c) Free rail warrant and steamer fare on two tons of baggage or the hire of four carts and combined allowance at the rate of 75 cents a day for a servant may be claimed by all teachers drawing a salary of Rs. 720 or over.

Teachers drawing less than Rs. 720 can claim free rail warrant and steamer fare on half a ton of baggage or the hire of one cart only, and combined allowance at the rate of 75 cents a night for one servant.

57. Claims for travelling should be forwarded to the Director as soon after the completion of the journey as possible. Any claims not submitted within thirty days of the date of completion of the journey will lapse, and no payment will be made in respect thereof. Claims for travelling done in September should be forwarded in time to admit of payment before September 30.

English teachers should render their claims on the proper travelling claim form (General 177). Vernacular teachers may forward their claims on the prescribed Departmental form. All particulars required on the form should be given. Any part of a travelling claim which is not supported by full particulars and any cart hire which is not supported by an under-receipt will be disallowed.

58. The following rules in regard to under-receipts must be carefully carried out :—

(a) The receipt should show clearly (1) for what purpose the money was paid, the receipt of which is acknowledged; (2) the name and designation of the person paying the money; (3) the name and occupation of the person to whom the money was paid; and (4) the date of payment.

(b) All receipts should bear the signature of two witnesses to the payment.

(c) All receipts for amounts of Rs. 20 and over should be signed by the payee on a 5 cents stamp duly dated.

(d) In the case of receipts for hire of cart or other conveyance, the receipt should be in the following form :—

(payee's name) have received from (teacher's name) the sum of Rs. _____ for hire of (here state nature of conveyance—if cart, whether

CHAPTER IV.

RULES RELATING TO THE CONDUCT OF SCHOOLS.

Admission and Withdrawal of Pupils.

Conditions for admission to Special Classes (English).

72. Pupils admitted to the special classes (English) should have passed at least the Third Standard in the vernacular. Exceptions to this rule should not be made without special permission from the Inspector of Schools.

Admission class of pupils.

73. No pupil on admission to a school shall be placed in a class higher than the one immediately above that which his record sheet shows him to have passed.

Withdrawal certificates.

74. The teacher of every vernacular school must, on the application of parent or guardian, furnish a certificate on Form E within three days to every pupil who leaves the school. In the case of a pupil against whose parent or guardian a prosecution has been instituted for the irregular attendance of the child, the certificate issued should be on the green form Q 1. (See form E 1.)

The teacher should furnish monthly to the attendance officer or headman of the village a statement of all pupils of school-going age who have been granted leaving certificates during the month or who have been absent without leave for over a month. He should note on the actual leaving certificate and in the monthly statement forwarded to the attendance officer or headman the name of the school to which it is proposed to send the pupil. This information should be readily obtainable from the parents or guardian but, in cases where the school to which the pupil is to be sent cannot be ascertained, the teacher should insert an explanatory note on the leaving certificate and in the monthly statement showing why the information is not forthcoming.

Any teacher who delays the issue of a leaving certificate unnecessarily or in order to cause trouble to the parent applying for it is liable to disciplinary action.

The counterfoils of the leaving certificates must be retained in the school. No pupil from a Government or an Assisted vernacular school may be admitted to a Government vernacular school without the production of this leaving certificate.

Expulsion of pupils.

75. In the event of a teacher's finding it necessary to expel a pupil from school, he should immediately report the reasons for his action to the Inspector.

Record sheets.

76. No pupil who has previously attended any Government or Assisted English or Bilingual school shall be admitted into any Government school unless he has produced a certificate on Form F signed by the manager or head teacher of the last Government or Assisted school which he has attended. This certificate must be retained by the head teacher of the school which the pupil is attending, and when the pupil is withdrawn, it must be brought up to date and handed over to the parent or guardian or to any person authorized in writing by the parent or guardian to receive it. It may not be refused except on the ground of non-payment of fees. Arrears of fees may not be claimed under this rule for more than one month, and fees in lieu of notice may not be claimed for any period exceeding one month.

It shall be the duty of the head teacher of every English or Bilingual school, within one month after admission of a pupil who has not previously attended an English or Bilingual school, to fill up and file a certificate for him in the prescribed form.

Birth certificates in English schools.

77. No pupil born in Ceylon shall be admitted into any Government English school unless he has produced a birth certificate or other satisfactory evidence of date of birth. Forms of application for birth

certificates at the special rate of 50 cents sanctioned for schools may be obtained from the Registrar-General or from the Provincial Registrar, and must be kept in the school.

In the case of pupils born out of Ceylon, it will be expected that similar evidence of birth will be procured within a reasonable period.

78. No pupil shall be admitted into any Government school unless such pupil shall have been vaccinated, or protected from smallpox by having had that disease. Teachers are to give every assistance to vaccinating officers. Vaccination.

79. Any child may be refused admission to a school if in the opinion of a competent medical officer his exclusion is desirable in order to prevent the spread of disease or on the ground of his mental or physical condition. Physical or mental condition of child.

80. No pupil shall receive differential treatment on account of race, caste, nationality, or creed. Differential treatment.

Cleanliness, Dress, and School Hygiene.

81. Spitting must be strictly prohibited, and every effort must be made to prevent boys from smoking. Smoking and spitting.

82. Children must be taught to come to school with clean hands and faces, to comb their hair daily, and to bathe with proper frequency. Any child who has itch or ringworms should be sent at once to the nearest dispensary for treatment. Every effort should be made to ensure that children's heads are free from vermin.* Cleanliness.

83. While insisting on cleanliness of dress, teachers must be careful not to entail expenditure on parents by encouraging boys to wear clothing not required by the custom of the locality. Boys in rural districts should not be taught that it is necessary or desirable to come to school in banians. Girls should be encouraged to wear their own national dress (Sinhalese or Tamil). Dress.

84. An elementary knowledge of sanitation is of great importance. Most illnesses occur because people are ignorant of the way in which diseases are spread. Teachers must study the books on hygiene and sanitation which have been issued to Government schools, and they must impart some of the knowledge they thus acquire to the school children. But they must also see that the lessons are applied practically in the daily life and habits of themselves and their pupils. Such diseases as itch and parangi can in a short time be exterminated by proper attention to cleanliness among children and adults. Epidemics of dysentery and typhoid would cease if people learnt to avoid impure water and improper food. Health.

The lessons taught in the small book on malaria should be thoroughly learnt, because malaria is the greatest evil in the Provinces of Ceylon. Also, the teachers should impress upon their pupils the difference between scientific knowledge of disease and the superstitious ideas and fears held by ignorant people. They should take every opportunity of learning from the medical officers of their districts.

85. Teachers must also use their intelligence with regard to the proper care of children during school hours. Children must not be kept standing for long periods, nor allowed to sit in a stooping position. They must be taught to breathe properly, *i.e.*, through the nose, and not through the mouth. Those who are shortsighted must be brought near the blackboard. Care of children.

* It is possible to free the hair from vermin in a very short period by washing the hair daily and applying to it, when dry, a mixture of kerosine and coconut-oil in equal quantities.

Drill and Physical Exercise.

Instruction to be regular.

86. Regular instruction should be given daily in all schools. Such instruction need not extend over fifteen minutes, but regular provision must be made for it in the time table. The Inspector and Assistant Inspectors will be instructed to note at each examination the efficiency or otherwise of the school in this respect.

Arrangement of pupils

87. The pupils are to be arranged for drill and physical exercise according to age and size, and not according to standards.

Syllabus.

88. Instruction in drill and physical exercise must be carried out according to the syllabuses published separately. Teachers should understand that the exercises outlined in the syllabus are the minimum required.

Object of physical exercise.

89. Teachers should bear in mind that physical exercises should be made amusing and interesting, and should be employed to relieve the mental strain due to concentrated attention on ordinary class work. They should do their best to encourage in their pupils a love of healthy games.

Drill in girls' schools.

90. In girls' schools, the head teacher should, after consultation with the Inspector of Drill, introduce such exercises and games as can suitably be practised by the pupils of her school.

Registers.

Admission and Attendance Registers.

91. (a) The Registers of Admission and Attendance of a type approved by the Director, together with the Log Book, must always be kept in the school during school hours.

(b) The names of all pupils must be entered in the Register of Daily Attendance according to their standards. The names in each standard must be entered and preserved in the order of admission. The attendance of each teacher, pupil teacher, and pupil must be marked at every session of the school. For this purpose the afternoon session shall count as a separate meeting of the school if it is separated by an interval of more than 15 minutes from the morning session.

(c) In order to register punctuality of attendance, the register shall be opened at the beginning of each session, and each child who is present shall receive a mark in black ink, thus /.

(d) A period of three minutes in each session of the school must be set down on the school time table for the closing of the registers, during which the attendance of late comers will be marked with an oblique stroke in red ink. Absence will be indicated by means of a cypher, thus 0. The registers shall be closed at least three hours before the end of a one-session school, and at least one and a half hours before the end of each session of a two-session school.

The register must be checked and the total attendances entered at the foot of the column by the responsible teacher during the three minutes set apart for closing, and this total may be changed only by the addition of plus or minus signs.

(e) In a one-session school the attendance of any pupil who does not put in at least three hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus \bigcirc , by enclosing the mark indicating presence with a circle in black ink.

In each session of a two-session school the attendance of any pupil who does not put in at least one and a half hours after the closing of the register shall not be counted, and the attendance of any pupil who leaves the school during this period shall then and there be cancelled, thus \bigcirc , by enclosing the mark indicating presence with a circle in black ink.

(f) All teachers and pupils must be present throughout the meeting of the school. Pupils who are withdrawn from any religious observance or instruction in accordance with section 15 of the Ordinance No. 1 of 1920 must be provided for separately.

(g) If a pupil is marked absent and is subsequently discovered to be present, the oblique stroke shall be drawn through the mark indicating absence.

(h) These alterations shall be endorsed in red ink at the foot of the column, thus :

No. 26 Absent 14. 3. 26

or

No. 14 Present 15. 3. 26

and shall be initialed by the head teacher.

(j) In no circumstances whatever may erasures be made.

(k) Normally the class teachers will mark the registers, but in all cases the Principal or head teacher will be responsible that the foregoing rules are observed.

(l) If a pupil is admitted to or leaves the school at any time other than the beginning or end of a term, the unoccupied portion of the register devoted to his name shall be ruled through forthwith.

(m) When a holiday is given, a line must be drawn through the whole length of the register for those occasions upon which the school does not meet.

(n) At the end of each month the summary must be filled up showing (1) the number of school meetings during the month ; (2) the total number of attendances ; (3) the number on the list and the average attendance for the month.

92. The Inspectors will note all cases in which the registers, especially the attendance register, bear marks of having been carelessly and irregularly kept. Careless keeping of registers.

93. The register of admission, progress, and withdrawal must be kept as heretofore, and must show the progress the pupil makes from class to class. Admission register.

94. The following rules for keeping the admission register should be strictly observed :—

(1) When a pupil is admitted, his name must be entered at once in the admission register, and the necessary information entered in each column as soon as possible.

(2) No pupil shall be admitted from any Government or Assisted school without producing a leaving certificate from the head teacher or manager of his previous school on one of the printed forms issued by the Department.

95. When a pupil has been withdrawn from school without a leaving certificate or has been absent continuously for over two months without leave, the name of such pupil should be struck off the roll, and an entry made at once in the register under the column "Date of Withdrawal." If this is regularly done, the number of children in attendance according to the admission register will tally with the number given in the daily attendance register. If a pupil whose name has been struck off the register is re-admitted, such pupil shall have his original number assigned to him.

96. Besides the registers of admission and attendance, there shall be kept in every school a book to be known as the Log Book, in which shall be recorded the following :— Log Book.

(a) Any event of importance connected with the school, such as closing of the school on account of the illness of either the teacher or the pupils ; a change of teachers ; commencement of a school term ; repairs to the buildings, &c.

(b) The summary of the Inspector's Annual Report and any minute by the Director thereon, word for word.

(c) When a teacher is compelled to leave the school suddenly in an emergency, before he leaves the school an entry should be made in the Log Book stating the circumstances necessitating his absence.

97. The Log Book must be shown by the teacher to all persons visiting the school for purposes of inquiry or inspection, and a copy of any entries made by them should be forwarded to the Director within one week of the date of such entry.

98. An entry once made in the Log Book may not be removed or altered otherwise than by a subsequent entry.

Returns.

99. The following returns are required.—

Returns required.

(i.) English and Bilingual schools in respect of English pupils: Forms A, D, and G;

(ii.) Vernacular and Bilingual schools in respect of vernacular pupils: Form B (to the Assistant Inspector), Form C (to the Chairman, Education District Committee), and Form D (to the Director).

100. No application which requires the immediate attention of the officer to whom the report is addressed should be made in these reports.

Date of posting returns.

101. The periodical returns must be despatched on the dates specified on the forms.

Imperfect returns.

102. Returns found to be imperfect or incorrectly prepared will be sent back, and will not be considered as received in the office until they have been duly corrected and returned.

Delay in forwarding returns.

103. Delay in the transmission of returns or in their correction and return to the office will subject the teacher to disciplinary action.

Religious Instruction.

104. The spirit of the regulations contained in Ordinance No. 1 of 1920 respecting religious instruction will continue to be strictly observed in all Government schools.

Wherever such a practice would be in conformity with the general feeling of the people, a short religious exercise (attendance at which is not to be made compulsory) may precede the daily work of the school.

105. Any minister or teacher of religion authorized by the Director in writing under his hand may give religious instruction to the children of the religious denomination to which the minister belongs at such times and places as may be agreed upon between him and the Director.

School Buildings.

Hygiene.

106. The building and its surroundings must be swept and dusted every day before school hours. Special attention should be paid to the condition and proper use of the school latrines. Hedges must be kept trimmed and the garden must be weeded. All the pupils, whether boys or girls, must be made to take their share in this work. Writing on walls or wiping dirty hands on walls must be strictly prohibited; and the teacher must, in this connection, impress on his pupils the importance of treating other public buildings with similar respect.

Application for repairs.

107. Applications for repairs should be written on the proper form and addressed to the Chairman, Education District Committee. A copy must be kept in the school.

Accommodation and repairs to buildings.

108. Inspectors and Assistant Inspectors will, in their annual reports make a note on the accommodation available for teaching purposes, and give particulars of any repairs that may be necessary. Teachers should at the time of the inspection bring to the Inspector's notice any

deficiency or defect in the building. If at the time of the inspection urgent repairs appear to be necessary, the Inspector should at once report particulars to the Chairman, Education District Committee, giving the dates of the teacher's previous letters on the subject.

109. Though the teacher is not required to repair the school building, it is his duty to do everything in his power to prevent the building from falling into disrepair. The ravages of white ants must be stopped immediately, and displaced casjans must be adjusted. Broken or displaced tiles should be adjusted, whenever this is possible. Drains round the school building should be kept clean. The entrance to the school should be properly secured after school hours so as to keep out cattle.

Teacher's duties in regard to buildings.

110. Teachers are prohibited from decorating their buildings or resorting to any other forms of display in connection with the ordinary visits of Inspectors and Assistant Inspectors. It is appropriate that buildings should be decorated on special occasions, such as Empire Day, the prize distribution, or the annual examination.

Decoration of buildings.

111. Teachers are strictly prohibited from undertaking contracts for the repairs of their school buildings. Any teacher who is found to have engaged in such work will be liable to disciplinary action.

Teachers not to undertake contracts.

School Fees.

112. The following rates of fees should be charged in English schools :—

Rates for English schools.

	Per Month.
	Rs. c.
Infant Department and Standard II.	2 0
Standard III. or First-Year Class	2 50
Standard IV. or Second-Year Class	3 0
Standard V.	3 50
Standard VI.	4 0
Standard VII.	4 50
English School Leaving Certificate Class	5 0

113. The following rates of fees, which are subject to revision, should be charged in Bilingual schools for pupils taking English :—

Fees for instruction in English.

Per Month.	Per Month.
Rs. c.	Rs. c.
Stage 1 .. 0 50	Stage 5 .. 1 50
Stage 2 .. 0 75	Stage 6 .. 2 0
Stage 3 .. 1 0	Stage 7 .. 3 0
Stage 4 .. 1 25	Stage 8 .. 4 0

In Vernacular schools the fee for each stage in English shall be 50 cents per month.

114. The fees are to be paid in advance, and any pupil whose fees are not paid by the 10th of the month is to be sent home and not re-admitted till he returns with them (*vide* clause 76). No fees shall be recovered from pupil teachers of schools. Arrears of fees which become irrecoverable owing to violation of the rules will be surcharged personally against the head teacher.

Fees payable in advance.

115. At the end of each month the names of all pupils who have been sent home for non-payment of fees, and whose fees are still unpaid, must be struck off the register of English classes. If they are of school-going age, their names must be transferred to the vernacular classes; any pupils whose fees are unpaid and who have been absent for the whole month or from any date previous to the 10th, must also have their names removed from the register of English classes, unless special application for their retention has been made by their parents.

Non-payment of fees.

Irrecoverable arrears.

116. In the case of boys who are withdrawn, authority should be applied for immediately after their withdrawal to strike off any arrears of fees due by them which are irrecoverable. When applying for authority, the following particulars should be given :—

- (a) Admission number and name.
- (b) Standard.
- (c) Month for which fees are due.
- (d) Date on which the boy attended school last.

Where authority is given to strike off irrecoverable arrears, a statement signed by the head teacher showing the names of pupils, the standards in which they are, the arrears due by each, and the number and date of the letter of authority from the Education Office should be attached to the statement of fees on which such arrears are omitted to be shown.

Fees due for periods of absence.

117. Any pupil whose name has been struck off the roll for non-payment of fees, or who shall have absented himself from school for an entire month without giving proper notice, shall be required to pay arrears of fees before he is re-admitted (*vide* clause 76).

Arrears.

118. The fees recovered under the above regulation shall be entered in the monthly statement as "arrears," and shall be forwarded with the ordinary fees as provided in clause 119.

Forwarding of fees.

119. All fees collected up to the 10th of the month should be forwarded on the 11th to the Director by *Official Money Order*. Subsequent collections up to the 19th should be forwarded as above on the 20th. Collections after that date should be forwarded not later than the last day of the month.

Statement of fees.

120. Statements of fees for any month should be sent to the Director not later than the 5th of the following month. Great care should be taken to fill up the form (Form G) correctly.

Collection of fees.

121. The head teacher of each school is held responsible for the punctual collection of the full amount of fees due from pupils and for their remittance as provided in clause 119 punctually to the Director. Receipts from a counterfoiled receipt book should be issued to every pupil on the date of payment of fees. Receipt books may be obtained on application to the Director.

As soon as all the leaves in a counterfoiled receipt book are used up, the book should be returned to the Director. Serious notice will be taken of any delay in returning the used up books.

Fees during vacations.

122. The following rule should be observed with regard to collection of fees for months which fall within periods during which a school may be closed on account of epidemics, &c. No fees if the school is not in session for a whole month; half fees if the school is in session for less than ten days; full fees if the school is in session for ten days or more.

Moneys in hand to be handed to successor.

123. Where a head teacher is transferred or goes on leave, he must hand over all fees or other money lying in his hands at the time of his transfer to another school, to the officer by whom he is relieved, and obtain his signature.

Successor to verify correctness of accounts.

124. The successor or relieving officer should satisfy himself as to the correctness of the accounts. Any irregularities in these accounts should be immediately reported to the Director; otherwise the new teacher may be called upon to make good any deficiency. Any deficiencies duly notified will be personally surcharged to the teacher who was in charge of the school at the time and was responsible for the collection of fees.

125. No pupil shall be admitted from any Government or Assisted school in which fees are payable without a certificate on Form F stating that all fees have been fully discharged to the end of the month in which he left the school. **Fees due to last school.**

126. All free pupils in a school should be certified as such by the Director. When three members of the same family (brothers or sisters) are admitted into a school, the head teacher should apply to the Director for a Free Pupil's Certificate on behalf of the third member. The number of free pupils in an Elementary English or Bilingual school, excluding the third member of a family, should not exceed 10 per cent. of the number on the roll. Free pupils will be selected from amongst those recommended as deserving by the Inspector at the annual inspection. **Free pupils.**

127. Commission at the rate of 5 per cent. on the collection of school fees will be paid quarterly. Teachers should not apply for this payment unless it is delayed for more than one month after the end of the quarter for which payment is due. **Commission on fees.**

School Gardens.

128. Whenever the position and circumstances of a school admit of it, a school garden should be established. This should be divided into two sections, an ornamental section in front of the school building and an economic section behind it or upon its sides. All work in such a school garden is to be done under the direction and supervision of the teacher, and all assistants and pupil teachers are expected to co-operate with him to ensure the best results possible. Two objects must be steadily kept in view, viz., to teach the children good gardening, i.e., neat and orderly arrangement and picturesque appearance, and to cultivate plants for use in connection with nature study lessons in the school. **Improving school garden.**

Wherever the land attached to a school is sufficient to allow of a fair-sized economic garden being started without sacrificing the ground necessary for play or drill, the teacher must report the fact to the Divisional Agricultural Officer of the division in which the school is situated, in order that the garden may receive his inspection and assistance. In schools in which a registered school garden is carried on under the inspection of the Divisional Agricultural Officer, a portion of the school hours may be assigned to garden work; this must be provided for in the time table, which must be sent to the Inspector of schools for approval.

Teachers in such schools should address letters referring to school garden matters direct to the Divisional Agricultural Officer of the division in which the school is situated.

Where schools exist in an area to which a Divisional Agricultural Officer has not yet been appointed, all correspondence should in the first instance be addressed to the Director of Agriculture, Peradeniya, and all applications for seeds and garden implements should be addressed to the same office.

129. When a school is visited by an officer of the Agricultural Department, the regular work of the school according to the time table shall be stopped, and the teacher must place himself, his assistants, and pupils at the disposal of the Inspecting Officer for carrying out practical work in the garden or for receiving any instruction which he thinks it desirable to give. **Visit by officer of the Agricultural Department.**

130. On the recommendation of the Inspector of School Gardens, awards are made annually to the Government Vernacular schools that have done satisfactory work in school gardens. One half of the award should go to the teacher and the other should be divided among those who in the opinion of the teacher are most deserving of the award. **Awards to school gardens.**

Produce of permanent trees and palms.

131. Where teachers are allowed to cultivate economic trees such as rubber, coconuts, &c., in the school grounds, they should consult the Chairman, Education District Committee, as regards the disposal of the produce. If the Inspector of School Gardens finds too great an area under any one crop, he is authorized to issue instructions for the reduction of such an area.

Fruit trees should be planted and seedlings raised at the school for distribution amongst the pupils for planting in their own home gardens.

Dealing with produce.

132. The crops planted in the economic section of a school garden should, as far as possible, be crops which can be used for the purpose of food, and the produce of these must not be sold, but must be divided in equitable proportions between the head teacher, assistants, pupil teachers, and pupils. Only crops which cannot be used for food may be sold. One quarter of the sum realized may be kept by the teacher for himself, the remainder being distributed among the assistants and pupils who have taken an interest in the work of the school garden. Such disbursements should be reported to the Divisional Agricultural Officer or Director of Agriculture in the quarterly report of the school garden.

Teachers should bear in mind that the object of school gardens is mainly educational, and that the operations should on no account develop to the extent of a market garden.

Home gardens.

133. Home gardens should be encouraged, and pupils supplied with the necessary seed for such gardens. They should be inspected regularly by the teacher, and to the best home gardens monetary awards may be made by the Department of Agriculture.

School Hours and Time Table.

School hours.

134. The ordinary hour for beginning school is 8 A.M. A later hour will be allowed by the Inspecting Officer in districts where special circumstances render a later hour desirable. Provision should be made for a suitable interval at about 11 o'clock. Where there is a garden, the first period should be devoted to gardening, and there should be an interval of at least two hours between the period devoted to gardening and the period devoted to drill.

Time table.

135. Every school must be provided with a time table in which the work of each day is clearly laid down. The time table must show the work of each standard throughout the day, with the initials of the teacher or pupil teacher who is responsible for each lesson. In girls' and mixed schools not less than one hour should be assigned each day to needlework. A copy of the following year's time table should be sent to the Inspector for his approval and signature within seven days of the examination. Printed forms for this purpose will be supplied.

136. The time table is to be exhibited in a conspicuous position in the school during the hours of work.

137. Care should be taken in preparing the time table to allow space in the column for each day, in order that the teacher may hereafter insert the higher standards which he may have to teach.

Stationery, Books, and Printed Forms.

Stationery.

138. Teachers should not forward requisitions for stationery or printed forms. A sufficient supply of both will be sent annually to each school during the month following the annual examination. Stationery must be used as economically as possible. If it accumulates at any school, so that at the end of the year the stock on hand is sufficient for the following year, the fact should be reported to the Assistant Inspector at the time of the annual examination.

Books or maps.

139. Applications for books or maps for school use must be made in duplicate on the proper printed form, and submitted to the Sub-Inspector on the day of the annual examination. The Sub-Inspector

will make his recommendation on one form, which the teacher must send to the Director, retaining the other copy for his file after having made on it a copy of the Sub-Inspector's endorsement on the original.

140. Great care must be taken of all printed forms issued, and in no case will a supplementary supply be issued unless a satisfactory explanation of how the previous supply had been expended is given. Care of forms.

141. Teachers who are removed from one station to another, whether on promotion or otherwise, should in all cases leave in the school from which they are removed, the books, &c., belonging to that school, all stationery, printed forms, circulars, rules, &c., issued from time to time from this Department, for the use and information of their successors. Teachers moving to another station.

142. All circulars and rules should be filed and stitched together according to their dates. Filing of circulars, &c.

143. Teachers who fail to comply with the above requirements are liable to disciplinary action. Penalty.

144. Books of forms for issuing receipts for school fees will be issued as applied for by head teachers. Receipts, &c.

Teaching Apparatus.

145. With a little trouble and ingenuity, teachers can, with the assistance of their pupils and without any expense to themselves, supply their schools with many simple articles which will be of the greatest use in teaching. Every teacher should in this way provide his school with a ruler, a foot rule with inches marked on it, a yard stick which can be used as a blackboard ruler and for measurements, a piece of cord of suitable length which can be used for measurements in the school grounds, and objects for teaching the elements of number, form, and colour to young children in accordance with the handbook of instruction for infant departments.

Every school should have a large collection of seeds, which can be used either for teaching the elements of number or for making patterns, and of pieces of ekel of different lengths, one to six inches long.

Vacations.

146. The vacations for every year will be arranged and communicated to schoolmasters in the month of December.

In village Vernacular schools in the interior, teachers are directed to consult the Assistant Inspector of the district, who is authorized to fix the holidays on the great Sinhalese and Tamil festivals, and during the time of the maha and yala harvests. The total vacation must not exceed seventy days in the year.

Applications for the alteration of vacations should be sent to the Assistant Inspector of the district at least a fortnight before the date from which the alteration is to take effect.

The closing and opening of the school before and after the usual vacation need not be reported to the Director.

Teachers should close their schools on all Government holidays.

Government holidays.

147. When an epidemic is prevailing in the neighbourhood of a school, steps should be taken immediately to prevent pupils from the infected areas from attending school. Applications to close school on account of epidemics should be addressed to the Chairman, Education District Committee. In cases of epidemics, the school may also be closed on the orders of the Government Agent of the Province, the Assistant Government Agent of the District, or a Government Medical Officer. On receiving his permission to close school, the teacher will report at once the circumstances to the Inspector, forwarding the letter authorizing the school to be closed, and giving the date from which the school closed and the period of closure.

Closing of school for epidemics.

CHAPTER V.
FURNITURE AND EQUIPMENT.

Supply of
furniture and
equipment.

148. The Education District Committee is responsible for the supply of all furniture and equipment to schools, and correspondence on the subject should be addressed to the Chairman, Education District Committee, and not to the Director.

Inventory
book.

149. (a) Teachers must keep an account in the inventory book of all furniture, books, maps, and stores in their charge, excluding registers, printed forms, and stationery.

(b) The book will be opened with a list of furniture, &c., supplied to the school. On the left-hand side must be entered on the day of receipt particulars of all articles afterwards received, and on the right-hand side particulars of all articles struck off the return. All letters giving particulars of articles despatched to a school and letters authorizing teachers to strike off any articles must be kept together in a file by themselves as vouchers for articles received or struck off (*vide* also clause 150).

An inventory certificate should be signed and posted to the Chairman, Education District Committee, immediately after articles are entered in the inventory book. When teachers are authorized to construct furniture or purchase articles locally, an inventory certificate should accompany the claim for a refund of the cost of the articles.

(c) On June 30 and December 31 each year the book must be balanced by deducting the total number of articles struck off the return from the total of those received, and the balance on hand should be written down.

Handing over
of equipment.

(d) When a teacher is transferred from one school to another, or proceeds on leave of absence, or leaves his station for the holidays, he should verify the articles in his charge in the presence of the person to whom he hands them over, and both the latter and the teacher should sign the inventory book. Similarly, when a teacher takes over a school he should verify the articles handed over to him in the presence of the person handing over, and both the latter and the teacher should sign the book. Any discrepancies between the actual and the book balance must be reported immediately to the Chairman, Education District Committee.

(e) The inventory book must be produced at the annual examination of the school, and will be signed by the examining Inspector after a verification of the articles on hand. The list of unserviceable garden implements should be sent to the Divisional Agricultural Officer.

Unserviceable
or repairable
articles.

150. The head teacher should prepare a list (in duplicate) of any unserviceable furniture belonging to the school and submit it to the Inspector at the annual inspection. If the Inspector considers that the articles should be destroyed, he should make his recommendation on the list to that effect and forward it to the Chairman, Education District Committee. The teacher will then receive instructions from the Chairman as to what should be done with the furniture. If the Chairman sanctions their destruction, he will return one copy of the list to the teacher with his order, and the teacher will retain this list in support of the articles destroyed and struck off the inventory book.

Additional
furniture.

151. If additional furniture is required in a school, the head teacher should bring the fact to the notice of the Inspector at the annual examination. The latter will make out a requisition in duplicate on the proper form, hand one copy to the teacher to be filed in the school, and post the other copy to the Chairman, Education District Committee.

Notification of
articles
received.

152. Whenever articles of furniture or stores are presented to the school, the teacher should enter them in the inventory book and inform the Chairman, Education District Committee, of the receipt of the articles.

FORMS.

FORM A (Education B 14).

(For English and Bilingual Schools only.)

_____ School.

Report for the month of _____, 19__.

(A)

School hours from _____ to _____	On List.	Boys.	Girls.	Average Attendance.
Number on the List, and Average Attendance in each Standard during the Month	Infant Dept. ..			
	1st Standard ..			
	2nd do. ..			
	3rd do. ..			
	4th do. ..			
	5th do. ..			
	6th do. ..			
	7th do. ..			
	E. S. L. C. ..			
	Total ..			

(B)

(a)

(b)

(c)

Name of each Teacher, Pupil Teacher, or Monitor employed during the Month.	Days on which Absent during the Month.	When reported to the Inspector.

(C)

Number of Hours Daily that each Monitor or Pupil Teacher has been employed in giving and receiving Instruction, respectively.

(D)

• If inspected during the Month, when and by whom.

Summary for the Month.

Remained at the end of the last month ..	
Admitted during the month ..	
Total ..	
Left school during the month ..	
Remaining ..	

Note.—This report should be posted not later than the 10th of the following month.

General Remarks, List of Requirements, Memoranda for Reference and Instructions, &c.

Numbers and Names of Non-paying Pupils.

Name.	Cause of Exemption.*

* If Certificated Free Scholars, state so ; or if the third member of the same family attending the school, state so.

List of Admissions and Withdrawals during the Month.

_____ School.

_____ Signature of Head Teacher.

FORM B.

(For Vernacular Schools only.)

Report for the Term ending _____, 192—.

From the Teacher of _____ School.

To the Assistant Inspector of Schools. _____.

Term ending.	Month.	Number on Roll.		Average Attendance.		Number exempted.	Average Attendance for the Term.
		Boys.	Girls.	Boys.	Girls.		
Previous year ..							
Current year ..							

State for which Month Defaulters' List has been last received, and when : _____.

State from whom Defaulters' Lists are due, and for what months : _____.

State names of Attendance Officers who visited school during the term, with dates : _____.

General Remarks :—(Dates on which any Member of the Staff was absent during the Term should be noted here) _____.

Date : _____, 192—.

Signature of Teacher.

Note.—This report should be posted not later than ten days after the end of the term.

FORM C.

(For Vernacular Schools only.)

Report for the Month ending _____, 192—.

From the Teacher of _____ School.

To the Chairman, Education District Committee, _____.

Month ending.	Number on Roll.		Average Attendance.		Number exempted.	Average Attendance for the Term.
	Boys.	Girls.	Boys.	Girls.		
Previous year ..						
Current year ..						

State for which Month Defaulters' List has been last received, and when : _____.

State from whom Defaulters' Lists are due, and for what months : _____.

Date : _____, 192—.

Signature of Teacher.

Note.—This report should be posted to the Chairman, Education District Committee, not later than the 10th of the following month.

FORM D (Education C 33).

* — School.

† — School.

Group : _____ Province : _____

Statement showing Number of Pupils on the Rolls of the School on March 31, 19 — ; the Average Daily Attendance for the Twelve Months preceding March 31 ; and the Race and Religion of the Pupils.

Number of Children on Roll on March 31, 19 —		Average Daily Attendance for the 12 Months preceding March 31, 19 —	Race.										Religion.									
Boys.	Girls.		Total.	European.	Burghers.	Kandyan.	Low-country.	Ceylon.	Indian.	Malays.	Moors.	Others.	Church of England.	Presbyterian.	Wesleyan.	Roman Catholic.	Christians of other Denominations.	Buddhists.	Hindus.	Muhammedans.	Others.	

Date : _____, 19 —.

Head Teacher.

* Here state classification of school, and whether it is English, Bilingual, or Vernacular.

† Here insert the name of the school, and whether Boys', Girls', or Mixed School.

Note.—This report should be posted not later than April 30.

Changes of Staff during the Year ending March 31, 19 —.

School : _____.

A.—Additional Teachers appointed during the Year.

Name in Full.	Date of Appointment.	From what School transferred.

B.—Teachers transferred during the Year to another School under the same Management.

Name in Full.	Date of Transference.	To what School transferred.

C.—Teachers who have died or left the Service.

Name in Full.	Date of Decease or of Leaving.

D.—Alterations during the Year in Certificates of Teachers on the Staff.

Name of Teacher.	Change in Certificate.	When Change was made.

FORM E.

Withdrawal Certificate.

Name of School : _____
Full Name of Pupil : _____
Full Name of Parent : _____
Admission Number of Pupil : _____
Date of Admission : _____
Age at Admission : _____

Standard. Year of Passing.

Last Standard passed in { Reading
Writing
Arithmetic

Date of Withdrawal : _____

Signature of Head Teacher.

FORM E 1.

Schedule Q 1.

(To be issued only in cases where a child's attendance has been very irregular and a prosecution has been instituted against or fine inflicted on the parents.)

Name of Pupil : _____

Attendance : _____

(Enter here dates of any prosecution or conviction of parents on account of non-attendance of child. State result of prosecution.)

Admission Number : _____

Date of Withdrawal) _____, 19 ____

Schedule Q 1.

(To be issued only in cases where a child's attendance has been very irregular and a prosecution has been instituted against or fine inflicted on the parents.)

Name of School : _____

Full Name of Pupil : _____

Full Name of Parent : _____

Attendance : _____

(Enter here dates of any prosecution or conviction of parents on account of non-attendance of child. State result of prosecution.)

Admission Number of Pupil : _____

Date of Admission : _____, 19 ____

Age at Admission : _____

Standard. Year of Passing.

Last Standard passed in { Reading
Writing
Arithmetic

Date of Withdrawal : _____, 19 ____

Signature of Head Teacher.

FORM F (Education B 59).

Record Sheet.

[This record sheet must be retained by the Manager or Principal of the school which the pupil is attending.]

Name of Pupil : _____
Name of Father in full : _____
Date of Birth : _____
Name of Vernacular School attended : _____
Date of Leaving : _____

	Standard.	Date of Passing.
Last Standard passed at the Vernacular School
{ Reading
{ Writing
{ Arithmetic

English School Attended.

Name of School : _____
Last Standard or Class in which the Pupil received Grant : _____
Subjects in which the Pupil passed : _____
Conduct : _____
Cause of Leaving : _____
Admission Number : _____
Date of Admission : _____
Date of Leaving : _____

I certify that the above Pupil has paid all fees due up to the date of his withdrawal.

Date : _____

Manager or Principal.

FORM G (Education B 37).

(For English and Bilingual Schools only.)

Statement of Fees recovered on Account of _____ College/School for the Month of _____, 19 ____.

1	Form, Standard, or Stage.																						
2	Total Number of Pupils remained over last Month.																						
3	New																						
4	From other Standards.																						
5	Total.																						
6	To other Standards.																						
7	Struck off for Absence.																						
8	Struck off for Non-payment of Fees.																						
9	Left School.																						
10	Balance in Standard.																						
11	Certified.																						
12	Absentees.																						
13	Number of Pupils liable for Fees.																						
14	Rate.																						
15	For Current Month.																						
16	For Admission.																						
17	In respect of Arrears.																						
18	From Previous Months.																						
19	For Current Month.																						
20	Particulars of Credit.																						

NOTES.—(1) Column 13 should show the number given in Column 5 less number shown in Columns 6, 7, 11, and 12 only.
 (2) Column 18 should show the amount appearing under Columns 18 and 19 of the statement for the previous month less amount recovered as shown under Column 17.

I certify that the foregoing is a true statement of all fees collected by me during the month of _____, 19 ____, and that the particulars of pupils shown above and overleaf are correct.

Date: _____, 19 ____.

_____ for Director of Education.

_____ Principal or Head Master.

Particulars of Non-paying Pupils, &c., and Receipts issued.

Pupils.										Receipts issued.		
Struck off for Non-payment of Fees.		Struck off for Absence of more than a Month.		Left School of their own accord.		Absent throughout the Month.		Free Pupils.			Re-admitted during the Month.	
Standard.	Admission Number.	Standard.	Admission Number.	Standard.	Admission Number.	Standard.	Admission Number.	Standard.	Admission Number.		Standard.	Admission Number.

FORM H (Education C 13).

(a) Monthly Return of the _____ Vernacular School at _____, showing a List of the Children who failed to attend or were irregular in attendance at School during the Month of _____, 19__.

(b) The Teacher must fill up the first six columns and forward the lists as directed by Circular. He must not insert the name of any child whose absence is due to illness, the prevalence of an epidemic, or other unavoidable cause. If there are no defaulters a "Nil" copy of the return must be sent. The form must finally be returned to the Teacher with a statement of the result of the case or other action taken.

Name of Defaulter.	Number in School Register.	Age.	Dates on which he has been Absent.	Name and Number of Village to which Defaulter belongs.	Name of Parent or Guardian.	Headman's Report, if called for.	Order of Chief Headman, President, or Government Agent.	No. of Case.	Result of Case or other Action taken.

FORM I.

Ceylon Education Department.

Application for the Post of _____ Teacher _____ School.

Name in full of the Applicant : _____.

Date of Birth : _____, 19 ____ Years of Service : _____.

Nationality : _____.

Qualification with the year passed : _____.

Numbers of endorsements on the Certificate : _____.

(A copy of the last three endorsements should be attached to the application.)

Particulars of Service under the Department :—

School.	Post.	Date of Appointment.	Date of Transfer.

Place of Birth : _____.

Name of Village and Korale where Parents live : _____.

Is the Applicant married : _____.

Name of ^{husband*}
 wife : _____.

If ^{husband*}
 wife is employed under Government. State in what capacity and where stationed : _____.

Number of Children : _____.

Postal Address of the Applicant : _____.

Signature : _____.

Date : _____, 19 ____.

* Strike out the word which does not apply.

FORM J.

Application for Leave.

1. Name of Applicant : _____.
2. Appointment held : _____.
3. Name of School : _____.
4. Period for which leave is required : _____.
5. Reason for leave : _____.
6. Acting arrangement suggested : _____.
7. Leave already taken during the year : _____.

Full pay : _____.

Half pay : _____.

No pay : _____.