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கல்வி அமைச்சு
Ministry of Education

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My Ref.

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Your Ref.

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திகதி
Date } 2020.04.23

No of Circular :- 14/2020

All Provincial Secretaries of Education,
All Provincial Directors of Education,
All Zonal Directors of Education,
All Divisional Directors of Education,
All Chief Incumbents of Pirivena Institutions,
All Principals,
All Heads of Private Schools,

National Program of Writing a Precious Book for the Country

1. Introduction

This program is introduced to enhance the moral power and improve creativity of nearly 4.3 million schoolchildren who are confined to their homes due to the COVID 19 pandemic spreading throughout the world in 2020. Objectives of said program would be providing opportunities for students to gather their thoughts in this period in a form of a book and present it to the society, allowing students to read books, develop positive attitudes and skills and creatively present them to the nation and thereby bringing forth a set of grass root writers from the school system. All students, both lay and clergy from government schools, private schools, pirivenas, and international schools can submit their creative writings in Sinhala, Tamil or English languages for this program. The program shall be implemented at school, zonal, provincial and national levels.

2. Role of the School:-

School should form an evaluation committee under the leadership of the Principal. The chairperson of said committee shall be either the Principal himself/herself or a Deputy Principal appointed by Principal. In addition, the committee shall comprise of the subject head of relevant language, the teacher in-charge of the school library, and two (02) other subject head teachers. The role of the committee is to evaluate the creative writings of schoolchildren. The Principal should make all teachers aware to direct schoolchildren to engage in creative writing. It is the duty of the class teacher to encourage all students to engage in creative writing and present their writings for this program. The class teacher should certify the manuscripts submitted by students as their own creations and forwarded to the school evaluation committee. The school evaluation committee shall forward the successful entries to the Divisional Director of Education. The school level supervisions of said program and decision-making power in case of any issues arisen thereof shall be with the Divisional Director of Education. The Divisional Director shall categorize the best entries submitted by schools as per the number of students in schools, i.e. less than 200, 201-500 and more than 500. Moreover, such entries need to be further

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categorized as grade 01-05, 06 – 10 and 11-13 and accordingly should be forwarded to the Zonal Education office under nine categories.

3. Role of the Zonal Education Office:-

Zonal Director of Education shall appoint a five-member committee comprised of a Deputy Director of Education, the Zonal coordinator in charge of school library development, Officer in charge of relevant language (Sinhala/Tamil/English), a writer or a language expert, and a suitable subject director of education. Said five member committee shall evaluate the entries submitted by the Divisional officers and send the selected best entries to the Provincial Director of Education together with evaluation results and relevant marks sheets before the given deadline as per the conditions given in section 06 below.

4. Role of the Provincial Department of Education

Provincial Director of Education shall appoint a five-member committee comprised of the Provincial Director himself/herself or an officer representing him/her, the Provincial coordinator in charge of school library development, Officer in charge of relevant language (Sinhala/Tamil/English), a writer or a language expert, and a suitable subject director of education. Said five member committee shall evaluate the entries submitted by the zonal officers and send the selected best entries to the School Library development unit of the Ministry of Education with evaluation results and relevant marks sheets before the given deadline.

5. The Time line for the Program :-

Final dates of the submission of entries under this program is given below

		2020	2021 and further years
01	Deadline for submissions from school to Divisional office	30 th June	31 st May
02	Deadline for Submissions from Divisional office to Zonal office	15 th July	15 th June
03	Deadline for submissions from zonal office to provincial office after evaluations	15 th August	15 th July
04	Deadline for submissions to Ministry of Education after provincial evaluations	15 th September	15 th August
05	Release of National Level Results	15 th October	15 th September

6. Conditions for conducting the program

- 6.1. All schoolchildren from grade 1 to 13 can submit their writings to this program. For Grade 01 and 02, students' creations can be submitted as a collection. (paintings/ poems/Children's stories/ picture stories/ cartoons).
- 6.2. For students from grade 3 to 13 one of the following genres can be selected for submission.

Genres

Children's stories	Poems	Youth Literary writings
Short stories	Novels	Drama
Translations	Historical stories	Phantom Stories
Mythical stories	Mistry Stories	Fables
Folk stories	Science Fictions	Environmental tales
Biographies	Autobiographies	Fairy Tales
Exaggerated stories	Religious stories	Heroic tales
Subject related books	Legends	Mixed creations

- 6.3. All creations should be forwarded in applicant's own handwriting with a computer typed softcopy. The softcopy should accompany its hardcopy as well. (However, not forwarding the softcopy shall not result in disqualifying the applicant)
- 6.4. For a short story collection, at least five short stories should be included.
- 6.5. For a collection of poems, 20 to 50 poems or free style poems should be included
- 6.6. For a novel there should be minimum 120 computer typed pages
- 6.7. For children's stories, there should be at least 16 A4 pages. All other books should consist of more than 49 pages and less than 150 pages.
- 6.8. Children's stories should consist of color pages and illustrations.
- 6.9. "Iskoole Pota" should be used for computer typesetting.
- 6.10. For children's stories font size should be 14 and for all other books font size shall be 12 and the line spacing shall be 1.5.
- 6.11. The space between a topic and a line should be 2.0
- 6.12. Page margins for all computer typed pages shall be, 1.5 inches for the left margin and other three margins shall be 1.0 inch each.
- 6.13. If photographs included they shall be either black and white or four-color photographs. Such photographs should not reveal any personal identity.
- 6.14. No names and places used should be real or reflect any personal identity.
- 6.15. Front cover can include pictures or illustrations as suitable.

- 6.16. All poetry books may or may not contain illustrations. However, no Clip Arts can be included.
- 6.17. When submitting handwritten creations, they need to be hardbound and can be submitted as a hardcopy. However, not being able to prepare a softcopy shall not be a disqualification for the program. For such entries, the Principal and the relevant officers should accept the hand written copy for evaluation.
- 6.18. Soft copies of selected creations by the zonal evaluation boards can be forwarded to the province in CD format or by email in pdf format. Similarly, selected creations by provincial boards can also be forwarded in the same formats to the Ministry of Education.
- 6.19. No any document or creation previously published or a part thereof shall be included in submissions without quoting the original publication or receiving proper approval from the relevant author/publisher.
- 6.20. For grade 11, 12 and 13 subject related books, projects or research reports can be submitted. For such submissions, procedures given 6.21 and 6.22 should be followed.
- 6.21. For books with subject matters, illustrations and photographs need to be included only when detailed descriptions are necessary.
- 6.22. For quoting, a list references should be attached. The referencing style need to be either API or Harvard style.

Ex: Name of the Writer : - P. Thenabadu
Year : - 1959
Name of the Book : - Sinhala Writings and Literary Appreciation
Publisher : - Colombo Apothecaries & Co.
Published City : - Colombo

Above details would be included in the referencing list as follows.

Thenabadu, P. (1959). Sinhala Writings and Literary Appreciation. Colombo: Apothecaries & Co.

- 6.23. When submitting research reports and projects in this category, applicants should follow the related ethics.
- 6.24. When giving annexures they should be numbered and should attached to the manuscript.
- 6.25. The pages of the book should be arranged as follows.
1. First Page :- Name of the book, Name of the Writer, The illustration
 2. Second Page: - Prepare a same page as above

3. Dedication: - You may offer / dedicate the book to any person of your choice.
Example “ This book is dedicated to mywith love”
4. Thanking : - you can thank for those who helped you to publish the book. (Use not more than two A4 pages).
5. Forward: - a description on the book and the writer. (Use not more than two A 4 pages)
6. Content: - Include main and sub topics with page numbers. (Not applicable for children’s stories)
Use roman numbers up to the content page and Hindu Arabic numbers beyond there.
For more information visit <http://www.natlib.lk> & <http://www.moe.gov.lk> or contact the Library Development Unit of the Ministry of Education or the National Library and Information Services Board.

7. Criteria for evaluation of books and present awards

- 7.1. The Best 10,000 copies selected from provincial level and sent to the Ministry of Education will be electronically published and included in the e- library. Certificates of participation will be awarded for all such publications.
- 7.2. Certificates of merit shall be awarded for 1000 publications selected out of said 10,000 publications under each category.
- 7.3. From said publications, 100 will be selected for best publication awards. Library and Information Services Board shall print and publish those selected 100 publications.

It is expected that all officers consider this endeavor as a program of national significance and extend their fullest cooperation to make this endeavor a great success. In case of any discrepancy arises between Sinhala, Tamil and English copies of this circular, the Sinhala document shall be considered correct.

The Ministry of Education and the Library and Information Services Board will coordinate this whole program.

Sgd. N.H.M. Chitrananda
Secretary
Ministry of Education