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எனது இல.
My Ref.

ED/01/21/04/03

ඔබේ යොමුව
உமது இல.
Your Ref.

දිනය
திகதி
Date

2024.05 14

Circular No. : 17 /2024

All Provincial Secretaries of Education
All Provincial Directors of Education
All Zonal Directors of Education
All Divisional Directors of Education
Principals of selected schools

**Procedures to be followed when Gift Vouchers are issued
to purchase Sanitary Pads for School Girls**

We are pleased to announce you that actions are taken to issue gift vouchers for needy female students in selected schools for year 2024 in order to purchase of sanitary pads. It is mandatory to act as per this Circular when these gift vouchers are issued to female students.

02. After the Ministry of Education provides you the vouchers for purchasing sanitary pads, they must be distributed by you among the selected schools immediately and actions must also be measured to issue these vouchers to the relevant female students.

03. These vouchers are issued based on the statistical information of the female students of the selected schools provided by the Statistics Division of the Ministry of Education.

04. At this,

4.1. In the year 2024, all the beneficiaries shall be given a Gift Voucher worth of Rs.1200/= that consisting with two installments as Rs. 600/= each.

4.2 In the year 2024, the issuance of sanitary pads for gift vouchers shall be carried out through a specially prepared computer software application by the traders those who have been registered under the Ministry of Education only.

4.3 This voucher consists of three parts, the copy to be kept by the principal and the copy to be given to the store when the Sanitary pads are purchased by the girls as named as A and B accordingly. Format of the gift Voucher is as follows.

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<p>Government Subsidy Scheme for School Children</p> <p>2024</p> <p>A</p> <p>B</p> <p>12345678912345678745</p> <p>12345678912345678746</p> <p>1200/-</p>	<p>Government Subsidy Scheme</p> <p>2024</p> <p>B</p> <p>A</p> <p>12345678912345678746</p> <p>600/-</p> <p>2024.09.01 - 2024.09.30</p> <p>600/-</p> <p>2024.06.10 - 2024.07.10</p>	<p>2024</p> <p>A</p> <p>12345678912345678745</p> <p>1200/-</p>
<p>ശ്യാമപ്രസാദ് ക്ലബ്ബ് സർവ്വീസ് സെന്റർ (S.S) കടന്നിടം സർവ്വീസ് സെന്റർ</p> <p>ശ്യാമപ്രസാദ് ക്ലബ്ബ് സർവ്വീസ് സെന്റർ (S.S) കടന്നിടം സർവ്വീസ് സെന്റർ</p> <p>ശ്യാമപ്രസാദ് ക്ലബ്ബ് സർവ്വീസ് സെന്റർ (S.S) കടന്നിടം സർവ്വീസ് സെന്റർ</p>		
<p>സംസ്ഥാന മന്ത്രി</p> <p>മന്ത്രിയുടെ പേര്:</p> <p>മുദ്ര</p> <p>12345678912345678745</p> <p>(സർവ്വീസ് സെന്റർ)</p>	<p>സംസ്ഥാന മന്ത്രി</p> <p>മന്ത്രിയുടെ പേര്:</p> <p>മുദ്ര</p> <p>12345678912345678746</p> <p>(സർവ്വീസ് സെന്റർ)</p>	<p>12345678912345678745</p> <p>1200/-</p>

05. Sanitary Pads gift vouchers being printed using safty printing methods by the Ministry of Education, shall be packed according to selected schools and being separated according to divisional offices and shall be provided to the Provincial Department of Education for distribution.

06. Issuance of Gifts Vouchers to Zonal Director of Education / Divisional Director of Education.

6.1 As soon as the gifts vouchers are provided by the Ministry of Education, to the Provincial Director of Education, such should be distributed to the relevant Zonal Director of Education immediately and necessary actions must be taken to distribute of these gifts vochers to the Divisional Director of Education immediately. Number of gifts to be distributed by the Divisional Education Offices must be undertaken, followed by being cheked the number of Gift Vouchers.

6.2 Form SGSP 01 (EDU) from the Ministry of Education to the Provincial Director of Education and Form SGSP 01 (Zone) form the Provincial Director Education to the Zonal Education Offices and Form SGSP 01 (DIV) from Zonal Education Director to the Divisional Director of Education should be used when the Gifts Vouchers on Sanitary Pads are issued.

07. Issuance / acceptance of gifts to school principals

7.1 Separately packed and parceled Gift Vouchrs according to the selected schools, the Gift Vouchers on Sanitary Pads issued by the Divisional Director of Education should be checked carefully in terms of the Sequential Numbers and handed over / accepted by the principals of school.

7.2 In this case, Gifts Vouchers on sanitary pads should be issued to schools by Divisional Education Offices using SGSP 02 (SCH) forms.

08. Instructions to Principals on distribution of Gifts Vouchers among female students

8.1 Based on the information provided by the statistics Division of the Ministry of Education related to the number of female students relevant to the each school and It is the responsibility of the principals to issue gift vouchers only to all the female students who have been confirmed as attained puberty, in Grade Six (06) or above and their names have alre dy been mentioned in the class registers of the school.

Gifts Vouchers on sanitary pads shall be issued to the schools by the Divsional Education Office by using the Form SGSP 02 (SCH).

8.2 The sanitary Pads given to the school should be included in a sub-folder register and must be kept safely and a suitable program to distribute them among the beneficiaries must be setup by the principals. Actions should be taken to handover the Gift Vouchers to the benificaries after being perfected the Form SGSP 03 which is prepared by including the names of the beneficiaries and the original part (counterfoil) of the issued gifts vouchers should be kept safely under the custody of the Principal. If there is any surplus, after the distribution of Gift Vouchers on Sanitary Pads received to the school for the beneficiaries, it should be included in the Form SGSP 04 and actions must be taken to be returned.

8.3 The Principal's official stamp must be placed on the reserved place of the back of all Gift Vouchers received by the school.

8.4 The official stamped gift cards should be handed over to the class teacher for distribution to the female students of each class. These Gift Vouchers must be entered in a document by the class teacher and the names of the respective students must be mentioned on each Gift Voucher and the gift vouchers must be handed to the students correctly and their signatures must also be taken thereafter. For this the Form SGSP 03 should be utilised.

8.5 In providing Gift Vouchers on Sanitary Pads to the female students mentioned in above 8.1, **both parts A and B of the three-part Gift Voucher should be issued simultaneously to the relevant female students. The validity period of parts A and B of the gift voucher is mentioned, and the students should be informed to use the part with the letter A first and the part with the letter B secondly.**



8.6 Gift vouchers must be handled with Care since the gift voucher value or gift voucher numbers are scrubbed, it might be invalid.

8.7 After issuance of this gift card, the said signature document (SGSP 03) should be kept safely in the school for further audit activities and a certified copy by the Principal should be sent to the Additional Secretary (Procurement) of the Ministry of Education.

8.8 The Principal is obliged to distribute all the Gift Vouchers on Sanitary Pads received by the Principal methodically and transparently to the relevant students and actions must also be taken to complete all the relevant documents thereof correctly.

8.9 The Principal has to take necessary action to inform to the female students in order to purchase sanitary pads within that period recorded in the Gift voucher as, from 10.06.2024 to 10.07.2024 for Part A and from 01.09.2024 to 30.09.2024 for Part B

09. It is the role of the principal to inform the students and parents on the purchase of quality sanitary pads with SLS certificate in purchasing sanitary pads from these gift vouchers. However, principals should be careful not to promote any brand or shop for purchasing sanitary pads in relation to purchasing the sanitary pads. Furthermore, students and parents should be informed that sanitary pads should be purchased only from the registered trade establishments under the Ministry of Education and to follow the instructions given by the Ministry of Health on the use and disposal of sanitary pads after being used.

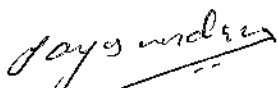
10. Handover of excessive gift vouchers followed by the distribution of Gift Vouchers on sanitary pads among female students.

10.1 If there is a surplus after the distribution of gift vouchers in a school, the Principal should inform to the Divisional / Zonal Director of Education in writing and necessary actions should be taken to hand over the excess amount of gift vouchers on sanitary pads methodically to the Divisional / Zonal Director of Education. For this, the Gift Voucher Return Document (Form SGSP 04) should be prepared in two copies, and details such as gift voucher number, value, number of items handed over etc. should be included therein. One copy of the Gift Voucher Return Document should be kept safely in the school and the other copy should be handed over along with the respective gift vouchers. Even if the gift vouchers are not remained, the same should be declared in form SGSP 04. The original part of all distributed Gift Vouchers should be kept safely in the school.

10.2 The final report should be prepared by the Department of Provincial Education based on the reports received after the distribution of the gift vouchers received from all the schools belonging to their zone and must be sent to the Additional Secretary(Procurement), 5th Floor, Ministry of Education, "Isurupaya", Battaramulla. along with the remaining gift vouchers according to the SGSP 04 format on or before 10.08.2024 .if not , it should be delivered by hand.

11. I hereby emphasize that a random survey must be conducted by being deployed a board of survey by the Zonal Director of Education on the reports in distributing the Gift Vouchers at the schools, followed by being received by the Zonal Director of Education. It is a responsibility of the Zonal Director of Education. The Zonal Director of Education is authorized to deploy teachers or other officials in this regard. A copy of the relevant survey report should be presented to the Secretary of Education and the Auditor General.

12. I emphasize that it is the sole responsibility and duty of your all to properly carry out the necessary activities to provide sanitary pads to the female students studying at the selected schools.


J.M.Thiraka Jayasundara
The Secretary

Provincial Director of Education

Issuance of Gift Vouchers to female students in order to purchase Sanitary Pads

Disrturbation of Gift Vouchers on Sanitary Pads Year 2024

The number of Gift Vouchers on Sanitary pads relevant to the female students being studied at the selected schools under the zones in your province for year 2024, are provided as follows.

Zone	Division	Number of Gift Vouchers	Voucher No		Value	
			From	To	Rs.	Cts.
Total						

Number of Gifet Vouchers aforementioned have been

Submitted correctly.

.....
 For Secretary
 Ministry of Education
 Official Stamp

Undertaken correctly.

.....
 Provincial Director of Education
 Official Stamp

Zonal Director of Education

.....

Disrtribution of Gift Vouchers on Sanitary Pads Year 2024

The number of Gift Vouchers on Sanitary pads relevant to the female students being studied at the selected schools in your Educational Zone for year 2024, are provided as follows.

Division	No of Vouchers	Voucher No		Value	
		From	To	Rs.	Cts.
Total					

The above number of vouchers have been accurately

Handed over

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

Received

.....
 Zonal Director of Education
 Official Stamp

Copy : Secretary, Ministry of Education

Divisional Director of Education

.....

Disrtrbution of Gift Vouchers on Sanitary Pads Year 2024

The number of Gift Vouchers on Sanitary pads relevant to the female students being studied at the selected schools in your Educational Division for year 2024, are provided as follows.

School	No of Vouchers	Voucher No		Value Rs. Cts.
		From	To	
Total				

The above number of vouchers have been accurately

Handed over

.....

For Zonal Director of Education
 Official Stamp

Received

.....

Divisional Director of Education
 Official Stamp

Copy:

1. Secretary, Ministry of Education
2. Provincial Director of Education

Princial

.....

Disrtribution of Gift Vouchers on Sanitary Pads Year 2024

Gift Vouchers on Sanitary Pads related to your school for year 2024 will be provided as follows.

	School	No of Vouchers	Voucher No		Value	
			From	To	Rs.	Cts.
	Total					

The above number of vouchers have been accurately

Handed over

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

Received

.....
 Divisional Director of Education
 Official Stamp

Copy:

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

**Handing over the remaining Gift Vouchers after the issuance of Gift Vouchers to
be purchased Sanitary Pads for femal students 2024**

Additional Secretary (Procurement)
Ministry of Education,
Isurupaya,
Battramulla.

The remaining Gifet Vouchers are hereby returned accurately interms of the Document For Distribution of the Gift Vouchers on Sanitary Pads for Students available in the School of.....

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

Handed over

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

Received

.....
Divisional Director of Education
Official Stamp

Handed over

.....
Divisional Director of Education
Official Stamp

Received

.....
Zonal Director of Education
Official Stamp

Handed over

.....
Zonal Director of Education
Official Stamp

Received

.....
Provincial Director of Education
Official Stamp

(All the excessive Gift Vouchers sent by the Zonal Education office must be gathered by the Provincial Director of Education and actions must be taken to hand over to the Procurement Division under the Ministry of Education)