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பாதுகாப்பு அமைச்சு
MINISTRY OF DEFENCE

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பாதுகாப்பு தலைமையக கட்டிடம், ஸ்ரீ ஜயவர்தனபுர, கோட்டை, இலங்கை.
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எனது இல }
My No }

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திகதி }
Date } 08 .04.2022

Circular No: - 2022/01

Commander of the Army,
Commander of the Navy,
Commander of the Air Force,
Inspector General of Police,

Admission of children of the Tri Forces and the Police to the first grade of government schools -Year 2023

I kindly request you to follow the terms and conditions mentioned in this circular in the year 2023 for the admission of children to the first grade of schools under the special concession of the officers of the Tri Forces and the Police.

1. Basic Qualifications,

- I. Applications should be submitted only for children who have completed 5 years by January 31, 2023. (Attaching a copy of the birth certificate with each application is **compulsory**.)
- II. Applications will be considered only for marks earned by members of the Armed Forces and the Police by 31st January, 2022.

1.1. Children who are eligible for admission:

- I. Children of those who died and disappeared during the operation.
- II. Children of persons who became disabled during the operation and retired due to medical reasons.
- III. Children of members of the Tri Forces and the Sri Lanka Police who are currently in Active service.
- IV. Priority will be given to the children of those mentioned in items i, ii, iii, above and for the remaining vacancies, children of those who joined the active service before 2009 and retired after 22 years of service.

2. Submission of applications
 - 2.1. Applications for admission to Grade I should be made available at the relevant locations of the Tri Forces and the Police, as well as on the website of the Ministry of Defence (www.defence.lk) and on the websites of other Forces and the Police (www.army.lk, www.navy.lk, www.airforce.lk, www.police.lk) by the time. **(Form A)**
 - 2.2 The application can be submitted only by the officer of the three forces or the police. If the relevant member is deceased, applications should be submitted by the spouse or the legal guardian.
 - 2.3 Completed applications should be forwarded to the Director of Welfare through the relevant facilities and applications should not be submitted directly to the Ministry of Defence for any reason. The officers in charge of the regiment should maintain a formal record of the applications received and recommend them to the Board of Welfare.
 - 2.4 A reference number should be provided for each application submitted and the applicant should be informed of the receipt of the application form at the time of receipt. This number should be used in all future activities related to these applications.
 - 2.5 10 schools should be named according to the order of preference. When naming these schools, it should be ensured that they conduct grade one class. Schools should also be selected with special attention to the child's gender, medium of language and religion.
 - 2.6 Separate applications should be submitted in respect of twins and those applications will be dealt with in accordance with the policy decisions of the Ministry of Education.
 - 2.7 In case of adoption of a child by a court decision, the matters mentioned under Section 4.5 of the Circular No. 2019/29 of the Ministry of Education should be strictly adhered.
 - 2.8 If you are applying for admission to the Defence Services College, Colombo 03 and the Defence Services College, Kurunegala, **special applications relevant to it should be obtained from the relevant locations** and forwarded to the relevant Board of Welfare and, on this basis, the two colleges should not be included in the 10 schools listed in the application submitted for government schools.

- 2.9 **Only one application** should be completed by each applicant and the original should be submitted to the Ministry of Defence, photocopies certified as true copies to the Ministry of Education; to the relevant Tri Forces and to the Welfare Board of the Sri Lanka Police. (one copy should be kept with the applicant.)
- 2.10 On the basis of this special concession, the active service period of the applicant will be given priority in the admission of children to the year one and the approximate residence will not be considered in giving marks. Therefore, if the applicant resides in the vicinity of the school where the applicant's children are expected to be admitted, applications can be submitted to the Principal on home basis, alumni basis and sibling basis outside this base and, If a child is selected for one school on both other grounds and on this basis, the principal has the ability to admit that child to this special concession category. (According to the Ministry of Education Circular). However, all applicants residing near schools should be encouraged to apply on the household basis.
- 2.11 Applications can also be made on this basis for the children of officers who are on leave abroad on official or personal leave at the time of submitting the application. However, if both parents are not in Sri Lanka, the application can be submitted by a person who is legally (by a Power of Attorney) the custodian of the child. After the child is selected for school, the child must be admitted to the school at the time of commencement of school for the grade one, and if not, subsequent appeals will not be considered.
- 2.12 Completed application should be submitted to the Director of Welfare before 31.05.2022. Applications submitted after that date will not be considered.

3. Marking Methodology

3.1. Marking procedure.

- 3.1.1 Action should be taken to give relevant marks to the Armed Forces and the Police in general, taking into account the circumstances of death or disappearance, disability, period of service in operation, total period of service in service, rank and medals.
- 3.1.2 Furthermore, the siblings basis and the past pupil basis should not be used in giving marks.
- 3.1.3 The current marking procedure for the Tri Forces and the Sri Lanka Police should be approved by the Secretary to the Ministry of Defence.

- 3.1.4 On this basis it is emphasized that you should give marks according to the methodology given to you with the approval of the Ministry of Defence with regard to the admission of children to the first class and no action should be taken to give marks outside that.
- 3.1.5 All marking and selection methodology should be more fair and transparent. Further, the relevant Welfare Directors should take action to make all the officers and other ranks aware of the marking procedure and the application form should be accompanied by a certified copy of the marking procedure in 3.1.3.
- 3.1.6 Interviews should be conducted for the members of the Tri Forces and the Sri Lanka Police and all documents should be verified and the original in which the marks were recorded should be sent to the Ministry of Defence with the signatures of all the members of the interview board.
- 3.1.7 As suggested at the discussion held at the Ministry of Defence on 05.04.2022, the method of selection should be followed. However, action should be taken to submit that methodology in writing to the Ministry of Defence.
- 3.1.8 The members of the Tri Forces and the Police should be informed separately about the marks obtained during the interview and they should have signed the relevant application stating that the marks are accurate and seen.
- 3.1.9 A detailed soft copy of the marks in the original should also be sent to the Ministry of Defence.
- 3.1.10 After checking whether the marks in the application are the same as the marks in the original which indicate the marks obtained by the applicants, the provisional score list should be published on the Ministry of Defence website (www.defence.lk) and other relevant websites (www.army.lk, www.navy.lk, www.airforce.lk, www.police.lk).
- 3.2. Revision of marks.
 - 3.2.1 If there is a discrepancy between the marks obtained by a person in the interview and the marks indicated on the internet Requests can be made to the relevant Director of Welfare within two weeks from the date the marks are published. Requests made after that period will not be considered.
 - 3.2.2 The temporary schools list prepared by the Ministry of Education in accordance with the final mark list prepared after accepting appeals for discrepancies in the provisional mark sheet shall be published on the websites of the relevant Tri Forces and the Sri Lanka Police and on the website of the Ministry of Defence.

4. Appeals and objections.

4.1 In case of dissatisfaction with the schools received after the publication of the provisional schools list on the Website, the relevant appeals under **Form B** should be forwarded to the Director of Welfare within **two weeks**.

4.2 Appeals can be made only on the following grounds:

- Non-receipt of any of the requested schools.
- Request for another school to replace the school received in case of transfer after submitting the application.
- To solve the problems of twins.
- For amendments to applications. (Application No., School Batch No., Rank, Name of the applicant, Name of the child, Personal address, NIC No., Telephone No.)
- When the applicant is on leave abroad for official purposes.

Appeals should be made only in respect of the above matters and appeals made after the due date will not be considered.

4.3 The Ministry of Defense will notify the Ministry of Education of any amendments made after considering the appeals of 4.2 above.

5. Submission of final school list and waiting list.

5.1 The Ministry of Education will issue the final schools list including the amendments given in 4.3. The final schools list will not be amended for any reason. Subsequent appeals should not be made directly to the Ministry of Education and the Ministry of Defence, and appeals can be made to the Director of Welfare / Air Secretary only for schools with vacancies.

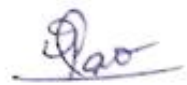
5.2 According to the final schools list, the Tri Forces and the Sri Lanka Police should issue separate letters informing the parents of the school received under **Form C**.

5.3 Hard copies of the final schools list and waiting list should be issued to the schools with the signature and official stamp of two authorized officers of the Ministry of Education and the Ministry of Defence.

5.4 The Ministry of Education should issue the list of vacancies including the remaining vacancies and the waiting list after allocating schools for those of the Tri Forces and the Police Department.

6. Admission of children for vacancies.
 - 6.1 The relevant welfare units should coordinate the provision of a school according to the school vacancy list, for those who do not receive any school as per the final schools list of 5.4.
 - 6.2 Calling for applications, issuance of all mark sheets, temporary schools lists, final schools lists will be done on the due dates as per the time frame provided by this Ministry and dates should be revised with the approval of the Ministry of Defence and the Ministry of Education only for unavoidable reasons.
 - 6.3 An appropriate internal arrangement should be made to notify the relevant Director of Welfare / Air Secretary immediately when a member intends not to admit a selected child to that school.
 - 6.4 The enrollment of their children in the selected schools should be completed prior to the date given for completion of the work by this Ministry, from the date of commencement of admission in the relevant school. Those who do not enroll their children within those periods should be made aware that they will be treated as those who do not need the relevant schools.
 - 6.5 Children of those who admitted their children according to the final schools list and children of those who qualify according to the waiting list for identified vacancies (not yet enrolled in any school) should be nominated for the relevant vacancies and submitted to the Ministry of Defence with the recommendations of the Welfare Board.
 - 6.6 In recommending the name of someone at the bottom of the waiting list surpassing someone at the top of the waiting list, an affidavit must be obtained from all those who have higher marks attesting to the fact that they have no objection to giving it to the recommended person who has lower marks, surpassing the opportunity they are having.
 - 6.7 Requests for a school should be recommended based on the grievances of those who do not have any school, only in cases where there is no waiting list or members on the waiting list are not admitted to the relevant schools.

6.8 No request will be considered regarding the admission of children of the Tri Forces and the Sri Lanka Police to grade one after 31/03/2023, and thereafter the remaining vacancies should be dealt with in accordance with Section 14.1 of the Circular No. 2019/29 of the Ministry of Education.



D. M. Saman Dissanayake
Additional Secretary
(Civil Security and Development)
Ministry of Defence

**Signed by / General Kamal Gunaratne
(Retired)**

WWW RWP RSP USP ndc psc MPhil
Secretary
Ministry of Defence

Copies :-

01. Secretary of Education - For necessary action, please.
02. Director of National Schools - For necessary action, please.
03. Director of Data Management - For necessary action, please.
04. All Provincial Directors of Education - For necessary action, please.
05. Director of Welfare / Air Secretary - For necessary action, please.
(Army / Navy / Air / Police)