



ACTION PLAN -2024

National Education Commission



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National Education Commission

1. Introduction

- **Vision**

Holistic society of progressive and lifelong learners for a peaceful, cohesive Sri Lankan society attuned to facing local and global challenges

- **Mission**

Function as the premier organization in setting national education policy, goals, competency profiles, and standards of educational qualifications with monitoring and certification roles with the view to improve quality, relevance, and standards of education

Powers and Functions of the Commission

1. The functions of the Commission shall be;

(a) To make recommendations to the President, on educational policy in all its aspects, with a view to, ensuring continuity in educational policy and enabling the education system to respond to changing needs in society, including an immediate review of educational policy and plan or plans and the making of recommendations to the President, on a comprehensive National Education Policy;

(b) To review and analyze periodically, the National Education Policy and Plan or plans in operation and where necessary, to recommend to the President, changes in such Policy, Plan or Plans;

(c) To advise the President on any other matter relating to education which may be referred to it by the President, for its advice.

2. Without prejudice to the generality of the matters in respect of which recommendations may be made by the Commission under subsection (1), the Commission may make recommendations to the President on the following matters :-

(a) The changes in curricula and teaching methods in educational institutions that are necessary to match education to employment, industry, and social needs;

(b) The adequacy of guidance and counseling for students in educational institutions, to enable them to develop their potential to the full;

(c) The measures necessary to strengthen the links between educational institutions and the community;

(d) The development of educational institutions as resource centers for all-round human development in the community;

(e) The measures necessary to reduce area-wise disparities among schools;

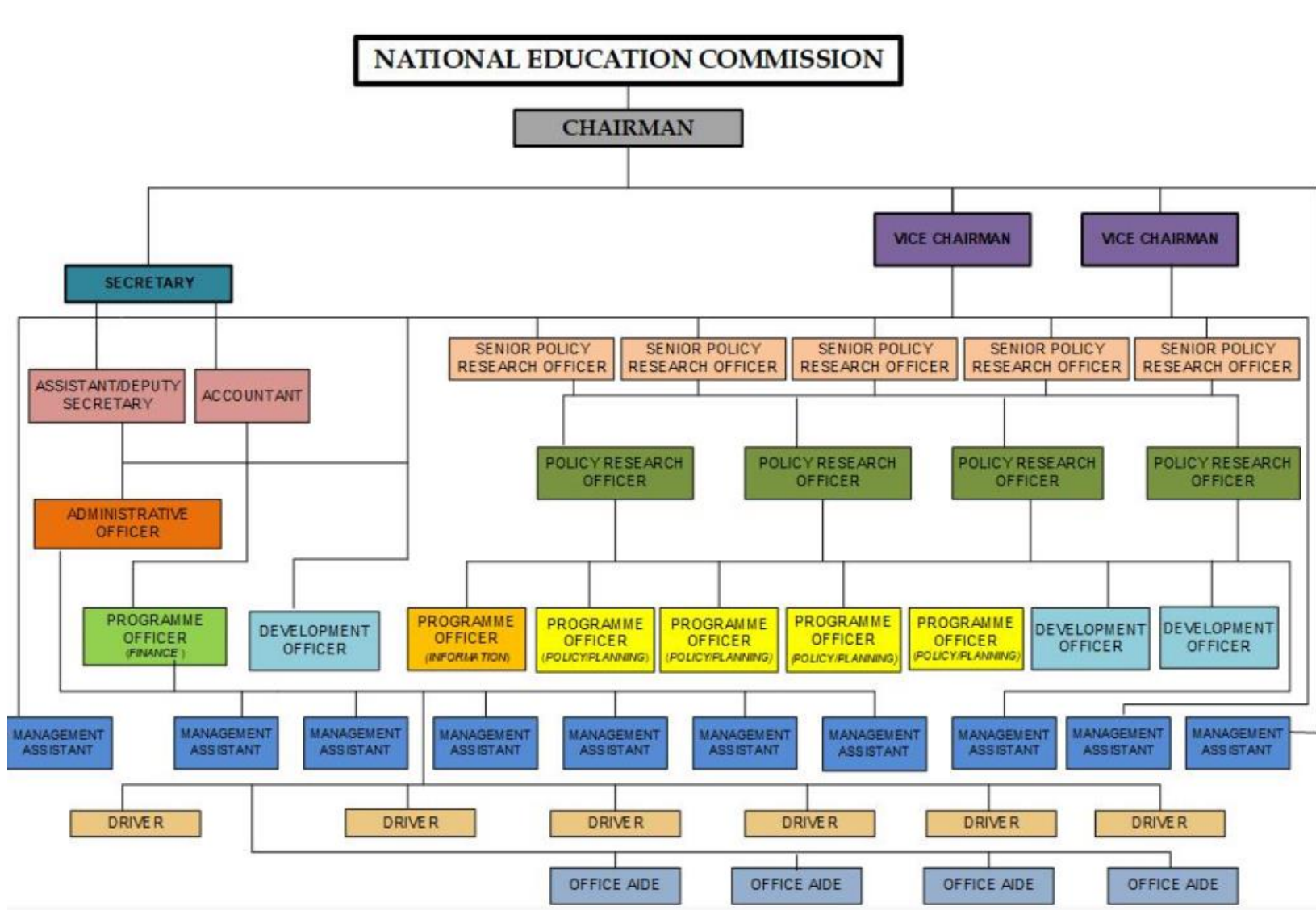
(f) The measures necessary to enhance the professional standing of teachers and other education service personnel;

(g) The alternate programs that could be provided for the benefit of the children leaving primary and secondary schools prematurely, to enable them to develop their potential to the full;

(h) The changes in curricula necessary to foster the cultural and religious aspirations of students of all communities and religions;

(i) The legislative changes necessary to give effect to any such recommendations.

2. Organization Structure



3. Cadre Information as of 31st May 2024

	Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre	
						Permanent	Contract	Casual	Permanent	Acting
1	Secretary		–	HM-1-1	1	1			1	
2	Senior Policy Research Officer	Dept	Grade I	AR-2	1	5			3	
3	Deputy Secretary/Assistant Secretary	Dept	Grade I / II	MM-1-1	1	1			–	
4	Accountant	Dept	Grade I / II	MM 1-1	1	1			–	1
5	Policy Research Officer	Dept	Grade I / II	AR-1	1	4			2	2
6	Administrative Officer	Dept	Grade I / II	JM-1-1	2	1			–	1
7	Programme Officer(Finance)	Dept	Grade I /II /III	MA-4	2	1			–	1
8	Programme Officer(Policy Planning)	Dept	Grade I /II /III	MA-4	2	4			2	
9	Programme Officer(Information)	Dept	Grade I /II /III	MA-4	2	1			1	
10	Development Officers	Dept	Grade I /II /III	MA -4	2	3			–	
11	Management Assissant	Dept	Grade I /II /III	MA-1-1	3	10			7	
12	Driver	Dept	Grade I /II /III	PL-3	4	6			5	
13	Office Assistant	Dept	Grade I /II /III	PL-1	4	4			4	
			Total			42			25	5

4. Activity Plan, Time Line and Output/Outcome

Area of responsibility	Activities	Responsible Officer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Budget (Mn)	Output	Outcome
1. Present Status Assessment of the 13-year Guaranteed Education Programme (Descriptive Research Study)																	
General Education	Preparation of the proposal	SPRO (VR)	■	■											-	Final Report with Analysis of Current Status of 13 year guaranteed Education Program and Recommendations	Provide Policy Directives to Improve 13-Year Guaranteed Education and Reduce Issues and Gaps
Technical and Vocational Education	Preparation of questionnaires	SPRO (VR) PO (KG)				■	■	■							0.1		
	Distribution of questionnaire, Data collection, and data entry	SPRO (VR) PO (KG)						■	■	■					0.6		
	Data Analyzing	SPRO (VR) PO (KG)								■	■				0.2		
	Preparation of the Final Report	SPRO (VR) PO (KG)									■	■			0.1		
	Submission of report to National/International Symposium /or journal	SPRO (VR) PO (KG)										■	■		0.2		
	Total Budget														1.2		
2. Primary School Teachers' Perception on Readiness for Schooling of Children Entering Grade 1																	
Early Childhood and Primary Education	Literature review	SPRO (NW) AD (Acting PRO)			■	■									0.1	Final Report with Policy Recommendation	Improve the Awareness of Grade 1 Teachers on Smooth
	Research Proposal Development					■	■										

	Preparation of questionnaires														0.2		Transition of Children from Preschool to Primary
	Data collection & Analysis														0.3		
	Report writing														0.1		
	Publication														0.16		
	Total Budget														0.86		

3. Formulation of Quality Assurance Framework and Mechanism for International Schools and other Private Schools in Sri Lanka

General Education	Manual Preparation (Expert panel discussions)	SPRO (NW) PO (KG) Expert Team														0.2	Introduce a Quality Assurance Framework and Certification System for International and Private School	Increase the Quality Standards of Sri Lankan International and Private School System
	Stakeholders meetings															0.3		
	School Visits															0.1		
	Preparation & submission of final report															1.3		
	Total Budget															1.9		

4. Teenage Career Readiness: An Assessment of Career Readiness of Senior Secondary Students

General Education	Literature review	SPRO (RR) Act. PRO (DJ)															Final Report with Policy Directives on Career Readiness	Improve the Career Readiness of Senior Secondary Students
	Preparation of the research proposal & Finalization																	

6. The Readiness of School System to Fulfil the Learning Requirements of Children with Special Educational Needs																
General Education	Preparation of research proposal	NPJH/PRO JK/(MoE)	██████											0.10	Final Report with the analysis of the current system of readiness of the school system to fulfil learning requirements of children with special education needs and giving Recommendations	Improve the readiness of the school system to fulfil the learning requirements of Children with Special Needs
	Preliminary discussion with key stakeholders			██████										0.05		
	Focus group discussions													0.05		
	Preparation of questionnaires				██████████████									0.05		
	Distribution of questionnaire, Data collection and data entry								██████					0.05		
	Report writing										██████			0.15		
	Preparation of draft document															
	Preparation of final report													0.25		
	Total Budget													0.70		

5. Imprest Allocation Chart

Format No:TOD/IMP/2

Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2024

Name of the Ministry/ Department/District Secretariat :

National Education Commission


Head No : 335

Expenditure items (with Expenditure Codes)	Cash Requirement for the approved expenditure plans																Rs. 000
	Jan	Feb	Mar	Ist Qtr Total	Apr	May	Jun	2nd Qtr Total	Jul	Aug	Sep	3rd Qtr Total	Oct	Nov	Dec	4th Qtr Total	Grand Total
Salaries and allowance (1001 and 1003)	2,483	2,483	2,484	7,450	2,483	2,483	2,484	7,450	2,483	2,483	2,484	7,450	2,483	2,483	2,484	7,450	29,800
Other Allowances paid with salary (Except object code 1003)	298	298	298	894	298	298	298	894	298	298	298	894	298	298	298	894	3,576
Overtime and Holiday pay (1002)	167	167	166	500	167	167	166	500	167	167	166	500	167	167	166	500	2,000
All other Recurrent Expenditure	2,827	2,827	2,827	8,481	2,827	2,827	2,827	8,481	2,827	2,827	2,827	8,481	2,827	2,827	2,827	8,481	33,924
Total Recurrent	5,775	5,775	5,775	17,325	5,775	5,775	5,775	17,325	5,775	5,775	5,775	17,325	5,775	5,775	5,775	17,325	69,300
Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other all Capital Expenses	833	833	834	2,500	833	833	834	2,500	833	833	834	2,500	833	833	834	2,500	10,000
Public Officers Advance Account	700	0	0	700	500	0	0	500	200	0	0	200	0	0	100	100	1,500
Deposit Accounts	50	-	-	50	-	-	-	-	-	-	-	-	-	-	-	-	50
Other Advance Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	7,358	6,608	6,609	20,575	7,108	6,608	6,609	20,325	6,808	6,608	6,609	20,025	6,608	6,608	6,709	19,925	80,850

6. Annual Procurement Plan (2024)

**Master Procurement Plan
Procurement Plan for Year 2024
National Education Commission - Head 335**

Department	Procurement Category	Estimated Cost (Rs.)	Source of Financing	Procurement Method	Level of Authority	Priority Status	Current status of Procurement Preparedness Activities	Scheduled Date of Commncement	Scheduled Date of Completion	Remarks
						U = Urgent				
						P = Priority				
						N = Normal				
NEC	Stationery & Office requisites - 1201	1,000,000.00	GOSL Funds	Shopping	HOD	p	Initial Stage	Quarter 1 (Mar2024) Quarter 2(May 2024) Quarter 3 & 4(Aug 2024)		
NEC	Vehicles - 1301	1,800,000.00	GOSL Funds	Shopping/ Direct	DPC/MPC/HOD	p	Initial Stage	When required (1/01/2024 - 12/31/2024)		
NEC	Plant and Machinery - 1302	400,000.00	GOSL Funds	Shopping	HOD	N	Initial Stage	5/1/2024	12/31/2024	
NEC	Software Maintenance - 1304	200,000.00	GOSL Funds	Direct	HOD	N	Planning Stage	7/1/2024	9/30/2024	
NEC	Rent and Local Taxes 1404	2,500,000.00	GOSL Funds	Direct - continue	DPC/MPC/HOD	p	Initial Stage	1/1/2024	12/31/2024	DPC approval received on 2024.02.22
NEC	Vehicle Insurance 1409 - 139	700,000.00	GOSL Funds	Shopping/ Direct	HOD	p	Initial Stage	1/1/2024	12/31/2024	
NEC	Miscellaneous Services Expenditure - 1409 - 140	200,000.00	GOSL Funds	Shopping/ Direct	HOD	p	Planning Stage	3/15/2024	11/30/2024	
NEC	Research & Development 2507 (Research Reports Printing - 2023)	1,300,000.00	GOSL Funds	Shopping/ Direct	HOD	p	Initial Stage	1/1/2024	4/30/2024	
	Research works (2024)	6,860,000.00	GOSL Funds	Shopping/ Direct	HOD	p	Initial Stage	1/1/2024	12/31/2024	

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7. Internal audit Plan (2024)-

Internal Audits are done by the Internal Audit Division of the Ministry of Education