

Guidelines for School Data Officers Nominated to
Regularize the School Level Data Management Process



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கல்வி அமைச்சு
MINISTRY OF EDUCATION

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Guidelines for School Data Officers to Regularize School Level Data Management Process

1. Introduction

As a country based on education for sustainable development, it is essential to implement quality education development programs and to provide quality services to those who contribute in order to reach the related goals. Decisions should be made upon up-to-date and accurate educational data during the educational policy formulation and planning process. Ministry of Education has already introduced online data collection systems (Annual School Census, Online Data Systems including the National Education Management Information System) to the general education system as a method to obtain accurate and up-to-date data quickly and regularly. It is a timely requirement to introduce a program at national level to update relevant online data systems responsibly and to streamline the flow of data and information from school level, where educational data is generated and upwards. As a preliminary step to fulfill that requirement, a permanent officer should be appointed at the school level.

Accordingly, these guidelines, containing instructions relating to the appointment of a data officer for the school, assignment and implementation of duties, is issued for the attention and reference of all stakeholders.

2. Objectives of Nominating a Data Officer at School Level

The overall purpose of this is to strengthen the school system by appointing a specific officer for the entire data management process, including the collection and updating of data and information at the school level, and the following objectives are also expected to be achieved.

1. Identify appropriate human resources for collection and updating data at school level.
2. Formulating methods to formalize and organize data-related tasks that are performed informally in the school.
3. Designating the responsibility of data collection and updating at the school level accurately, efficiently and effectively through relevant human resources.
5. Ensuring the security of management information systems maintained in schools as well as the provision of data and information.

6. Responsible for providing accurate and up-to-date information to relevant parties at school level.
7. Data exchange using new technology devices and methods.
8. Providing school-level data for educational research activities.

3. Identification of the Data Management Process at School Level

The need for accurate and timely information is significant in education policy making. Accordingly, it is important to identify and properly manage the data of schools, from which the information is primarily generated, in making decisions regarding education.

Accordingly, the basic data and information to be maintained by the school in data management can be identified as follows.

3.1 Location of the School and Basic Information

Information such as the year of establishment of the school, census number, number assigned to the school by the Department of Examinations, current and former names, address, telephone number, email address, province, administrative district, electorate, educational zone, educational division, Divisional Secretariat Division, Grama Niladari Division, Medical Officer of Health Division, Local Government Institution (Urban Councils, Pradeshiya Sabha, Municipal Councils), Regional Engineering Office to which the school belongs, Police Division, School Circuit and the details of school clusters, distance from the school to significant places in the area (Eg:- Divisional Secretariat, hospital, bank, Police Station, Post Office, Zonal Education Office, Divisional Educational Office), Geographical Indications of the school, Master Plan of the school, road map to the school, obstructions in reaching the school (islands, rivers, animals) and whether the school is affected by natural disasters.

3.2 School Profile

Details such as the level of the school (national/provincial), type of the school (1AB, 1C, type 2, type 3-approved and operational), boys/girls/co-ed school, student composition, class range, number of approved classes and classes operated, language medium of the school, details related to subjects and subject streams of the school, whether it is a foster school, a plantation school, a sports school, a secondary school and basic information about the schools located around the respective school, whether the school receives the cold allowance, school according to religion and ethnicity, student ethnicity and religious ratio, difficulty classification of the school according

to circulars 1/2005 and 43/2006, whether there are special education units, hostel facilities, results obtained by the school in national examinations, details of the network of duties of the school (Details including the contact nos. of state and other institutions connected with the duties of the school), matters related to Standing Order 50, details of academic and non-academic staff, parameters related to determination of cadres and the history of the school.

3.3 Details of Physical Resources

- Basic Learning Space and Facilities - Information about the school premises and its land, classroom information (including building length, width, year of construction, project/institution involved in construction of the building, estimated cost, whether the building has electrical facilities), details of furniture and equipment etc.
- Space and Facilities for Higher Learning Activities - library facilities, computer and internet facilities, electronic equipment information, smart classrooms, science and technology faculty information, computer laboratories, primary learning centers, aesthetic units, agriculture rooms, home science rooms, mathematical laboratories, language laboratories, school technical units, cafeterias, auditoriums, student activity rooms, special education units, sports rooms and playground, science field centers, dental surgeries etc.
- Infrastructure and Other Facilities - information on basic facilities (water, electricity and sanitation), hostel facilities, student sick rooms, student counseling unit, school dental laboratory, sports facilities, teachers' staff room, administrative unit including principal's office, teachers' and principals' quarters, other common facilities including storage rooms etc.
- Information on Essential Repairs and Maintenance of the School - identification of physical resources required as per criteria, identification of existing physical resource data, and this information should be organized in such a way to identify surpluses and deficiencies.

3.4 Student Information

- Basic Student Information - Full name, name with initials, date of birth, race, religion, gender, National Identity Card Number/Number of the Birth Certificate, Divisional Secretariat Division on Birth Certificate, Address, Landline and Mobile Phone Numbers, Grama Niladhari Division,

height and weight for BMI index (annually), account number (if any), distance from home to school and mode of transport etc.

- Educational Information of the Student - Enrollment number, date of admission, Student Identity National Student Identification Number (NSID), study period/year, grade studied, subjects studied, media studied, special skills, co-curricular activities, sports talents, information on scholarship entitlement etc.
- Details of Mother/Father/Guardian - Name in full and with initials, address, landline and mobile numbers, National Identity Card Number, date of birth, race, religion, gender, Grama Niladhari Division, information about employment/income status, account numbers, details of deceased parents etc.
- Other Student Information - student information by grade and subject, information related to student performance levels and special skills of students, national level examination results and analysis (Grade 5, G.C.E. O/L, G.C.E. A/L), school term evaluation marks and analysis reports, subject and co-curricular achievements, other achievements by the school/students, details of students with special disabilities/illnesses and students with special educational needs, vaccine information, details of retainers and dropouts.

3.5 Details of Academic and Non-academic Staff

- Basic Information - Name, address, male/female, married/single, National Identity Card Number, date of birth, designation, service, Grade, date of appointment, date of joining present service, date transferred/attached/seconded to current place of work, information related to releasement of service, details of previous places of employment, institutions from which received salaries, if it is an attachment; the nature of the attachment, telephone number and email address, details of the spouse and children, occupation and place of employment of the spouse, details of a person to be contacted in an emergency, duty assignment, language proficiency (Sinhala/Tamil/English), details of special achievements.
- Academic Staff Information - Nature of appointment (Casual, Permanent, Apprentice), Recruitment Qualification (Bachelor of Education, Graduate, College of Education, Trained, Untrained), Educational and Professional Qualifications, Efficiency Bar Examination details,

Mode of Salary (Government, School Development Society etc.), details on confirmations and promotions, subjects taught and grades, subject of appointment, media, information related to subjects that can be taught, special skills, degree subject information of graduate teachers, subjects for which received training sessions and capacity building according to the medium and Grade, Widows and Orphans Pension Number, Agrahara Number, Account Number, date of promotion, salary increment date, leave information, disciplinary information, obtaining second official language proficiency, if a teacher is attached to the respective school; details of the school from which his/her salary is received, details of the workplace of a teacher, who is attached to another school or an institution, previous place of work and length of service, distance from home to the school, details of computer literacy.

- Non-academic Staff Information – Designation, position held in the school, nature of the appointment (alternative, casual, permanent, apprentice), educational and professional qualifications, Efficiency Bar information, mode of salary (from the Central Government, Province, School Development Society etc.), information on confirmation and promotions, Widows' and Orphans' Pension No., Agrahara No., account number, date of promotion, date of salary increment, leave information, disciplinary information, details of second official language proficiency, if a teacher is attached to the respective school; details of the school from which his/her salary is received, details of the workplace of a teacher, who is attached to another school or an institution, previous place of work and length of service, training sessions attended - and capacity development programmes distance from home to the school, details of computer literacy

Details of his/her paying institution in case of an officer attached to the concerned school, details of workplace of an officer attached to another school or institution, previous place of service and length of service, training sessions and capacity building programmes attended, information on computer literacy, distance from home to school.

3.6 Financial Information

Information about school accounts (School Development Society Account, Facility and Services Fee Account, Computer Learning Resource Center Account etc.) - Updated financial information including account name, account number, bank and bank branch, account balance

3.7 Details of Current Projects Implemented (Sanitary Projects, Foreign Funded Projects etc.)

3.8 Details of Committees as per Circular

3.9 Entering and Updating school level data and information to Education Management Information Systems implemented at Zonal, Provincial and National Level

3.10 Other Details

Eg:- Details of past pupils and the school community

4. Responsibility and the Role of the Data Officer

The duties expected to be performed by the School Data Officer are given below. The principal should prepare a duty list including following duties and formally assign responsibilities to the concerned officer.

The duties will be as follows.

1. Collection and facilitation of all data of the school.
2. Collecting and maintaining a file of necessary documents, questionnaires, instruction manuals and circulars etc. relating to the data of the school.
3. To design and develop models to collect data at the school level.
4. Filing of school data (in computer software or other means depending on the resources available in the school)
5. To update and maintain data maintained by the school with timely revisions.
6. In relation to verification of the accuracy of data collected or information prepared in schools with more than 1000 students, it is the responsibility of one data officer to check the accuracy of data entered by the other data officer. In schools with less than 1000 students, a Deputy Principal/Assistant Principal/Senior teacher nominated by the Principal should be responsible for checking the accuracy of the data entered by the data officer.
7. Maintenance of back-up files collected.
8. To maintain an index of the data in their custody and to keep the data neatly saved in the computer as well as in file containers in order to find data at any time.

9. Protecting the confidentiality of data and information and taking all possible precautions to protect the confidentiality of such information.
10. Maintaining regular coordination with concerned departments regarding school data.
11. Submission of collected data or processed information where necessary to the Principal or an officer designated by the Principal for inspection.
12. On instructions of the principal, prepare reports containing the necessary data and information and submit them to relevant departments of the school and assist respective departments for data analysis.
13. Entering school data into computer programs or databases provided by Divisional, Zonal, Provincial Education Offices or the Ministry of Education and ensuring accuracy.
14. To maintain a logbook to record all day-to-day operations, changes and instructions given by the Principal or a higher officer.
15. Submitting the logbook monthly to the Principal for supervision and obtaining necessary instructions.
16. To participate in training programs, seminars, awareness programmes and meetings held at Divisional/Zonal/Provincial or National level regarding data management as directed by the principal.
17. On an instance of leaving data related work in the school due to transfers or any other reason, formally hand over the data and files in his custody to the successor nominated by the principal and provide basic knowledge and training required for the continuation of duties.
18. To report in writing to the Principal and record in the log book immediately upon learning of any misplacement, distortion or other irregularity in data or information in custody.

5. Role of Supervisors relating to School Data Officers

5.1 Role of the Principal as the Chief Supervisor

The Principal shall be the Chief Supervisory Officer in respect of the Data Officer. Accordingly, as indicated under **7.1- Determining the Number of School Data Officers** in this Guideline, the Principal should nominate a data officer/officers for the school and properly assign duties to the concerned officer by preparing a duty list including the duties that are expected to be performed by that officer as stated in 4.0 of this Guideline.

When two Data Officers have been approved for the school by the Zonal Director of Education, the Principal should separately assign specific duties to those officers. The Principal should provide necessary instructions upon inspecting the logbook maintained by the Data Officer. In the event that the service of the relevant officer is no longer available to the school, another officer should be nominated immediately and the procedures mentioned in 7.2 of this Guideline should be followed.

The principal is ultimately responsible for the accuracy of all data released by the school.

Furthermore, the principal should appoint a Deputy Principal or an Assistant Principal as an assistant supervisor. These supervisors should be very responsible regarding the data of the school and should engage in supervision by maintaining proper coordination with the data officer.

5.2 Role of the Assistant Supervisor

1. Proper explanation regarding duties and responsibilities assigned to him/her after formally assigning duties to the School Data Officer.
2. Taking appropriate steps to verify the accuracy of the data collected or processed by the data officer.
3. Ensuring that the School Data Officer is provided with the necessary facilities to perform his duties and intervening to provide assistance to others when necessary.
4. Directing the school data officer for training programs conducted at national, provincial or zonal level as appropriate to update their knowledge on collection, storage, analysis and dissemination of school data and information.
5. To encourage the School Data Officer to carry out the duties assigned to him in an efficient, timely and accurate manner.
6. Ensuring that the Data Officer has the consent of the principal or an officer authorized by the principal on an instance of releasing the collected data to a person or entity outside the school.
7. Obtaining necessary assistance from the Zonal Representative Officer associated with the school in case any intervention or advice is required regarding data management activities in the school.

8. As soon as the School Data Officer is notified of any misplaced, distorted or other irregularity of data or information, inform a responsible officer or officers of the Educational Zone or Division to which the school belongs and take necessary instructions and act accordingly.
9. If the School Data Officer found it difficult to perform his/her duties due to any reason/reasons, appropriate measures shall be taken to overcome the situation subject to the matters mentioned in this guideline.
10. Instructing the Data Officer to maintain a log book regarding the school data management process.
11. Recording verbal instructions given to the Data Officer in the log book maintained by the officer.
12. Monitoring the log book once a month and recording necessary instructions as well as regularly monitoring the duties performed by the School Data Officer and giving him/her necessary instructions and guidance.

6. Minimum Qualifications to be fulfilled by School Level Data Officer

Respective officer should possess following basic skills.

- Basic computer literacy.
- Primary knowledge on spreadsheets.
- Basic knowledge on data analysis and reporting.
- Basic knowledge of data generated in the school (students, teachers, physical resources, other project related knowledge)
- Basic knowledge on data security measures.

Priority should be given to officers having above basic skills and for this purpose it is preferable to nominate an IT Service Officer or if there is no such officer a Development Officer with the knowledge of IT. In the absence of any officer with relevant basic qualifications, after nominating a suitable officer, the Principal should arrange necessary training through the Provincial/Regional Information Technology and Distance Education Promotion Centers or through appropriate resource persons.

It can be considered as an additional qualification that the officer, who is selected has the ability to work collaboratively and fulfills assigned duties in a timely and responsible manner.

NB - It is appropriate to give priority in this selection to the school census officers, who have been already nominated or the officers carrying out dissemination of data at optimal level.

7. Identification and Nominating a Data Officer at School Level

It is essential to appoint a qualified data officer for all Government Schools, Pirivens, Private (government aided and unaided) Schools and Assisted Special Schools. For this purpose, it is essential to nominate a non-academic or academic staff in permanent service, who fulfills the relevant minimum qualifications as stated in **6. Minimum Qualifications to be Fulfilled by a School Level Data Officer** and recommended by the principal. Attention should be focused whenever possible to appoint Data Officers from the non-academic staff of the schools. The principal must formally assign duties. Furthermore, the principal shall nominate another officer, who meets respective qualifications as an assistant officer to the designated data officer and assign duties in writing when and where necessary. However, the designated Chief Data Officer will be responsible for data collection, updating, data submission, verification of data accuracy and data security at school level.

When appointing Data Officers from the academic staff, it is appropriate to delegate these duties, considering the other duties of the officer. Furthermore, in terms of Section 3 of the Ministry of Education Circular 6/2021, the school may act according to the section "In case where the school has one or more formal computer laboratories, the designated teacher in the academic cadre or else any other qualified teacher may be selected and released"

However, the principal may suitably identify the human resources in the school and act according to the matters stated in the guidelines. The relevant nomination letter should be issued under the signature of the Zonal Director of Education.

Details of the officials so identified should be provided to the Ministry of Education through an online data system provided by the Provincial Department of Education.

7.1 Determination of the Number of School Level Data Officers.

	Total No of Students in the School	No of Data Officers	Officers to be Assigned with Duties
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1	Up to 500	1	To a currently available member of academic or non-academic staff. (Including currently assigned duties)
2	501-1000	1	To a currently available member of non-academic staff including currently assigned duties.
3	1001-3000	2	To a suitable member of non-academic staff for fulltime data management and another officer for data management as appropriate along with currently assigned duties.
4	Over 3000	2	For fulltime data management.

7.2 Informing the Details of Data Officers

When the principal nominates a suitable officer for the data management in all public schools in the island, the details of the relevant officers completed according to the following SDO1 format should be forwarded to the Zonal Director of Education for approval. Accordingly, the details of all national and provincial school data officers in the zone should be maintained up-to-date in a database at the Zonal Education Office in accordance with the SDO1 format. The details of designated data officers at school level should be informed to the Provincial Department of Education by the Zonal Education Offices and which should be forwarded by the Provincial Department of Education to the Ministry of Education through the online data system provided.

SDO1

Details of the Data Officer

	School Census Number	Present School	Name with Initials	Gender (M/F)	NIC No.	Designation	Birth Year	Service	Mobile No.	WhatsApp No.	e-mail	Date Appointed to Present School (yyyy/mm)	
1	12345	Jayabima Maha Vidyalaya	A. B. C. Silva	M	782482499V	Development Officer	1972	Sri Lanka Development Officer Service	0713467897	0713467897	abc@mail.com	2010	12
2													

Recommended by,

Approved by,

.....
Signature and rubber stamp of the
Principal

.....
Signature and rubber stamp of
the Zonal Director of Education

8. Training Opportunities for Data Officers

Systematic local and foreign training programs will be organized by the Ministry of Education, Provincial Ministries of Education, Provincial Councils, Provincial Departments of Education, Zonal Education Offices and Divisional Education Offices based on identified training requirements for Data Officers.

Contemporary training and capacity development programs will be conducted, especially in cases related to updates/changes in data systems.

Training programs are conducted to provide an understanding of data security while handling large amounts of data. Ministry of Education provides basic national level training on methods of safe storage of primary data collected, keeping backups, maintaining sensitive/personal data, using passwords and maintaining user accounts through the “Online Learning Management System for Data Officers”.

It is the responsibility of School Data Officers to receive this training.

9. Method of Evaluation for Data Officers

The principal may supervise and properly evaluate the work of Data Officers at school level while the School Data Officers of a respective Division can be evaluated at the level of Education Division. Furthermore, at the regional and provincial level, the School Data Officers of the respective Zone or Province may be subjected to financial and/or non-financial evaluation annually through an appropriate evaluation method. Finally, the evaluation of Data Officers at national level should be conducted by the Ministry of Education.

10. Ethics for Data Officers

The School Data Officer must follow a code of ethics regarding data identification, data collection, data analysis, data storage, data access and data issuance. As a result, problems in the process of data management within the organization and among organizations will be minimal. Further, data can be used effectively for qualitative development in school education.

The code of ethics for teachers currently used in the school system (It has been made mandatory by the Circular **2012/37** issued by the Secretary to the Ministry of Education for teachers to adhere

to this code of ethics) is an example for such a code of ethics. Even though majority of ethical conducts are not written down but are observed spontaneously by the groups concerned (eg opening a letter addressed to someone else is not approved.)

The officer designated by the principal of the school as a Data Officer has been assigned with a significant role in the school. Accordingly, the officer will be entrusted with huge responsibility relating to school data. With this designation, the Ministry of Education, Provincial Ministry of Education, Provincial Department of Education, the Zonal Education Office, Divisional Education Office and the school enter into an agreement of immense trust with the Data Officer. Accordingly, the Ministry of Education will believe that the Data Officer will act responsibly and assist the above institutions. In order to fulfill these responsibilities with confidence, the Data Officers must adhere to a code of ethics. It includes the code of ethics personally followed by the Data Officer within his knowledge, attitude, discipline and behavior as well as a set of ethics to be followed by all Data Officers in general.

Data officers should cover all areas of data while following the code of ethics stated below

1. Ethics relating to identification of data.
 - Identification of specific data as required.
 - Not focusing on exclusively personal data and unnecessary data.
 - Identification of data to be updated daily and to be updated in specific durations.
2. Ethics relating to collection of data.
 - Highly personal data and unnecessary data should not be collected.
 - Verifying the reliability of the data obtained.
 - Refrain from collecting sensitive data except when absolutely necessary.
 - Making the data collection process transparent.
 - Gather information at the most appropriate times.
 - Do not collect the same data repeatedly.
 - Data should be updated at relevant intervals.
3. Ethics relating to storing data
 - Appropriate media should be used to store data. (eg- computerization, use of files)

- Should be stored in an easily accessible manner.
 - Should be stored securely.
 - Security measures should be used to prevent access by unauthorized persons. (eg applying passwords and locking)
 - Alternative methods should be placed to deal with the data in the absence of the concerned data officer.
 - Collected data should be protected so as not to compromise privacy.
4. Ethics relating to data analysis
- Scientific methods should be used in data analysis.
 - Preparation and use of simple formats.
5. Ethics relating to issuing information.
- Obtaining approval of the Head of the Institution before issuing information.
 - Issuing only the information requested.
 - Issuing information only to the parties, who have requested information.
 - Acting in compliance with the Right to Information Act No 12 of 2016.
 - Dissemination of information on time without delay.
 - Being considerate on the language.

Practices to be followed by the Data Officer:

- Collection and release of data should be done with the approval of the principal.
- Collect accurate data at all times.
- Maintaining transparency in data collection methods.
- Responsibility and consideration in collecting sensitive data.
- Secure personal data.
- Maintain confidentiality and anonymity in data handling.
- Always collect updated data.

Practices not to be followed by the Data Officer :

- Use of personal data for other purposes except for on an unavoidable circumstance.
- Sharing data without a legitimate purpose.
- Sharing password or other related confidential information with others.

- Retaining personal data longer than necessary.

There will be many considerations as a Data Officer in collection and dissemination of data. It is the responsibility of the Data Officers to focus attention for the sources of the data as correct data should be shared. Data collection officers are also responsible for protecting the ethical rights of data sources. Accordingly, as responsible officers, attention should be paid to the ethics of data collection and distribution.

Resource Persons

- (01). Mrs. S. D. Kasturiarachchi, Director of Education, Data Management Branch and Information Systems Development Unit, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (02). Mr. G. T. K. S. Perera, Senior Statistician, Statistics Branch, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (03). Mrs. H. A. S. P. Senarathne, Deputy Director of Education, Data Management Branch and Information Systems Development Unit, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (04). Mrs. A. K. P. S. Kodithuwakku, Deputy Director of Education, Provincial Department of Education (Central Province), Station Road, Kandy.
- (05). Mr. K. L. E. Kumara, Deputy Director of Education (Development), Provincial Department of Education (Sabaragamwa Province), Getangama, Rathnapura.
- (06). Mrs. K. M. Prabhani, Deputy Director of Education, Provincial Department of Education (Southern Province), No. 19, Upper Dixon Road, Galle.
- (07). Mr. H. M. D. Niroshan, Deputy Director of Education, Provincial Department of Education (Uva Province), Welagedara Road, Badulla.
- (08). Mr. P. Kartheeban, Deputy Director of Education, Provincial Department of Education (Eastern Province), Trincomalee.
- (09). Mr. J. P. B. Jayawardena, Assistant Director of Education (Planning), Provincial Department of Education (North Central Province), Anuradhapura.
- (10). Mr. T. Ivan, Assistant Director of Education (Development), Provincial Department of Education (Northern Province), Chemmani Road, Jaffna.
- (11). Mrs. D. M. A. P. Dissanayake, Deputy Director of Education (Information Systems), Provincial Department of Education (North Western Province), Kandy Road, Kurunegala.
- (12). Mr. M. T. M. Ansaf, Assistant Director of Education (Planning & Data Management), Provincial Department of Education (Sabaragamwa Province), Getangama, Rathnapura.
- (13). Mr. P. I. Vithanage, Deputy Director (Planning), Provincial Department of Education (Western Province), No. 89, "Ranmagapaya" Kaduwela Road, Battaramulla.
- (14). Mrs. H. M. T. K. Herath, Deputy Director of Education, Provincial Department of Education (Uva Province), Welagedara Road, Badulla.
- (15). Mr. S. L. P. Bandara, Deputy Director of Education, Provincial Department of Education (Uva Province), Welagedara Road, Badulla.

- (16). Mrs. H. B. S. Rupasinghe, Deputy Director of Education, Zonal Education Office, No. 211, Ellangala Road, Minuwangoda.
- (17). Mrs. B. S. L. I. Dayarathna, Data Systems Coordinator, Provincial Department of Education (North Western Province), Kandy Road, Kurunegala.
- (18). Mrs. G. K. D. Nilmini, Statistician, Statistics Branch, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (19). Mrs. J. K. A. S. Malsri, Statistician, Statistics Branch, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (20). Mr. Nissanka Indunil Rammandala, Website Creator, Data Management & Information Systems Development Branch, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.
- (21). Mr. K. H. S. A. Sirimanna, Information Technology Assistant, Data Management & Information Systems Development Branch, Ministry of Education, "Isurupaya", Pelawatta, Battaramulla.