



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Education and Sports

No.: 1076/ED.DP
Vientiane Capital, dated: 26 February 2016

Ministerial Decision
On the Establishment and Movement of the Non-Formal Education Centers

- Pursuant to Law on Government of the Lao People's Democratic Republic No. 02/NA, dated 6 May 2003;
- Pursuant to Law on Education of the Lao People's Democratic Republic No. 62/NA, dated 3 July (07) 2015;
- Pursuant to Decree on the Organization and Operations of the Ministry of Education and Sports No. 282/PM, dated 7 September 2011; and
- Pursuant to The request of the Department of Non-Formal Education and Consideration of Department of Organization and Personnel.

The Minister of Education hereby issues a Decision:

Chapter I
General Provisions

Article 1. Objectives

This Decision determines the organizational structure, duties, roles, rights and principles of the operation of non-formal education centers as a legitimate document for the organization in translating the Party's and Government's policies into actions, particularly for education and sports to be effective, fruitful, and quality.

Article 2. Organizational Structure and Roles

A. Non-Formal Education Development Center

Non-Formal Education Development Center, which is abbreviated "NFEDC", is a technical organization in the structure of the non-formal education system under the supervision of the Department of Non-Formal Education, playing a role as an operational organization in developing curriculum, teaching-learning materials, training of trainers, training of personnel, upgrading people's education level, vocational training, and lifelong learning. It functions as the central regional non-formal education center.

B. Regional Non-Formal Education Centers

There are three regional non-formal education centers: Northern Regional Non-Formal Education Center abbreviated as "NNFEC"; Central Regional Non-Formal Education Center (Non-formal Education Development Center), and Southern Regional Non-Formal Education Center abbreviated as "SNFEC". The regional non-formal education centers are the technical operational organizations in the operational structure of the Ministry of Education and Sports, with the role as technical secretariat for the Department of Non-Formal Education to develop local curriculum, teaching and learning materials, training of trainers, training for non-formal education personnel, organizing equivalent education program, training of basic vocational skills and lifelong learning within the assigned roles and functions, which contribute to the local social and economic development plan. The Party Committee is directed and supervised

by the Party Committee of Provincial Education and Sports Service in which the center is located.

The catchment areas for which each regional NFE center to which services will be provided are the following:

1. The Northern Regional NFE Center is responsible for Phongsaly, Huaphan, Borkeo, Luangnamtha, Oudomxay, Xiengkhouang, Luangprabang and Xayabouly provinces.
2. The Non-formal Education Development Center (the Central Regional NFE Center) is responsible for Vientiane Capital, Vientiane province, Xaysomboun, Bolikhamxay and Khammuan provinces.
3. The Southern Regional NFE Center is responsible for Savannakhet, Champasak, Saravan, Sekong and Attapeu provinces.

C. Provincial Non-Formal Education Center

The Provincial Non-Formal Education Center, abbreviated as “PNFEC”, is an administrative organization of Provincial Education and Sports Service (PESS) with the role as a center for conducting NFE research and implementing the NFE activities within the assigned roles and responsibilities. The PNFEC also provides technical support to the district NFE center within the provinces.

D. District Non-formal Education Center

The District Non-Formal Education Center, abbreviated as “DNFEC”, is an administrative organization of the District Education and Sports Bureau (DESB) with the role as a center for conducting NFE research and implementing the NFE activities within the assigned roles and responsibilities. The DNFEC also promotes the community learning centers in the district to implement NFE activities.

E. Community Learning Center

The Community Learning Center, abbreviated as “CLC”, is under the direct line and supervision of the District or City Education and Sports Bureau with the role to implement NFE activities at the community level, particularly literacy classes, equivalency primary and secondary education, vocational skill training, lifelong learning, and activities related to community development based on the needs of the community people within the assigned catchment area and responsibility.

Chapter II Duties and Rights

Article 3. Duties

A. Non-Formal Education Development Center

The Non-Formal Education Development Center has the following functions:

1. Translate and transfer Lao Revolution Party’s directive resolutions and Government’s policies, directive orders related to non-formal education, development plans and regulations of the Ministry of Education and Sports and Department of Non-Formal Education into programs, projects and action plans.
2. Develop curriculum for adult literacy, equivalency education, basic vocational skill training, and additional curriculum as needed; research and design teaching-learning materials; research and design suitable approaches to implement NFE activities and technologies, sciences of non-formal education, lifelong learning and informal learning,

in accordance with development plans of each period developed by the Department of Non-Formal Education.

3. Cooperate with the Provincial Education and Sports Service develops plans and activities as well as implements the non-formal education development plans.
4. Consult and exchange lessons-learned regarding non-formal education with Provincial Education and Sports Services in the catchment areas in order to develop and strengthen the technical areas of non-formal education for PNFECs, DNFECS and CLCs.
5. Develop and revise the legitimate documents on NFE center administration and management.
6. Organize equivalency education, vocational skill training, distant education, information learning, and promote lifelong learning.
7. Develop the center to become a lifelong learning resource.
8. Develop NFE center personnel and NFE personnel working for NFE in the provinces of the catchment areas.
9. Conduct research on non-formal education for innovative programs, approaches, and better quality.
10. Develop and apply ICT in managing the center, and provide and exchange information on non-formal education with the provinces in the catchment areas and with the Ministry of Education and Sports.
11. Collect data and report yearly statistics to the Statistics and Information Technology Center, Ministry of Education and Sports.
12. Cooperate and exchange lessons-learned in technical fields with educational institutes, RNFECS, PNFEC and DNFECS.
13. Conduct inspection, monitoring and evaluation of the NFE programs within the center's responsibilities authorized by its higher authorities.
14. Coordinate, cooperate, and mobilize assistance from public organizations, international non-governmental organizations, and domestic and foreign non-profit organizations in order to develop the center based on the approval from the Department of Non-Formal Education.
15. Develop annual plan for needed administrative personnel and teachers for the center.
16. Develop a long-term development plan, annual plan with estimate budget.
17. Summarize and regularly report the results of implementation to higher authorities.
18. Implement other duties at the request of and appointed by the Department of Non-Formal Education.

B. Regional Non-Formal Education Center

The Regional Non-Formal Education Center has the following functions:

1. Translate and transfer the Lao Revolution Party's and Government's policies, directive orders, plans and the regulations of Ministry of Education and Sports as the strategies, programs and project of the Department of Non-formal Education.
2. Consult and exchange lessons learned regarding the non-formal education with Provincial Education and Sports Services in the catchment areas of service on the technical areas of non-formal education for PNFECs, DNFECS and CLCs.
3. Coordinate with Provincial Education and Sports Services in the catchment area to develop non-formal education development plans.
4. Conduct trainings for personnel of the center and NFE personnel of Provincial Education and Sports Services in the catchment area.
5. Develop local curriculum, additional reading materials and teaching-learning materials for literacy program, equivalency program and vocational skill training in order to meet the needs of the target groups.

6. Organize the equivalency education, vocational skill training, distance education, information learning and promote lifelong learning.
7. Develop the center to become a lifelong learning center.
8. Conduct inspection, monitoring and evaluation of the NFE programs within the responsibilities.
9. Develop and apply ICT in managing the center, provide and exchange information of non-formal education with the provinces in the catchment areas and with the Ministry of Education and Sports.
10. Collect data and report annual statistic to the Statistics and Information Technology Center of Education and Sports, Ministry of Education and Sports.
11. Cooperate and exchange lessons learned in technical fields with educational institutes, PNFEC and DNFEF.
12. Coordinate with other regional NFE centers, education institutes and other related sectors, local authorities, social organizations and communities in operating non-formal education activities.
13. Coordinate, cooperate and mobilize assistance from public organizations, international non-governmental organizations, domestic and foreign non-profit organizations in order to develop the center based on the approval from the Department of Non-formal Education.
14. Develop annual plan for needed administrative personnel and teachers for the center.
15. Develop a long-term plan and annual plans with estimated budget.
16. Summarize and regularly report the results of implementation to higher authorities.
17. Implement other duties at the request of and appointed by the Department of Non-formal Education.

C. Provincial Non-Formal Education Center

The provincial non-formal education center has the following functions:

1. Translate and transfer the Party's and Government's policies, directive orders, plans and the regulations of Ministry of Education and Sports as the strategies, programs and project of the Department of Non-formal Education and Provincial Education and Sports Service into the center's strategies, plans and projects.
2. Organize the equivalency education and basic vocational skill training for the target groups and youth and women in rural areas to improve their quality of lives.
3. Develop the center to become a lifelong learning center.
4. Conduct trainings for personnel of the center.
5. Develop local curriculum, additional reading materials and teaching-learning materials for literacy program, equivalency program and vocational skill training in order to meet the needs of the target groups.
6. Coordinate with the regional NFE centers, educational institutes and other related development sectors, local authorities, social organizations and communities in operating non-formal education activities within the province.
7. Coordinate and cooperate with NFE section of PESS, PESS in supporting, monitoring and evaluating the technical fields of NFE of the DNFEFs and CLCs.
8. Develop and make use of NFE-MIS.
9. Collect and summarize data and report the results annually to the Statistics and Information Technology Center of Education and Sports, and Provincial Education and Sports Service.
10. Develop annual plans for administrative personnel and teachers needed to recruit for the center.
11. Develop a long-term development plan and annual plan with estimate budget.

12. Coordinate and cooperate with the regional NFE center, educational institutes and other related organizations, local authorities, social organizations and community, public organizations, international non-governmental organizations, domestic and foreign non-profit organizations to use for developing and operating the center.
13. Summarize and regularly report the results of implementation to higher authorities.
14. Implement other duties on the requested and appointed by the Provincial Education and Sports Service.

D. District Non-Formal Education Center

The district non-formal education center has the following functions:

1. Incorporate the directive orders, plans and regulations of Ministry of Education and Sports as well as the strategies, programs and project of the Provincial Education and Sports Service and the District Education and Sports Bureau into the center's action plans.
2. Develop local curriculum, additional reading materials and teaching-learning materials for NFE programs and lifelong learning.
3. Collect statistics and information regarding the NFE within the assigned responsibilities and use such data to make action plans for operating teaching and learning for the target groups.
4. Organize the equivalency education and basic vocational skill training for the target groups and interests including youth, particularly for women living in rural areas in order to improve their quality of life.
5. Develop the center to become a lifelong learning center.
6. Develop plans and conduct trainings for NFE personnel within the assigned responsibilities and catchment areas.
7. Coordinate and cooperate with NFE Unit of DESB (District Education and Sports Bureau) in supporting, monitoring and evaluating the technical areas of CLCs in the district.
8. Develop and make use of NFE-MIS.
9. Collect and summarize data and report the results to the Unit of Statistics and Information Technology Center of Education and Sports, District Education and Sports Bureau.
10. Coordinate and cooperate with the public organizations, international organizations and private sector, social organizations and communities in order to publicize NFE and mobilize resources to use for developing and operating the center.
11. Coordinate and cooperate in technical areas of NFE with PNFEC and different educational institutes both the public and private institutes.
12. Develop annual plans for administrative personnel and teachers needed to recruit for the center.
13. Develop a long-term development plan and annual plans with estimated budget for operating the activities and strengthening the capacity of the center.
14. To regularly summarize the implementation of the activities of the center and report results to the District Education and Sports Bureau.
15. Implement other functions as authorized by the higher authorities.

E. Community Learning Center

The community learning center has the following functions:

1. Implement and publicize the directive orders, plans and regulations of Ministry of Education and Sports and the District Education and Sports Bureau.

2. Cooperate with village authorities, village cluster, social organizations and village education development committee to develop development plans for each period and annual plans with estimated budget.
3. Collect data and statistic on NFE in the assigned responsibilities and catchment area and report to the District Education and Sports Bureau.
4. Develop annual plans with estimated budget for organizing the equivalency primary education, lower secondary education and basic vocational skill training for the target groups and interests based on the assigned responsibilities and the catchment area.
5. Organize community development activities based on the needs of the community people according to the responsibilities and in the catchment areas.
6. Provide information and knowledge on improvement of quality of life for the community members.
7. Identify a personnel plan needed for the center and budget plan for developing the center.
8. Cooperate with village authorities to organize exhibition events to promote products of community people or organize other similar events for the community people for the collective benefits.
9. Promote community members to engage in continuing learning and using skills and knowledge obtained from learning for self-development and better quality of life.
10. Mobilize community members to participate in CLC activities and engage in lifelong learning.
11. Summarize the implementation of CLC activities and regularly report to the District Education and Sports Bureau.
12. Implement other functions as authorizes by the higher authorities.

Article 4: Organizational Rights

A. Non-Formal Education Development Center

The non-formal education development center has the following organization rights:

1. Propose development plan and budget for developing the center.
2. Propose to higher authorities to approve, revise, create, and cancel the official documents which are not relevant to functions and responsibilities.
3. Monitor, support and evaluate curriculum and teaching-learning materials of non-formal education nationwide.
4. Cooperate with local authorities based on the roles and responsibilities and in the catchment areas to development non-formal education.
5. Propose to higher authorities to approve, create, or cancel the organizational structure of the center.
6. Propose to higher authorities to recruit, transfer, reshuffle, move, and to appoint staff of the center to different positions based on the regulations of management guidelines and by law.
7. Manage, use budget, equipment and properties, public funds, funds from external assistance based on approval by the Department of Non-formal Education.
8. Implement projects funded by grant, cooperative projects with foreign organizations and international organizations based on approval by the Department of Non-formal Education.
9. Propose to the Director of Department of Non-formal Education to defend and manage personnel, assets and copyright of all products of non-formal education created by the center.
10. Inspect, evaluate and assess the implementation of the center staff.
11. Implement other tasks assigned by Director of Department of Non-formal Education.

B. Regional Non-Formal Education Center

The regional non-formal education center has the following rights:

1. Propose development plan and budget for developing the center.
2. Propose to the higher authorities to approve, revise, create and cancel the official documents which are not relevant to functions and responsibilities.
3. Monitor, support and evaluate curriculum and teaching-learning materials of non-formal education nationwide.
4. Cooperate with local authorities based on the roles and responsibilities and in the catchment areas to develop non-formal education.
5. Propose higher authorities to approve, create or cancel organizational structure of the center.
6. Propose to higher authorities to recruit, transfer, reshuffle, move and to appoint staff of the center to different positions based on the regulations of management guidelines and by law.
7. Manage, use budget, equipment and properties, public funds and funds from external assistance based on the approval by the Department of Non-Formal Education.
8. Implement the grant projects, foreign cooperative projects and the projects supported by international organizations based on the approval by the Department of Non-formal Education.
9. Propose Director of Department of Non-formal Education to defend and manage personnel, assets and copyright of all products of non-formal education created by the center.
10. Inspect, evaluate and assess the implementation of the center staff.
11. Implement other tasks assigned by the Director of Department of Non-formal Education.

C. Provincial Non-formal Education Center

The provincial non-formal education center has the following rights:

1. Propose development plan and budget for the center.
2. Propose to the higher authorities to request approval, revision, creation or cancelation of the official documents regarding the center.
3. Propose to the higher authorities to request approval for establishing and/or removing a working unit of the center.
4. Propose to the higher authorities to appoint and/or to remove a head or a deputy head of a working unit of the center; and to reshuffle the staff, implement the policies and punishment of the staff of the center.
5. Manage and make use of the center's assets, materials and the financial report based on the concerned regulations.
6. Follow up and support the implementation of curriculum and the teaching-learning materials within the province/capital.
7. Implement the grant projects, the foreign cooperative projects and projects supported by international organizations based on the approval from the Director of Provincial Education and Sports Service.
8. Propose to the Director of Provincial Education and Sports Service to preserve, manage staff, assets and the copyright of the products of the center based on the center's responsibilities.
9. Inspect, evaluate and assess the implementation of the center staff.
10. Implement other rights assigned by the Director of Provincial Education and Sports Service.

D. District Non-formal Education Center

The district non-formal education center has the following rights:

1. Propose development plans and budget for the center.
2. Propose to the higher authorities to request approval, revision, creation or cancelation of the official documents regarding the center.
3. Propose to the higher authorities to request approval for establishing and/or removing a working unit of the center.
4. Propose to the higher authorities to appoint and/or to remove a head or a deputy head of a working unit of the center; and to reshuffle the staff, implement the policies and punishment of the staff of the center.
5. Manage and make use of the center's assets, materials and the financial report based on the concerned regulations.
6. Follow up and support the implementation of curriculum and the teaching-learning materials within the province/capital.
7. Implement the grant projects, the foreign cooperative projects and projects supported by international organizations based on the approval from the Head of District Education and Sports Bureau.
8. Propose to the Head of District Education and Sports Bureau to preserve, manage staff, assets and the copyright of the products of the center based on the center's responsibilities.
9. Inspect, evaluate and assess the implementation of the center staff.
10. Implement other rights assigned by the higher authorities.

E. Community Learning Center

The community learning center has the following rights:

1. Propose development plans and budget for the center.
2. Cooperate with village authorities and other concerned organizations at different levels to organize activities of the center.
3. Propose to the higher authorities to recruit, appoint and remove the head or a deputy head of a working unit in of the center; and to reshuffle the staff, to move, to apply the policies and punishment of the staff of the center.
4. Manage and make use of the center's assets and materials.
5. Implement the grant projects, the projects supported by international organizations, societal organizations and communities based on the approval from the Head of District Education and Sports Bureau.
6. Cooperate with local authorities at different levels, societal organizations and other concerned organizations to seek for financial support for the development activities of the center.
7. Propose to the Head of District Education and Sports Bureau to preserve, manage staff, assets and the copyright of the products of the center based on the center's responsibilities.
8. Inspect, evaluate and assess the implementation of the center staff.
9. Participate in meetings and other activities as invited.
10. Implement other rights assigned by district authorities, district education and sports bureau.

Part III Organizational Structure

Article 5: Operational structure

A. Non-Formal Education Development Center

The operational structure of the non-formal education development center consists of 5 sections as follow:

1. Administrative Section
2. Literacy and Equivalency Education Section
3. Curriculum and Teaching-learning Material Development Section
4. Basic Vocational Promotion Section
5. Evaluation Section.

B. Regional Non-Formal Education Center

The operational structure of the regional non-formal education center consists of 4 units as follow:

1. Administrative Unit
2. Literacy and Equivalency Education Unit
3. Basic Vocational Promotion Units
4. Evaluation Unit.

C. Provincial Non-Formal Education Center

The operational structure of the provincial non-formal education center consists of 4 units as follow:

1. Administrative Unit
2. Literacy and Equivalency Education Unit
3. Basic Vocational Promotion Units
4. Evaluation Unit.

D. District Non-Formal Education Center

The operational structure of the district non-formal education center consists of 4 Sub-units as follow:

1. Administrative Sub-unit
2. Literacy and Equivalency Education Sub-unit
3. Basic Vocational Promotion Sub-units
4. Evaluation Sub-unit.

E. Community Learning Center

The operational structure of the community learning center consists of the following:

1. Administration
2. Technical

Article 6: Organizational Structure and Positions

A. Non-Formal Education Development Center

The non-formal education development center consists of 36 different positions as follow:

1. Director General 1 position
2. Deputy Director 2 positions
3. Head of Section 5 positions
4. Deputy Head of Section 8 positions
5. Administrative positions 19 positions in charge of the following sections:

- Administrative Section 5 positions
- Literacy and Equivalency Education Section 4 positions
- Curriculum and Teaching-learning Material Development Section 4 positions
- Vocational Skill Training Section 3 positions
- Evaluation Section 3 positions
- As for teachers, the numbers of positions in the center is based on the Prime Minister's Decree on Civil Servants No. 177/Government, dated on May 5th, 2012.

B. Regional Non-Formal Education Center

The regional non-formal education center consists of 24 positions as follow:

1. Director General 1 position
2. Deputy Director 2 positions
3. Head of Unit 4 positions
4. Deputy Head of Unit 5 positions
5. Administrative positions 12 positions in charge of the following sections:
 - Administrative Unit 4 positions
 - Literacy and Equivalency Education Unit 4 positions
 - Vocational Skill Training Unit 2 positions
 - Evaluation Unit 2 positions
 - As for teachers, the numbers of positions in the center is based on the Prime Minister's Decree on Civil Servants No. 177/Government, dated on May 5th, 2012.

C. Provincial Non-Formal Education Center

The provincial non-formal education center consists of 21 positions as follow:

1. Director General 1 position
2. Deputy Director 2 positions
3. Head of Unit 4 positions
4. Deputy Head of Unit 4 positions
5. Administrative positions 10 positions in charge of the following units:
 - Administrative Unit 3 positions
 - Literacy and Equivalency Education Unit 3 positions
 - Vocational Skill Training Unit 2 positions
 - Evaluation Unit 2 positions
 - As for teachers, the numbers of positions in the center is based on the Prime Minister's Decree on Civil Servants No. 177/Government, dated on May 5th, 2012.

D. District Non-Formal Education Center

The district non-formal education center consists of 17 positions as follow:

1. Director General 1 position
2. Deputy Director 1 positions
3. Head of Sub-unit 4 positions
4. Deputy Head of Sub-unit 2 positions
5. Administrative positions 9 positions in charge of the following sub-units:
 - Administrative Sub-unit 2 positions
 - Literacy and Equivalency Education Sub-unit 3 positions
 - Vocational Skill Training Sub-unit 2 positions
 - Evaluation Sub-unit 2 positions

- As for teachers, the numbers of positions in the center is based on the Prime Minister's Decree on Civil Servants No. 177/Government, dated on May 5th, 2012.

E. Community Learning Center

The community learning center consists of 4 positions as follow:

1. CLC manager 1 position
2. CLC organizer 1 position
3. CLC facilitator 2 positions
4. Advisory CLC management committee consists of all representatives of village organizations and a representative of the Village Education Development Committee and chaired by the Head of the village.

Article 7: Appointment of Administrative Positions

1. The Director-General of the Non-Formal Education Development Center is type 3 and the deputy director is type 4 of the civil servant position.
2. The Director-General of regional NFE center is type 4 and the deputy director is type 5 of the civil servant position.
3. The Director-General of Provincial NFE center is type 4 and the deputy director is type 5 of the civil servant position.
4. The Director-General of District NFE center is type 5 and the deputy director is type 5 of the civil servant position.
5. The CLC manager is type 7 and the CLC organizer is type 8 of the civil servant position which is appointed by the Head of District Education and Sport Bureau.

Part IV Work Method and the Process

Article 8: Working Principals

The NFE center carries out the duties based on the following roles and principles:

1. Carries out its affairs based on the principle of democratic centralism by integrating collective responsibility with personnel accountability, follows one leader-decision making approach of administration of the organization and make use of personnel's creative and innovative ideas and the national education and sports development plan.
2. Operates its duties based on the strategy, work plan, program guidelines and action plan, clear determined goals and focused work for each period of development plan.
3. Manage and supervise the operational organizations under the administrative line of organizational structure and to coordinate with other concerned organizations based on the government's managerial and administrative system between the central and local levels.
4. Conduct monitoring, inspection, evaluation, support, promotion, synthesis the all of work of the center and draw lessons-learned for each period of development plan.
5. Follow the method of meeting to conduct meetings, internal criticism sessions and to report on the implementation of its function operations to higher authorities.

Article 9: Coordination and Cooperation with concerned organizations

The NFE center has its coordination and cooperation with concerned departments, department-equivalent bodies, institutes, centers, international organizations and other organizations including public and private sector based on the approval of its higher authorities.

Part V Final Provisions

Article 10: Budget and Seal

The Non-Formal Education Development Center, Regional NFE centers, Provincial NFE centers, District NFE centers, and Community Learning Centers have budgets for carrying out activities, which is allocated from the budget of Ministry of Education and Sports, contributed by societies, communities, friendship countries, and international organizations both for those are working in the country and outside the country and have their own seals for official use.

Article 11: Making Use

This ministerial decision authorizes the Non-Formal Education Development Center, Regional NFE Center, Provincial NFE Centers, District NFE Centers, and Community Learning Centers to determine and identify their detailed functions and activities of each sector, unit and sub-unit together with identifying the standard of each position, unit and sub-unit and to propose to its higher authorities for granting approval for implementing those functions and activities and to propose for recruiting and appointing personnel into different positions, as is suitable.

Article 12: The Implementation

The Ministry cabinet, departments, department-equivalent bodies, institutes, provincial/capital education and sports, district/city education bureau as well as all units of education and sports and concerned bodies shall acknowledge and strictly implement this ministerial decision.

Article 13: Effectiveness

This ministerial decision enters into its force after being signed. Any regulations or provisions that conflict with this Decree shall be abrogated.

For, Minister of Ministry of Education and Sports
[Seal and Signature]

Sengduane Lachanthaboun

CC:

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| 1. Ministry of Home Affairs | 1 copy |
| 2. Ministry Cabinet, Ministry of Education and Sport | 1 copy |
| 3. Departments and Institutes | 1 copy for each |
| 4. Provincial/Capital Education and Sports Service | 1 copy for each |
| 5. District Education and Sports Bureau | 1 copy for each |
| 6. All concerned authorities/bodies | 1 copy for each |
| 7. To keep for reference | 1 copy |