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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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(Published by Authority)

**PART IV (A) - PROVINCIAL COUNCILS**

**Provincial Councils Notifications**

**NORTH WESTERN PROVINCIAL COUNCIL**

**Human Resource Development Authority Law No. 1 of 1994 the North West**

ORDER made by Minister under the Section 18(B) of North Western Human Resource Development Authority Law No. 01 of 1994.

ATHULA WIJESINGHE,  
Chief Minister and Minister of Finance and Planning, Law and Peace,  
Local Government and Manpower, Education and Cultural Affairs,  
Land, Transport, Environment, Tourism, Investment Co-ordinate,  
Co-operative and Food Supply and Distribution. (North Western Province)

At Chief Minister's Office,  
Kurunegala.

ORDER

01. This order may be cited as the Order No. 01 of 2012 related with Human Resource Development and Management of North West.

PART 1

REGISTERING OF COMPANY

02. Except under the Authority no one can do an act described in the 1st schedule in a license issued by the Human Resource Development Authority of North West (Hereinafter referred to as 'Authority')

03. Application for register shall be made accordance with the form described in the 2nd schedule.

04. For obtaining a registration an institution shall be fulfilled the qualifications described in the 3rd schedule.

05. An institution shall be registered in the suitable grade in accordance with the qualifications fulfilled by the applying institution on the basis of the conditions described in the 4th schedule.

06. Certificate of Register issued by the authority shall be made accordance with the form described in the 5th schedule.

07. After registering, a valid license shall be issued by the authority for a period of not exceeding than one year.

08. The annual license shall be in accordance with the form described in the 6th schedule.

09. The company is bound to function in accordance with the conditions mentioned in the license.

10. A specified period as it thinks fit may be made by the authority to appoint a comany for an upper grade from the present grade.

11. The application for the renewal of license shall be sent to the authority prior to one month of the expiry of license.

12. The application for the renewal of license shall be sent be in accordance with the form described in the 7th schedule.

13. Registration Fee shall be as follows :

1. Amount of Student	11 - 50	Rs. 2,000.00
2. Amount of Student	51 - 100	Rs. 3,000.00
3. Amount of Student	Above 101	Rs. 5,000.00

14. The annual license fees will be Rs. 1,000.00.

## PART 2

### SUPERVISING THE INSTITUTION

15. The president of the Human Resource Development Authority or an officer authorized by him shall have the power to inspect an institution or to obtain information on the institution.

16. The president of the Human Resource Development Authority or an officer authorized by him shall have the power to enter in to the institution with his assistants and obtain necessary information in the duty hours of the institution.

17. It shall be the duty of the administrator / manager giving necessary information or all other required assistances.

18. The president may empower the general manager the discretion power in the matters related with the orders of Human Resource Development as necessary.

## PART 3

### CANCELLATION OF LICENSE

19. When it revealed to the president that any of the conditions described in the license has been breached by any of an institution, the licensee shall be informed by registered post to show cause to not to issue a cancellation order if any within three weeks.

20. If the reply was not sent for that letter within three weeks or the sent reply is insufficient the president shall has the power to issue a cancellation order of license.

PART 4

APPEAL

21. An appeal shall be made to the minister by the aggrieved person by rejecting an application by the authority or cancellation of license or rejecting a renewal of the license.

22. Regarding that a decision shall be made by the minister after conducting an inquiry and received a recommendation of the advisory committee comprising of members not exceeding than three.

23. The applicant shall have an opportunity to represent in person or by a representative of him to.

24. The decision of the minister shall be the final and conclusive decision regarding an appeal.

PART 5

ADVISORY COMMITTEE

25. An advisory committee comprising of member not exceeding than nine shall be appointed by the minister for render the advisory services.

26. The composition of the advisory committee shall be as follows :

1. Executive Director (officially)
2. General Manager (officially)
3. Provincial Educational Director or a senior staff officer nominated by him.
4. A Computer Engineer
5. A Beautician
6. A mechanical Engineer
7. A Doctor
8. A Lawyer
9. An Accountant

27. The executive director shall be the president of the advisory committee.

28. The term of office of the advisory committee members shall be three years.

29. Remuneratory allowance for the members of the advisory committee shall be decided by the board of directors.

30. The president of the advisory committee by his opinion may call one or more members of the committee on the necessity of advice.

PART 6

ADMINISTRATIVE ACTIVITIES

31. An special administrative unit shall be established by the authority for registering of institution and for activities regarding rendering the advisory and administrative services.

32. The special administrative unit shall be functioned under the supervision of the general manager.

33. The required amount of officers to running the administrative unit shall be decided and appointed by the board of Directors.

## PART 7

## OFFENCES AND PUNISHMENTS

34. Obtaining a license and doing an act described in the 1st schedule related with Human Resource Development and Management within the province.

35. A licensed institution fails to abide the advices issued by the president under the order of Human Resource Development and Management within the province.

36. A licensed institution fails to grant the necessary information to the president or to an officer authorized by him.

37. The case may be filed in the Magistrate's Court when doing or omission of an act, which mentioned as offence under this regulation. Fine not exceeding fifty thousand rupees or imprisonment, either simple or rigorous, for a period not exceeding one year may be imposed on conviction.

38. For the purpose these orders -

Minister means the subject Minister of Human Resource Development in the North-Western Province.

Authority means Human Resource Development Authority of North-West.

Board of Directors means Board of Directors of the Human Resource Development authority of North-West.

President means the President of the Human Resource Development authority of North-West.

Executive Director means the Executive Director of the Human Resource Development authority of North-West.

General Manager means the General Manager of the Human Resource Development authority of North-West.

Institution means an institution which doing an act related with the Human Resource Development in the North-Western Province and where the amount of the students is more than 10.

Law means the Human Resource Development Authority Law No. 1 of 1994 North West.

Instruction means giving instructions and giving incidental services related to that to develop the institutions that engaged in the Human Resource Development and management activities in North-West.

*1ST SCHEDULE*

01. Institutions conducting additional classes for school children (From Grade 01 to Grade 13)
02. Institutions conducting additional classes for giving diploma or graduate certificates.
03. Institutions conducting additional classes targeting the competitive examinations.
04. Computer / Information Technology Training Institutions.
05. Language Training Institutions.
06. Sawing Training Institutions.
07. Beauty Training Institutions.
08. Music Training Institutions.
09. Dancing and Drama Training Institutions.

10. Training Institutions related with Hotel Industries.
11. Motor vehicles and mechanical Science Training Institutions.
12. Nursing / Attendant Training Institutions.
13. Vehicle Driving Training Institutions.
14. Machinery Training Institutions.
15. Karate / Kungfu and physical Training Institutions.
16. Making Cake and Foods Training Institutions.
17. Training Institutions on Civil Engineering Services.
18. Other institutions which declared by the minister in time to time by *Gazette*.

2ND SCHEDULE

*Application for the Registration of Institutions, which engaged in the  
Human Resource Development Activities*

01. Institutions :

- 01 : 1 Name :————,
- 01 : 2 Address :————,
- 01 : 3 Telephone Number :————,
- 01 : 4 E-mail and Website (If any) :————,
- 01 : 5 A functioning Institution or a Proposed Institution to be started :————,
- 01 : 6 Started on / Proposed to be started on :————,
- 01 : 7 Divisional Secretary Division :————,

02. Proprietor :

- 02 : 1 Name :————,
- 02 : 2 Address :————,
- 02 : 3 Telephone Number :————,
- 02 : 4 E-mail and Website (If any) :————,

03. Resources of Institution (Human Resource Analysis)

- 03 : 1 Targeting group / Trainees / Students (explain) :————,
- 03 : 2 Knowledge given in fields (explain) :————,
- 03 : 3 Starting time of Classes in the institution :————,  
Ending time of Classes in the institution :————,
- 03 : 4 Resource persons / Instructors / Teachers (Explain with name, Educational and Professional Qualifications):————,

04. Resources of the Institution (Physical Resource Analysis)

- 04 : 1 Buildings permanent / semi permanent / temporary (explain) :————,
- 04 : 2 Number of buildings :————,
- 04 : 3 Building structure :————,
- 04 : 4 Open space for academic activities :————,

04 : 5 Electricity : - Yes / No. :—————,

04 : 6 Air conditioned facilities : - Yes / No. :—————,

04 : 7 Lavatory and Urinal facilities :- Yes / No. :—————,

04 : 8 Training Instruments / Teaching Instruments if any (explain) :—————,

I do hereby certify that the above given particulars on the above institution are true and correct, Request to register this institution as a Human Resource Development institution in the North-Western Province. Handing over ..... Rupees as the registration fee along this.

Signature of the applicant :—————,

Name :—————,

Date :—————,

**For office use :**

Application received on :—————,

The place examined on :—————,

Name and title of the examination officer :—————,

Recommendation :- Recommend to register in the A/B/C/D grade.

Signature :—————,

Title :—————,

Date :—————,

3RD SCHEDULE

QUALIFICATIONS TO BE FULFILLED TO OBTAINING A LICENSE NORMS ON GIVING INFRASTRUCTURE FACILITIES ISSUED BY THE DEPARTMENT OF EDUCATION

Urban Development Authority Act, No. 41 of 1978 and relevant amendments to that

According to the special *Gazette* of No. 392/09 issued on 10th March 1986 and the amendments to that made time to time the adopted situations will be decided.

1. Space facilities
2. Water facilities
3. Lavatory and Urinal facilities
4. Light and pure ventilation facilities
5. Space for taking rest
6. Equipment facilities for training and teaching
7. Basic necessary equipments for giving first aid first aid box comprising medicine
8. Security facilities in Emergency situations (a fire, blood)

4TH SCHEDULE

1. Space facilities,
2. Light and ventilation,
3. Water facilities,
4. Sanitary facilities,
5. Welfare facilities,
6. Equipments for Practical and theoretical teaching,
7. Glories and Rewards which got related with the Human Resource Development and Management,
8. Contribution to the social Development.

Based on the above details an institution can be categorized to four groups

1. A Very good
2. B Good
3. C Simple
4. D Weak

5TH SCHEDULE

CERTIFICATE OF REGISTRATION OF THE INSTITUTIONS WHICH ARE ENGAGED IN THE  
HUMAN RESOURCE DEVELOPMENT ACTIVITIES

File No. :-

Registration No. :-

I do hereby certify that the institution of ..... situated at the address .....  
..... According to the imposed ..... regulations under  
the Section 18 (2) (B) of the Human Resource Development Authority Law, No. 01 of 1994 has been registered as an institution  
..... engaged in the Human Resource Development activities under the registered number  
of .....

.....  
Executive Director / General Manager,

Human Resource Development Authority of Northwest,  
North Western Provincial Council,  
Date .....

(Official Stamp)

## 6TH SCHEDULE

ANNUAL LICENSE FOR THE INSTITUTIONS WHICH ARE ENGAGED IN THE  
HUMAN RESOURCE DEVELOPMENT ACTIVITIES

1. Registered No. :————,
2. License No. :————,
3. Name of Institution :————,
4. Address of Institution :————,
5. Fees paid :————,
6. Validity of license from ..... to .....

.....  
Executive Director / General Manager.

Human Resource Development Authority of Northwest,  
North Western Provincial Council,  
Date .....

(Official Stamp)

## TERMS

1. The validity of this license is for only for one year from the date of issue.
2. The officers who got the approval of the Human Resource Development Authority have the right to enter, examine and get necessary information in the duty hours from the institutions, which are covered by this license.
3. To prolong the validity period of license a relevant form of application shall be submitted to the authority prior to one month of date of expiry.

## 7TH SCHEDULE

LICENSE RENEWAL APPLICATION FOR THE INSTITUTIONS WHICH ARE ENGAGED IN THE  
HUMAN RESOURCE DEVELOPMENT ACTIVITIES

1. Name of Institution :————,
2. Address of Institution :————,
3. Applicant's Name :————,
4. Applicant's Address :————,
5. Registered No. :————,
6. Date of Registration :————,
7. License No. :————,

I request to prolong the license given to this institution for a period of one year. Submit along with .....  
rupees as license fee for that.

.....  
Signature.

Date : .....