



## Application for the registration of private Kalayathana under the Department of Cultural Affairs

Please follow the instructions stipulated in the Constitution of the Registration of private Kalayathana

Registration No. (For office use only)	
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1. Name of the applicant (with initials).....
2. Name in full.....
3. Address.....
4. National Identity Card No.....
5. Contact Numbers of the applicant
  - 5.1 Land Telephone.....
  - 5.2 Mobile Phone.....
  - 5.3 Email.....
  - 5.4 Web Site.....
6. Name of the Kalayathanaya.....  
(Please use the name Kalayathanaya at the end)
7. Address of the Kalayathanaya.....  
.....
8. Name of the person who serves as the Head of the Kalayathanaya  
.....  
.....
9. Qualifications for the post of Head of the Kalayathanaya.....  
.....  
.....
10. Grade to which the kalayathanaya is belonging under the categorization.....  
.....
11. A person could conduct several Kalayathanas but only one will be registered under the Department of Cultural Affairs. Details of other kalayathanas conducted by the applicant.....  
.....

.....  
.....  
12. In case where the owner of the building in which the Kalayathanaya is maintained, is not the applicant, documents to prove the consent of the owner should be attached to the application.

12.1 Statement by the applicant on the building in which the Kalayathanaya is maintained.....  
.....  
.....  
.....

13. Location of Kalayathanaya

- 13.1 Province:-.....
- 13.2 District:-.....
- 13.3 Divisional Secretary's Division:-.....
- 13.4 Grama Niladhari Division:-.....

14. Time of conducting classes

- 14.1 Sunday:-.....
- 14.2 Monday:-.....
- 14.3 Tuesday:-.....
- 14.4 Wednesday:-.....
- 14.5 Thursday:-.....
- 14.6 Friday:-.....
- 14.7 Saturday:-.....

15. Details of the Staff

Name of the Teacher

Educational Qualifications

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

(Photocopies of the original certificates certified true by the Divisional Secretary should be attached to the application.)

16. The list of instruments possesses by Kalayathana should be attached to the application. State whether the list is attached or not.....

17. Number of students in the kalayathana at the beginning:-.....
18. Daily Attendance :-(in number).....
19. Date of commencement of kalayathanaya:-.....
20. In case where the Head of the Kalayathanaya comes from traditional family of artistes, the details of ancestral hierarchy should be attached to the application along with the recommendation of the Cultural Officer/ Cultural Development Assistant/ Development Officer. State whether this report is attached hereto:-  
.....

21. I .....of.....  
 .....started and conducting the Kalayathanaya  
 named.....at  
 .....Grama Niladari Division. In case where my  
 qualifications are not adequate enough to hold the position of the Head of Kalayathanaya,  
 I hereby agree to continue it by obtaining the services of a teacher with qualifications  
 stipulated in the constitution. I also hereby agree to comply with the provisions of the  
 constitution of the Kalayathana and the provisions stipulated in its hand book and to the  
 provisions made time to time by the Department of Cultural Affairs. I am aware that the  
 Divisional Secretary of the region to which the Kalayathnaya belonging to, has the  
 authority to send reports on the Kalayathanaya to the Director of Cultural Affairs, to rescind  
 registration of this Kalayathanaya, on the grounds of disciplinary reasons or irregular  
 activities. I am also aware that subsequent to the registration of my Kalyathanaya under  
 the Department of Cultural Affairs, it will become a semi government institution, and as  
 such I certify that I will not engage in any activity that cause any harm to the good name  
 of the Government.

I kindly request you to please register my Kalayathanaya named above.

.....  
 Date Signature of the applicant

22. Report of the Grama Niladhari

I personally inspected the Kalayathanaya relevant to this application, which is located at the following address in this Grama Niladhari division.

22.1 Name of the Kalayathanaya :-.....

22.2 Address:-  
 .....  
 .....

22.3 Grama Niladhari Division:-.....

22.4 Divisional Secretary's Division:-.....

I certify the particulars mentioned above as true.

.....  
Date

.....  
Signature of the Grama Niladhari  
(Official Frank)

23. Report of the Cultural Officer

I inspected the Kalayathanaya. It possesses basic qualifications requisite for its continuation as a Kalayathanaya. There were proofs for its continuity as an active Kalayathanaya for a period of one year. I recommend to register this Kalayathanaya under the Department of Cultural Affairs.

.....  
Date

.....  
Signature of C.D.A/C.O/C.A

Telephone Number :.....(It is compulsory to state)

Name and designation of the officer who  
certified:.....  
.....

.....  
(Official Frank)

24. Recommendation of the Divisional Secretary

I recommend to register this Kalayathanaya based on the reports of the above officers.

.....  
Date

.....  
Divisional Secretary  
(Official Frank)

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25. Recommendation of the officer in charge of the subject

I inspected the particulars stated in the application. I proposed its registration since the qualifications are fulfilled. I proposed it is not appropriate for registration since the application is incomplete.

.....  
Date

.....  
Officer in charge of the subject

26. Recommendation of the Assistant Director

I recommend/ not recommend to register this Kalayathanaya based on the reports of the above officers.

.....  
Date

.....  
Assistant Director

27. Approval of the Director of Cultural Affairs

Approval is hereby given/not given to register this Kalayathanaya based on the recommendations of the above officers.

.....  
Date

.....  
Director of Cultural Affairs