



**Application to make amendments to the District/Divisional Secretary's Division/Head of Kalayathanaya/Name of Kalayathanaya/ Address of the Kalayathanas registered under the Department of Cultural Affairs**

01. Please mention below the particulars of the registered Kalayathanaya

- 01.1 Name of the Kalayathanaya.....
- 01.2 Registration Number and the Date.....
- 01.3 Grade .....
- 01.4 Address .....
- 01.5 District .....
- 01.6 Divisional Secretary's Division.....
- 01.7 Name of the Head of the registered Kalayathanaya.....
- 01.8 Address of the registered Kalayathanaya.....  
.....
- 01.9 Contact details of the Head of the registered Kalayathanaya.....
  - 01.91 Land Telephone
  - 01.92 Mobile Telephone
  - 01.93 Email
  - 01.94 Web Site

02. Mention the details of following if the Kalayathanaya is handed over to another person

- 02.1 Name of the new Head of the Kalayathanaya.....
- 02.2 Address of new Head of the kalayathanaya.....  
.....
- 02.3 Contact details of the new Head of Kalayathanaya
  - 02.3.1 Land Telephone
  - 02.3.2 Mobile Telephone
  - 02.3.3 Email
  - 02.3.4 Web Site

2.4 Qualifications for the new post of the Head of the arts institution.....  
.....  
.....  
.....

(Certified copies of aesthetic educational qualifications or certificates to depict ancestral hierarchy with the official frank of the certified officer should be sent along with the recommendation of the Divisional Secretary)

2.5 Reason for handing over the post of the Head of the Arts

Institution:.....  
.....  
.....

(Please attach the letter of expression of consent to hand over the post to the new Head by the previous Head under whom the arts institution is registered. If there are no issues in this regard the Development Officer should certify and place the official frank on the letter)

03. Please fill this cage only if you wish to amend the name of the arts institution

03.1 Proposed new name.....

03.2 Reason for amendment.....

04. Please fill this cage only if you wish to amend the address of the arts institution.

01.1 New address.....

01.2 Divisional Secretary's Division.....

(if you do not have the new address please attach the letter of expression of consent of the owner)

01.3 Reason for amendment.....

02. Please fill this cage only if you wish to amend the district/divisional secretary's division of the arts institution.

02.1 District.....

02.2 Divisional Secretary's Division.....

03. Name of the Head of the registered arts institution.....

.....

Date

.....

Signature

04. If the arts institution is handed over to another person the name of that person:.....

.....

Date

.....

Signature

(Please fill only the cages where applicable)

08. I certify the particulars mentioned above as true.

.....  
Date

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

09. Report of the Cultural Officer

The above particulars are proved as true at the inspections. As such I recommend to amend the district/Divisional Secretary's Division/Head of the arts institution /name /address of the arts institution.

.....  
Date

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

Telephone Number:.....

(Official Frank)

10. Recommendation of the Divisional Secretary

I recommend to make necessary amendments based on the recommendations of Grama Niladhari/ Cultural officer/ Cultural Development Officer.

.....  
Date

.....  
Divisional Secretary  
(Official Frank)

11 Recommendation of the officer in charge of the subject

I inspected the particulars stated in the application. I proposed to make necessary amendments since the qualifications are full filled. I proposed it is not appropriate to make necessary amendments since the application is incomplete.

.....  
Date

.....  
Officer in charge of the subject

12. Recommendation of the Assistant Director

I recommend/ not recommend to make necessary amendments based on the reports of the above officers.

.....  
Date

.....  
Assistant Director

13. Approval of the Director of Cultural Affairs

Approval is hereby given/not given approval to make the relevant amendments based on the recommendations of the above officers.

.....  
Date

.....  
Director of Cultural Affairs