

Transfer Circular No. 10/25/08/2022

To: All the Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant Grade I, II and III

Annual Transfers – 2021/2022

01. It is expected that the under-mentioned vacancies may exist as at 31.12.2021. Therefore, applications are invited from the Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant I, II and III who are eligible to apply in terms of item No. 03 of the Scheme of Transfer published as Supplement No. 01 of Sri Lanka Post Office Circular No. II of 01st of September 1995.
02. Transfers of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant I will be affected on the recommendations of a Transfer Board appointed with the approval of the Public Service Commission. Officers currently on first class duty and officers who have been promoted but have been retained on service requirements (only 11 class officers who have formally obtained the Post Master General's approval to be retained on service requirement due to special reasons) should apply for Class I vacancies
03. Transfers of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II and III will be implemented in terms of item No. 2:1 of the Supplement No. 01 of Sri Lanka Post Office Circular No. II of 01st of September, 1995.
04. The vacancies of the officers who reported to their respective places of work on or before 01.07.2018 and administrative and temporary transfers and extensions of service implemented up to 31.12.2021 are also included in these vacancies.
05. Also, the officers who have obtained service extensions on the basis of age at the time of making the annual transfers last year and have not yet submitted their retirement papers should apply for transfers in the year 2021/2022.
06. When an officer has been transferred on the recommendation of the **interim report** of a preliminary inquiry conducted on a disciplinary matter, the period of service in the previous office should be taken into account for the calculation of the maximum period of service at the present office. That officer is eligible to apply for a transfer on the completion of the maximum period of service at the present office (There is no provision to apply for a transfer to the office relevant to the disciplinary matter)
However, an officer who has been transferred to an office on **disciplinary grounds** cannot apply for a transfer until the completion of 5 years of service. (Reinstate on a disciplinary basis does not apply)
07. The vacancies of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant I are published in **Schedule 'A'**.

The vacancies of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II and III are published in **schedule 'B'**.

Said schedules mentioned in the circular have been included as Dropdown Menu in the applications applying software. Through this Menu in the application, relevant offices can be selected and marked. (As per the general instructions 08)

08. **Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant I,**

Class I Posts


01. Postmaster in charge (Class I)
02. Supervising officer
03. Staff assistant
04. Chief Clerk
05. Assistant Inspector of Mail Transport

Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II and III

Class II Posts

01. Postmaster in charge (Class II)
02. Assistant Postmaster (Assistant)
03. Relief Postmaster.
04. Purchasing and supplying officer (Mechanical Engineer Office)
05. Delivery revising officer

Offices with Posts applicable with special selection procedures

01. EMS Centre (C.M.E)
 02. International Airport P.O, Katunayake.
 03. Purchasing and supplying officer – Superintendent (supply) office, Narahenpita.
 04. Philatelic Bureau –Postal Headquarters/Departure Terminals of Airport, Katunayake
 05. Information Technology Unit, Postal Headquarters
09. Period of service at E.M.S office (C.M.E), International Airport P.O, Katunayake and Gems & Jewelry Post Office is **one year** and the service period of Katunayake International Airport post office is **two year** under observation basis and subject to future revisions.
10. The officers in class I, II and III grades who are applying for vacancies in, E.M.S Centre (C.M.E) and International Airport P.O. Katunayake should have completed a period of 05 years of service at the previous office and they should not have been charged with any frauds, corruption or financial irregularities or any preliminary investigation or disciplinary actions have not been started against them.
11. The applicants for the posts, at the Office of Inspector of Mail Transport (Class 1 – Assistant Inspector of Mail Transport) should have a sound knowledge of Motor Mechanics and a valid Driving license.
12. The applicants for the post of Mechanical Engineer (Class II) should have a sound knowledge of Motor Mechanics.
13. Action will be taken for calling the applications by having considered all the offices situated in the Postal Headquarters as one unit.(Except Philatelic Bureau and Information Technology Unit)
14. When considering transfers by having considered E.M.S center and central mail exchange as one unit, if an officer who has transferred and come to the EMS center from outside office intends a central mail exchange office under the transfer after one year service period, the chance will be given for central mail exchange only for the remaining 03 years by computing whole service period as 04 years by considering E.M.S center and central mail exchange as one unit.
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General Instructions

01. It is sufficient for **all the officers** who are eligible for transfers to submit only one application in the attached PON47 form. Offices and posts for which he / she is applying (maximum six) should be applied in order of his / her choice. (All the questions asked in the application should be completed correctly).

Priority will be given to the officers who have passed the Common Charge Examination in making selection to the post of Postmaster in charge as per the transfer process. The officers who have not passed the Common Charge Examination should have served a period of 02 years as Supervising Officers, to be eligible for selection for such posts. (This order will be null and void at the event of non availability of the applicants who have fulfilled the aforesaid qualifications.)

02. **Although transfers have been received under Annual Transfers for 2020/2021, but all such transfers not effected until the date of issuing of this circular are hereby cancelled. The officers so transferred but not implemented and who have completed the relevant period of service at the relevant office should also apply for transfers.**

03. The officers who have completed the maximum period of stay in their respective offices, but who have not forwarded applications for transfers on the due date, will be transferred to whatever station which is falling vacant after the completion of transfers, by the Transfer Board. Late **Appeals forwarded regarding this will not be entertained.**

04. If the Postal Service officers of Technical / Non-Technical Officer Category Supervising Management Assistant I who are due for transfers on completion of the maximum period of stay in their present offices are applying for an extension at the same office, such applications will be considered, only on the recommendation of the relevant staff officers and the relevant Deputy Postmaster General. If same is not recommended justifying reasons should be submitted. Also, the application should be submitted online and by post.

05. Applications for extensions of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II, and III will be considered only on the recommendations of the Head of the office and the relevant staff officers. If same is not recommended justifying reasons should be submitted. Also, the application should be submitted online and by post.

06. After announcing the vacancies in the first grade, after making the annual transfers and giving the written transfers, if there are still first-class vacancies, the officers who are to be promoted in the waiting list will be given transfers with first class promotions.

07. **Appeals should be made in writing within 10 days after having published the transfer board decisions in the Web Portal.**

Officers of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant I should forward their appeals to the address **Postmaster General, Chairman – first class appeal board, postal headquarters, Colombo 10** and it should be mentioned as **first class appeals – 2021/2022** at the top left hand corner of the relevant envelop.

Officers of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II and III should forward their appeals to the address **Deputy Postmaster General (Operations), Chairman – second class appeal board, postal headquarters, Colombo 10** and it should be mentioned as **second class appeals – 2021/2022** at the top left hand corner of the relevant envelop.



15. When giving transfers for all the offices, the priority will be given to the officers who have a more service period at outside office within previous service period.
16. When an officer, who is serving in an operational office, is applying transfers to an administrative office, and an officer who is serving in an administrative office, the priority will be given. Action will be taken to consider all the administrative offices situated at one complex as one unit.
17. After a final transfer order is issued to an officer of Postal Service officers of Technical / Non-Technical Officer Category Supervising Management Assistant I, it is the responsibility of the relevant Staff Officer to release the relevant officer, **within 07 days without waiting for the successor.** A report of all the responsible staff officers who have not been released accordingly should be forwarded to the Postmaster General by the Deputy Postmaster General (Operations) and disciplinary action will be taken for said responsible officer.
18. After a final transfer order is issued to an officer of Postal Service officers of Technical / Non-Technical Officer Category – Supervising Management Assistant II and III, it is the responsibility of the officer in charge of operational and controlling offices to release the relevant officer **within 07 days.** Since there is a deficiency of class II officers, the transfer orders should be implemented by giving priority to the officer who served most. A report of all responsible officers who have not been released accordingly should be forwarded to the Deputy Postmaster General (Operations) by the relevant Deputy Postmaster General.
19. The Class II and III officers, who apply for the transfers to offices at **Mt. Lavinia, Dehiwala, Moratuwa and Battaramulla inclusive of all the Post offices in Colombo zones**, are eligible to apply for transfers after serving for 02 years, until the filling of Class II vacancies.

The officers who apply for the transfers to offices at **Hasalaka, Laggala, Pallegama, Wilgamuwa, Wannirasnayalapura, Delft, Ethimaliwewa, Kandaketiya, Dambagalia, Sooriyawewa, Middeniya and Katuwana** are eligible to apply for transfers after serving for one (01) year. When giving transfers for 2022/2023, the priority will be given to the applying offices for those officers.
20. Northern Province is regarded as difficult (highly difficult), and the period of duty is limited to only one year for the non permanent residents of the Northern Province who have been transferred to offices there. As well, other Provinces are regarded as difficult (highly difficult) and the period of duty is limited to only one year for the permanent residents of the Northern Province who have been transferred to offices of other Provinces. They have the possibility to apply at subsequent transfers.
21. The officers who have completed the maximum period of stay in one office are usually eligible to apply the transfers. When there are not applicants for any office, it will be considered for the transfer the officers who have not completed the due period in this manner to those offices.
22. When making transfers on the basis of official quarters, the relevant officer is responsible for residing in the relevant official quarters

The Postmaster General reserves the authority to take final decision regarding transfers.



08. The date of handing over the appeal will be considered when accepting appeals. **Any appeal received after the issuance of final transfer order, will not be considered.** (Preliminary notices of the allocated offices for transfers are published in the Department Service Portal 203.94.92.230).

As there are a large number of vacancies in offices 11 and 111 all over the island, all the vacancies will not be filled at the time of transfer and vacancies will be filled on the basis of 2/3 of the approved staff vacancies.

09. **How to submit the applications**

Applications attached herewith should be completed and sent by registered post to the address of the **Secretary, Transfer Board, postal headquarters, 310, D.R. Wijewardana Mawatha, Colombo 10 on or before day of May 2022.** The Officer in Charge should attach and send the applications together with names register of the officers who submitted them. **Late applications will not be accepted.**

10. The officers who have not completed 04 years in the serving office can apply for the annual transfers on the basis of following matters

- On the office categorization (Very unpopular/unpopular/popular)
- As the retirement age has been extended to 65 years as per Public Administration Circular 02/2022, officers who have been transferred on the basis of age of the previous year but have not retired should apply for transfers this year.
- Officers who haven't permanent residence in North province and the officers who have the permanent residence in North province and are serving other provinces by receiving transfers for the duties.
- Officers who are serving outside of his resident area and in the office without an official quarter.
- 11/111 class Officers who were scheduled for the year 2020/2021 and transferred at the discretion of the Board

Transfer Board – 0114927252 / 0112328301 – Ext. 1900

21.04.2022


Ranjith Ariyaratne
Postmaster General
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Postmaster General

***Note**

Since a number of circulars are posted in the web portal from time to time for your easiness up to the last date of receiving applications, it should be observed the web portal up to the closing date for instructions.