My No.:DOP/HQ/OP/TB/75/2024 Transfer Board, Postal Headquarters, Colombo 10. 14.05.2024

Deputy Postmaster General / Chief Accountant
Chief Internal Auditor/Chief Accountant (Stamps)
Controller (Operations) / Investigation / Senior Administrative Secretary (Headquarters)
Superintendent (C.M.E) / Director (Training / Philatelic Bureau)
Divisional Superintendent of POO / Regional Administrative Officer / Regional Accountant
Engineer (Mechanical) / Accountant (Stamps)
Assistant Superintendent (Adm.) / (Supplies)
Chief Postmaster / Inspector of Mail Transport
Postmaster in charge / Chief Instructor

Staff Particulars - Annual Transfers 2024/2025

All the 2023/2024 annual transfers have been completed and the preliminary work for the 2024/2025 annual transfers has to be started.

Since the 2024/2025 annual transfers are about to start, you should enter the details of the Supervisory Management Assistant Non-Technical/Technical Officers category I/II and III in the form https://epay.slpost.lk. Kindly inform you to download and fill the official service portal of the department by and confirm the details before 27.05.2024 and send it to the Secretary, Transfer Board, Postal Head Quarters, Colombo 10 by registered post.

Reports regarding the officers at Post offices should be forwarded through the respective Divisional Superintendent of Post Offices and the reports regarding the officers in other Administrative offices should be forwarded through the relevant Deputy Postmaster General.

> If there are officers who have been suspended, who have left office, who have taken leave for foreign/domestic jobs, and who are not coming to work for other reasons, and if there is currently an excess of officers or vacancies in your office, you should include correct details about them in your report.

> All the officers should complete the position held in the office correctly. Ex-: (Charge of Duty (Grade 1), Superintending Officer (SO), Grade 1 Officer, Grade of Charge (Grade 11), Assistant Officer, Grade 11)

> Signed by: S.R.W.M.R.P. Sathkumara Postmaster General

Rajitha K Ranasinghe

Deputy Postmaster General (Operations)

Chairman - Transfer Board

Deputy Postmaster General (Operation)

Telephone No: Transfer Board – 0114927252 / 0112328301 - 1900

N.B.

The relevant officers in Charge are responsible for the correctness of the dates and all other information reported to the office by all officers. Therefore, consider to send only the correct information.

	අනුඅ∘කය /Serial No./ தொடர் இலக்கம்	
පුා.කැ.අ / DS Division / යා. ළු.පූ.:	කාර්යාලයේ නම /Name of Office/ அலுவலகத்தின்பெயர்:	
කාර්යාල දුරකථනඅංකය හා / தொலைபேசி இலக்கம்/ Tel: No		
ரூன்பீ අංකය⁄ தொலைநகல் இலக்கம்/Fax No:		

කාර්ය මණ්ඩල පිළිබඳ විස්තර/சேவையாளர்களது விபரங்கள்/Particulars of the personnel 2024/2025

අ∘කය No. இலக்கம்	මුලකුරු සමග නම (ඉංගුීසියෙන්) මයා/මීය/මෙනවිය සහිතව Name with Initials <u>with Mr./Mrs./Ms</u> (In Block Capitals) முதலெழுத்துக்களுடன் பெயர் <u>නිල./නිලාදනි/செல்வி</u> (ஆங்கில கெப்பிடல் எழுத்துக்களில்)	ජා.හැ. අංකය NIC No. தே.அ.அட்டை இலக்கம்	කාර්යාලයට මාරුවී පැමිණි දිනය Date of transferring to the office அலுவலகத்திற்கு இடமாற்றம் பெற்றதிகதி	කාර්යාලයේ ඡේවය අවසන්වන දිනය Date of ending the service at office அலுவலகத்தில் சேவையாற்றக்கூடிய இறுதித்திகதி	මුල් පක්වීම දිනය Date of the first appointment முதல்நியமனத்திகதி	1/11/111 මපල ද යන වග The grade to which it belongs அது சேர்ந்த தரம்	කාර්යාලගේ දරණ තනතුර Designation holding அலுவலகத்தில் வகிக்கும் பதவி	1.මාරුවීමපිළිබඳ විස්තර (පාලන/වාර්ෂික/වෙනත්) Particulars of transfers (Admn./Annual/ Other) இடமாற்றம் பற்றிய விபரம் (நிருவாக /வருடாந்த வேறு) 2. සය මාසික පුහුණුව සඳහා අනුයුක්ත කරන ලද Attached for the six month training ஆறு மாத பயிற்சிக்காக விடுவிக்கப்பட்ட விபரம் 3. ධූරය හැර යාම / වැඩ තහනම්/ උසස් වීම හා විදේශගත VOP/ Interdiction / Promotion & Foreign பதவியை விடக்/வேலை நீக்கம்/பதவி உயர்வு மற்றும் வெளிநாட்டு பயணம்
					-			

කාර්ය මණ්ඩලය Cadre சேவையாளர்கள்	කා.හා.කැ.ස්ථා 1 පෙළ/11 පෙළ මාණ්ඩලික සහකාර / පුධාන ලිපිකරු PM In charge I , II/ SA/ CC பொ.அ.அ.1ஆந் தர/11ஆந் தர பதவிநிலை உதவியாளர்/பிரதம இலிகிதர்	නි.පු.තැ.ස්ථා අධීක්ෂණ නිලධාරි ජො.නි.ඇ.සේ.පරී. DCPM / SO / SIPR ඩා.ඩ.அ.அதிபர்/ மேற்பார்வைஉத்தியோகத்தர்/சி.சீ.ப	සහායක/විෂය හාර ලිපිකරු ASST / Sub. Clerk உதவி/விடயப்பொறுப்பு இலிகிதர்	නி.மு⊛ಟೆ.ප. IPR சீருடை பரிசோதகர்	සහත Relief உதவி அஞ்சல் அதிபர்	අති රේක Extra மேலதிக	එකතුව Total மொத்தம்
අනුමත							
Approved							
அங்கீகரிக்கப்பட்டது							
දැනට සිටින							
Present							
தற்பொழுதுஉள்ளவர்கள <u>்</u>							
පුරප්පාඩු							
Vacancies							
வெற்றிடங்கள்							

වර්ගීකරණය	නිල නිවාස ගණන				
Category	No. of Quarters				
வகைப்படுத்தல்	 உத்தியோகபூர்வ இல்ல எண்ணிக்கை				
ඉතා හිතකර	තැපැල් ස්ථානාධිපති				
Highly Congenial	Postmaster				
மிகவும் வசதியானது	அஞ்சல் அதிபர்				
හිතකර	අධීක්ෂණ නිලධාරි/ සහායක				
Congenial	SO / Assistant				
வசதியானது	மே. உ/உ தவியாளர்				
අහිතකර	වෙනත්				
Uncongenial	Other				
வசதியற்றது	வேறு				
ඉතා අහිතකර					
Highly Uncongenial					
மிகவும் வசதியற்றது					

(කාර්යභාර නිළධාරියාමග්අත්සන /Signature of the officer In charge/பொறுப்பு உத்தியோகத்தரின் கையொப்பம்)
ඉහත සඳහන් තොරතුරු නිවැරදි බවට සහතික කරමි. / I certify that the above particulars are correct.
மேலே குறிப்பிட்ட தகவல்கள் சரியானது என உறுதிப்படுத்துகிறேன்
නිලයා්ජා තැපැල්පති / පුාලේශීය තැපැල් අධිකාරි/ <u>பி.அ.அ /பி.அ.அத்</u> தியட்சகர்/DPMG/DS ()

දිනය/Date/ණුණු:

★මෙම පෝරමය දෙපසම නොපමාව සම්පූර්ණ කර 2024.05.27 වන දිනට පෙර ුලේකම් , මාරුමණ්ඩලය, තැපැල් මූලස්ථානය, කොළඹ 10 ලිපිනයට ලියාපදිංචි තැපෑලෙන් ඉදිරිපත් කරන්න.

★Both sides of this form may be completed without delay and forward it by registered post before 27.05.2024 to reach the secretary, Transfer Board, Office of the Postmaster General, Colombo 10.

★ இந்தப் படிவத்தின் இரு பக்கங்களையும் பூர்த்தி செய்து 2024.05.27ஆம் திகதிக்கு முன்னர், செயலாளர் இடமாற்றச்சபை, அஞ்சல் அதிபதியின் அலுவலகம், கொழும்பு 10. எனும் முகவரிக்கு பதிவு அஞ்சலில்அனுப்பவும்.