

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

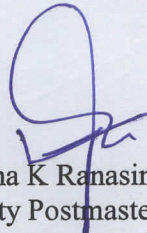
Staff Particulars – Annual Transfers 2024/2025

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)



Rajitha K Ranasinghe
Deputy Postmaster General (Operations)
Chairman - Transfer Board

Deputy Postmaster General (Operation)

Telephone No: Transfer Board – 0114927252 / 0112328301 - 1900

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

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.

කාර්ය මණ්ඩලය Cadre சேவையாளர்கள்	කා.හා.කැ.ස්ථා 1පෙළ/11 පෙළ මාණ්ඩලික සහකාර / ප්‍රධාන ලිපිකරු PM In charge I, II/ SA/ CC பொ.அ.அ.1ஆம் தர/11ஆம் தர பதவிநிலை உதவியாளர்/பிரதம இலிபிதர்	නී.ප්‍ර.කැ.ස්ථා අධිකෂණ නිලධාරී ජ්‍යෙ.නී.අ.සේ.පරි. DCPM / SO / SIPR பி.பி.அ.அதிபர்/ மேற்பார்வைஉத்தியோகத்தர்/சி.சி.ப	සහායක/විෂය භාර ලිපිකරු ASST / Sub. Clerk உதவி/விடயப்பொறுப்பு இலிபிதர்	නී.අ.සේ.ප. IPR சீருடை பரிசோதகர்	සහන Relief உதவி அஞ்சல் அதிபர்	අතිරේක Extra மேலதிக	එකතුව Total மொத்தம்
අනුමත Approved அங்கீகரிக்கப்பட்டது							
දැනට සිටින Present தற்பொழுதுஉள்ளவர்கள்							
පුරප්පාඩු Vacancies வெற்றிடங்கள்							

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

.....

(කාර්යභාර නිලධාරියාගේ අත්සන /Signature of the officer In charge/பொறுப்பு உத்தியோகத்தாரின் கையொப்பம்)

ඉහත සඳහන් තොරතුරු නිවැරදි බවට සහතික කරමි. / I certify that the above particulars are correct.

மேலே குறிப்பிட்ட தகவல்கள் சரியானது என உறுதிப்படுத்துகிறேன்.

නියෝජ්‍ය කැපැල්පති / ප්‍රාදේශීය කැපැල් අධිකාරී/ பி.அ.அ/பி.அ.அத்தியட்சகர்/DPMG/DS (.....)

දිනය/Date/திகதி:

★මෙම පෙර්මය දෙපසම නොපමාව සම්පූර්ණ කර 2024.05.27 වන දිනට පෙර ලේකම් , මාරුමණ්ඩලය, කැපැල් මූලස්ථානය, කොළඹ 10 ලිපිනයට ලියාපදිංචි කැපැලෙන් 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 அதிபரின் அலுவலகம், கொழும்பு 10. எனும் முகவரிக்கு பதிவு அஞ்சலில் அனுப்பவும்.