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செயல்நிறைவேற்ற அறிக்கை 2012  
Performance Report 2012

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அஞ்சல் சேவைகள் அமைச்சு  
Ministry of Postal Services

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Postal Headquarters Building  
310, D.R. Wijewardhna Mawatha  
Colombo 10.

# **Performance Report 2012**

**Ministry of Postal Services**

**6<sup>th</sup> and 7<sup>th</sup> Floor**

**Postal Headquarters Building**

**310, D.R.Wijewardhna Mawatha**

**Colombo10.**

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# Ministry of Postal Services

## **Vision:**

Provision of excellent and efficient postal service to the public.

## **Mission:**

Provision of trustworthy and high quality postal service to the people at an affordable price.

## **Objectives:**

- To minimize losses and provide a more profitable, efficient and friendly postal service to the public.
- To expand the Postal Services to be on a par with global trends employing modern technology.
- To invest appropriately in postal Infrastructure with a view to expand of Communication Services.
- To infuse proper management techniques towards minimization of costs of Communication Service.
- To ensure compliance with quality, standards and advancement of the field of postal services.

## **Functions:**

- Formulation of Policy relevant to the postal sector.
- Implementation of the Government Policy.
- Guiding and Monitoring of institutions under the purview of this Ministry.
- Maintenance of Postal Service complying with International Standards.
- Identifying and ensuring the implementation of programs and projects towards the development of services in rural and remote localities.
- Monitoring and evaluating the quality of services.
- Performance of management audit in the sector.
- Maintenance and development of relationships with International Organization connected with the postal sector.
- Motivating the provision of postal services to the general public through the private and public sector participation.
- Carrying out propaganda activities.

Allocation of subjects and functions to the Ministry of Postal Services as published in the gazette notification extraordinary No, 1681/3 dated 22.11.2010:

<b>Column I Duties and Functions</b>	<b>Column II Departments, corporations and statutory bodies</b>	<b>Column III Implementing the following Acts</b>
<ol style="list-style-type: none"> <li>1. Efficacious provision and maintenance of a modern postal service using state of the art technology and management methods</li> <li>2. Local and foreign postal activities</li> <li>3. Agency payment activities for other departments</li> <li>4. Upgrading postal service network</li> <li>5. Administration of Sri Lanka Philatelic Bureau</li> <li>6. All subjects assigned for institution indicated in Column II</li> <li>7. Monitoring of the institution indicated in Column II</li> </ol>	<ol style="list-style-type: none"> <li>1. Department of Posts</li> </ol>	<ul style="list-style-type: none"> <li>• Philately Act</li> <li>• Post Office Act</li> <li>• All other legislation relating to subjects referred to Column I and II herein which are currently in operation and have not been transferred specifically to any other ministry</li> </ul>

## Performance of 2012

### 01. Post Office Network Project

The Post office network project was initiated so as to increase the operational efficiency of the Department of Posts. This project was started with Rs. 300 millions provisions. In 2009 a Project Director was appointed and it was revealed that said amount of provisions are not enough to carry out the whole work of the project. Accordingly, the total estimate as per the updated new project report is, Rs.648.8 millions as follows.

Functions	Amount (Rs.m.)
1. Purchasing hardware	282.20
2. Supplying software	49.40
3. Obtaining internet connections (VPN)	30.45
4. Trainings	20.00
5. Obtaining advisory service	1.20
6. Project operational expenditure	8.16
7. Obtaining internal network connections (LAN)	16.10
8. Obtaining data centre and disaster recovery units facility	115.00
9. Purchasing computer stationary	97.00
10. Maintenance of hardware and software	28.30
11. Other	1.00
<b>Total</b>	<b>648.81</b>

The progress achieved by the project during 2012 as follows:

#### 1.1 Implementation of first phase

The first phase of the project was implemented as a pilot programme in the following 12 post offices, on 30<sup>th</sup> May 2012 under the patronage of Hon. Minister of Postal Services.

1. Nittambuwa
2. Mount Lavinia
3. Moratuwa
4. Kalutara
5. Anuradhapura
6. Kurunegala
7. Badulla
8. Galle
9. Balangoda
10. Piliyandala
11. Chilaw
12. Central Mail Exchange

Under this, the following software modules designed by Moratuwa University were implemented.

- Utility Bill Payments Module
- Mail Tracking System Module
- Address Verification Service Module
- E-Money Order- Stage - II /Demand Payment Module
- Delivery Notification /Mail Holding Module
- E2 Postal and Postal 2E Mail Service Module
- Mail Forwarding Service Module in the event of temporary change of residence

There, several major issues were arisen.

- 1) Scarcity in cadre
- 2) Issues relevant to network
- 3) Lack of specific computers and accessories

A programme was arranged to give solutions for them after discussing the same at the steering committee meeting. Accordingly, the following steps were taken.

- 1) Recruitment of 1080 new officers
- 2) Purchasing new computers and accessories
- 3) Streamline and increase of VPN capacity

## **1.2 Implementation of selected 06 modules on priority basis.**

Sixteen modules have been designed for the network project by the University of Moratuwa, and measures were taken to implement the following 06 modules giving priority for them and contemplating the customer requirements and issues identified through the pilot project.

01. Mail tracking
02. Utility bill payment (e-pay)
03. Demand payment (PMT)
04. Philatelic Module
05. Scan Gram Service
06. E2p and p2e

### **1.3 Entering data to the system**

A huge mass of data should be computerized for the implementation of computer system. A sub committee, too, was appointed to implement this work more successfully and rapidly. Identify business data/information required for the computer network, obtain them, verification, identify the required forms to grant services, entering data, preparation of guidelines, identify the accounting system, and supply information relevant to postal works are the functions assigned to this committee.

Master data spread island wide on post office level which is required for the operation of the system, is further in the process of being entered, and approximately 70% data has been computerized during the year 2012.

### **1.4 Training of Officers**

Under the program to train officers of the Department for the implementation of the first phase of the Post Office Network Project, 250 officials including the instructors of the Postal Training Institutions were trained. These training programmes were held at of Postal Training Institutions at Wellawatta, Batticaloa, Jaffna, Galle, Thambuththegama, Badulla and Kandy, and 40 instructors serving at those institutions and two officers each from 100 post offices were trained. The total amount expended for this programme is Rs.700,000.00.

- In addition to that an awareness program on post office network was conducted for District Administrative Officers, Regional Postal Superintendents and 110 Chief Post Masters at Postal Management Training College.
- Approximately 80 Trade Union Officers and 85 District Information Technology Co-coordinating Officers were also made aware in this regard.

### **1.5 Procurement Activities**

- **The procurement for purchasing 40 computers, printers and UPS units.**

Forty computers, forty printers and forty UPS units required for the implementation of the first phase of the post office network project were purchased from State Trading Corporation. The total amount money spent on the purchase was Rs. 4,622,000.00. Mail tracking, Utility bill payments and Demand payment services (designed by IT Unit of the Department of Posts) were provided by utilizing these equipments.

- The procurement for the supply, installation, commissioning and maintenance of the following equipment required for the implementation of the second phase of the Post office network project was completed.

Under this programme, the following equipment were distributed among 333 service stations.

- 550 computers
- 410 dot-matrix printers
- 143 laser printers
- 550 UPS units
- 550 virus guards

The total value of this procurement is Rs 79, 401, 550.00.

In addition to that arrangements were made to purchase 275 computers, 275 printers and 275 UPS units and distribute them among 195 service stations. Its value is Rs. 38,095,600.00.

- Procurement of 313 Barcode readers

Quotation was called again as being unable to select a successful bidder although Quotation was called earlier for once to purchase 313 barcode reader machines. However, the said procurement was awarded at the end of 2012 and supplying goods has already been completed. The total value of the procurement is Rs. 3,900,412.95.

- Procurement of 700 Bed Scanners

Procurement for purchasing 700 Bed Scanners was completed during the year 2012. Its value is Rs.5,075,000.00.

- Procurement of Data Centre and Disaster Recovery Unit.

Although National Competitive Bidding was called for this procurement, the quotations received are very high. Accordingly, the Treasury has manifest that it is more beneficial to provide the required facilities paying only the rental without supplying any hardware from Data Centre already functions than establishing a Data Centre spending a large amount of money. Therefore, the department of Inland Revenue, Department of Customs and Sri Lanka Information and Communication Technology Agency were inquired in this regard. However, being unable to obtain the required facility from the said establishments a detailed report including monthly rentals and specifications for data solution required for this purpose has been obtained from Sri Lanka Telecom, and relevant report has already been evaluated and the final report is due to be submitted to the Ministry's Tender Board.

- Procurement of supplying connectivity

Procurement for the supply of connectivity for the network has already been awarded to Sri Lanka Telecom PLC and 274 connections had been provided.

- Procurement of Local Area Network (LAN)

Although quotations were called under National Competitive Bidding for the procurement of Local Area Network, as no valid quotation was received, arrangements were made for calling quotations again through a press notice.

- Stationery

Arrangements were made to purchase the required computer stationary (toner, cartridge, ribbon, computer papers etc.) through the Department of Posts as Post Office Network Project is being implemented with the use of computers and the amount expended for the purpose is Rs. 4.9 million. Further has entered to a maintenance agreement with the relevant supplying company for the computers purchased for the project 2008 and its value is Rs.3.34 million.

## 1.6 Expenditure of the Project

- Expenditure of the year 2012 and total financial progress are given below:

Functions	Total cost estimate	Expenditure 01.01.2008 to 31.12.2011	Expenditure of 2012	Total
1. Purchasing hardware	282.20	91.37	81.24*	172.61
2. Supplying software	49.40	42.50	-	42.50
3. Obtaining internet connections (VPN)	30.45	3.89	-	3.89
4. Trainings	20.00	15.72	0.70	16.42
5. Obtaining advisory service	1.20	0.78	-	0.78
6. Project operational cost	8.16	5.20	2.50	7.70
7. Obtaining local area network (LAN)	16.10	-	-	
8. Obtaining the facility of data centre and disaster recovery units	115.00	-	-	
9. Purchasing computer stationary	97.00	-	4.99	4.99
10. Maintenance of hardware and software	28.30	-	3.33	3.33
11. Other	1.00	-	0.70	0.70
<b>Total</b>	<b>648.81</b>	<b>159.46</b>	<b>93.46</b>	<b>252.92</b>

\*In addition to Rs.81.24, Rs.49.0 million of credits is available to purchase hardware.

## **02. Establishments and Administrative Division**

The details pertaining to the organizational structure and the approved cadre are given in M.P.S. Annexure 01 and M.P.S. Annexure 02. An overview of the duties performed by the division is given below

- I. Conducting establishments' related functions of the staff of the Ministry and the employees of the Postal Department which come under the purview of the Ministry.
- II. Conducting administrative activities of the Ministry office.
- III. Carrying out media activities.
- IV. Performing activities in relation to parliamentary requirements.

### **2.1 Progress of the activities of Establishments Division of the Ministry in the Year 2012**

- |   |      |
|---|------|
| i. Extension of service (Sri Lanka Planning Service)  | -01  |
| ii. Extension of service (Sri Lanka Accountancy Service)  | -02  |
| iii. Promotions (Sri Lanka Accountancy Service)   | -01  |
| iv. Retirements (SLPS)  | -01  |
| v. Retirements (Public Management Assistant)  | -01  |
| vi. Resignations (Public Management Assistant)  | -01  |
| vii. Development Assistants- Confirmation of Post   | -03  |
| viii. Confirmation of drivers   | -03  |
| ix. K.K.S. appointments   | -01  |
| x. Retirements of drivers   | - 01 |
| xi. Termination of service of drivers on disciplinary order   | - 01 |
| xii. Conversion of salaries and amendment of pensions of officers of the Public Management Assistant Service who retired before 30.06.2011 as per P.A. Circular 28/2012 (1) | - 03 |

### **2.2 Appointment, Promotions and Appeals of the officers of the Unified Postal Service**

- The Sri Lanka Institute of Development Administration conducted the examination to fill 1086 vacancies in the U.P. Service of BIB Segment. Arrangements are being made to hold the interview for inspect qualifications of the applicants and fill the vacancies.
- Promotions of officers of U.P. Service A II Grade - 13
- Promotions of officers of U.P. Service A III A Segment - 02

- Held Interviews for the promotion of 14 officers of the U.P.S. to the posts of Post Master/ Administrative Assistants in U.P.S. A III B Segment and referred to the Public Service Commission.
- With the approval of the Public Services Commission, 15 officers were promoted to posts of Post Office Investigation Inspector/ Post Office Internal Auditor belonging to Segment 'A' III 'B' of U.P.S .
- Held interviews on 05.11.2012 to promote 13 officers of segment A III A of U.P.S.
- Measures are being taken to conduct a competitive examination (limited) to fill 03 vacancies in the post of Assistant Administrative Secretary/ Assistant Superintendent of segment A III A Grade of U.P.S.
- Interviews were held on 18.10.2012 to promote 05 officers to 05 posts of Deputy Post Master General to the Public Service Commission.

### **2.3 Appeals submitted to the Public Services Commission and the Secretary of the Ministry by the officers of the Unified Postal Service who have been served with disciplinary orders and interdicted**

- No of reports on which recommendations were submitted to the PSC - 11
- Appeals for which rulings were received from PSC - 05
- Reports called from the Post Master General regarding the appeals of officers - 16

### **2.4 Number of Cabinet Memorandums forwarded from 01.01.2012 to 31.12.2012**

- Total number of memorandums - 11
- Number of memorandums for which cabinet decisions were received - 11
- Number of memorandums that were submitted in 2011 and decisions received in 2012 - 01

### **2.5 Appeals of the officers of the Unified Postal Service who have retired**

- Total No of cabinet memorandums submitted in the year 2012 - 03
- Out of which the number that received decisions - 02
- No. of cabinet memorandums which upon submission to the cabinet in the years 2011 and 2012 were instructed to be referred to the Public Services Commission - 01
- Determinations received in 2012 for cabinet memorandums submitted in 2011 - 02
- Total number of reports submitted to the Public Services Commission - 53
- Number of reports for which determinations were received from P.S.C - 31
- Number of reports submitted to the Public Petitions Committee - 30
- Number of reports which received recommendations from Public Petitions Committee -14
- No of reports submitted to the Administrative Appeals Tribunal - 04
- No of reports submitted to the Ombudsman - 03
- Appeals for which replies were sent directly to appellants - 07

- Reports forwarded to the Secretary of the Ministry of Public Administration - 05
- Number of reports submitted to the Sri Lanka Human Rights Commission - 03

## **2.6 Appeals submitted to the President's Office, Prime Minister's office and The Hon. Minister**

- Reports called by the Post Master General - 103
- Number of responses sent - 43

## **2.7 Requests for concessionary permits for motor vehicles**

- Number of applications submitted to the Department of Trade, Tariff and Investment Policy - 09
- Number of vehicle permits issued by the Department of Trade, Tariff and Investment Policy - 08

## **2.8 Replies to internal audit queries - 05**

## **2.9 Retirements in Unified Postal Service - 14**

<b>2.10 Extensions of service</b>	-Beyond 57 years	- 04
	-Beyond 58 years	- 10
	-Beyond 59 years	- <u>08</u>
	<b>Total</b>	- <u><b>22</b></u>

## **2.11 Approved overseas leave**

- Officials of the Department of Posts - 100
- Officials of the Ministry - 05

### **2.12.1 Sub Post Master Service**

- As per letter E/386/2009 dated 09/05/2011 of the Attorney General, measures, the secretary of the Ministry has approved to confirm 49 officers who are serving as Acting Sub Post Masters since 2008 up to now having sat for the competitive examination held to recruit Sub Post Masters, in their posts with effect from the date they were called for interviews after verifying their qualifications and measures are being taken to arrange interviews for the same.
- Regarding appeals submitted to Public Service Commission;
  - Reports submitted to P.S.C - 05
  - Determinations from P.S.C - 03
- Replies sent to the appellant regarding the appeals submitted to Secretary of the Ministry - 04

### **2.12.2 Junior Service**

- Regarding requests for demotion;

- i. Reports submitted to the director General of establishments - 03
  - ii. Reports submitted to P.S.C - 02
  - iii. Decisions received from P.S.C - 02
- Regarding various issues in Junior Service;
  - i. Reports submitted to the director General of establishments - 01
  - ii. Reports submitted to P.S.C - 01
  - iii. Replies sent directly to the appellant regarding the appeals submitted to the Secretary of the Ministry; - 03
- Reports submitted to P.S.C regarding appeals submitted to P.S.C; Reports submitted to P.S.C - 07
- Under the 2<sup>nd</sup> phase of recruiting 500 postmen to deliver letters to the doorstep of the people of the plantations, a letter has been forwarded to the Director General of Management Services seeking approval to recruit 100 postmen.
- Sending on compulsory retirement/ retirement on inefficiency/ retirement under section 12 of the Pension Minutes Amendment relevant to all the employees serving to the Department of Posts;
  - Reports submitted to the Secretary of the Ministry of Public Administration - 14
  - Reports for which decisions were given by the Ministry of Public Administration - 07

### **2.13 Parliamentary coordinating activities**

- No of parliamentary questions answered - 10
- No of Consultative Committee Meetings held - 04
- No of proposals considered - 10

### **2.14 Reports of recommendations submitted to the court - 04**

### **2.15 Number of formal disciplinary inquiries conducted by the Ministry - 06**

### **2.16 Functions of the Information Media Unit**

- Preparation of press releases regarding all the development activities undertaken by the Ministry and issuing them to the print and electronic media and providing photographs and video cassettes to media institutions.
- Maintaining direct coordination with other media institutions to seek publicity for development activities of the Ministry and take necessary action to have them disseminated.

- Collecting information on disclosures made by the print and electronic media about the Ministry and the Departments coming under its purview and bringing them to the attention of the relevant authorities and to do feed backs for sending replies if there is any corrections to be done.
- Offering media coverage for special functions and ceremonies that Hon. Minister attends and taking necessary steps to publish them.
- Organizing for press briefings for special events of the Hon. Minister and for objectives expected to be fulfilled by the Ministry.

The Information and Media Unit which easily achieved its targets in the year 2012 contributed to the development process of the Ministry through a host of propaganda activities.

Accordingly, the purchasing of the video editing equipment has enabled the Unit to carry out its role in a more efficient manner.

During the period under review,  
 360 press releases were issued,  
 12 media briefings were conducted and  
 About 1500 photographs and 620 video cassettes were released to external media organizations.

A special cable television transmission was made for World Post Day -2012.

#### **2.17 Public Management Assistant Service (Department of Post)**

Extensions of service	-	Beyond 59 years	- 01
	-	Beyond 58 years	- 05
	-	Beyond 57 years	<u>- 02</u>
			<u>08</u>

#### **2.18 Referrals to the Director General of Combined Services for Retirements**

- 06

#### **2.19 Development Assistant (Department of Posts) -Transfers - 01**

#### **2.20 Accounting Service - Department of Posts**

- Promotions of officers forwarded to the Accounting Service Division - 05
- Transfers - 06
- Extensions of service referred to Deputy Secretary to the Treasury - 02
- Appointment to a post to cover the duties of another post in addition to the substantive post - 03
- Exemptions from the requirement of passing the efficiency bar examination - 04

- vi. Approval of the posts of Chief Internal Auditor in the Sri Lanka Accounting Service - 01
- vii. Identifying special posts in the Sri Lanka Accounting Service - 01
- viii. Reporting regarding the vacancies in Sri Lanka Accountancy Service to Deputy Secretary to the Treasury - 01

### **2.21 Sri Lanka Engineering Service - Department of Posts**

- i. Transfers - 01
- ii. Employed on contract basis - 01

### **2.22 Officers of the Department of Post**

- i. Approving lapsed leave - 05
- ii. Approving accident leave - 19
- iii. Approving special leave - 19
- iv. Payment of compensation under P.A circular 22/93 - 03
- v. Payment of compensation under P.A circular 21/88 - 02

### **2.23 Trade Union Activities**

- i. Releasing officers for trade union activities - 07
- ii. Complaints and proposals submitted by trade unions - 69
- iii. Reports called from Post Master General - 69
- iv. Reports received from Post Master General - 42

### **2.24 Approval of loans**

- Distress loan - 45
- Property loan - 01

### **2.25 Recruitment procedure**

The following schemes of recruitment procedures of the Ministry of Postal services have been approved by the Public Services Commission.

Camera Operator (Assistant)  
 Still Photographer and Camera Operator (video)  
 Legal Officer  
 Transport Officer

Department of Posts-09 schemes Recruitment are available.MN 07; MN 03, MN-01 and PL-03 have been approved by the Public Service Commission.

### **2.26 Provision of Welfare Services**

The welfare service is maintained at a satisfactory level by making available essential items for the officers of the Ministry.

## 03. Development Division

### 3.1 Progress review activities

- Progress of development programmes, projects and activities of the postal service development programmes implemented across the island is reviewed quarterly.
- Under the provisions of the Land Acquisition Act, activities pertaining to the acquisition of lands (approximately 80 files) were handled.
- Measures have been constituted to regularize various contracted activities already launched with the private sector by the Department of Posts.
- A study is underway regarding the revision of local postal charges and the proposals are to be implemented in the future.
- Action will be taken to promote postal services by giving due consideration and offering solutions to complaints and suggestions made in the print media.
- A study is to be carried out to reduce the cost of the telegram service.
- Measures were taken to establish two new agency post offices at Thihariya and Balangoda.

### 3.2 Stamp Promotion Programme

Arrangements have been made to print stamps of high quality preserving the philatelic value. Details of stamps issued in 2012 are tabulated below.

Theme	No of stamps issued
Annual issuance	6
National heroes	7
Events of national importance	3
National heritages of Sri Lanka	6
International events	8
Culture, nature, wildlife, sports etc. of Sri Lanka	5
Other events	2
Outside the annual stamp programme	5
<b>Total</b>	<b>42</b>

- With a view to increase the sale of stamps and popularize the stamps, facilities for selling stamps and philatelic items have been increased at the stamp counter established at the head office.

- Parallel to the World Post Day 2012, a stamp exhibition was held for 5 days at the Postal Headquarters premises.
- Progress review was done with the intention of re-organizing the Philatelic Bureau keeping continuous co-ordination with the Bureau.
- The stamp policy implementing at present was amended and referred for the observation of Hon. Minister with the intention of solving the problems encountered in enforcement.

### 3.3 Human Resources Development

#### ➤ Providing Inland Training Opportunities

#	Category of officers received training	Number of Officers trained	No of Training Programmes
01	Staff officers	03	05
02	Development Assistants	16	03
03	Management Assistants	22	05
04	Drivers	02	01
05	KKS	04	02
06	A workshop conducted by National Dangerous Drugs Control Board was held for the entire staff.		

#### ➤ Participating foreign Conferences / Trainings

##### Ministry of Postal Services

Category of Officers	No of Officers participated	Countries visited	Subject
Hon. Minister and his staff	03	Brussels	Post Expo - 2012
Staff Officers	01	Qatar	25 <sup>th</sup> Universal Postal Union Congress
	01	USA	Penpex Stamp Exhibition - 2012

Category of Officers	No of Officers participated	Countries visited	Subject
Staff Officers	01	Thailand	Human Resource Management
	01	Thailand	Financial Management
	05	China	Asia Pacific Postal Union Executive Council Meeting
	01	Vietnam	Second Sustainable Development Seminar for Postal Operators in Asia Pacific Countries
	01	Thailand	Postal Management
	05	Qatar	25 <sup>th</sup> Universal Postal Union Congress
	02	Pakistan	Electronics Commerce and Strategies for Postal Administrations
	02	India	Preparatory Conference of South Asian Postal Union(SAPU)
Postal Service Officers and other officers	01	Thailand	International Mail Accounting
	01	Japan	Workshop in Global Monitoring System
	01	Thailand	Postal Financial Services Course with Special Emphasis on International Remittances
	01	Thailand	Postal Retailing and Sales Management Course

### 3.4 Other Development Programmes

- Necessary arrangements are being made to implement e-Govern policy in the Ministry as per the instructions given in President’s circular No: SP/SB/03/10 dated 31.05.2010.
- Public Administration Reconstruction works are being implemented as per the instructions given in Public Administration Reconstruction circular No: 01/09 dated 12.06.2009 and NARC/MRC/09/01 dated 25.09.2009.
- Commence and co-ordinate the projects in relevance to the promotion of Postal Services in the districts such as Ampara, Batticaloa, Trincomalee and Polonnaruwa, parallel to Dayata Kirula Exhibition 2013.

### 3.5 Provide Library facilities

A library consisted with 590 books of various subjects is being maintained with the intention of developing good attitudes among the Ministry staff.

## 04. Policy Planning Division

- Preparation of the Annual Action Plan, having obtained plans, proposals and functions of all the divisions of the Ministry of Postal Services and Department of Post and compilation of the Performance Report and Progress Report and handing over the same to the parliament were carried out by the Policy Planning Division.
- Preparation of the audio visual programmes of the performance and Progress of the Ministry and presenting the same at the Parliament committee debate has been carried out parallelly.
- Reporting the progress in respect of the progress of the Uthuru Wasanthaya (Northern Spring) programme, resettlement, development, Security to the Presidential Task Force – Northern Province.
- The progress of the projects over Rs.50 million implemented since year 2006 by the Department of Posts and the benefits accrued as a result of such projects and basic information about the nationally important development projects were submitted to the Presidential Secretariat, the Ministry of Finance and to the Government Information Department to be publicized by the media.
- Providing information pertaining to the overall development functions of the Ministry to public sector institutions.
- Undertaking field visits in most of the following recommended post offices organized by the Ministry of Postal Services and the Department of Posts, parallel to the World Post Day -2012 national ceremony.

<b>Supra grade Post offices</b>	<b>Class I Post offices</b>	<b>Class II Post offices</b>	<b>Sub Post offices</b>
Matara	Ambalanthota	Hungama	Waralla
Peradeniya	Waththegama	Ramboda	Makuludeniya
Kuliyapitiya	Lunuwila	Moragollagama	Koswatta
Badulla	Haputale	Siyambalanduwa	Nakkala
Pollonnaruwa	Higurakgoda	Vijithapura	Piburattawe
Cinnamon Gardens	Homagama	Malabe	Kiriwaththuduwa
Balangoda	Rambukkana	Ayagama	Kotaveheramankada
Trincomalee	Walachchena	Mawadichena	Vishwamadukulama
Jaffna	Karainagar	Chankanai	

This division has also given its contribution to select the best post office staff of 2012 in parallel to the above mentioned competition and its main objective is to create a higher efficiency in postal service through motivating employees.

➤ **Implementation of the Result Based Management Concept (MfDR - ARf)**

The officials of the Ministry of Postal Services too participated in the workshops held under the guidance of the Department of Project Management and Monitoring for the implementation of the Result Based Management concept in each Ministry. Under this, the Goals and Key Performance Indicators relevant to the Ministry of Postal Services were identified. Accordingly, the identification and planning of the expected targets of each performance indicator for the next five year period was discussed and a Corporate Plan from 2011- 2016 on the basis of these matters is scheduled to be compiled.

➤ **National Health Week - 2012**

Active contribution of the Ministry of Postal Services too, were given for National Health Week conducted by the Ministry of Health from 10<sup>th</sup> to 17<sup>th</sup> December 2012 so as to improve the knowledge, attitudes and participation of the general public regarding the free health service of Sri Lanka, under the 'Mahinda Chintana Policy Framework' of His Excellency the President. Further, the staffs of the Ministry of Postal Services were made aware through lectures, video tapes and leaflets regarding the non-communicable diseases, which is a main issue prevailing in Sri Lanka. Also, identification of dengue breeding places in the premises of the Ministry of Postal Services and cleaning them were carried out under the dengue eradication programs, and reported its progress monthly to the Ministry of Health.

➤ **Progress of the Development Programs implemented in the Northern Province**

Parallel to the Uthuru Wasanthaya program launched with the restoration of the civil administration in the Northern Province, construction of new post offices, improvement of letter distribution facilities and facilities for mailing letters and upgrading of office facilities are being implemented in the Jaffna, Mannar, Kilinochchi, Mulativu and Vavuniya districts. Further, the projects such as increasing training facilities, supplying furniture and machinery will be implemented under this programme.

➤ **Progress of constructing new post office buildings**

Construction works of Pemaduwa, Sippukulama, Maeliya, Madurankuliya and Waikkala post office buildings have been completed and construction works in relevance to Imaduwa, Padavi Parakramapura, Sooriyawewa, Thalawakalle, Ella, Dombagahawela, Parakaduwa, Udawalawe, Wakerai, Anuradapura postal complex, Bulathkohupitiya, Guruthalawa and Demodara are in progress.

➤ **Deyata Kirula 2012 National Exhibition - Oyamaduwa, Anuradhapura**

Deyata Kirula national exhibition 2012 was held in Oyamaduwa, Anuradhapura. Ministry of Postal Services and the Department of Posts contributed it by holding awareness among school children and the public about the services provided by the Post office Network Projects and modern postal services and selling stamps at the exhibition stall.

➤ **Deyata Kirula National Exhibition 2013 - Hardy Technical Institute at Ampara**

Arrangements have been made to hold the Deyata Kirula National Development Programme 2013 centralizing the activities in Hardy Technical Institute, Ampara. In this year various development programs will be implemented in the districts of Batticaloa, Trincomalee and Polonnaruwa as well as Ampara district in parallel to the Deyata Kirula Programme. Under this programme, modernization of Post office buildings, painting letter boxes, supplying information technology facilities and promoting postal services will be implemented.

## **05. Internal Audit Division**

### **5.1. Objectives of the Internal Audit Division to fulfill the mission of the institution**

- To participate in the internal control system relating to the financial activities of the Ministry and to maintain a continuous survey and an independent assessment regarding the regularity and the adequacy of the internal investigation employed to prevent shortcomings and frauds to expose the same.
- To assist the accounting officer and the progress investigation committee to determine the progress in fulfilling the implementation plans and programs of the development projects and proposals assigned to the Ministry or undertaken by the Ministry.
- To serve as a coordinator as appropriate between those engaged in these functions, the Secretary of the Ministry and the Progress /Investigation Committee.

### **5.2. Functions**

1. Ascertaining whether the plan as well as the functioning of the internal search and control system implemented by the Ministry to prevent errors and frauds is successful.
2. Finding out whether the details required for preparing an accurate financial statement are provided through the accounting system employed for determining the credibility of accounts and other reports.
3. Appraising the quality of the performance of the staff in fulfilling their responsibilities.
4. Finding out to which extent the assets of the ministry have been protected from all forms of damages.
5. Checking whether the Establishment Code, Government Financial Regulations and other supplementary instructions issued from time to time by the Ministry of Public Administration are complied with.
6. Detecting the success of the internal control system selected for preventing and exposing waste, idle capacity and overspending.
7. Inspecting the accounting procedure of the Ministry and operations leading to any expenditure and examining whether assets and liabilities of the ministry are utilized in a secure, thrifty and systematic manner.
8. Conducting special investigations where necessary

In order to achieve the above objects, the Internal Audit Division conducted audit and investigations in the following areas during the year 2012, as follows.

## **Audit Queries – Year 2012**

### **5.3 Audit queries relevant to the Ministry**

1. Internal audit inquiry on the issue of railway warrants - 2011
2. Internal audit inquiry on the consumption of drinking water of the ministry - 2011
3. Audit Inquiry on staff training - 2011
4. Inquiry into receipt of money - 2011
5. Internal audit inquiry into payment vouchers and transport expenses- 2012
6. Audit inquiry into preparation of salaries - 2011
7. Audit inquiry on bank reconciliation statements - 2012
8. Internal audit Inquiry of telephone bills - 2011
9. Audit inquiry into the reconciliation of imprest account
10. Internal audit inquiry into payment vouchers
11. Audit inquiry into the repairs and maintenance of vehicles - 2012
12. Formulation of process to regularize the reporting losses of the Ministry
13. Audit inquiry into the maintenance and repairing of machinery - 2011 and 2012
14. Internal audit inquiry on payment vouchers
15. Audit inquiry into the advance account of public servants
16. Investigation of expenditure relevant to the Ministry

### **5.4 Special Audits Inquiries and Audit Inquiries –Department of Posts**

1. Procurement regarding the transportation of sea mail bags to overseas destinations
2. Procurement of establishing data centre and disaster recovery unit under the post office Network Project.
3. Procurement of 2000 bicycles for the Department of Posts
4. Delay in parcel bearing number E003693102 LK sent through EMS
5. Shortage of mail bags in the Department of Post
6. Procurement of 02 million plastic seals
7. Audit inquiry of “Piyoni Flower” first day envelope of Philatelic Bureau.
8. The Divaina Newspaper 24.04.2012 - dismantling of a building of Department of Post with goods worth ten million of the Ministry to secure more space for ‘NelumKuluna’
9. Control of income and expenditure
10. Audit inquiry – District accountant’s office (Colombo South)

## 06 Financial Division

### Ministry of Postal Services

#### Capital Allocation and Expenditure - 2012

Object code	Description	Revised Estimate allocation (Rs.)	Expenditure as at October 31 (Rs.)
	<b>Rehabilitation and Improvement of Capital Assets</b>		
2001	Building	5,250,000.00	4,338,886.95
2002	Plant, Machinery & Equipment	550,000.00	318,505.97
2003	Vehicles	3,306,000.00	3,286,212.15
	<b>Acquisition of Capital Assets</b>		
2102	Furniture & Office Equipment	1,500,000.00	1,444,098.94
2103	Plant, Machinery & Equipment	2,015,000.00	1,972,681.20
2104	Building & Constructions	4,000,000.00	2,997,381.23
	<b>Capacity Building</b>		
2401	Trainings and Capacity Building	450,000.00	222,673.00
	<b>Other Capital Expenditure</b>		
2502	Other Investments (Post office Network Project )	196,000,000.00	90,667,679.25
	<b>Total</b>	<b>213,071,000.00</b>	<b>105,248,118.69</b>

- 9% from 2001 object code, i.e. Rs.413,000/= has been saved as compulsory savings.
- 9% from 2104 object code, i.e. Rs.1,000,000/= has been saved as compulsory savings.
- 9% from 2502 object code, i.e. Rs.17,640,000/= has been saved as compulsory savings.

# Department of Post

## Human Resource Management

### Training and Development of Skills of Personnel

Department performed a special duty in 2012 for the development of human Resources. Action has been taken to uplift the efficiency to an upper level and to improve skills of the executive Officers and the other officers as well as the Minor staff of the Department.

Postal Management Training College in the Postal Headquarters inclusive of other 07 Regional Postal Training Institutions contribute for this purpose.

- **Particulars of the Training programmes in 2012**

<b>Institutes</b>	<b>No. of Courses</b>	<b>No. of Participants</b>
PMTC - Postal Headquarters (Internal Programmes)	23	1060
Trainings through other Institutes	26	75
Galle	42	354
Wellawatte	32	1341
Thambuttegama	38	779
Kandy	54	3744
Jaffna	21	244
Batticaloa	30	214
Badulla	29	893
Other	09	10
<b>Total</b>	<b>304</b>	<b>8714</b>

Table - 01

- **Provision for Training Programmes in 2012**

<b>Institutes</b>	<b>No. of Participants</b>	<b>Amount spent Rs.</b>
Local (PMTC + External 75 + PTI 7569+ Provincial 3927)	12,631	5,331,826.30
Foreign	10	617,784.00
<b>Total</b>	<b>12,641</b>	<b>5,949,610.30</b>

Table - 02

- **Allocation and Expenditure of financial provisions for the Provincial Training Programmes in 2012:**

<b>Province</b>	<b>Financial Provisions allocated for 2012</b>	<b>Provision spent in 2012</b>
Western	302,500.00	258,832.35
Central	527,500.00	524,363.11
Uva	161,500.00	161,418.00
Sabaragamuwa	186,500.00	160,456.00
North Central	188,750.00	186,257.20
Northern	282,000.00	280,353.50
Eastern	227,500.00	218,971.00
North Western	329,170.00	325,443.00
Southern	297,000.00	293,683.66
PMTc	2,752,830.00	2,746,547.48
CME	204,750.00	175,501.00
<b>Total</b>	<b>5,460,000.00</b>	<b>5,331,826.30</b>

Table - 03

## **Recruitments and Promotion**

All recruitments of the Department are made in sequence of the merit based on the competitive limited and open examinations and on the seniority.

- Interviews have been held on 18.10.2012 for 05 posts of Deputy Postmaster General Group 'A' Grade I of the Unified Postal Service.
- Reservations of one post and promotions for 13 officers w.e.f. 14.03.2012 for the posts of Controller, Senior Administrative Secretary, Administrative Secretary and Superintendent of Group 'A' Grade II of the Unified Postal Service.
- Interviews have been held on 05.11.2012 for 21 vacancies (posts of Assistant Superintendent, Regional Administrative Officer, Divisional Superintendent of POO and Assistant Administrative Secretary) of Group 'A' Grade III Segment 'A' of the Unified Postal Service.
- Holding Open Competitive Examination – 2011 and the interview to recruit Postal Service Officers of Group 'A' Grade I 'B' of Unified Postal Service to fill 1086 Vacancies.
- Calling applications and forwarding the same to the Department of Examinations for conducting Competitive Examination to recruit/ promote Assistant Superintendent of POO of Group A Grade III A of Unified Postal Service 2010 (2012) for filling 03vacancies.
- Calling applications for the Competitive Examination to recruit Investigating Inspectors of Post Offices/ Inspectors of Postal Accounts of Group 'B' Grade III 'B' of Unified Postal Service - 2012 for the purpose of filling 55 vacancies.

- Calling applications, holding Examination, coordination and sending results of the Competitive Examination for filling 04 vacancies of the post of Junior Inspectors of Uniform Staff - 2011 (2012).
- Publishing the notification of Common Charge Examination of Group 'B' Grade I 'B' of Unified Postal Service -2012 and forwarding applications to the Department of Examinations.
- Calling and forwarding applications of the Sub Postmasters to the Department of Examinations for Efficiency bar Examination.
- Making arrangements to hold examination for filling vacancies of the posts of Technical officers Group 'B' III (Multipurpose Grade) of the Unified Postal Service.

*\*Cadre of the Department of Posts is appearing in DOP Annexure - 1*

### **Investigation Branch of the Department**

Office of the Controller (Investigation) carries out investigations and auditing for regulating frauds, corruptions, and irregularities of the Department.

Preliminary investigation is carried out through 11 offices inclusive of Central Mail Exchange, Office of the Controller (Investigation) and nine Provinces.

- Report of Preliminary Investigations in 2012

Year		Central	Eastern	Northern	North Central	North Western	Sabaragamuwa	Southern	Uva	Western	C.M.E.	Controller (Investigation)	Total
2012	Balance in hand on 01.01.2012	25	21	36	23	20	71	81	17	658	406	342	1700
	Received	97	-	07	12	52	48	76	44	210	52	126	624
	Total	122	21	43	35	72	119	157	61	868	468	468	2324
	Finalized	34	02	03	22	23	23	35	30	78	113	113	395
	Balance in hand as on 31.12.2012	88	19	40	13	49	96	122	31	790	355	355	2029

Table - 04

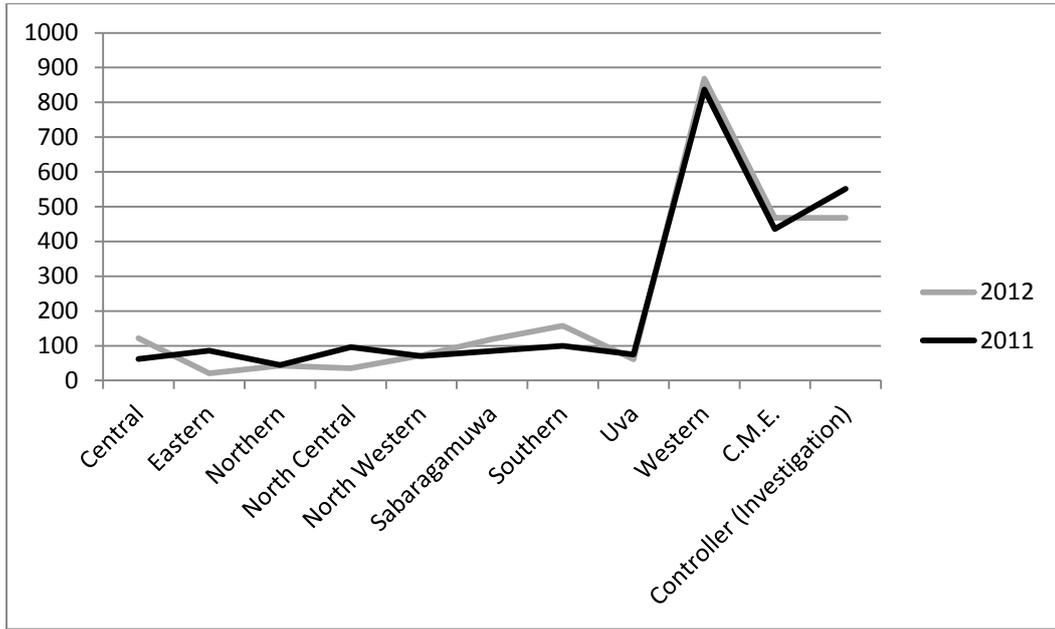


Figure -01

- Summary of the report of Investigating Inspectors in 2012

Year		Central	Eastern	Northern	North Central	North Western	Sabaragamuwa	South	Uva	Western	C.M.E.	Controller (Investigation)	Total
2012	Balance in hand on 01.01.2012	02	02	-	05	06	02	-	07	14	-	03	41
	Received	03	-	-	01	-	01	03	03	03	-	08	22
	Total	05	02	-	06	06	03	03	10	17	-	11	63
	Finalized	02	01	-	02	02	01	01	04	07	-	06	26
	Balance in hand as on 31.12.2012	03	01	-	04	04	02	02	06	10	-	05	37

Table - 05

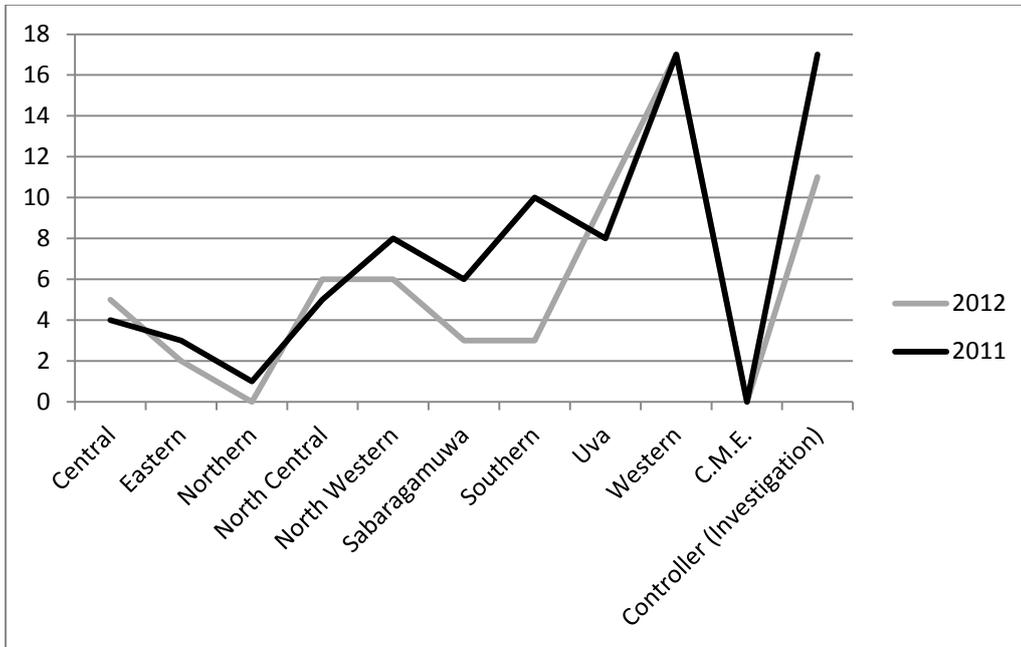


Figure - 02

### Division of Internal Audit

The offices where Internal Audit has been carried out in 2012:

1. No. of Post Offices	-	84
2. No. of Account Offices	-	03
3. No. of Communication Locales	-	12
4. Miscellaneous Sections of Central Mail Exchange	-	<u>09</u>
		<u>108</u>

#### Progress:

Auditing could be carried out in 108 Offices in 2012 although there were vacancies of Inspectors of Postal Accounts and Assistant Inspectors of Postal Accounts. Auditing has been got done in many Post Offices and in other offices among the existing total No. of 651 Post Offices and other Offices as the case may be.

#### Benefits received the Department through the progress of Auditing:

Auditing should be performed regularly throughout the Island by filling vacancies of the Inspectors of Postal Accounts and Assistant Inspectors of Postal Accounts. Thereby it will enable to minimize the lapses in Accounts and financial frauds in millions revealed in the process of auditing in the previous year.

## Supply Section of the Department

Office of the Superintendent (Supplies) has been established at Narahenpita.

- Office of the Superintendent (Supplies) consists of 8 main sections.
  1. Office of the Superintendent (Supplies)
  2. Form Stores.
  3. Stationery Stores.
  4. Uniform Section.
  5. Packing Section.
  6. Postal Factory.
  7. Postal Machinery.
  8. Welfare Section.

## Procurement and Management of Assets

Procurement section has been established for carrying out more efficient and transparent Procurement procedure of the Department.

### Progress of Procurements and Asset Management in 2012

No.	Item	Amount (Rs.Cents.)
1.	Insurance of vehicle reserve of the Postal Department.	2,208,638.63
2.	Entering into Agreements for service and maintenance activities of the Electric Generator at Postal Headquarters - 2012.	380,616.00
3.	Getting provided office equipment for Express Mail Service Branch of the Central Mail Exchange.	442,006.50
4.	Erecting VIP Bungalow in Nuwara-Eliya.	317,661,175.00
5.	Provision of office equipment on the necessity of Philatelic Bureau.	253,500.00 + VAT
6.	Preparation of stalls for the exhibition of DeyataKirula 2012.	2,600,000.00
7.	Preparation of EMS works stations at the premises of Airport in Katunayake.	858,401.60
8.	Laying carpets and partition of office at Postal Management Training Institute of Postal Headquarters.	858,401.60
9.	Computerization Programme of Post Office Security fund	650,000.00
10.	Networking the Parcel Section of Central Mail Exchange.	205,632.00
11.	Air conditioning of 05 offices of the Postal Department.	725,510.00
12.	Getting supplied the advertising materials required for the Postal Department.	539,884.00
13.	Getting supplied the goods for Holiday Home belongs to the Postal Department.	495,540.00
14.	Insurance of 03 Vehicles of the Postal Department.	161,586.19
15.	Getting supplied Barcode labels for foreign registered letters.	101,250.00 +VAT
16.	Obtaining Facilities for the Main Data Stores.	88,000.00

17.	Getting fixed new glass door at the entrance of the building of Postal Headquarters.	79,806.06 + VAT
18.	Getting provided the necessary things to prepare official Identity Cards of the Department.	468,000.00 + VAT
19.	Getting Supplied 30,000 Stamp mounting sheets.	150,499.00
20.	Getting Supplied 30,000 Receipt books of Electricity bills.	2,310,000.00
21.	Purchasing of office equipment for Parcel Section of C. M. E.	344,980.00
22.	Ordinary Services and maintenance of the Electric Systems of the Postal Headquarters.	173,828.55
23.	Getting supplied stationery for the sub-stores of the Headquarters.	36,946.00
24.	Getting supplied year types for the year 2013.	2,392,152.00
25.	Purchasing 10 lakh barcodes.	440,000.00 + VAT
26.	Getting supplies 25,000 polypropylene bags.	180,600.00 + VAT
27.	Entering in to Agreements for service and maintenance of generator at the new Complex of Central Mail Exchange.	238,860.91
28.	Repairing and modernization of Elevator system of the Postal Headquarters.	715,000.00 + VAT
29.	Preparation of trilingual plaque for Postal Holiday Homes at Sigiriya & Trincomalee.	136,700.00
30.	Purchasing of tyres for vehicle of the Postal Department.	2,150,055.00
31.	Getting supplied a new glass door for the entrance of the Postal Headquarters.	60,320.00
32.	Repairing work at the second phase of Foreign Letter Exchange Centre, Katunayake.	1,627,670.00
33.	Purchasing of accessories required for the maintenance Section of Postal Headquarters.	301,905.24
34.	Getting prepared 11 Bunk beds for Postal Headquarter Section.	376,750.00 + VAT
35.	Getting prepared beams at the entrance of the pond situated at the ground floor of Postal Headquarters.	111,925.00
36.	Entering in to Agreements of maintenance and service for 04 Elevators and repairs at new Complex of Central Mail Exchange.	460,800.00
37.	Repairing of No. 02 Elevator.	1,559,020.00
38.	Repairing of the Building of Philatelic Bureau.	7,681,089.92
39.	Getting supplied packing material for Postal Department.	968,750.00
40.	Purchasing of 11 bunkbeds for Mail Transport Section.	376,750.00
41.	Getting printed Annual Stamp books for Philatelic Bureau.	988,176.00
42.	Making payments for the committee accepting goods of the procurement for getting supplied to stamp cancellation machines.	10,000.00
43.	Repairing of Circuit Bungalow at Karainagar.	2,024,775.00
44.	Purchasing of Accessories required for the maintenance Section of Postal Headquarters.	292,711.64
45.	Purchasing of Stationery for the Stores of Postal Headquarters.	272,150.00 + VAT
46.	Purchasing of 500 litres Fatty acid for the preparation of date Stamp ink.	85,500.00 + VAT
47.	Getting supplied barcode labels for the Postal Department.	108,000.00 + VAT
48.	Purchasing of 02 Computers.	179,800.00
49.	Getting provided a Laptop Computer.	106,000.00
50.	Purchasing of 300 Pen holders for Philatelic Bureau.	960,000.00
51.	Purchasing of a computer for the Examinations Branch.	89,900.00
52.	Purchasing of chairs for the Headquarter Personnel.	108,000.00 + VAT
53.	Getting printed and provided 10,000 copies of "Esara" Newspapers.	310,000.00

54.	Getting supplied 2000 Stamp conservation books.	455,000.00
55.	Getting printed 100,000 invitation cards for the Philatelic Exhibition of the world Post Day - 2012.	750,000.00
56.	Getting prepared and supplied 20 Philatelic Exhibit boards	716,000.00
57.	Getting printed and supplied souvenir folders	552,500.00 + VAT
58.	Renovation of the balcony situated in front of the Philatelic sale outlet in the first floor of the Postal Headquarters	451,050.00
59.	Designing and Preparation of the decorations of World Post Day - 2012.	819,600.00
60.	Purchasing of a computer to Personnel Section for the purpose of preparing Identity Cards.	89,900.00
61.	Repairing of EMS Section of the Post Office, Trincomalee.	1,569,464.29 + VAT
62.	Getting supplied uniforms for D.S. Division, Galle.	1,319,805.00
63.	Repairing of Circuit Bungalow, Mannar.	2,329,899.90
64.	Getting supplied 01 million barcode labels.	750,000.00 + VAT
65.	Supplying of uniforms to the Uniform Staff of D.S. Division, Matara.	694,230.00
66.	Repairing of Drivers' Restroom at the premises of Post Office, Nuwara-Eliya.	649,690.00
67.	Making payment for the discussion held for making aware the media on the Philatelic Exhibition held parallel to the World Post Day - 2012.	148,720.00
68.	Approval was sought for quotation under revise specification for 'ESARA' newspaper.	297,600.00
69.	Entering into Service Agreements for 500 Computer accessories purchased for Post Office Networking Project.	3,324,869.36
70.	Getting supplied Uniforms for D. S. Division, Kurunegala.	647,900.00
71.	Getting supplied pairs of shoes for D.S. Division, Kurunegala.	1,151,473.23
72.	Getting supplied Uniform for D.S. Division, Puttalam.	699,270.00
73.	Getting supplied 03 Printers of Official Identity Cards.	732,000.00 + VAT
74.	Repairing of the front portion of Philatelic Sales outlet at the first floor of Postal Headquarters.	646,911.50
75.	Provision of uniforms for the uniform Staff of the D.S. Division, Anuradhapura.	1,467,568.26
76.	Purchasing of accessories required for the repairing of Vehicles of the Postal Department for 2013.	8,969,177.52
77.	Getting supplied 30,000 Receipt books of Electricity bills.	2,340,000.00
78.	Getting supplied 1000 L of Acid.	427,500.00 + VAT
79.	Getting printed and supplied 02 millions of stamped envelopes.	6,066,144.00
80.	Getting supplied uniforms for the D.S. Division, Ratnapura.	839,350.00
81.	Getting supplied uniforms for the D. S. Division, Kegalle.	782,500.00
82.	Getting supplied pairs of shoes for Central Mail Exchange.	2,002,338.00
83.	Insurance of vehicle reserve belongs to the Department.	3,631,479.51
84.	Repairing of quarters of Uniform staff at Rahula Mawatha, Nuwara-Eliya.	1,688,850.00 + VAT
85.	Repairing of stationery and computers accessories.	4,997,124.00
86.	Repairing of circuit bungalow, Karainagar.	509,595.00 + VAT
87.	Purchasing of computers and computer accessories.	1,211,918.00

Table - 06

## Management of Assets

Division of Management of Assets has been established for the purpose of maintenance of assets of the Postal Department with a proper management in terms of the provisions and financial regulations of the Ministry of Finance.

1. Annual survey of the Department of Posts-2011 has been carried out at all offices and their reports have been handed over to the Government Audit Branch according to the Divisions of Divisional Superintendents of POO.
2. Racks, which have been removed from the usage from Postal Record Room, Lotus Road, Colombo and the racks and tables collected at the event of closing G- Section, Maradana have been handed over to the offices at Moneragala and Ampara Divisions as per their necessity.
3. 45 motor vehicles selected from the Mail Transport Section have been tested for the economic suitability and their written lapses in the relevant Registration Certificates of 13 vehicles have been got rectified from the Motor Transport Section.

## Development Activities

### Building Section

#### New buildings erected in 2012:

Province	D.S. Division	Post Office building erected	Provision received for 2012 Rs. Cents.	Amount Spent Rs. Cents.
North Central	Anuradhapura	Pemaduwa P. O.	31,400,000	4,499,042.00
- do -	Anuradhapura	Sippukulama P.O.		3,187,088.00
- do -	Anuradhapura	Padavi Parakramapura P.O.		2,281,917.58
South	Galle	Imaduwa P.O.		3,000,000.00
- do -	Hambantota	Sooriyawewa		6,877,292.00
Western	Colombo North	Avissawella P.O.		5,564,000.00
Uva	Moneragala	Dombagahawela P. O.		1,292,840.08
Sabaragamuwa	Ratnapura	Parakaduwa P. O.		1,469,352.74
Sabaragamuwa	Ratnapura	Udawalawa P. O.		880,947.00
North Western	Kurunegala	Ma- Eliya P. O.		149,952.90
North Western	Puttalam	Madurankuliya P. O.		423,558.63
North Western	Puttalam	Waikkala P. O.		1,167,575.25

Table - 07

- A sum of Rs. 57,600/- has been spent for name boards of Marandamunai and Potuvil.

### New Buildings opened in 2012:

Province	D. S. Division	Post Office	Date of Opened
Eastern Province	Batticaloa	Nawakatthankudi	02.02.2012
Eastern Province	Ampara	Marandamunai	05.04.2012
Eastern Province	Akkaraipattu	Potuvil	09.04.2012
Sabaragamuwa	Ratnapura	Embilipitiya	04.09. 2012
Sabaragamuwa	Ratnapura	Udawalawe	04.09. 2012
Northern Province	Hambantota	Sooriyawewa	30.10.2012

Table - 08

### Rehabilitation of Buildings - 308 - 1 - 1- 2001:

Office	D. S. Office	Amount Spent for class 1/11 Post Offices/ Administrative Offices - Rs.
D.P.M.G.(Western Province)	Colombo, Kalutara, Gampaha	5,323,898.33
D.P.M.G.(Central Province)	Kandy, Matale, Nuwara-Eliya	5,188,674.45
D.P.M.G.(Southern Province)	Galle, Matara, Hambantota	4,387,923.30
D.P.M.G.(Northern Province)	Jaffna, Mannar, Mulativu, Vavuniya.	199,937.00
D.P.M.G.(Eastern Province)	Ampara, Batticaloa, Akkaraipattu, Trincomalee.	2,638,661.00
D.P.M.G.(Uva Province)	Badulla, Moneragala.	2,375,881.28
D.P.M.G.(Sabaragamuwa Province)	Kegalle, Ratnapura.	3,295,903.25
D.P.M.G.(North Western Province)	Kurunegala, Puttalam.	651,260.21
D.P.M.G.(North Central Province)	Anuradhapura, Polonnaruwa.	1,450,000.00
Postal Headquarters	Headquarters, Postal Training Institute, Transport Division.	8,917,190.59
Central Mail Exchange	C. M. E., Letter delivery Section-Colombo.	971,597.98
Office of the Superintendent (Supplies)	Stationery Internal Store complex, Maintenance Section of Motor Vehicles and Garage.	11,869,254.65
<b>Total</b>		<b>47,179,179.04</b>

Table - 09

## Maintenance Section

Range of service	Duties in brief
<b>Headquarters of Postal Department</b>	<p>Ordinary and Supervising activities :</p> <ul style="list-style-type: none"> <li>* Reporting the daily duties of Minor Staff of the Headquarters, Probationary reports, To obtain Distress Loans and other loans, Overtime, Engagement in duties on Saturdays and Supervision and administration regarding their discipline were carried out.</li> <li>* Incentive programmes have been implemented for obtaining an efficient service from the Minor Staff of Headquarters.</li> <li>* Designing a good working environment in the Postal Headquarters maintained through decorating the garden of the Headquarters.</li> <li>*Other administration and maintenance activities of the staff of 11nd record Room, Lotus Road were carried out.</li> </ul>
<b>Postal Headquarters</b>	<ul style="list-style-type: none"> <li>*Action was taken to maintain and repair the water supply system, electricity, air condition facilities, (Central air condition system, system of elevator, Generator, system f water pump, with internal telephone system) security system for fire) general services regarding the symbol of neon.</li> <li>*Colour washing and all cleaning works of the building of Postal headquarters, directing the personnel to perform duties and maintain the garden of Postal Headquarters, offices, toilets and the pond.</li> </ul>
<b>Postal Headquarters</b>	<p><b>Maintenance of Technical equipment and Electrical appliances:</b></p> <ul style="list-style-type: none"> <li>* regarding the refurbishment of electrical circuit of the Postal Headquarters building, telephone network, photocopy machine, bulbs.</li> </ul>
<b>Postal Headquarters, Record Room 11, Office of the Controller Investigation)and PMTC</b>	<p><b>Procurement, Storage and Supply</b></p> <ul style="list-style-type: none"> <li>*office furniture, machinery, Equipment, Computers and stationary supplied from the Procurement section of the Headquarters were distributed efficiently to the Office of Controller (investigation), Record room 11 ad PMTC.</li> </ul>

	<p>*equipment, detergents, electrical equipment, telephone accessories gardening tools, computer appliances, and stationary to be got supplied emergency and printing items required for maintaining for the Maintenance section of the Postal Headquarters were got supplied under the mode of comparing prices or from the Agencies and made them used I the relevant activities.</p>
<b>Postal Headquarters</b>	<p><b>Financial activities :</b></p> <p>* It has forwarded to get allocated the provisions and for making payment for the items and accessories which got supplied to the aforesaid maintenance section.</p> <p>* A petty cash fund was maintained as to enable to get reimbursed an imprest of Rs. 15,000 twice a month.</p>
<b>The entire Personnel of the Postal Department, other Institutions and Members of the Public.</b>	<p><b>Liaison works :</b></p> <p>* Relevant activities were performed successfully maintaining a good friendship with the institutions such as Colombo Municipal Council that provide other services and the institutions that provide water, electricity and telephone.</p> <p>* The relevant activities were performed successfully maintaining a good friendship with Personnel and the out side parties in assigning the Auditorium at the Headquarters and Holiday Home of the Department.</p> <p>* Conducting a Dinsel which offered rice and curry to commemorate Vesak festival- 2012 with the involvement of personnel of the Postal Headquarters and the out side parties.</p> <p>* A Pirith chanting ceremony was organized at the beginning of the year 2012 to get blessings for the staff of the Postal Department and for the Country and Maintenance Section performed the major operational activities.</p> <p>* accomplishment of other works such as Decorations and lightings at the event of festive occasions ( at the event of World Post Day Celebrations) and other general programmes of the Postal Headquarters.</p>

Table – 10

## Operational activity

### ✚ Post Office Network

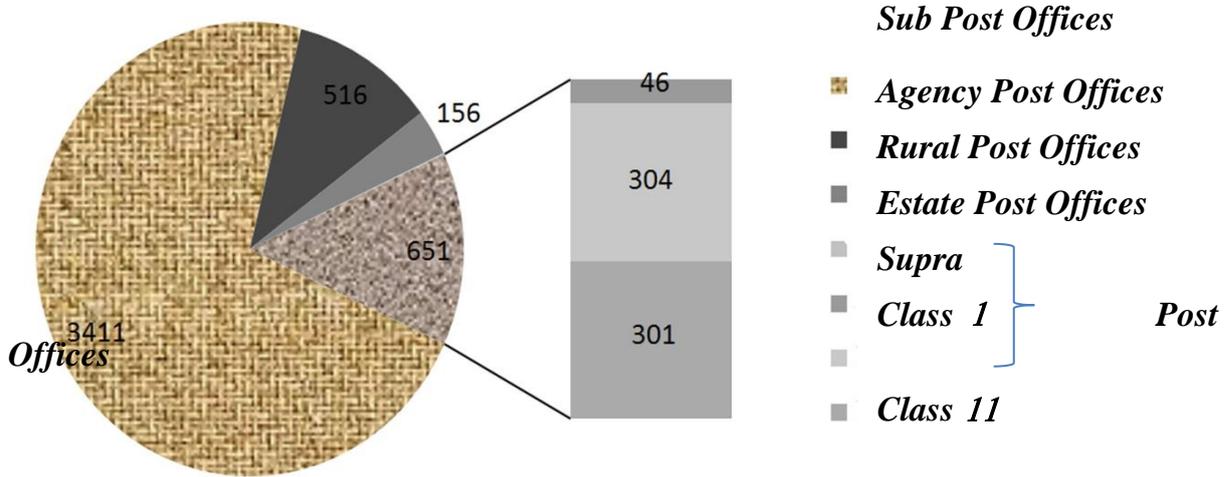


Figure - 03

Office	Number
Post office	
• Supra Grade 46	651
• Grade 1 302	
• Grade 11 303	
Sub Post Offices	3411
Agency Post Offices	516
Rural Post Offices	156
Estate Post Offices	04
<b>Total</b>	<b>4738</b>

Table - 11

✚ Expansion of Post Offices

		Post Offices			
Province	DS Division	Supra Grade	Grade 1	Grade 11	Total
Central	Kandy North	1	13	13	27
	Kandy South	3	12	14	29
	NuwaraEliya	2	15	06	23
	Matale	1	07	14	22
	<b>Total</b>		<b>07</b>	<b>47</b>	<b>47</b>
Eastern	Ampara	01	04	05	10
	Akkaraipattu	01	06	06	13
	Baticaloa	01	08	12	21
	Trincomalee	01	04	07	12
	<b>Total</b>		<b>04</b>	<b>22</b>	<b>30</b>
Northern	Jaffna	01	23	07	31
	kilinochchi	-	04	-	04
	Mulativu	-	03	02	05
	Mannar	01	03	04	08
	Vavuniya	01	01	02	04
	<b>Total</b>		<b>03</b>	<b>34</b>	<b>15</b>
North Central	Anuradhapura	01	17	09	27
	Polonnaruwa	01	02	09	12
	<b>Total</b>		<b>02</b>	<b>19</b>	<b>18</b>
Sabaragamuwa	Kegalle	01	16	13	30
	Ratnapura	02	13	09	24
	<b>Total</b>		<b>03</b>	<b>29</b>	<b>22</b>
Southern	Galle	02	16	22	40
	Matara	01	06	14	21
	Hambantota	01	14	15	30
	<b>Total</b>		<b>04</b>	<b>36</b>	<b>51</b>
Uva	Badulla	02	17	11	30
	Bandarawela	01	06	09	16
	<b>Total</b>		<b>03</b>	<b>23</b>	<b>20</b>
Western	Colombo North	06	18	10	34
	Colombo South	02	16	05	23
	Gampaha North	02	11	15	28
	Gampaha South	02	07	19	28
	Kalutara	03	11	20	34
	<b>Total</b>		<b>15</b>	<b>63</b>	<b>69</b>
North Western	Kurunegala South	02	11	08	21
	kurunegala North	01	09	12	22
	Puttalam	02	09	11	22
	<b>Total</b>		<b>05</b>	<b>29</b>	<b>31</b>
<b>Grand Total</b>		<b>46</b>	<b>302</b>	<b>303</b>	<b>651</b>

Table - 12

## **Basic Indicators of Postal Service**

Postal Department has been able to provide postal service maintaining a higher development indicator in the year 2012 to Sri Lankans.

	2006	2007	2008	2009	2010	2011	2012
Area served by a Post Office	14	14	14	14	14	14	13
Population served by a Post Office	4231	4252	4311	4311	4312	4330	4641

Table – 13

*\* The report of the Postal Service Statistics 2003 - 2012 is appearing in DOP Annexure 02*

## **Services of Sri Lanka Post**

1. Business letter mail service- This service has been introduced in March,2003.
2. Express Mail Service. (EMS)
3. Local Speed Post Service

Delivery is made on the following day in Colombo and the main cities in the island.

4. Money Order Service

- Electronic Money Order Service
- Fax Money Order Service
- Ordinary Money Order Service
- Telegramme Money Order Service
- VPP Money Order Service

5. 04 Our Express Courier Service

A service has been introduced through Postal Department to deliver letters and Parcels for the business Market in Colombo and adjacent areas.

6. Postal Delivery service of letters forwarded through World Marketing Group.

Letters containerized and sent to Sri Lanka in bulk by air or sea through World Marketing Group have been commenced to deliver centering Singapore as the headquarters. Action has been taken to deliver letters received to the Island by obtaining them from the centers of bulk containers and calculating postage. These items will be received by printed mail.

Action has been taken to get levied the postage in American Dollars from the relevant company and to credit to the Government.

7. Franking Machine Service
8. Bulk Mail Service

9. Parcel Delivery of the Department of Motor Traffic Commissioner.

This parcel service is used for bringing new applications of driving licenses and applications for renewal of driving licenses from District Office to the Werahera Office of the Department of the Motor Traffic Commissioner securely and returning the incomplete applications to the District Secretariats.

 **Progress of Postal Services**

	<b>Service</b>	<b>2011</b>	<b>2012</b>
1.	Business Letter Mail Service	827,511,188.27	887,371,703.04
2.	Express Mail Service	136,346,407.00	169,874,060.00
3.	Local Speed Post	10,538,868.83	7,727,606.50
4.	<ul style="list-style-type: none"> <li>• Electronic Money Order Service</li> <li>• Fax Money Order Service</li> <li>• Ordinary Money Order Service</li> <li>• Telegram Money Order Service</li> <li>• VPP Money Order Service</li> </ul>	57,767,761.00	68,365,350.00
			268,517.00
			30,673,907.00
			917,329.00
			5,653,520.00
5.	04 Our Express Courier Service	653,661.80	888,567.77
6.	Delivery Service of letters forwarded to Mail through the Institution “World Marketing Group “	109,908.00	753,382.00 (up to July 2012)
7.	Postal Franking Machine Service	1,187,353,940.76	1,229,131,596.84
8.	Bulk Mail Service	173,555,000.00	199,398,684.79
9.	Delivery of parcels of the Department of Motor Traffic.	1,018,227.00	1,581,616.00
10.	Stamps	1,302,205,655.59	1,695,737,277.30

Table - 14

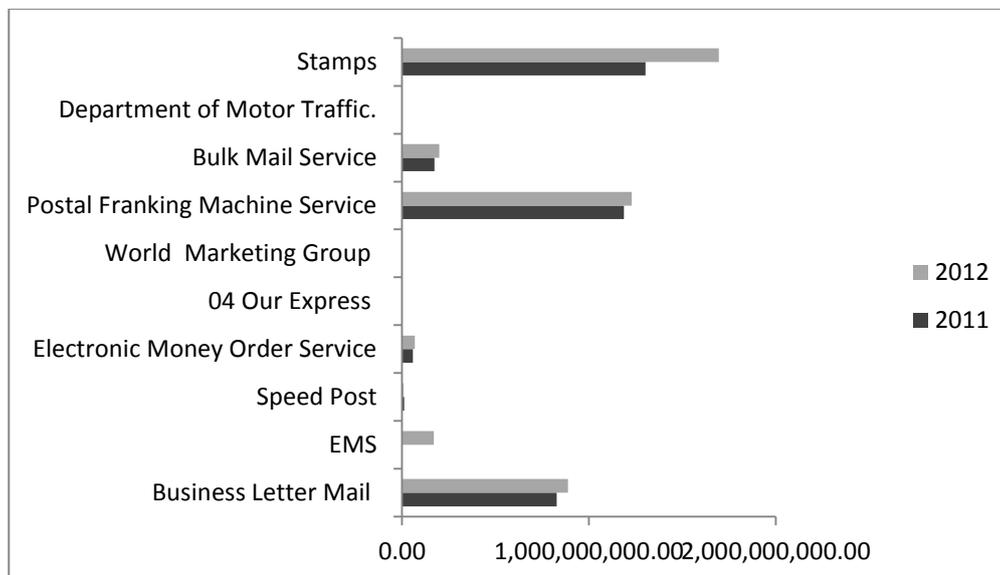


Figure – 04 Progress of Postal Services

### Progress of Agency Services

1. Settlement of bills using Electrical Technology
  - Payment of Electricity Bills
  - Payment of Mobitel bills
2. Western Union Service
3. HSBC Monetary transactions
4. DFCC Monetary transactions
5. Monetary Transactions of Insurance Corporation Ltd.
6. Transactions of National Savings Bank
7. LOLC activities of Post Offices
8. Getting levied the Vehicle Spot fines
9. Getting Levied examination fees

### Progress of Agency Services

	Service	2011	2012
1.	Settlement of bills using Electric Technology	132,930,020.95	140,623,281.38
	• Payment of Electricity bills	1,050,879.29	1,840,853.65
	• Payment of Mobitel bills		
2.	Commission from Mobitel Cards	75000.00	868.92
3.	Commission from Lanka Bell Cards	1000.00	520.00
4.	Commission from Sri Lanka Telecom	598000.00	448,053.00

5.	Commission from Reload		787,314.70
6.	Western Union Service	12,287,642.90	11,031,702.40
7.	HSBC Monetary transactions	2,831,062.00	1,970,236.00
8.	DFCC Monetary transactions	4,925,245.65	5,245,530.85
9.	Monetary Transactions of Insurance Corporation	2,350,988.00	3,287,741.02
10.	Transactions of National Savings Bank	112,348,117.60	114,762,213.60
11.	LOLC activities of Post Offices	9,122,339.21	8,609,815.11
12.	Getting Levied vehicle spot fines	89075000.00	110,758,741.95
13.	Commission of Examination fees	5355000.00	2,698,940.00
14.	Commission of pension of Fishermen	270000.00	583,550.06
15.	Commission of Farmers pension	4869000.00	905,680,.00
16.	Commission of Social Security	6907000.00	6,185,500.00

Table - 15

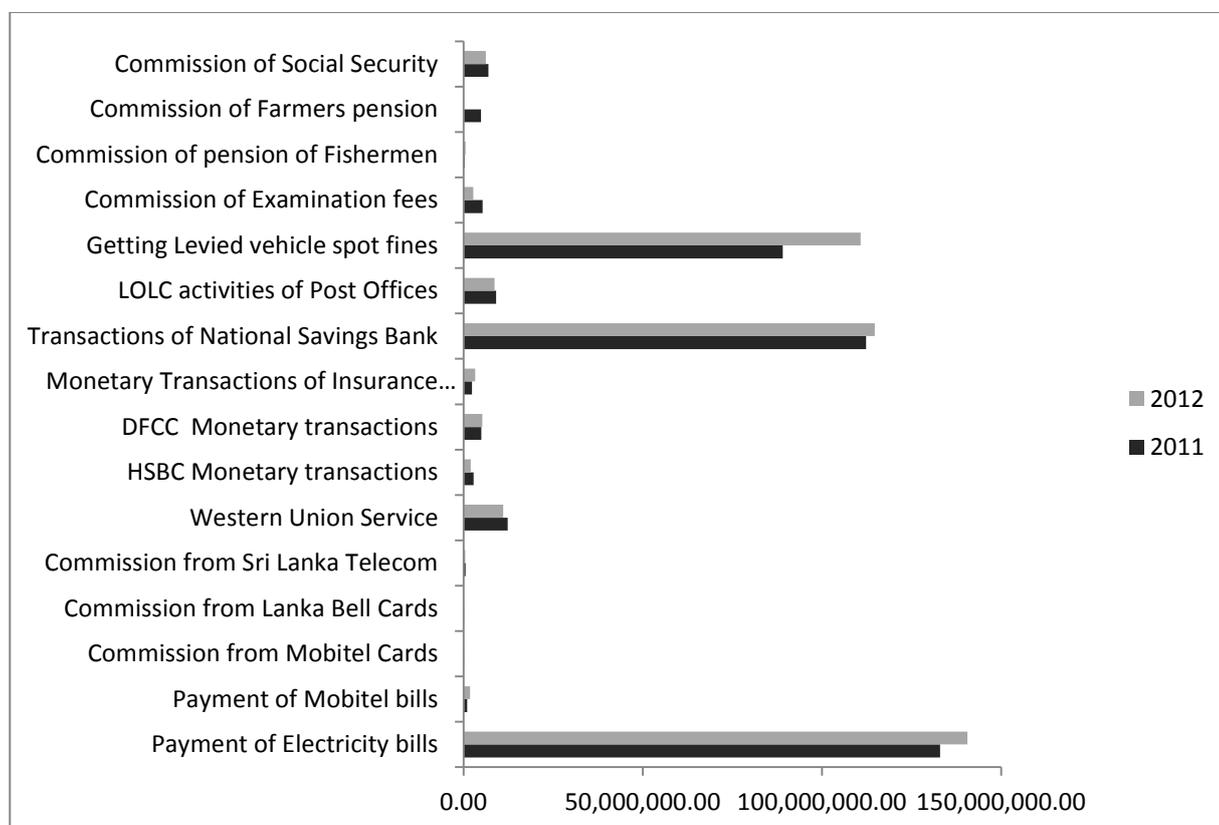


Figure - 05 Progress of Agency Services

## Issuance of Postal Identity cards

Issuance of Postal Identity cards can be considered as a specific duty that implements in Sri Lanka to make ascertain the identity of students of schools. These implements in the entire island through the Post Office network which has centered the Post office at Postal Headquarters. One day service is also operated throughout the island to make this procedure more efficient and Postal Headquarters performs a special duty in this regard.

Statistical information of the postal Identity cards issued through the Postal Headquarters within last 02 years can be illustrated as follows.

### One day service to issue Postal Identity cards –Postal Headquarters

Month	2011	2012
January	426	535
February	5193	5874
March	1222	1220
April	380	270
May	581	603
June	1402	1346
July	747	509
August	309	234
September	976	604
October	687	709
November	1323	894
December	546	484

Table - 16

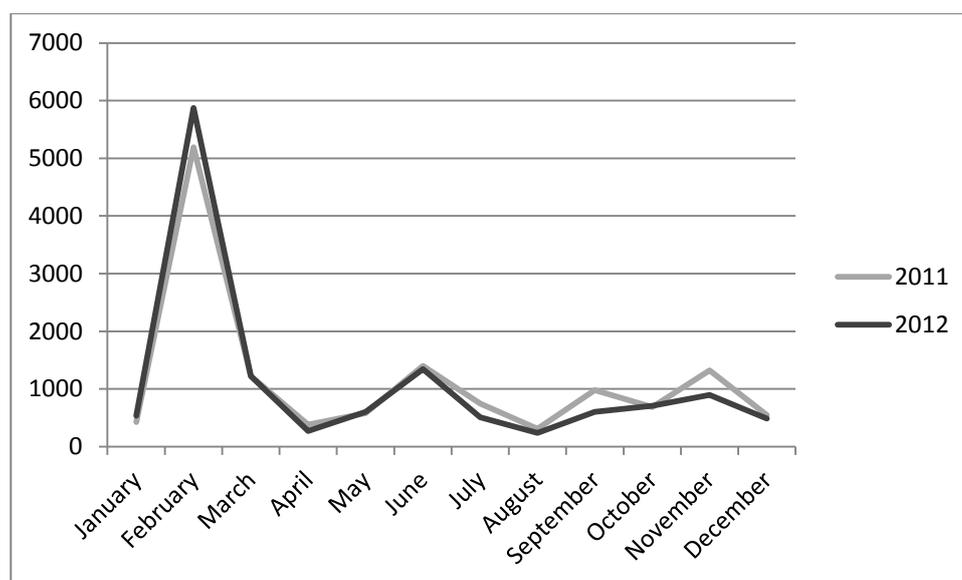


Figure – 06 One day service to issue Postal Identity cards

## Social welfare services

1. Payment of Pensions
2. Monthly Allowance of Public Assistance
3. Allowance of Tuberculosis
4. For Cancers
5. For Leprosy
6. For thalassemia

## Postal Promotion Services in 2012

- Implementation of Postal mobile services at District level under the programme of bringing the government services to the members of the Public.
- Making aware the customers through distribution of hand-outs, holding street dramas, and displaying information using stickers on Postal Services of mail vans through loud speakers and DJ programmes.
- Conducting a postal cycling rally with the participation of a large number of Postmen in parallel to the World Post Day 2012.
- Conducting Dansel, blood donation camps, medical clinics for the public and religious programmes.

## Philatelic Bureau

Philatelic Bureau has been established in a very organized manner since 1966. The prime Identity of the Post Office is the Stamp. Designing and printing of stamps in the Postal Department is carried out by the Philatelic Bureau. Philatelic Bureau plays leading role in increasing the revenue of the Postal Department, as well as the foreign exchange through distributing the philately as a 1<sup>st</sup> class hobby in addition to the Postal activities and for income tax.

### Summary of sales in 2012:-

Items		Amount - Rs.
Stamps		2,871,294.00
First day Covers	Stamp Value	1,154,034.00
	Cover Value	1,047,925.00
Souvenir Sheet	Stamp Value	627,931.75
	Cover Value	635,128.25
Other	Stamp Value	9,403.00
	Cover Value	9,394.00
Stamp Value		4,662,662.75
Cover Value		1,692,447.25
<b>Total</b>		<b>12,710,220.00</b>

Table - 17

\* The list of Stamps issued in 2011 is appearing in DOP Annexure 3

## Central Mail Exchange

Central Mail Exchange is the main centre of exchanging mail items in the Postal Department in Sri Lanka.

### Local Mail Section:

#### Revenue of Franking Room:

Income Rs.	
2011	2012
610,371,56.16	602,442,010.67

Table - 18

### Post box Section:

	2011	2012
No. of Post boxes newly provided for 2012	30	32
No. of Post boxes implemented in 2012	956	951

Table - 19

### Returned Letter Office:

#### Particulars of Local and foreign mail items forwarded to the senders, and Money Orders and Cheques received in the year 2012

	2012	2011
No. of Registered foreign items	1,820	2012
No. of Ordinary foreign Letter	14,855	20068
No. of Local Letters	57,900	876382
No. of Ordinary Money Orders	68	80
No. of cheques	12	10

Table - 20

**Local and foreign Mail matters posted and delivered through Central Mail Exchange in 2012 and 2011:**

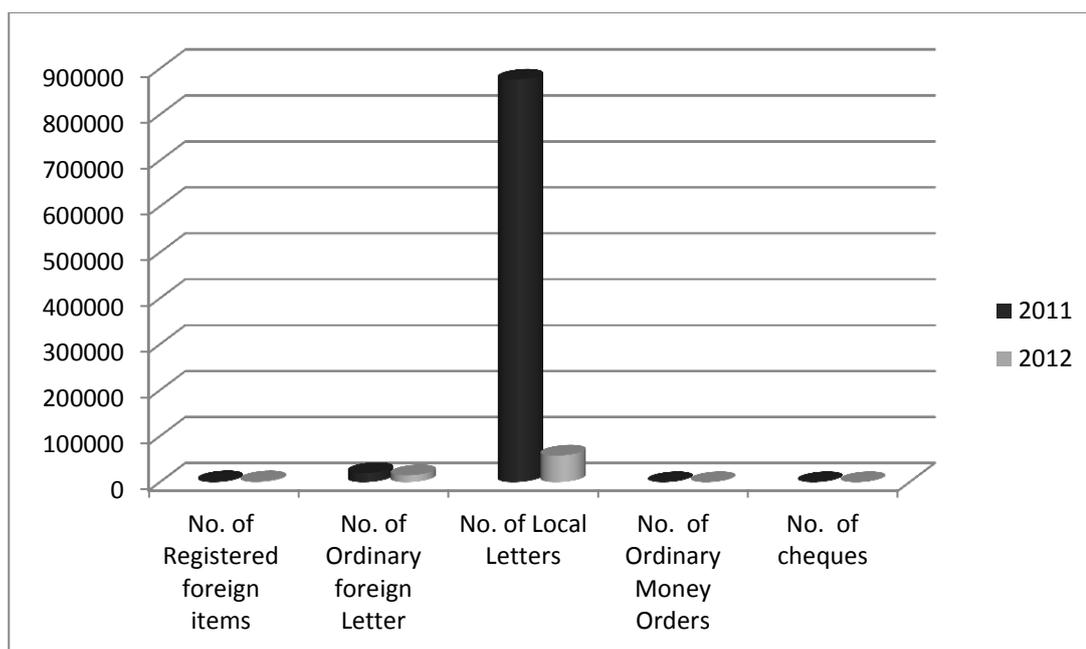


Figure - 07

**Parcel Section:**

**Revenue of Foreign Parcel - 2012**

Month	Receipts		Delivered	
	Air mail	Sea mail	Air mail	Sea mail
January	1878	428	238	291
February	1602	528	251	260
March	1725	714	319	362
April	1524	521	348	238
May	1411	569	243	202
June	1402	497	240	239
July	1522	569	232	229
August	1390	622	234	365
September	1592	616	227	265
October	1684	589	236	290
November	1558	767	243	273
December	2021	650	231	270
<b>Total</b>	<b>19,309</b>	<b>7070</b>	<b>3042</b>	<b>3284</b>

Table - 21

### Income of the Foreign Parcel - 2012

Month	Mail	Customs
January	644,717.00	1,670,763.00
February	484,580.08	1,835,009.00
March	643,919.88	2,817,978.00
April	468,170.65	2,659,344.00
May	523,632.16	2,501,265.00
June	527,546.64	3,199,247.00
July	565,750.76	2,617,035.00
August	454,688.24	1,868,934.00
September	578,233.44	2,020,745.00
October	543,004.24	1,561,192.00
November	458,822.20	2,013,794.00
December	644,717.08	1,670,763.00
<b>Total</b>	<b>6,537,782.45</b>	<b>26,436,069.00</b>

Table – 22

*\*DOP Annexure 04,05,06,07*

### Registration Branch:

Amount		2011	2012
Letters	Local	16,068,997	16,953,743
	Foreign	618,206	556,541
Parcels/ Items	Local	-	-
	Foreign	-	-

Table – 23

### Particulars of local and foreign Mail matters posted and delivered through Central Mail Exchange in 2012 and 2011:

Posted		Delivered	
Item	Amount	Item	Amount
Letters	140,710,320	Letters	18,864,600
Postcards	502,350	Postcards	434,016
Printed stationery	3,428,215	Printed stationery	2,521,812
Foreign Letters	1,975,268	Foreign Letters	2,302,116

Table - 24

## **International Postal Service Division**

### **Annual Progress of 2012**

- Fixing of (CCTV System) a Security Camera system in Central Mail Exchange from the Quality Service Fund.
- Purchasing of 04 Computers, 02 Laser Printers, 02 Barcode Printers, 01 Label Printer, 01 Air conditioner, 02 Automatic Balances and 04 UPS for the foreign Section of Central Mail Exchange from the Quality Service Fund and handing over them to the relevant Section.
- Commencement of Foreign Mail Processing Centre at the Premises of Airport Katunayaka and taking necessary action regarding the mail sending EMS.
- Participation in the 25<sup>th</sup> General Congress of the Universal Postal Union (Senior Assistant Secretary (Ministry of Postal Service), Postmaster General, Deputy Postmaster General, Controller (Operation) & Assistant Superintendent (Registration).
- Participation in the first Conference of the South Asian Postal Union held in New Delhi, India. (This Seminar was held in March, 2013.)

### **Universal Postal Union**

The objective of the Universal Postal Union is to improve the international cooperation through organizing and developing the World Postal Services.

Universal Postal Union was established in 1874. It has become the World Postal Consultancy Institution of United Nations Organization in 1948.

It consists of 93 member Countries. It Seconds only to the International Telegraph Union from the maturity and to the International Football Federation for its size.

Headquarters of the Universal Postal Union was established in Birth City in Switzerland. Its activities are carried out in English, French, German, Arabic, Chinese Spain, Portuguese and Russian Languages.

### **The results obtained by Sri Lanka Posts using the aids of Universal Postal Union**

- Implementation of the method of measuring time to deliver foreign letters from the Country of origin to the Country of destination.
- Implementation of the method of measuring time to deliver EMS goods from the Country of origin to the Country of destination and implementation of the mode of making payment based on such time.
- Implementation of RUGBY system for tracing EMS.

- Reaching up to the maximum limit of an IPS Light system for searching the information of EMS Mail matters.
- Commencement of CRICKET System for parcels.
- Commencement of Track and Trace system for bags sent to and received from foreign counties.
- Letter Post Compendium has been prepared for foreign letters.
- The “PRIME” inquiring System has been commenced for registered, insured and express Letters.
- Reaching the target of obtaining 40% bonus for parcels.

## **Mail Transport Section**

**Particulars of vehicles lost, condemned vehicles, and vehicles of the Mail Transport Section as on 31.12.2012.**

Type of Vehicle	No. of Vehicles	Condemned Vehicles	Vehicles Lost
Cars	18	01	-
Vans	94	07	-
Lorries	18	05	-
Jeeps	12	03	-
Cabs	34	02	-
Motor Cycle	09	01	-
Buses	03	-	-

Table - 25

- No any auction of vehicles has been held in 2012
- New Vehicles purchased in 2012 - 02 Petrol Cars.

## **Marketing & Liaison Section**

Payment of the allowance of Rs. 1000/-, made through National Elders Secretariat by the Ministry of Social Services, for 189,892 Samurdhi beneficiaries of individual families and low incoming persons who have exceeded 70 years of age has been commenced through Post Offices and Sub Post Offices for the implementation of Budget Proposal 2012.

Joint Survey of Motor Cycles for deciding the charges expected to make payment to SLTB for mail transport for another forthcoming three years was conducted in 2012.

### **Revenue earned from registration of papers in 2012:**

<u>No. of Papers and Magazines Registered</u>	<u>Charges</u>	<u>Revenue - Rs.</u>
160	3000	480,000/-

**Revenue earned from Business Reply Covers/ Cards Service in 2012:**

**No. of Licenses Issued**

**Charges**

**Revenue - Rs.**

51

5000

255,000/-

**"Smile" Account - 2012**

Month	No. of Accounts	Value of deposits Rs.	Withdrawals Rs.	No. of Net Savings Rs.
January	7676	40,552,359.00	21,474,420.00	19,077,939.00
February	4362	35,968,562.76	18,744,153.67	17,224,409.09
March	4417	34,990,576.95	22,137,520.85	12,853,056.10
April	1998	32,898,142.37	24,864,847.50	8,033,294.10
May	4673	38,495,591.95	23,646,486.00	14,849,105.95
June	15407	63,475,612.00	23,413,938.75	40,061,673.25
July	3368	45,027,233.33	24,637,840.00	20,389,993.33
August	1946	39,365,650.66	25,168,100.17	14,197,550.49
September	5785	48,769,365.00	24,561,496.96	24,207,868.04
October	2922	41,903,799.22	29,163,769.30	12,740,029.92
November	1906	33,908,969.00	26,047,815.50	7,861,153.50
December	3379	35,071,433.00	25,630,924.54	9,440,508.46
<b>Total</b>	<b>57,839</b>	<b>490,427,295.24</b>	<b>289,491,313.24</b>	<b>200,935,982.00</b>

Table - 26

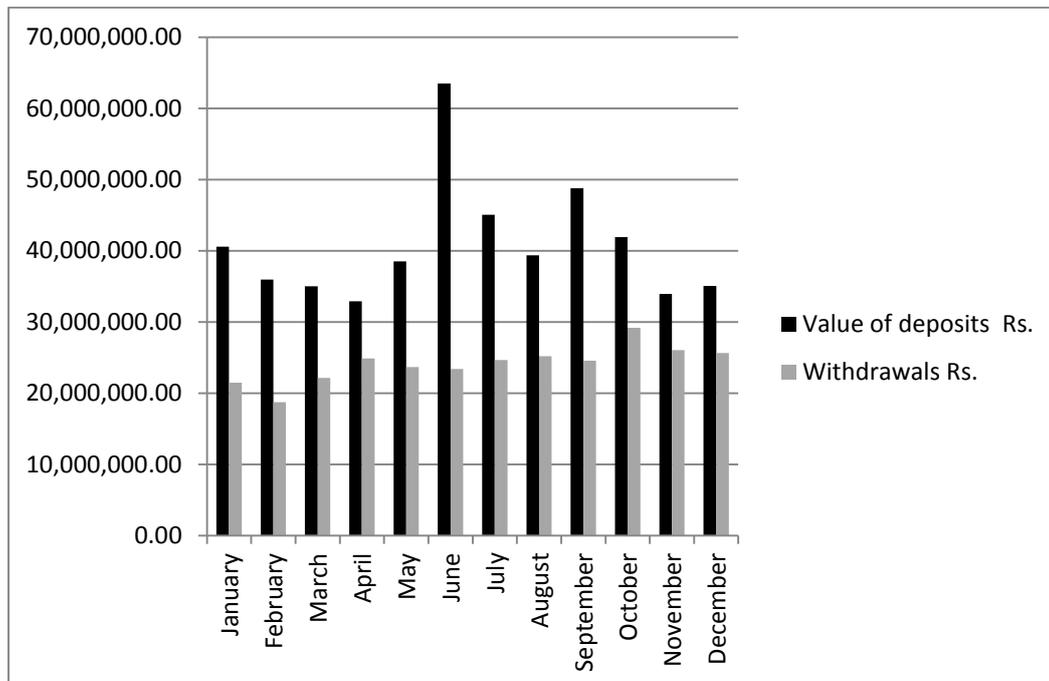


Figure 08 - Smile Account-2012

## Ordinary Saving Account and other Saving Account – 2012

Month	Value of Deposits Rs.	Value of Withdrawals Rs.	No. of Net Savings Rs.
January	197,704,511.59	160,415,216.93	37,289,294.66
February	176,598,741.30	140,562,703.75	36,036,037.55
March	182,347,684.18	163,859,316.76	18,488,367.42
April	201,997,686.70	170,965,539.13	31,032,147.57
May	168,990,688.38	168,844,907.62	145,780.76
June	168,673,318.05	155,848,889.99	12,824,429.06
July	177,047,892.81	146,384,762.87	30,663,129.94
August	168,197,806.33	149,037,611.84	19,160,194.49
September	167,256,847.84	156,603,882.14	10,652,965.70
October	183,614,638.49	208,233,593.84	-24,618,955.35
November	164,929,463.62	185,031,011.55	-20,101,547.93
December	152,598,454.00	161,974,799.32	-9,376,345.32
<b>Total</b>	<b>2,109,957,733.29</b>	<b>1,967,762,799.74</b>	<b>142,195,498.55</b>

Table – 27

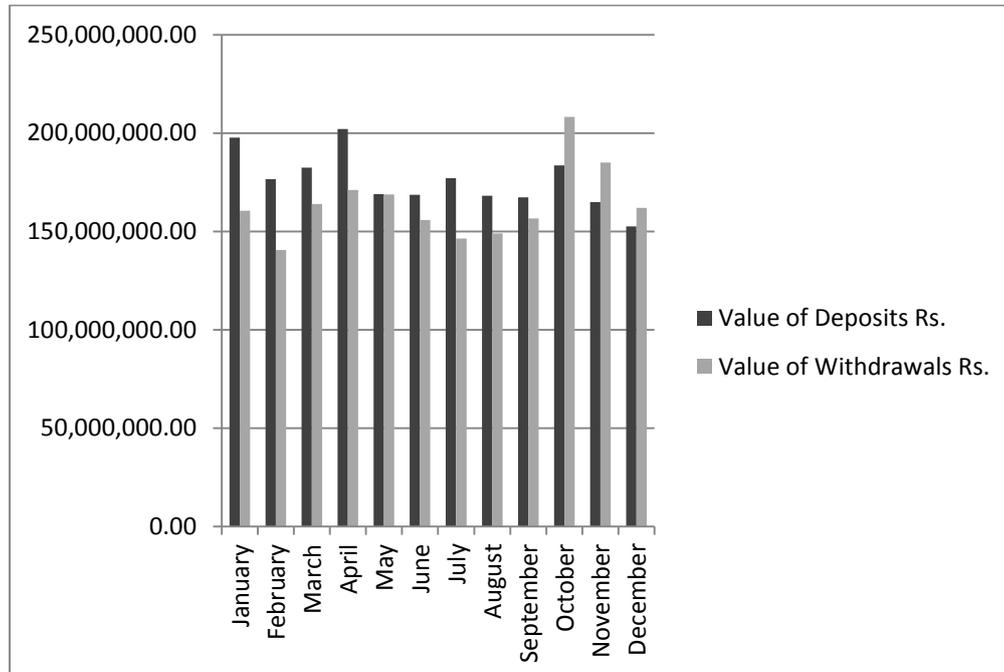


Figure 09 - Ordinary Saving Account and other Saving Account - 2012

**Revenue earned through Advertising Postal Service in 2012 was Rs. 21,101,550/-.**

<b>Year</b>	<b>Items</b>	<b>Revenue - Rs.</b>
2012	D/22 878289	484,000.00
	D/22 878293	2,093,550.00
	D/22 878405	2,929,000.00
	D/22 878425	2,372,000.00
	D/22 878424	2,500,000.00
	D/22 878461	990,000.00
	D/22 878491	1,930,000.00
	D/22 878497	3,890,000.00
	D/22 878042	3,858,000.00
	D/22 878085	55,000.00
	<b>Total</b>	<b>21,101,550.00</b>

Table - 28

**Payments made for mail transport in 2012**

- **Payment made for Department of Railways:**

<u>Month</u>	<u>Payment made for Railways</u>
January	1,609,767.04
February	1,216,638.08
March	1,493,152.64
April	1,297,574.88
May	1,735,573.28
June	1,734,790.40
July	1,798,825.28
August	1,861,491.52
September	1,727,719.84
October	1,782,662.56
November	1,663,014.08
December	<u>1,564,388.00</u>
<b>Total</b>	<b><u>19,485,597.60</u></b>

- **Payment made for S.L.T.B. (Provincially)**

<u>Month</u>	<u>Payment made for S.L.T.B.</u>
Northern	471,564.00
Southern	3,554,977.35
Eastern	4,658,538.50
Western	6,733,716.74
Uva	4,837,678.53
Central	6,764,212.58
Sabaragamuwa	8,649,413.61
North Central	2,403,964.75
North Western	<u>4,628,705.09</u>
<b>Total</b>	<b><u>42,702,771.15</u></b>

- **Revenue earned under ‘M’ Bulk mail Service :**

<u>Month</u>	<u>Payment made for Railways</u>
January	12,392,927.12
February	15,399,465.20
March	18,634,380.00
April	10,636,558.80
May	16,668,098.12
June	14,207,915.44
July	15,824,875.82
August	13,703,208.96
September	14,971,838.00
October	15,154,126.40
November	12,469,872.56
December	<u>14,101,763.20</u>
<b>Total</b>	<b><u>174,165,030.42</u></b>

## **Mechanical Engineer's Branch**

### **Additional activities carried out at the Office of Mechanical Engineer in 2012.**

1. Maintenance of reserve of approximately 158 vehicles of the Postal Department throughout the Island and small, medium and large scale renovation.
2. Supervision of Minor Repairing Sections in Galle & Kandy and at the Office of Mail Transport.
3. Technical Appraisal Committee related to Mechanical / Electrical Engineering subject.
4. Provision of opportunity for 14 Technicians, to study "the Intermediate Course for Automobile Technicians" and "Automobile Electrical Course for Technicians" through modern Technical Institutes such as Automobile Engineering Training Institute, Orugodawatte for the improvement of understanding on Modern Technology of Technicians with the intention of improving the productivity.

## **Information Technology Division**

- It has been able to add revenue of a sum of Rs. 245.15 Million through Electronic Methodology in order to maintain further developing and updating the software launched in 2011 by the Information Technology Division of the Postal Department.
- Action was taken to develop the infrastructure facilities of the Information Communication Technology of Post Offices under the Post Office Networking Project and to maintain them providing the required computers and accessories and updating them. 550 computers in addition to the existing computers were distributed to Post Offices in 2012. Action was taken to purchase another 75 computers considering the necessity of computers. Distribution of Bar Code Scanners and Bed Scanners to Post Offices was commenced.
- Launching the Post Office Networking Project has officially been implemented at Central Mail Exchange, Kurunegala, Badulla, Anuradhapura, Kalutara, Galle, Balangoda, Nittambuwa, Piliyandala, Moratuwa and Mt. Lavinia.
- Information Technology Division has got involved, via Software, in collecting the data of transfers for 2012 and Departmental Statistical data. Backend required for providing e-mail addresses were prepared in 2012. Web e-mail addresses (e.g. ....slpst.lk) were provided to all the Executive Officers in the Department in 2012.

### Progress of Electronic Money Order Service in 2012:

	Revenue- in Rs. Million											
	Jan.	Feb.	March	April	May	June	July	August	Sep.	Oct.	Nov.	Dec.
Electronic Money Order Service	5.40	5.48	6.78	5.56	5.67	5.55	5.88	5.41	5.37	6.56	6.12	6.12
Acceptance of e-pay Electricity Bills	11.78	11.93	13.07	13.36	16.59	15.70	15.08	14.28	15.88	16.23	14.95	14.55
Acceptance of e-pay Mobitel Bills	0.15	0.14	0.16	0.14	0.16	0.15	0.16	0.16	0.15	0.15	0.17	0.16

Table - 29

### Account Section

#### Review of Revenue and Expenditure

#### Review of Recurrant Expenditure

(Rs.Million)

Item	Year 2011			Year 2012		
	Provison	expenditure	Percentage of Recurrant Expenditure %	Provison	expenditure	Percentage of Recurrant Expenditure %
Personal emoluments	6977	6917	89.31	6977	6917	89.31
Travelling expenses	39	38	0.60	39	38	0.49
Supplies	154	153	2.09	160	155	2.00
Maintenance expenses	41	40	0.54	46	44	0.57
Services	508	506	6.90	546	540	6.97
Transfers and other recurrant services	45	43	0.59	52	51	0.66
Total Recurrant Expenditure	7372	7333	100	7820	7745	100

Table - 30

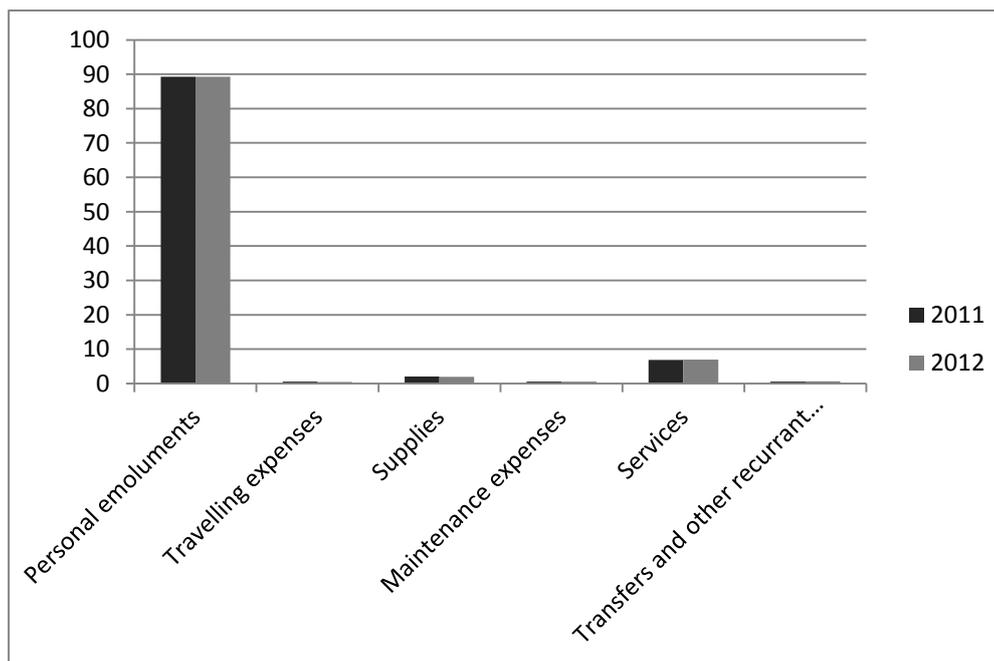


Figure 10 - Percentage of Recurrent Expenditure

### Review of Recurrent Expenditure

- Recurrent expenses have been increased by 6.6% (i.e. By Rs. 512 millions) comparing to the year 2011. 84% of it was because of the increase of personal emoluments. Expenditure for supplies and services has also been increased comparing to the previous year.
- Approximately 90% of the total recurrent expenditure is spent for personal emoluments as the Postal Department consists of a large number of employees.
- 99.9% of the total provision has been utilized.

### Review of Capital Expenses

Item	Year 2011 (Rs. Million)	Year 2012 (Rs. Million)
Rehabilitation and Improvements	36	57
Aquisition of Capital Assets	134	52
Training and skill development	4	5
Wadakkinn Wasantham	27	15
Total Capital Expenditure	201	129

Table – 31

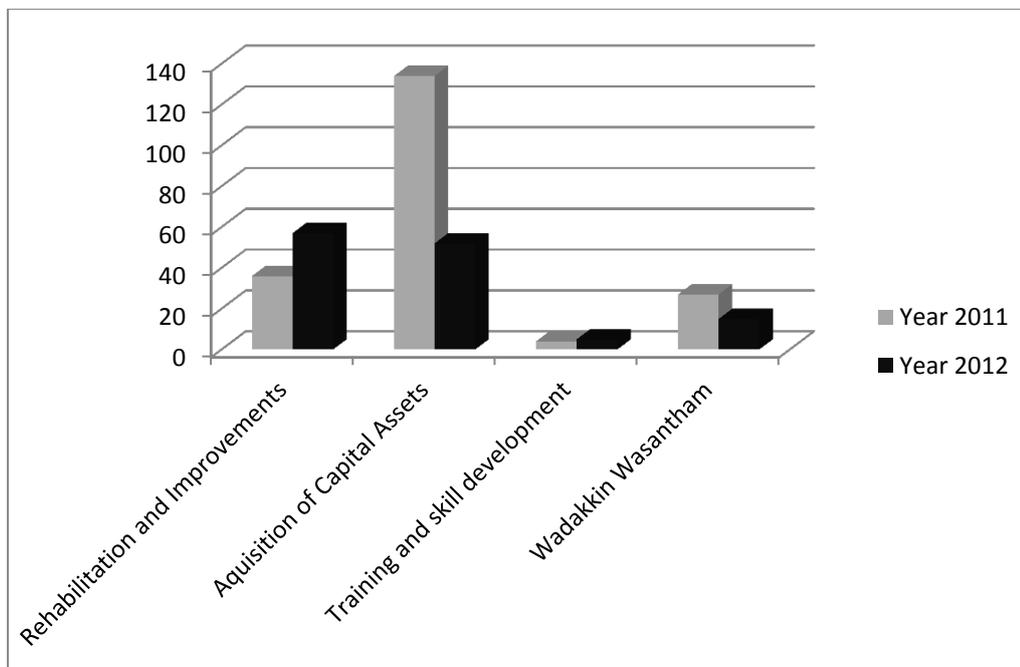


Figure 11 - Review of Capital Expenses

\* Report of Expenditure in 2011 is appearing in DOP Annexure 8

Capital expenses have been decreased by 36% (i.e. from Rs. 72 million) in 2012 comparing to the year 2011.

#### Review of Revenue.

Item	2011 (Rs. Million)	2012 (Rs. Million)
Revenue of stamps	1302	1688
Revenue from other Postal Services	2488	2624
Revenue from Money Order Charges	112	109
Revenue From National Savings Bank	112	115
Receipts from other Agency Services	140	164
Revenue from commission of Electricity Bills	132	140
Receipts from other resources	122	112
<b>Total</b>	<b>4408</b>	<b>4952</b>

Table – 32

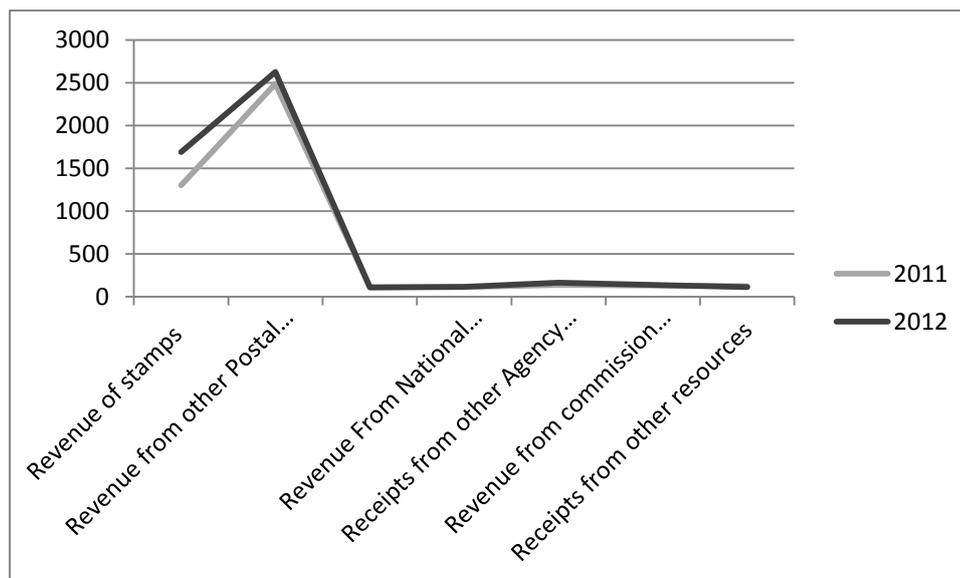


Figure 12 - Review of Revenue.

Increase of a sum of LKR. 544 million has been shown in the total revenue in 2012 comparing to the year 2011.

Revenue from stamps of Postal Department has been increased by LKR 386 million in 2012 than in the year 2011. A minor increase of other revenue has also been distinguished. There is an improvement of revenue of commission from electricity bills as a result of the introduction of computer software for electronic payment. Revenue of Agency Services has been increased in considerable amount in 2012 than in the year 2011 through the commission earned from collecting spot fines of motor vehicles and expansion of the services such as collecting DFCC, Mobitel bills. However there was a decrease in receiving Money Order charges and other sources in 2012 than in 2011.

However the value of free services is as follows.

2011	2012
386	335

Table - 33

\* Report of revenue is appearing in DOP Annexure 9

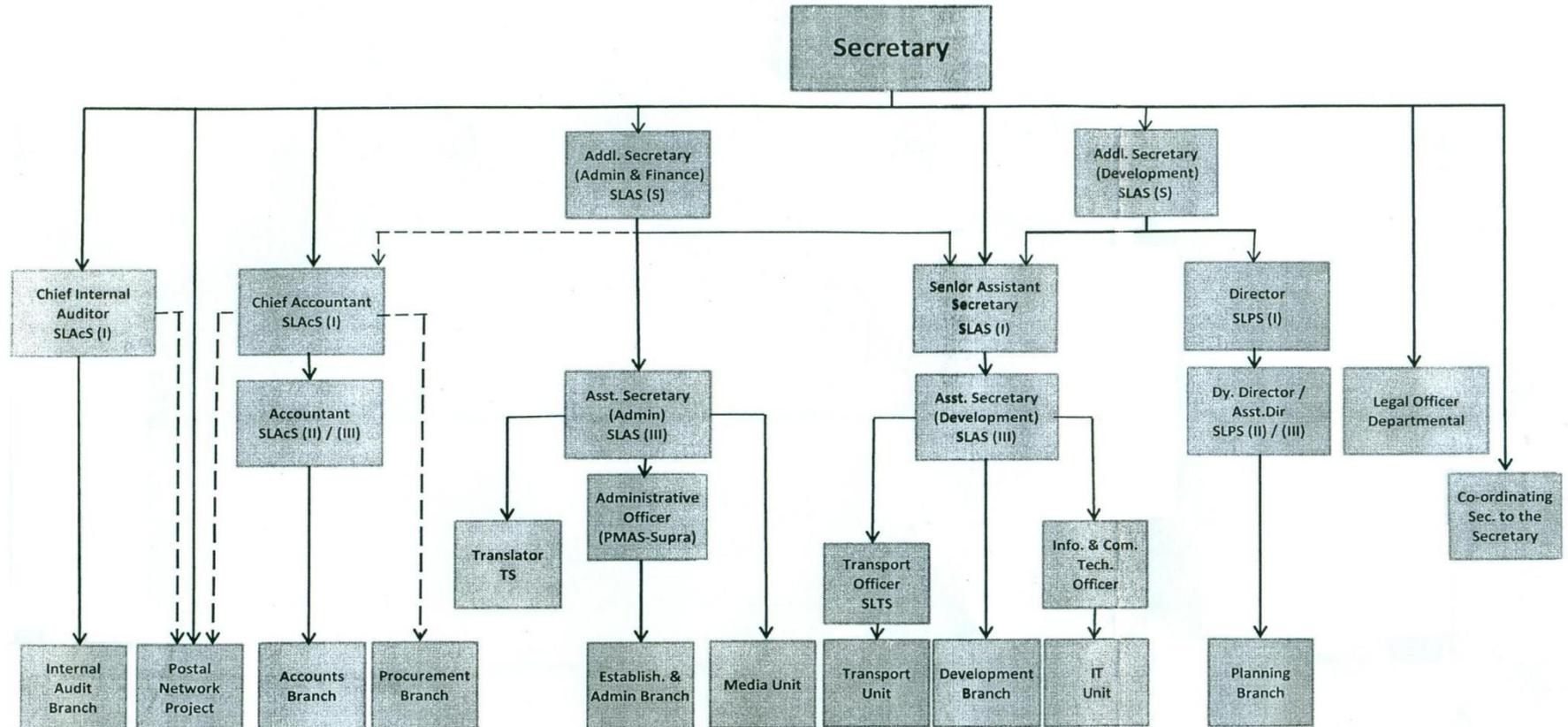
### Review of total finance

Revenue	2011 (Rs. Million)	2012 (Rs. Million)
Revenue from operations	4408	4952
Administrative and operational expenses	7745	8258
Gross balance	- 3337	- 3306

Table - 34



Organization Chart of Ministry of Postal Services



**Other Staff of the Ministry**

Information & Communication Technology Officer	01	Manangement Assistant (PMAS I/ II/ III)	18	Photographer (Temporary)	01
Development Assistant	19	Driver (I/ II/ III)	12	Video Camera Editor (Temporary)	01
Audit Assistant	05	Karyala Karya Sahayaka	16	Assistant Video Camera Editor (Temporary)	01
Procurement Assistant	01				
Budget Assistant	01				
				<b>Total</b>	<b>92</b>

**Cardre Information**

Ministry: Ministry of Postal Services  
 Address: 06th & 7th Floors, Postal Headquarters Building, 310, D.R.Wijewardhana Mawatha, Colombo 10

**Cadre Information as at 31st Dcember 2012**

Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre			Remarks
					Permanent	Casual	Contract	Permanent	Casual	Contract	
Secretary			SL-4	Senior Level	1			1			
Addl. Secretary	SLAS	Special	SL-3	-do-	2			2			
Senior Asst Secretary	SLAS	Class I	SL-1	-do-	1			1			
Chief Accountant	SLAcS	Class I	SL-1	-do-	1			1			
Director (Planning)	SLPS	Class I	SL-1	-do-	1			1			Appointed on Actg.Basis
Dy. Director/Asst. Director (Planning)	SLPS	Class II/III	SL-1	-do-	1			1			
Asst. Secretary	SLAS	Class III	SL-1	-do-	2			2			
Accountant	SLAcS	Class II/III	SL-1	-do-	1			1			
Chief Internal Auditor	SLAcS	Class I	SL-1	-do-	1			1			
Legal Officer	Dept.		SL-1	-do-	1			0			Not yet Recruited
Administrative Officer	PMAS	Supra	MN-7	Tertiary Level	1			1			
Information & Communication Technology Officer	SLICTS	Class II	MN-6	-do-	1			0			Not yet Recruited
Translator	SLTS	Class I	MN-6	-do-	1			1			
Co-ordinating Secretary to the Secretary	Temporary			Secondary Level		1			1		
Development Officer	DOS		MN-4	-do-	7			1			
Budget Assistant	Asso. Officer		MN-4	-do-	1			1			
Development Assistant	Asso. Officer		MN-4	-do-	19			19			
Supply Assistant	Asso. Officer		MN-4	-do-	1			1			
Audit Assistant	Asso. Officer		MN-4	-do-	5			5			
Transport Officer	SLTS		MN-3	-do-	1			0			Not yet Recruited
Public Management Assistant	PMAS	Class I/II/III	MN-2	-do-	18			16			resigned 01 & Retired 01
Camera Operator	Temporary	2	MT-1	-do-		1			1		
Still Photographer	Temporary		MT-1	-do-		1					Not yet Recruited
Driver	DS	Class I/II	PL-3	Primary Level	12			15			Assigned 04 Drivers to Hon. Minister's Staff
K.K.S.	OES	Class I/II/III	PL-1	-do-	16			15	2		Assigned 01 K.K.S. to Hon. Minister's Staff
Camera Operator Aide	Temporary		PL-1	-do-		1			1		

## Cadre Information – 2012.12.31

Serial No.	Designation	Service	Salary Code	Service Code	Approved Cadre	No. as on 31.12.2012	
						Permanent	Contract
01.	Postmaster General	SLA S (Special)	SL3	Senior	01	01	
02.	Deputy Postmaster General	SLAS (Grade I )	SL1	„	04	03	
03.	Deputy Postmaster General	Departmental (Executive Grade I)	SL1	„	09	03	
04.	Chief Accountant	SLAcS - (Grade I)	SL1	„	01	01	
05.	Chief Internal Auditor	SLAcS - (Grade I)	SL1	„	01	01	
06.	Senior Superintendent of Post	Departmental (Executive Grade II)	SL1	„	19	18	
07.	Superintendent of Post Office	Departmental (Executive Grade III)	SL1	„	56	27	
08.	Assistant Director	SLICTS (Class I, Grade II, Class I, Grade III)	SL1	„	02	00	
09.	Civil Engineers	SLEgS (II/ III)	SL1	„	01	00	01
10.	Mechanical Engineer	SLEgS (II/III)	SL1	„	01	01	
11.	Accountant	SLAcS (II/III)	SL1	„	26	20	
12.	Asst. Superintendent of POO (Investigation)	Departmental	MN- 7	Tertiary	51	25	
13.	Asst. Superintendent of Accts (Examiner))	Departmental	MN- 7	„	40	10	
14.	Asst. Superintendent of POO (General Post Offices)	Departmental	MN- 7	„	53	25	
15.	Chief Building Examiner	SLTS (Sp)	MN-7	„	01	01	
16.	Translator	TS	MN - 6	„	02	01	
17.	Budget Assistant	Asso. Officers	MN - 4	Secondary	01	01	
18.	Development Assistant	Asso. Officers	MN - 4	„	70	68	
19.	Postal Service Officers	Departmental	MN - 3	„	5,164	3,181	27
20.	Public Management Assistant	PMAS (I /II/III)	MN - 2	„	189	115	
21.	Building Examiner	SLTS	MN - 3	„	03	00	
22.	Foreman	SLTS	MN - 3	„	02	01	
23.	Sub Postmasters	Departmental	MN - 1	„	3,410	3,360	
24.	Maintenance Asst.	Departmental	MT - 1	„	15	15	
25.	Drivers	Departmental	PL - 3	Primary	187	136	
26.	Mail Asst. (Mechanic)	Departmental	PL - 2	„	82	60	
27.	Mail Assistant	Departmental	PL- 1	„	12,602	11,970	
28.	Regd. Substitutes	Departmental			4,788	4,788	
<b>Total</b>					<b>26,770</b>	<b>23,832</b>	<b>28</b>

## Postal Service Statistics 2003 - 2012

## Postal Department

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Post Office	No.	622	230	633	636	641	643	643	648	648	651
Sub Post Office	No.	3,428	3,411	3,408	3,407	3,412	3,410	3410	3410	3,410	3413
Agency Post Office	No.	580	611	663	684	684	684	684	684	684	684
Delivery Areas	No.	3,729	6,729	3729	6,729	6,729	6,729	6.729	6.729	6.729	6729
Area Served by a Post Office	Sq. km	14	14	14	14	14	14	14	14	14	13
Population Served by a Post Office	No.	4,084	4,288	4,100	4,231	4,252	4,311	43,11	4,312	4,330	4,641
Letters per inhabitant	No.	24	24	25	25	23	21	21	21	14	13

## STAMPS ISSUED - 2012

No.	Issue No.	Themes	No of Stamps	Denominations Rs.	No of Sheets	No of Folders	No of Sheetlet	Date of Issue
1	783	Legends of Sinhala Cinema	06	5.00 x 3 10.00 ,15.00 20.00	01	-	01	2012.01.21
2	784	The Institute of Chartered Ship Brokers	01	5.00	-	-	-	2012.02.09
3	785	Centenary of Sri Lanka Scouting	01	5.00	-	-	01	2012.02.22
4	786	Guard stone Rathanaprasadaya	02	50.00 100.00	-	-	-	2012.03.10
5	787	Peony Flower	02	30.00 x 2	01	-	01	2012.03.10
6	788	Sustainable Energy for all	01	5.00	-	-	01	2012.03.20
7	789	50 th Anniversary of Asian Pacific Postal Union	01	5.00	-	-	-	2012.04.01
8	790	Sinhala & Hindu New Year Festival	04	5.00x 4	01	-	01	2012.04.10
9	791	50 th Anniversary of Ceylon Petroleum Corporation	01	5.00	-	-	-	2012.04.30
10	792	2600 Sambuddathva Jayanthiya	01	5.00, 12.00	-	-	-	2012.05.03
11	793	Vesak - 2012	02	5.00, 12.00	01	-	-	2012.05.06
12	794	Prof. Walpola Sri Rahula Thero	01	5.00	-	-	-	2013.05.15
13	795	St. Philip Neri s Church Udammitta	01	5.00	-	-	-	2013.05.26

14	796	Mrs. Kusuma Gunawardane	01	5.00	-	-	-	2012.05.28
15	797	700 th Annivesary of the Asgiriya Temple	01	5.00	-	-	-	2012.06.12
16	798	Centenary of the Deaf and Blind School	01	5.00	-	-	-	2012.06.17
17	799	National Archaeological Week	01	5.00	-	-	-	2012.07.16
18	800	100 the Anniversary Department of Agriculture	01	5.00	-	-	-	2012.07.22
19	801	Olympic Games - 2012	04	5.00 x 1 15.00 x 1 25.00 x 1 75.00 x 1	01	01	-	2012.07.23
20	802	58 th Commonwealth Parliamentary Conference	01	5.00			-	2012.09.11
21	803	Colonial Building of Sri Lanka	04	15.00 x 4	02	-	-	2012.09.11
22	804	World Children's Day	01	5.00		-	-	2012.10.01
23	805	World Post Day - 2012	01	5.00		-	-	2012.10.06
24	806	Flowers of Sri Lanka	04	5.00 x 4	01	-	-	2012.10.07
25	807	World Health Organization 60 Years of Service in Sri Lanka	01	5.00		-	-	2012.10.16
26	808	Sri Lanka Insurance Golden Jubilee	01	5.00		-	-	2012.10.31
27	809	Christmas - 2012	02	5.00 x 1 25.00 x 1	01	-	-	2012.12.02
28	810	Centenary of Aviation	04	5.00 x 1 12.00 x 1 15.00 x 1 25.00 x 1	01	-	-	2012.12.07
29	811	Moonstone Guard Stone and Balustrade of Sri Lanka.	16	.50 1.00 2.00 3.00 4.00 4.50 5.00 10.00 12.00 15.00 20.00 25.00 30.00 40.00 55.00 75.00	03	-	03	2012.12.12

**Domestic Mail**

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Letters	'000	339,415	338,745	304,626	479,322	306,248	238,400	236,852	291,294	201,647	203,135
Post Cards	'000	19,824	26,786	24,718	24,423	16,503	11,531	12,250	14,742	12,654	13,025
Printed Materials	'000	84,115	76,948	71,021	21,962	63,311	82,711	79,525	13,652	14,486	12,864
News Papers	'000								1,121	1,026	1,139
Express Mail	'000	246	233	217	355	222	198	212	95	86	91
Insured Mail	'000	209	371	386	185	201	162	281	28	36	33
Registered Mail	'000	32,832	28,313	34,213	32,309	33,651	32,413	59,426	19,149	28,698	30,954
Parcels (Ordinary) Paid	'000	409		1,095	1,536	712	1210	1,194	438	320	323
Parcels (Ordinary) Other	'000	284	1,000							62	58

**Foreign Mail (Outward)**

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Sea</b>											
Letters	'000	86	91	77	82	73	72	69	76	74	71
Post Cards	'000	41	39	33	36	31	29	34	19	21	23
Printed Materials & News Papers	'000	32	36	30	37	29	27	31	56	53	52
Parcels	'000	16	08	06	07	06	07	11	05	04	03

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Air</b>											
Aerogramme									2,131	2,023	2,213
Letters	'000	32,422	32,816	27,915	31,751	30,740	24,997	27,356	4,526	5,382	4,748
Post Cards	'000	3,614	3,912	3,328	3,629	3,115	3,025	3,451	6,631	7,329	7,163
Printed Materials & News Papers	'000	794	835	710	1,066	924	917	840	134	143	156
Parcels	'000	36	15	23	24	16	18	20	08	06	03

## Foreign Mail (Inward)

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Sea</b>											
Letters	'000	70	84	12	72	68	65	67	62	59	57
Post Cards	'000	49	56	47	49	46	43	40	31	28	29
Printed Materials & News Papers	'000	61	68	57	58	56	59	57	43	39	37
Parcels	'000	19	10	13	18	17	19	22	65	07	07

Items	Unit	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>Air</b>											
Letters	'000	29,617	30,835	26,225	27,852	28,258	20,745	22,498	19,315	20,167	20,489
Post Cards	'000	2,511	3,141	2,670	2,841	2,540	2,420	2,765	2,165	3,154	2,932
Printed Materials & News Papers	'000	1,610	1,733	1,473	1,570	1,518	1,492	1,623	1,456	1,569	1,635
Parcels	'000	64	18	20	22	20	19	24	24	27	32

## Local Parcel Statistics - 2012

Month	Posted Colombo			Posted Other		Delivered		
	LO	HMS	LVP	LO	LVP	LO (colombo)	LO (other)	LVP
January	9317		318	11559	4447	2534	18451	4657
February	8682	18	118	6926	3798	1789	13839	3806
March	11421	14	413	7705	4620	2523	16963	4887
April	5447	01	46	4806	2161	1097	9765	2184
May	7947	03	200	18588	3602	1914	24531	3996
June	23082		274	10643	4137	6646	28012	4292
July	12026		1047	8426	4646	3625	17030	5558
August	6591		93	15612	4911	3487	18824	4864
September	20719		66	23294	5352	9242	35631	5246
October	16401		134	8594	5514	2302	22804	5502
November	20055		1214	20527	5565	4368	35365	7090
December	30892	1	90	13907	5382	3566	38935	5268
<b>Total</b>	172580	37	4013	150587	54135	43093	280150	57050

## Accepted and revenue of Air and Sea Parcels at CCFR- 2012

Month	Revenue	Air	Sea
January	823,400.00	6	124
February	593,845.00	5	81
March	659,005.00	8	85
April	477,555.00	3	61
May	618,280.00	2	80
June	610,660.00	2	83
July	805,255.00	7	106
August	623,015.00	4	89
September	555,220.00	1	75
October	568,145.00	2	82
November	708,125.00	2	103
December	708,345.00	6	83
<b>Total</b>	<b>7,750,850.00</b>	<b>48</b>	<b>1052</b>

## Expenditure Report - 2012

Item	Expenditure Rs.
Salaries and Wages	4,520,741,727.21
Over time Holiday Pay	649,067,202.77
Other Allowance	2,177,073,957.11
Travelling (Domestic)	30,989,456.57
Travelling (Foreign)	4,338,015.96
Stationary and Office Requisites	139,382,378.62
Fuel	.35,550,18422
Diets and Uniforms	27,978,961.11
Vehicles - Maintenace	24,398,712.78
Plant Machinery and Equipment	12,084,610.34
Building and Structures	8,172,581.13
Transport	382,393,612.00
Postal and Communication	,53929,785.82
Electricity and Water	70,342.647.87
Rents and Local Taxes	37,469,394.75
Other	29,154,022.66
Subscribion and Contribution Fees	19,586,198.37
Property Loan Interest To Public Servants	34,470,632.53
Loses and Write off	575,913.10
<b>Sub Total</b>	<b>8,257,699,994.92</b>
Building and Structures	47,179,179.04
Plant Machinery and Equipment	4,008,570.46
Vehicles (Repair)	6,051,095.25
Furniture and Office Equipment	9,381,635.71
Plant, Machinery	11,448,682.23
Building and Structures	31,251,169.19
Training and Capacity Building	5,331,826.30
Vadakkam Wasantham (Building and Structures)	13,650,000.00
Vadakkam Wasantham (Furniture and Office Equipment)	910,000.00
Vadakkam Wasantham (other investments)	455,000.00
<b>Sub Total</b>	<b>129,667,158.18</b>
<b>Grand Total</b>	<b>8,387,367,153.10</b>

**Revenue Report - 2012**

<b>Revenue</b>	<b>2012 (Rs.Thousand)</b>	<b>2011 (Rs.Thousand)</b>	<b>Variance</b>
Warehouse Charges	3,465,689.00	14,823.00	3,450,866.00
Bulk mail Charges	199,398,684.79	173,555.00	199,225,129.79
Business Mail Service	887,371,703.04	827,511.00	886,544,192.04
Franking Machine Chargers	1,229,131,596.84	1,153,427.00	1,227,978,169.84
Speed Post	7,727,606.50	10,539.00	7,717,067.50
E.M.S	169,874,060.60	136,346.00	169,737,714.60
Foreign Parcel	21,209,701.20	17,910.00	21,191,791.20
International Post	81,703,080.11	125,554.00	81,577,526.11
Parcel Handling Charges	1,257,513.00	1,375.00	1,256,138.00
Letter Collection Charges	7,137,100.00	7,269.00	7,129,831.00
Postal Stationary Revenue	12,283,370.13	17,147.00	12,266,223.13
Commission Of Examination	2,698,940.16	1,074.00	2,697,866.16
Unpaid Letter Charges	992,172.50	1,192.00	990,980.50
Stamp Revenue	1,695,737,277.30	1,303,458.00	1,694,433,819.30
NSB Charges	114,762,213.80	112,348.00	114,649,865.80
Money Order Commission	109,265,638.67	112,192.00	109,153,446.67
C.E.B. Bill Commission	140,623,281.38	132,930.00	140,490,351.38
Traffic Fine Commission	110,758,741.95	89,075.00	110,669,666.95

Fisheries Pension Commission	583,550.06	270.00	583,280.06
Farmers Pension Commission	905,680.00	4,869.00	900,811.00
Com. On Public Assis.	765,576.00	886.00	764,690.00
Social Security Commission	6,185,500.53	6,907.00	6,178,593.53
Death Notice Commission	2,715.50	1.00	2,714.50
Commission Of Mobitel Card	868.92	75.00	793.92
Commisioner Of Exam Fees	11,146,358.07	5,355.00	11,141,003.07
Commission Of Insurance	3,287,741.02	2,351.00	3,285,390.02
Lanka Bell Card Com.	520.00	1.00	519.00
Western Union	11,031,702.40	12,288.00	11,019,414.40
Slit. Commission	448,053.00	598.00	447,455.00
LOLC Rent	8,609,815.11	9,122.00	8,600,693.11
DFCC WARDANA BANK Commission	5,245,530.85	4,925.00	5,240,605.85
H.S.B.C. Commission	1,970,236.00	2,831.00	1,967,405.00
H.S.B.C Card Promotion Sales	-	-	-
Fax Charges	1,645,112.63	3,304.00	1,641,808.63
Telemail Charges	1,610,001.00	1,119.00	1,608,882.00
Email	28,100.00	254.00	27,846.00
Mail Box Charges	5,363,830.00	6,064.00	5,357,766.00
Mail bag Charges	2,113,115.00	1,862.00	2,111,253.00
Returned Charges	86,557.66	881.00	85,676.66
Newspapers Registration Charges	459,115.00	478.00	458,637.00
Photocopy Charges	2,730,431.00	2,020.00	2,728,411.00
Clearance Fees	638,780.00	620.00	638,160.00

Post Code Books	43,425.00	-	43,425.00
A.P.O. Application	211,674.00	-	211,674.00
Rent Income of Auditorium	2,769,661.00	-	2,769,661.00
Business Reply Coupon	1,163,618.77	-	1,163,618.77
Philatelic Bureau Cash	5,424,007.70	-	5,424,007.70
G. R. N. Copies	26,986.80	-	26,986.80
Rent Income of Canteen	175,152.00	-	175,152.00
Computer Typing	1,505.00	-	1,505.00
Internet Com.	32,995.00	-	32,995.00
Other	40,859,565.26	-	40,867,153.76
Commission Reload	787,314.70	-	787,314.70
Telephone Revenue	390,172.68	-	390,172.68
Locale Profit	103,900.00	-	103,900.00
Free Post	36,574,617.51	-	36,574,617.51
Mobitel Bill Collection Com	1,840,853.65	-	1,833,265.15
Telegramme Revenue	8,083,292.10	-	8,083,292.10
Postal Exam Revenue	4,600.00	-	4,600.00
Circuit	316,850.00	-	316,850.00
4 hour curriar service	888,567.77	-	888,567.77
<b>GRAND TOTAL</b>	<b>4,959,956,019.66</b>	-	