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இலங்கைஅஞ்சல்
SRI LANKA POST

Notice issued by the Department of Posts of Sri Lanka to the General Public and the Manufacturers of Envelopes

Department of Posts of Sri Lanka has planned to start from 01st October 2018 the use of quality envelopes to maintain the duties performed by the Department of Posts of Sri Lanka from sorting out to delivery of letters efficiently.

01. (a) Department of Posts of Sri Lanka has made arrangements to implement the use of only the envelopes made to the specifications bearing No. 29:1983, UDC 676.822:676.813 of the Sri Lanka Standards Bureau for local and foreign letters from 01st October 2018.

(b) Accordingly, we request the business community, the general public and the envelope manufacturers to use the envelopes manufactured to the standards of the Sri Lanka Standards Bureau from 01st October 2018. Standards and specifications issued by the Sri Lanka Standards Bureau are as follows:

Specifications introduced by the Sri Lanka Standards Bureau

For Foreign / Local use

Size mm X mm

More Suitable 100 GSM

324 mm X 458 mm

250 mm X 353 mm

229 mm X 324 mm

176 mm X 250 mm

162 mm X 229 mm

125 mm X 324 mm

125 mm X 176 mm

114 mm X 162 mm

110 mm X 220 mm

Difference of 2 mm in length and width may be permitted

Only for local use

81 mm X 162 mm

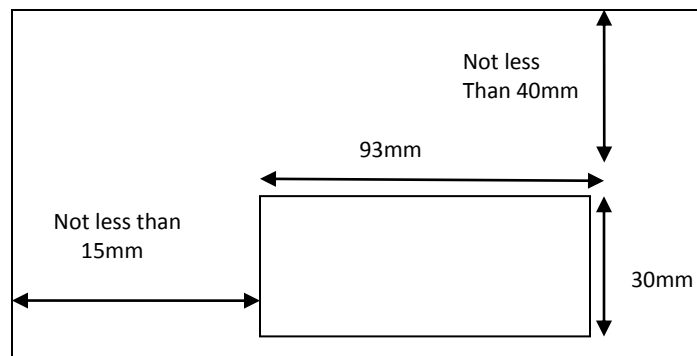
81 mm X 114 mm

89 mm X 152 mm

02. In addition to the recommendations that have already been issued by the Sri Lanka Standards Bureau, it is required to make more space as per the following specifications.

- (i) Space should be made available for sticking the stamp, to print the Stamp Permit No. or to frank the stamp or to stick the Code top right corner of the front side of the envelope. Cages for marking the Stamp Permit No. should be printed or stamped 5mm inside the edge of the envelope.
- (ii) It is essential to correctly write the address of the receiver of letter and to mark the Postal Code of 5 digits after the destination on the right side lower half of the envelope. Five cages for the Post Code should be in place at the time of printing the envelopes. (sizes of the cages for Postal Code are given below)
- (iii) It is more suitable to use black or blue colour to write the address. To brighten the address right side lower half of the envelope should be in white or of a very light colour. When using window envelopes the window should be made non reflective material. Nothing other than the address should be visible through the window. The window of the envelope should always be rectangular parallel to the length of the envelope.

However, the window should be made parallel to the width of the 229 mm x 324 mm size envelope as shown in the specifications of the Standards Bureau.



- (iv) Envelopes for postage should be printed as per the current technology to the standard length and width with pressure sealed type flaps and the outer part of the sealing flap should not exceed 1 ½ cm of the edge. It is anticipated that the flap edge of the envelope is made either in the left or right side of the envelope.
 - (v) Left side Lower part of the front side of the envelope is reserved to write the address of the sender of letter. It is important to facilitate the returning of the letter to the sender if not delivered.
 - (vi) Left side upper portion of the envelope is reserved for special instructions of the sender (Eg. "Registered Post" , "Application for G.C.E. (Ordinary level) Examination" etc.) in writing or print.
03. 1/3rd of the upper part of the sealing side of the envelope should be reserved for the postman's special notes. Or else it is recommended to print the reasons for the failure of delivery of the letter. This area of the envelope should be reserved in white or light colour.

04. Permission of the Post Master General should be obtained to use the remaining portion of the envelope to use of colours or as business, marketing or publicity media and thereafter use the space and colours. Conditions apply.
05. Envelopes for local and international postage is accepted which are either 3 mm less or more to a side of length or width as per the length and width shown below for Padded Covers/Bubble Covers (as an interim measure until specific standards are introduced) for which specifications of the Sri Lanka Standards Bureau has not been introduced but are either used by the general public for their requirements or available for purchase in the market.

Size mm X mm	130/150 GSM Most Suitable
140mmX155mm	
180mmX200mm	
200mmX250mm	
250mmX330mm	
300mmX380mm	
338mmX438mm	
400mmX500mm	

Approval is available for printing as per the specific CN22 Customs Declaration form as per 03 above at times padded envelopes are used for foreign destinations. It is anticipated that the raw materials used for this purpose are compatible to the terms of the Sri Lanka Standards Bureau.

06. Approval of the Department of Posts should be obtained at time of manufacture of envelopes that are not compatible to the above specifications, standards and terms. Eg: Transparent Covers
07. For further details regarding this may be obtained from the following officers, website or from the Offices of all Regional Postal Superintendent Divisions.

011-2325565 – Superintendent, Coordination and Marketing, Postal headquarters

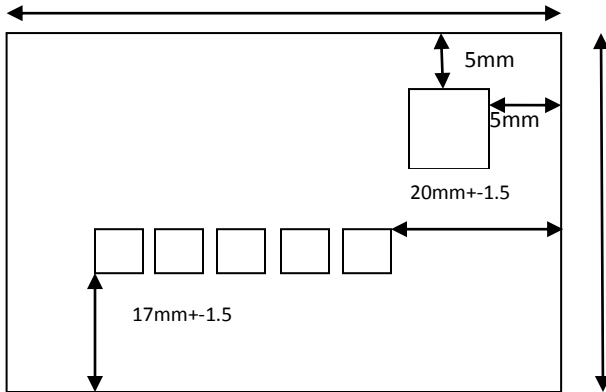
011-2448456 – Superintendent, Planning and Development, Postal Headquarters

www.slpost.gov.lk

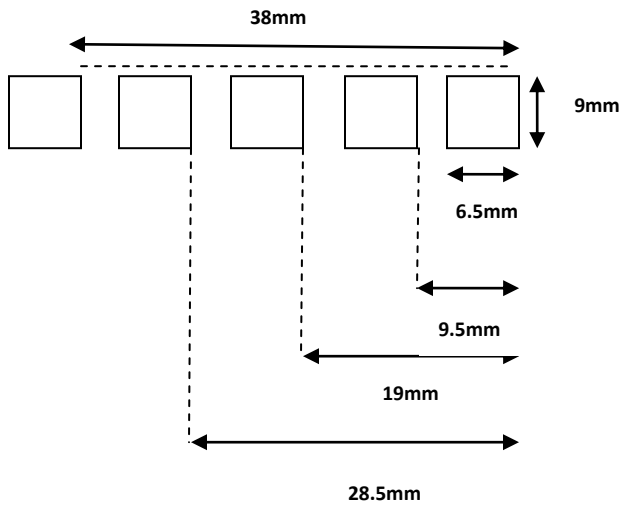
Report bearing No. 29:1983, UDc 676.822.676.813 of the Sri Lanka Standards Bureau which contain the criteria to be followed in local and foreign postage may be obtained from the Sri Lanka Standards Bureau.

Sketch of an ordinary envelope is shown here below.

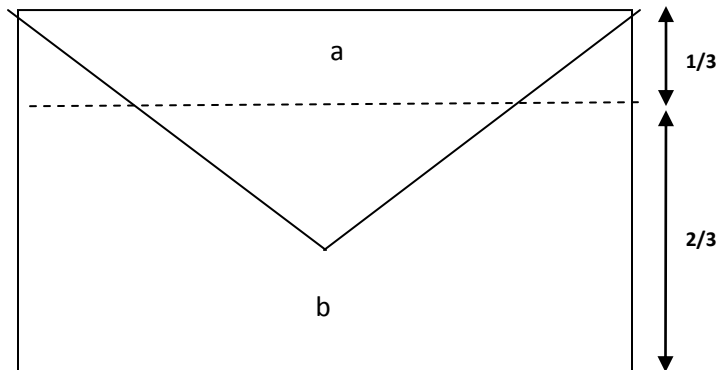
As per the specifications of the Sri Lanka Standards Bureau
Or compatible with the criteria of the Department of Posts



As per the specifications of the Sri Lanka Standards Bureau
Or compatible with the criteria of the Department of Posts



Scale of the cages have been measured from
the inside edge



- a. Should reserve to be in white or soft colour to place the special notes of the Postman for non delivery of letter/ to print the reasons for not delivering the letter.

Approval is available to print the padded covers according to the specific specimen of the CN22 Customs Declaration Form at times padded covers are used for foreign destinations.

b. Conditions apply when using for publicity purposes or using various colours.

Note: Conditions apply when using envelopes for publicity/advertising purposes or using outer surface or using various colours.

It will become easy to deliver your letters quickly and correctly by using the envelopes with real standards.

Post Master General

Department of Posts of Sri Lanka