

## Domestic mail redesign page – sub topic of under service



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இலங்கை அஞ்சல் திணைக்களம்  
Department of Posts - Sri Lanka



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### DOMESTIC MAIL

Letters

postcards

printed matters and  
open packets

periodical registered  
as news papers

send postal articles  
to visually impaired

Business reply envelops  
and cards ...

parcel post

Re directing mail

Registered mail



**Normal  
Post**

The postage on inland letters shall be prepaid by means of postage stamps affixed or impressed by stamping die or franking machine.

The rates of postage on inland letters forwarded by means of road or surface transport shall be Rs.10.00 per 20 grams or part thereof.

Any article found in the letter post which may not be transmitted  
if as a parcel, be transferred to the parcel post and  
surcharged at parcel rates of postage as a parcel irregularly posted.

#### Dimensions

No letter may exceed 610 mm in length, 300 mm in width and 300 mm in depth.

#### Unpaid and insufficiently paid Letters

If the postage on any letter is not prepaid, charges at double the postage, shall be recovered from the addressee before the letter is delivered to him.

If the postage on any letter is insufficient, double the amount of the deficiency, subject to a minimum surcharge of Rs.10.00 shall be recovered from the addressee before the letter is delivered to him.

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Design Developed By : ICT Division - Department of Posts  
Last Updated: 2024-07-04

## international mail redesign page – sub topic of under service



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### INTERNATIONAL MAIL

→ foreign mail service available country list

→ EMS dispatch closing schedule

→ foreign postage calculator

→ international mail tracking

→ surface mail closing schedule

Letters

postcards

reply coupons

small packets

sending postal articles

to visually impaired

#### General Rules and Conditions



**International Post**

**Universal Postal Union**  
Universal Postal Union is an umbrella organization of UNDP and all countries, except a few territories, have obtained the membership from the Universal Postal Union and the functions of which are controlled by an International Convention. This regulations govern the letter post from one country to another country, therefore part of an international scheme applicable to all countries alike, and have been adopted as part of the international obligations of the Sri Lanka Post Office under the Convention.

**Foreign Post**  
The term "Foreign Post" means the post conveyed by sea or by air between any place in Sri Lanka and any place beyond the limits of Sri Lanka.

**Correspondence**  
For purposes of the Foreign Post the term "Correspondence" shall include the following seven classes Letters Printed Papers Post Cards (both single and reply paid)Literature for the Deprogramming paper and magazineDocument

**Prepayment of Postage**  
Articles other than letters and single post cards must be fully prepaid.

**Inquiries and Claims**

- An inquiry in respect of any postal article shall be entertained only if made within 06 months from the date of posting of the article. The inquiry shall, if possible, be accompanied by a facsimile of the address of the article in a small sheet of thin paper.
- No claim for compensation for the loss of or damage to a postal article shall be entertained where the sender of the article has not made an application for compensation within a period of six month from the date of posting of the article. (see Liabilities of Post Office for Loss, and Exception to the Principle of Responsibility)

**Panel Envelopes**

- Articles in envelopes with a transparent panel are admitted under the following conditions:
  - The transparent panel must be parallel to the greatest dimension of the envelope, so that the address of the addressee appears in the same direction and the application of the data
  - The panel must be sufficiently transparent for the address to be easily read through the panel, and any indications other than the address visible through the panel must not detract
  - Panel envelopes of which the transparent portion reflects artificial light are excluded from transmission.
- Articles in envelopes entirely transparent or in envelopes with an open panel are not admitted.

All postal articles of which the whole or a part of the address side has been marked off into several divisions intended to receive successive addresses are not admitted

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