

**Department of Posts: India**  
**O/o The Director Postal Training Centre, Vadodara-390 022**

**Most Urgent**  
**By Regd/Email**

To : The Chief Postmasters General  
 Chhattisgarh /Gujarat/Madhya Pradesh/Maharashtra Circle  
 Raipur /Ahmedabad/Bhopal/Mumbai.

No : S/Trg III/06/QCIV/2016-17 Dated at Vadodara the 07.09.2017.

**Sub : Quarterly Calendar for the 3<sup>rd</sup> Quarter(Oct to Dec- 17) for the year 2017-18.**

IT Modernization & Inservicetraining Programmes are scheduled as under. It is requested kindly to utilize 100% allotted seats.

General Instructions for the trainees are also enclosed herewith (Annexure I) which may be given to all the trainees deputed for training along with training order.

**1. PLI END USER - I**

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
09.10.2017 to 12.10.2017	02	15	15	03	35

Eligibility Criteria: PAs working in PLI branch at D.O/H.O.

**2. PLI END USER - II**

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
09.10.2017 to 12.10.2017	02	35	29	04	70

Eligibility Criteria: PAs working in PLI branch at Post Office.

**3. CBS-End User Training**

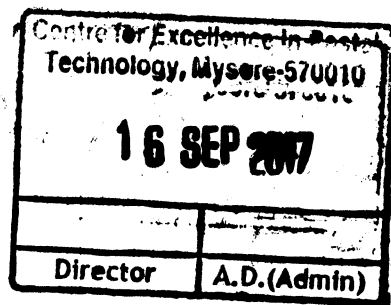
Period	Name of Circle				Total
	CG	GUJ	MH	MP	
09.10.2017 to 13.10.2017	02	20	20	08	50

Eligibility Criteria : PAs working or to be posted in S.O/H.O.

**4. SSDP-PA**

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
23.10.2017 to 03.11.2017	03	32	30	05	70

Eligibility Criteria: PAs who have completed 24 years & above service in PA cadre and those who have undergone MACP -I, II & III training but not undergone SSDP training.



### 5. SDP-PA

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
23.10.2017 to 03.11.2017	03	35	30	02	70

Eligibility Criteria: PAs who have completed 14 years & above service in PA cadre and those who have undergone MACP –I &II training but not undergone SDP training.

### 6. ADP-PA

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
23.10.2017 to 03.11.2017	03	32	30	05	70

Eligibility Criteria: PAs who have completed 7 years & above service in PA cadre and those who have undergone MACP –I training but not undergone ADP training.

### 7. ADP-SA

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
23.10.2017 to 03.11.2017	03	15	12	05	35

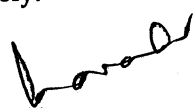
Eligibility Criteria: SAs who have completed 7 years & above service in SA cadre and those who have undergone MACP –I training but not undergone ADP training.

### 8. IO/PO for IP/ASP

Period	Name of Circle				Total
	CG	GUJ	MH	MP	
23.10.2017 to 28.10.2017	05	10	10	10	35
30.10.2017 to 03.11.2017	05	10	10	10	35

Eligibility Criteria: Any IP / ASP who has not taken IO/PO training previously.

Encl : As above

  
Dy. Director  
Postal Training Centre,  
Vadodara-390022.

#### Copy to:

1. The Dy. Director General (Trg.), Postal Directorate, New Delhi 110 001.
2. The Director, PTC, Mysore/Guwahati/Madurai/Saharanpur/Darbhanga.
3. The Asst. Director (Admin), Postal Training Centre, Vadodara for necessary action.
4. The Director, CEPT Mysore to upload the calendar on India Post Website.

# Postal Training Centre

Opp. Harni Airport, Harni Road,  
Vadodara-390022

We have great pleasure in welcoming trainees to PTC for Induction/Inservice courses. We have made all out efforts to make their stay comfortable here. At the same time, we have set out certain conditions to be observed while residing in the centre. We hope that they will strictly follow the instructions and enjoy their stay here.

## General Information about PTC ,Vadodara

1. How to reach : Postal Training Centre, Vadodara is situated in front of Harni Aerodrome, 8 Kms from Railway Station or Central Bus Stand. Approximate rickshaw fare is Rs.70/- to Rs.80/-. City bus service is also available from Central Bus Stop to Harni (Amit Nagar or P & T Colony).
2. Accommodation : Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate -blocks are available for men and women trainees. **Accommodation for the families of the participants is not available. Family members will not be allowed to stay in PTC campus during training period.**
3. Mess Facility : Vegetarian mess facility is provided in PTC mess by Het Chant Hospitalities.
4. Physical Training : Physical training activities are made compulsory for trainees. It is through Physical Training Instructor. Facilities for playing outdoor games and indoor games are available.
5. PTC Vadodara Website : [www.ptcvadodara.org](http://www.ptcvadodara.org)

## GENERAL INSTRUCTIONS

6. All courses are residential ones. Therefore, all trainees will have to stay compulsorily in the PTC hostels.
7. **Following officials should not be deputed for training in pursuance of Directorate memo No. 4-3/2009-Trg dtd 11.11.2013.**
  - (i) Lady candidates who are in the family way and at advance stage of pregnancy (5 months & above)
  - (ii) Lady candidates having very young babies.
  - (iii) Any official who is not in a fit condition or suffering from any serious disease.
  - (iv) Any official suffering from chronic illness who are above 55 years of age.
8. **Family member will not be allowed to stay in PTC campus on the day of reporting.**
9. **Course details for payment of course fee (Hostel and Mess charges) through e-payment.**

- a. Name of the biller : PTC Vadodara  
b. Biller ID : 2924  
c. Biller description : Collection of training fees.

Sl. No.	Name of Course	Period	Amount of fees
1	PLI End User –I Training	09.10.2017 to 12.10.2017	640/-
2	PLI End User –II Training	09.10.2017 to 12.10.2017	640/-

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