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**Department of Posts**  
**O/o the Director, Postal Training Centre, Saharanpur-247002**

To

The Chief Postmaster General,  
Delhi/Haryana/Himachal Pradesh/ J&K/  
Punjab /Rajasthan/ UK/UP Circle.

No: PL-2/6/Training

Dated at Saharanpur, the 16.10.17

**Sub: Induction training for IP Induction (Deptt/Dir.) 06/20-11-17 to 17-02-2018 and PA (Deptt/Dir.) commencing from 18/26-12-17 to 17-02-18 and at PTC Saharanpur.**

Respected Madam/Sir,

It is to intimate that Induction training for **IP. (Direct/Deptt ) 06/20-11-17 to 17.02.2018** and **P.A.(Deptt/Dir.) commencing from 18/26.12.17 to 17.02.18** at PTC Saharanpur. The allotment of seats for this batch are as under as per the information furnished by the circles by email/post/telephonic.

**1. Induction training for IP Induction (Dir.) Duration: 15 week**

Sl. No	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	06.11.17 to 17.02.18 (Dir.)	0	1	1	0	0	1	6	0	9

**2. Induction training for IP Induction (Deptt) Duration: 13 week**

Sl. No	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	20.11.17 to 17.02.18 (Deptt)	0	8	1	0	4	0	0	0	13

**3. Induction training for Postal Assistant (Deptt) Duration: 9 week**

Sl. No	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	18.12.17 to 17.02.18 (Deptt)	0	3	0	4	11	0	01	00	19


**4. Induction training for Postal Assistant (Dir.) Duration: 8 week**

Sl. No	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	26.12.17 to 17.02.18 (Dir.)	0	3	1	4	9	5	0	0	22

Kindly ensure 100% utilization of seats. Any variation in the seat allotment or more seats are required, it may kindly be intimated up to 31.10.17 by e mail/post for taking necessary action at this end.


The Instructions for the trainees is attached as Annexure -I. It may kindly be circulated to the Divisional Heads to be forwarded to the participants deputed for training.

Further kindly ensure that candidates should not be deputed without appointment order issued by the competent authority.

  
Dy. Director  
PTC Saharanpur-247002

Copy to:

- 1 A. D. (Trg), Department of Posts, New Delhi for favour of information.
2. The Director, PTC Mysore / Darbhanga/ Madurai/ Guwahati/ Vadodara for favour of information.
- 3 ✓ Director, CEPT Mysore to kindly upload the information along with instructions to trainees on the web site of India Post.

  
Dy. Director  
PTC Saharanpur-247002

Annexure -1  
Instructions for trainees

General Information

Postal training centre is situated on Saharanpur –Ambala highway, approximately 5 km from Saharanpur Railway/Bus station. Auto rickshaws/ hand rickshaws are frequently available from city to PTC. Weather conditions in Saharanpur are extreme. It is very cold in winters particularly in December and January and extremely hot in summers.

1. The admission will be made on the same day of commencement of the training.
2. ***Trainees are requested not to report PTC Saharanpur more than one day before commencement of Training.***
3. No family accommodation will be provided to the trainees in the campus.
4. **Family members will not be allowed to stay in PTC campus even on the day of reporting/relieving.**
5. **No leave will be granted to the trainees during this period except in emergency case.**
6. The candidates are required to bring the following items compulsorily with them:
  - a. Training memo issued by the Divisional Supdt. in original.
  - b. Sports Shoes - 1 pair
  - c. Socks - 2 pairs
  - d. Formal Shoes - 1 pair
  - e. Ball Pen - 1 (one)
  - f. Lock with key - 1 (one)
7. The Fooding and lodging etc. charges @185/- per day + recreation charge @25/- per week approx. to be paid by the trainees on the first day for entire training period. Canteen charges are not at fix rate i.e. depending on consumption by the trainees.
8. As directed by the Directorate (Training Division), New Delhi vide letter no. 01-04/2015-Trg(pt.) dated 04.07.2017, the dress code during the training period is formal Pants-Shirts & leather shoes for Male trainees and Salwar- Kameez/Sarees for Female trainees. Please note that the outfits like T-Shirts, Jeans, Half pants, Cafree and Tops are not allowed at all.
9. PT Uniform i.e track lower with T-shirts having Departmental logo will be provided by PTC Saharanpur. The cost of the same is approximately between Rs700/- to Rs 850/- which will have to be borne by the trainees.
10. Physical Training is an integral part of training and compulsory for all the trainees. If any trainee found absent in PT class, suitable action shall be taken by treating him absent.
11. ***The trainees having any serious disease may not be deputed for training. Female officials who are nursing their babies and those who are in advance stage of pregnancy should not be deputed for training.***
12. This training course is totally residential and no trainee will be allowed to stay out of PTC Saharanpur.

### Discipline


1. Possession and/or drinking of alcohol, keeping and/or smoking of Bidi/ Cigarettes, chewing tobacco/Gutkha and any type of weapons are strictly prohibited in the campus. Strict disciplinary action will be taken against the erring trainees.
2. **The trainee will be debarred from training; disciplinary action will be taken and sent back if any act of indiscipline is proved against him/her.**
3. Trainee has to put on formal dress in the class rooms/mess/canteen.
4. The trainees are not allowed to leave the campus without prior permission / gate pass.
5. Mobile phones are not permitted inside the class/lab/public places and during compulsory study hours.

### Amenities

1. Grocery shop/Barber/Tailor and laundry is available within the campus.
2. A library is also there and one can issue books in his/her name as well.
3. There is a dispensary inside the campus.
4. Facility of Indoor and Outdoor games is available.
5. In hostels, bed sheets, pillow covers, quilt, mattress, bucket/mug etc. will be provided by PTC Saharanpur.

**Note** – For any other query please email to [Dydirectorptc@yahoo.in](mailto:Dydirectorptc@yahoo.in) .

**The instructions mentioned above about the trainees shall be sent to all Divisional Heads for circulation to the participants deputed for training.**

  
**Dy. Director**  
**PTC Saharanpur-247002**