

Annexure-1

1. Course Name: SA Induction (Direct)

Duration 7 Weeks

Sl. No.	Period	Circle								Total
		Bihar		Jharkhand		Odisha		W.Bengal		
		M	F	M	F	M	F	M	F	
1	01.10.2018 to 17.11.2018	9	1	9	1	9	1	9	1	40

Handwritten signature
24.08.2018

Deputy Director
Postal Training Centre
Darbhanga-846005

Annexure-II

Postal Training Centre (PTC) Darbhanga

We have great pleasure in welcoming trainees to PTC Darbhanga for Induction/In service 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, Darbhanga

- ❑ How to reach: Postal Training Centre, Darbhanga is situated at Bela Palace in Sundarnagar, Darbhanga, 2.5 km from Darbhanga Railway Junction [Station code DBG], 950 metre from Darbhanga Bus Stand & 45 km from Samastipur Railway Junction [Station code SPJ].
- ❑ Accommodation: Postal Training Centre, Darbhanga has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate block 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.
- ❑ Mess Facility: Vegetarian/ Non-Vegetarian mess facility is provided in PTC mess.
- ❑ Physical Training: Physical training activities are made compulsory for trainees. It is through Physical Training Instructor (PTI). Facilities for playing outdoor games and indoor games are available.

General Instructions.

- ❑ All courses are residential ones. Therefore, all trainees will have to stay compulsorily in the PTC hostels.
- ❑ 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), should not be deputed for training
 - ❑ (ii) Lady candidates having very young babies should not be deputed for training
 - ❑ (iii) Any official who is not in a fit condition or suffering from any serious disease, should not be deputed for training
 - ❑ (iv) Any Official suffering from chronic illness who are above 55 years of age, should not be deputed for training
- ❑ Family member will not be allowed to stay in PTC campus on the day of reporting.
- ❑ Trainees will be debarred from training and sent back if any act of indiscipline is proved against him/her.
- ❑ Trainees will not be allowed to leave the campus except permitted hours.
- ❑ No leave will be granted during training period in normal course.

Important Instruction for trainees

5. Induction trainees should attend PTC Auditorium at 10:00 AM for registration work without fail on one day before of training.
6. The candidates are required to bring following items compulsorily with them.
Recent Passport/Stamp size coloured **Photographs-04**
- 3 Male candidate should bring black pant, white T- shirt, white socks and White canvas shoes for the purpose of PT/Yoga; formal shirt and formal trousers with belt and formal leather shoes for training classes.
- 4 Female candidate should bring white salwar, white kameez, white socks and white Canvas shoes for the purpose of PT/Yoga; Sarees/Salwaar-Kameez for training classes.
5. One lock and keys.
6. Copy of training order. (One set Original and one set Photocopy)
7. Copy of Appointment order (One set Original and one set Photocopy).
8. e-payment receipt. [Original]

Payment of Fee through e-payment

- ☑ Course details for payment of course fee through e-payment only (MPCM Counter)
- ☑ Name of the biller: PTC Darbhanga
- ☑ Biller ID: - 7921
- ☑ Biller description: Collection of training fees.

1.	SA (Direct) Induction Training	7 weeks	Rs. 200/- per day
----	--------------------------------	---------	-------------------

Note: It is compulsory to bring the training fee receipt at the time of registration without fail therefore all trainees should be directed accordingly. These rates are subject to revision.

For any query mail us at dptc_darbhanga@indiapost.gov.in

Or

Call us STD Code 06272 Phone number 246191, 246194

Or

Visit www.ptcdarbhanga.in


Dy. Director
Postal Training Centre
Darbhanga-846005

भारत सरकार
GOVERNMENT OF INDIA
डाक विभाग, DEPARTMENT OF POSTS



कार्यालय:-निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-८४६००५

Office of the Director, Postal Training Centre, Darbhanga-846005

Ph: 06272-246194, Fax: 06272-246147, E-mail-dptc_darbhanga@indiapost.gov.in, Website-ptcdarbhanga.in

To,

The CPMGs Bihar/Jharkhand/Odisha/West Bengal

No: H-4/Trg./Trg.Calendar/Plan/2018-19 Dated at PTC Darbhanga the 24.08.2018

Sub: Regarding Training Calendar for the 3rd Quarter (October 2018 to December 2018) of 2018-2019 at PTC Darbhanga in Bihar.

Sir,

Induction training programmes are scheduled as per annexure-1 (enclosed). It is requested kindly utilize 100% allotted seats. If any candidate produces unfit medical certificate or unable to attend training for any reason another candidate may be directed promptly so as seats allotted can be utilized.

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

Enclosed: As above

[Handwritten Signature]
Dy Director
Postal Training Centre
Darbhanga-846005
24.08.2018

Copy to:-

1. The DDG (Training) Dak Bhawan, New Delhi for information.
2. The Director, RAKNPA, Ghaziabad for information.
3. All Directors, Postal Training Centre
4. The Director CEPT Mysore Kindly upload the calendar on India Post Website.
5. AD (Admin.), AD (Training-1&2), Sr. Instructor & All Instructors PTC Darbhanga for information.
6. Notice Board, PTC Darbhanga
7. PA to Director, PTC Darbhanga for information.
8. Care Taker, PTC Darbhanga for information and necessary action.
9. Office Copy