

Department of Posts
Office of the Director, Postal Training Centre Saharanpur-247002

To,

The Chief Postmaster General
DEL/HRY/HP/J&K/PUB/RAJ/UP/UK

No: - PL-2/6/Trg/Ch.V

Dated at Saharanpur, the 08.09.2018

Sub: - Training Program for IT Modernization course w.e.f. 24.09.2018 to 29.09.2018
at PTC Saharanpur.

Sir/Madam,

This is in continuation of this office letter no. even dated 30.07.2018, the Training Program for IT Modernization course is scheduled to be held w.e.f. 24.09.2018 to 29.09.2018. The number of seats allotted to the circles is as under:-

IT Modernization (CBS) for Postal Assistants

Duration: 1 Week

Sl. No.	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	24.09.2018 to 29.09.2018	6	4	4	2	6	10	4	14	50

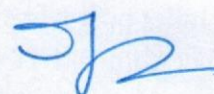
Any variation in the seats allotted may kindly be intimated well in advance for further taking action at this end. If any new programme is scheduled to be commenced during this period, the same will be communicated in due course.

2. General Instructions for the trainees are also enclosed (**Annexure-I**) and the same may kindly be communicated to all unit heads for further circulation to all trainees who are deputed for training. It is also worth here to mention that the officials who don't have ample knowledge of Finacle and CSI may kindly be deputed for above mentioned program.

3. *The trainees who are retiring within two years and having any serious disease should not be deputed for the training. Female officials who are nursing their babies and those who are in advance stage of pregnancy should not be deputed.*

4. The officials who have already been trained should not be sent for training again in the same course.

Kindly ensure full utilization of seats.



Dy. Director
Postal Training Centre
Saharanpur-247002

Annexure-I

Instructions for trainees:-

1. The trainees should report at Postal Training Centre, Saharanpur one day prior to the start of the training.
2. No leave will be granted to the trainees during the training period.
3. **W.r.t Dte. Letter no. 1-04/2015-Trg(Pt) dated 04.07.2017, the dress code during the training period is formal Pant/ shirts with formal leather shoes (black or brown in color with socks) for men & Salwar / Kameez/ Choodidar / Sarees with shoes/ chappals for women. Other dresses like Jeans, T-shirt, Half paint, Capri etc. are not allowed.**
4. **Mobile phones are not permitted in the academic block and use of Mobile Phone is strictly prohibited during study hours.**


The Fooding and Breakfast charges @140/- per day to be paid by the trainees on the first day for entire training period.

The trainees who do not pay full amount will not be permitted to undergo the training & will be sent back forthwith.

5. Physical Training is a part of training. If any trainee found absent in PT class, suitable action will be taken by the competent authority.
6. Trainees are not allowed to leave the campus without proper permission. From 21:00 to 22:30 hrs, all the trainees have to stay in their hostel rooms compulsorily for study purpose. Other than study, No other activity are permissible during the study period.
7. Light are to be switched off compulsorily at 23:00 hrs
8. No accommodation will be provided to the Family members / relatives of the trainees.
9. *Drinking/ keeping of alcohol, intoxicating drinks smoking and chewing tobacco/ Gutkha is strictly prohibited in the campus. Strict action will be taken against those, who will not follow these instructions. The trainee will be debarred from training and sent back if any act of indiscipline is proved against him/her.*
10. Trainees are not allowed to keep any type of weapons during the training period; suitable action will be taken by the competent authority.
11. The participants may kindly be directed to report at training centre on the previous day of commencement of training or up to 08:00 AM on the day of commencement.

Copy to-

1. DDG (Trg), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi.
2. Director PTC Guwahati/Darbhangha/Vadodara/Mysore/Madurai.
3. General Manager, CEPT Mysore-570010 with a request to upload the calendar on the India post website.
4. The AD (Admin) PTC Saharanpur -For n/a.


Dy. Director
Postal Training Centre
Saharanpur-247002