



भारत सरकार

GOVERNMENT OF INDIA

डाक विभाग DEPARTMENT OF POSTS

कार्यालयनिदेशक :, डाक प्रशिक्षण केन्द्र, सहारनपुर – 247002

Office of the Director, Postal Training Centre, Saharanpur – 247002

Revised

To,

The Chief Postmaster General,
Delhi/Haryana/H.P./J&K/
Punjab/Rajasthan/U.K/U.P Circle

No: PL-2/6/Training/Ch-IV

Dated at Saharanpur, the 13.09.2018

Sub: Addition of PA (CO) Course in Training Calendar for the 3rd Quarter 2018-2019 of PTC Saharanpur.

Respected Madam/Sir,

With reference to the subject cited above, it is to intimate that Induction Training for Postal Assistant (Circle Office) will be commencing w.e.f. 17.09.2018 at PTC Saharanpur. The allotment of seats for this batch are as under as per the information furnished by the circles by email/post.

Induction training for Postal Assistant (Circle Office)

Duration: 2 week

Period	Circle wise allotment of seats								Total
	DEL	HP	HRV	J&K	PUB	RAJ	UK	UP	
17.09.18 to 29.09.18	5	5	5	3	5	7	5	25	60

The Instructions for the trainees is attached as Annexure –I. It may kindly be circulated to all concerned to be forwarded to the participants deputed for training. Kindly apprise the candidates about the instruction noted in Annexure-I

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

Dy. Director
Postal Training Centre
Saharanpur-247002

Annexure -I
Instructions for trainees

General Information

Postal training centre is situated on Saharanpur –Ambala highway, approximately 5 km from Saharanpur Railway/Bus station. Auto rickshaws/ E-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 without fail :-
 - a. Appointment Letter
 - b. Training Order
 - c. Charge report.
 - d. Aadhaar Card } each in original along with photocopy.
 - e. Sports Shoes - 1 pair
 - f. Socks - 2 pairs
 - g. Formal Shoes - 1 pair
 - h. Ball Pen - 1 (one)
 - i. Lock with key - 1 (one)
7. The Fooding and Breakfast charges @140/- per day to be paid by the trainees on the first day for entire training period.
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. Physical Training is an integral part of training and compulsory for all trainees. If any trainee found absent in PT class, suitable action shall be taken by treating him absent.
10. ***The trainees having any serious disease may not be deputed for training. Females who are nursing their babies and those who are in advance stage of pregnancy should not be deputed for training.***
11. This training course is totally residential and no trainee will be allowed to stay out of PTC Saharanpur.

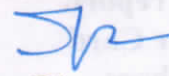
Discipline

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. **If any act of indiscipline is noticed against any trainee, the trainee will be debarred from training and disciplinary action will be taken against him.**
3. Trainee has to put on formal dress in the class rooms, mess, and 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 and laundry is available within the campus.
2. A library having more than 14000 books is also available in the Campus. Books may be issued to the trainees as per their request.
3. There is a dispensary inside the campus.
4. Facility of Indoor and Outdoor games is available.
5. In hostel rooms, bed sheets, pillow covers, quilts, mattresses, bucket/mug etc. will be provided by PTC Saharanpur.

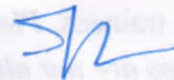
Note – For any other query please email to dydirectorptc@yahoo.in .



**Dy. Director
Postal Training Centre
Saharanpur-247002**

Copy for information & necessary action to:

1. The A. D. (Trg), Trg. Division, Postal Directorate, New Delhi for favour of information.
2. The Director, PTC Mysore / Darbhanga/ Madurai/ Guwahati/ Vadodara for favour of information.
3. The GM, CEPT Mysore with request to kindly upload the contents of this memo on the India Post website.
4. The Assistant Director (Admin) PTC Saharanpur.



**Dy. Director
Postal Training Centre
Saharanpur-247002**