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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: - PI.-2/6/Trg/Ch.V

Dated at Saharanpur. the 17.11.2018

Sub: - Training Program for the PA Induction and MCDP/ODP (Aug- 2018 to Dec-2018) courses of PTC Saharanpur.

Sir/Madam,

The Training Program for the PA Induction and MCDP/ODP of 2018-19 (Aug-2018 to Dec- 2018) is enclosed as Annexure-I along with number of seats allotted to the circles. The seats have been allotted as per the strength of faculty members. 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 in this quarter, the same will be communicated in due course.

2. General Instructions for the trainees are also enclosed (**Annexure-II**) and this may kindly be to all unit heads for circulation to all trainees who are deputed for training.

3. The trainees who are retiring within two years and having any serious disease should not be deputed for MCDP 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 1

1. ODP (IP/ASP) Mid Career Training

Duration: 2 weeks

Sl. No.	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	03/12/18 to 15/12/18	10	5	10	2	10	10	3	10	60

Service conditions :

ODP (IP/ASP) -IP/ASP who have completed 7years of service (from IPO cadre)

2. PA Induction (Direct)

Duration: 8 weeks

Sl. No.	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	03/12/18 to 25/01/19	15	10	15	5	20	20	15	20	120

Note: The PA Induction candidates are required to bring the following items Compulsorily with them without fail:-

- | | | |
|-----------------------|-----------|--|
| a. Appointment Letter | } | each in original along with photocopy. |
| b. Training Order | | |
| c. Charge report. | | |
| d. Aadhaar Card | | |
| 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) | |

If there is variation in seats allotment in any of the course, the same may kindly be intimated to this office immediately. The seats have been allocated to the concerned circles as per the strength of Faculty members.

Enc: As Above.



Dy. Director
Postal Training Centre
Saharanpur-247002

Annexure-II

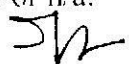
Instructions for trainees:-

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. **The dress code during the training period is 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 pant, 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.

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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 Assistant Director (Admin) PTC Saharanpur -For n/a.


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