



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

To,

The Chief Postmaster General  
Assam/North East/West Bengal/Bihar/Jharkhand

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

Dated at Saharanpur, the 16.05.2019

Sub: - Allotment of seats for Induction Training program for PA (SBCO) scheduled from 03.06.2019 to 29.06.2019 at PTC Saharanpur.

Sir/Madam,

On the above subject, it is intimated that Training Division of the Directorate vide its letter no. 07-01/2010-Trg. Dated 22.04.2019, has directed this PTC to conduct PA (SBCO) Induction training program for your circle in addition to circles already attached to this PTC. Accordingly, seats are hereby allotted to your circle for Induction Training program for PA (SBCO) scheduled from 03.06.2019 to 29.06.2019 at PTC Saharanpur, as per detail given below:

Sl. No.	Period	Circle wise allotment of seats					Total
		AS	NE	WB	BH	JH	
1	03.06.2019 to 29.06.2019	3	3	9	5	5	25

2. General instructions for the trainees are attached as **Annexure-I** for further circulation to all unit heads and Trainees who are deputed for this training program.

Full utilization of seats may kindly be ensured.

This issues with the approval of the competent authority.

**Dy. Director**

Tel no. 0132-2645443

email:dydirector@yahoo.in

**Copy for Information and further n/a to:**

1. The DDG (Trg.), Training Division, Dak Bhawan, Sansad Marg, New Delhi.
2. The General Manager, CEPT Mysore-570010 with a request to upload the document on the India post website.
3. The Assistant Director (Admin) PTC Saharanpur.



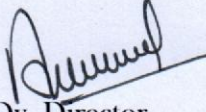
## Annexure-I

### Instructions for trainees:-

1. The trainees should report at Postal Training Centre, Saharanpur one day prior to the start of the training.
2. Normally, 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 paint, Capri etc. are not allowed.
4. Mobile phones are not permitted in the training block and use of Mobile Phone is strictly prohibited during study hours.
5. 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.
6. Physical Training is a part of training. If any trainee found absent in PT class, suitable action will be taken by the competent authority.
7. 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.
8. Light are to be switched off compulsorily at 23:00 hrs
9. No accommodation will be provided to the Family members / relatives of the trainees.
10. *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.*
11. Trainees are not allowed to keep any type of weapons during the training period; suitable action will be taken by the competent authority.
12. 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.

**Note:** The PA (SBCO) 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) |  |

  
Dy. Director  
Postal Training Centre  
Saharanpur-247002