To

The Chief Postmasters General,
Karnataka/Andhra Pradesh/Telangana/Kerala,
Bengaluru/Vijayawada/Hyderabad/Trivandrum,
560001/520022/500001/695033.

No. Trg-1/2/-1/ Ind.PA-230/2020 dated at Mysuru-570010 on the 14.01.2020

Subject: Induction Training for candidates selected as PAs- DP-LGOs.

PTC, Mysuru will be conducting 230th batch Induction Training for Postal Assistants (DP-LGO) for a period of 9 weeks starting from **10.02.2020 to 09.04.2020**. It is requested to cause full utilization of seats and depute the officials as per the eligibility criteria. Any variation in the seat allotment may kindly be intimated in advance by phone for taking necessary action at this end.

2. The details of Seats allotted to the Circles based on the information received over phone from circles are as under:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Circle</th>
<th>Seats allotted PA-DP-LGO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Male</td>
</tr>
<tr>
<td>1.</td>
<td>Karnataka</td>
<td>91</td>
</tr>
<tr>
<td>2.</td>
<td>Andhra Pradesh</td>
<td>05</td>
</tr>
<tr>
<td>3.</td>
<td>Telangana</td>
<td>28</td>
</tr>
<tr>
<td>4.</td>
<td>Kerala</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>134</strong></td>
</tr>
</tbody>
</table>

3. It is requested kindly to confirm the details of trainees deputed in the below mentioned proforma latest by **31.01.2020 in the Excel format**. Soft copy may be sent to email id: trainingptc.mysore@indiapost.gov.in.

4. The annexure containing instructions to trainees and general information about Postal Training Centre, Mysore are enclosed. PA (DP) LGO trainees are required to report on the previous day [i.e on 09.02.2020] of the commencement of training between 03.30 PM to 06.00 PM at the Auditorium of PTC for registration. Registration form is enclosed with the notification.
It is requested to cause supply of the forms to the participants with instructions to attend the registration with duly filled in forms on 09-02-2020.

5. The trainees may kindly be advised to make payment of the training fees at any Post Offices & the fee structure is furnished in the enclosed annexure. **Payment of training fees through e-payment is mandatory.**

6. It is also to be brought to the notice of all trainees that the mess fee is collected only from the day of commencing the training. Hence, the mess charges for the day of reporting has to be paid by the trainee to the mess contractor at the time of availing the meal/ coffee/ snacks etc.

7. All PA Induction trainees will be accommodated in PTC, Mysore. Stay in PTC Hostel is compulsory Trainees reporting on the afternoon of **date of commencement of training** will not be admitted for the training.

8. Fees structure for PA induction trainees towards mess charges.

| PA (DP) induction trainees (9 weeks) | Rs. 12,000/- |

**Details for payment of Course fee through e-payment:**

Name of the biller: PTC, Mysuru  
Biller ID: 2905  
Biller description: Collection of Training Fee

9. **The candidates are required to bring the following.**

   a. Three recent passport / stamp size photographs (colour)  
   b. A copy of Appointment letter of the candidate & deputation order  
   c. Fees paid receipt.  
   d. Adhaar card/Election ID copies or Departmental ID card.

10. **The Dress code to be followed:** Uniform consisting of a track Pant without stripes (Black) & T-shirt (Bleach white colour no design) with collar and white shoe for PT Classes & sports activities. A copy of the Directorate letter No.;1-04/2015-Trg(Pt), dated 04.07.2017 is enclosed for circulation which is to be adhered to by the trainees inside PTC campus.

11. PA (DP) candidates should report in their respective classes as notified on the notice board, before 9.00 am on the date of commencement of their training for on Line registration formalities.

12. The Induction training program is 9 weeks for PA (DP). **No leave will be granted to the Trainees during the training period.**

13. Mobile phones are not permitted in the academic block and during study hours in hostel.

14. No accommodation for the family members of trainees available at PTC Mysuru.
15. Pregnant Lady Candidates in the advanced stage should not be deputed for training. Ladies having lap-fed babies/Post-natal patients & candidates suffering from serious illness of epidemic diseases are strictly not to be deputed by the Divisions.

16. Consuming alcoholic drinks, smoking and chewing tobacco/Ghutka is strictly prohibited in the campus. Suitable action will be taken against those who do not follow the Instructions of this Institution during their stay at PTC, Mysuru.

17. General information about PTC, Mysore is enclosed (Annexure-I) a copy of which may be circulated to all trainees for their convenience.

Copy to:

1. The Dy. Director General (Trg), Department of Posts, Dak Bhavan, New Delhi for kind information.
2. The Directors, Postal Training Centre, Darbanga/Madurai/ Saharanpur /Vadodara/Guwahati for information
3. The Postmasters General, Hyderabad city Region, Hyderabad / Kurnool / Vijayawada/ Vishakhapatnam / S K Region Bangalore / N K Region Dharwad/ Bengaluru HQ Region / Central Region, Kochi / Northern Region Kozhikode.
4. Smt. D Jayageetha, Assistant Director (Trg) and course coordinator for information and necessary action please.
5. The GM, CEPT, Mysore-570010 for uploading in the official website.
ANNEXURE-I

General information about PTC, Mysore

Welcome to Heritage city Mysore in general PTC Mysuru in particular.

Location

Mysore is located at a distance of 137 kms from Bangalore, the capital city of the State of Karnataka. Mysore is connected to Bangalore by both rail and road. The drive from Bangalore takes about three hours.

Postal Training Centre at Mysore is housed in a Palace, called Karanji Mansion which formerly belonged to the royal family of Mysore. The campus is spread over an area of 32 acres with hostels, play grounds and other amenities for trainees.

How to reach

Postal Training Centre Mysore is situated in Nazarbad Area - diagonally opposite to Nazarbad Police Station. Mysore Railway station is about 3.5 kms. Mysore main bus stand is about 2 kms. KSRTC local buses ply from railway station/bus stand to a bus stop situated near the PTC Mysore main gate. Auto charges from railway station would be around Rs. 60/- and from main bus stand, it would be around Rs. 40/-.

Climate

Mysore enjoys a moderate and pleasant climate throughout the year with temperature ranging from 17°C - 36°C.

Accommodation

Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate blocks are available for men and women trainees. Accommodation for the families of the participants is not available.

Mess facility

Vegetarian mess facility is provided.

Physical Training/Yoga

Physical training & Yoga activities are provided to the trainees through Physical Training Instructor. Facilities for playing outdoor games are available.

Library/Reading room

All important daily newspapers, weekly, fortnightly, monthly magazines of English, Hindi, Telugu, Malayalam, Kannada are made available to the trainees in the reading room. In Library, Southern regional languages books, books on management, computer, English fiction, nonfiction etc., in various languages are available.
Dispensary

A dispensary is available for providing medical facility to the trainees from 03.30 pm to 06.30 PM.

Recreation

Each floor of the hostel block is provided with a TV. A music room is available in the campus with some important musical instruments.

Other facilities

A departmental post office is available at the left side of the entrance with telephone No.2417365.

Contact telephone nos. | Office | Residence
---|---|---
S. Rajashekar, Deputy Director | 9449849390 | 0821-2442600
T. Ramasudhakar Rao, Assistant Director (Admn) | 0821-2521633 | 9502443569

Office fax: 0821-252202
E-mail ID: dptc_mysore@indiapost.gov.in

Shri Shukamuni Aradhya
Warden for Men’s hostel

Smt. Shraddha Gokarn
Warden for Ladies’ hostel

Contact Numbers of hostel attendants: Mr. Vivek 8971741496

Mess timings

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee</td>
<td>05.30 hours</td>
</tr>
<tr>
<td>Breakfast</td>
<td>07.30 hours to 09.00 hours</td>
</tr>
<tr>
<td>Tea break</td>
<td>11.00 hours to 11.15 hours &amp; 15.00 hours to 15.15 hours</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.30 hours to 14.00 hours</td>
</tr>
<tr>
<td>Coffee/Snacks</td>
<td>17.00 hours to 17.30 hours</td>
</tr>
<tr>
<td>Dinner</td>
<td>19.30 hours to 20.30 hours</td>
</tr>
</tbody>
</table>

Study hours: 21.00 hours to 22.00 hours
MEMORANDUM

Sub: Introduction of uniform for trainees undergoing Induction Training in Postal Training Centres and Rafi Ahmed Kidwai National Postal Academy, Ghaziabad

This is regarding Introduction of uniform for trainees undergoing induction and in-service training in PTCs and RAKNPA, Ghaziabad

2. The issue was discussed vide Para 4 (xi) of the Minutes of review meeting with Heads of Training Institutes chaired by Secretary (Posts) on 16.01.2017. In the meeting, it was advised that a committee of Heads of Training Institutes should be constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training. Therefore, with the approval of the competent authority, a committee was constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training.

3. Now, keeping in view the recommendations of the Committee, the competent authority has approved the following:

(i) Uniform consisting of a track pant (Black) and T-Shirt (White colour) for all the induction trainees undergoing training at all the Postal training Centres and the Rafi Ahmed Kidwai National Postal Academy, Ghaziabad, which will be mandatory only for the purpose of PT/Yoga, the cost of uniform will be borne by the trainees themselves.

(ii) The dress code during office hours in all PTCs and RAKNPA, Ghaziabad for all the trainees/officials/officers of the Department will be as under:

(a) Male - a formal shirt, formal trousers with a belt and formal leather shoes.
(b) Female - Sarees/Salwar-Kameez.

This issues with the approval of the competent authority.

To:
1. Director, RAKNPA, Ghaziabad
2. Director, All PTCs

Copy for information:
1. Sr. PPS to Secretary (Posts)
2. PPS to Addl DG (Posts)
3. PPS/PS to All Members of Postal Service Board
4. Sr. DDG (Vig) & CVO/Sr. DDG (PBI)
5. All Heads of Circles
6. CGM (PLI)/BD&MD
7. JS&FA
8. All DDGs/Secretary (PSB)
9. GM (CEPT)- with a request to upload the order in India Post Website
10. Guard file
<table>
<thead>
<tr>
<th>SI No.</th>
<th>Information Required</th>
<th>Information to be furnished by the trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Name of the Trainee</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>CSI Employee ID</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Adhaar No.</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Gender and marital status</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Name of the Father/Husband</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Educational Qualification</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Date of entry in the Department and in which cadre (GDS/MTS/Postman)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Date of Direct Recruitment as MTS/Postman</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Date of joining as PA</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Promotee from MTS/Postman</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Present office of working</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Division/ Region/ Circle</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Contact Number (Self mobile No.)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Name of the Relative &amp; Relationship with the trainee</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Contact number of your relative for emergency contact purpose</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>E-mail ID.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Permanent residential address</td>
<td></td>
</tr>
</tbody>
</table>
Present address for communication

Are you suffering from any major ailment? If so details thereof.

Have you undergone any surgery? If so details thereof.

Are you under medication for any ailment? If so details of medicines taking/consuming.

Details of training fees paid:
Amount Paid: Rs 12000
Date of payment:
Receipt Number:
Office at which credited:

Languages Known:
To read
To speak
To write

Any special achievement by trainee:
Official OR Personal.

Hobbies, if any:
Cultural activities, Sports etc.

Date 10-02-2020
Signature of the Trainee

Enclosures to be attached:
1. PA Appointment Order
2. Order on Deputation to PTC