

Department of Posts, India
Office of the Director, Postal Training Centre, Darbhanga-846005

To

The Chief Postmaster General
Bihar Circle, Patna
Jharkhand Circle, Ranchi
Odisha Circle, Bhubaneswar
West Bengal Circle, Kolkata

No.: H-4/Trg./ Trg. Calendar/Plan/ 14-15 Dated at PTC, Darbhanga the 18.03.2016

Sub.: Quarterly Calendar for 1st Quarter of 2016-17 (Mid-Career Development Programme and Postmaster Grade-1).

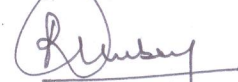
The schedule of training along with allotment of seats for the circles in respect of various training courses is enclosed as Annexure – I.

The units / divisional heads, to which allotted seats are to be distributed, may be strictly instructed to depute the officials as per eligibility criteria mentioned in Annexure – I specifying the programme for which the officials are being deputed.

Further officials who have already taken training may not be deputed again for the same training course.

General Instructions for the trainees is also enclosed herewith (Annexure – II) and this should be given to all the trainees who are deputed for training along with training orders. The trainees are required to report one day before from the date of commencement of training.

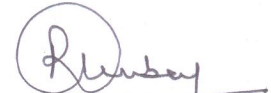
Kindly cause full utilization of seats allotted to achieve the target fixed by the Directorate.



सहायक निदेशक(प्रशिक्षण)
Assistant Director(Trg)
डाक प्रशिक्षण केन्द्र
Postal Training Centre
दरभंगा - 846005
Darbhanga-846005

Copy to-

1. The DDG (Trg.), Dak Bhawan, New Delhi for information.
- 2-6. The Director, Postal Training Centre, Saharanpur / Vadodara / Mysore / Madurai / Guwahati for information.
7. The Ass. Director(Admin), Postal Training Centre, Darbhanga for necessary action.
8. The Director, CEPT Mysore to upload the calendar on India Post Website.



सहायक निदेशक(प्रशिक्षण)
Assistant Director(Trg)
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1. Assistant Development Programme for PAs (ADP)**Duration: 2 weeks**

Sl. No.	Period	Name of Circle			Total
		Bihar	Jharkhand	Odisha	
1.	04.04.2016 to 16.04.2016	15	10	15	40
2.	02.05.2016 to 13.05.2016	15	10	15	40

Eligibility Criteria: Officials who have completed more than 7 years of service but below 15 years of service in PA Cadre and those who have undergone MACP-I training but not undergone ADP training.

2. Supervisor Development Programme for PAs (SDP)**Duration: 2 weeks**

Sl. No.	Period	Name of Circle			Total
		Bihar	Jharkhand	Odisha	
1.	18.04.2016 to 30.04.2016	15	10	15	40
2.	16.05.2016 to 28.05.2016	15	10	15	40

Eligibility Criteria: Officials who have completed more than 15 years of service but below 25 years of service in PA Cadre and those who have undergone MACP-I&II training but not undergone SDP training

3. Postmaster Grade-I**Duration: 5 weeks**

Sl. No.	Period	Name of Circle			Total
		Bihar	Jharkhand	West Bengal	
1.	30.05.2016 to 02.06.2016	16	06	16	38

Annexure II

GENERAL INSTRUCTIONS FOR TRAINEES

- Postal Training Centre, Darbhanga is situated in Bela Palace, 3 Kms. from Railway Station and 1 Km. from Darbhanga Bus Stand. Approximate rickshaw fare is Rs.25/- to Rs.30/-. Auto Rickshaw is also available from Darbhanga Railway Station with fare to Rs.10/- to Rs.15/-.
- Avoid sending female trainees with advanced stage of pregnancy (five months and above), nursing duties and trainees suffering from serious chronic diseases.
- Lady trainees having dependent babies should not be deputed for induction training.
- Trainees should not bring with them their family members/children, as family accommodation is not available in the centre.
- All courses are residential ones. Therefore, all trainees will have to stay compulsorily in the PTC, hostel.
- Trainees should not bring with them bed sheet, Pillow cover, mosquito net and blanket as they are available in the Centre.
- Trainees should bring one lock for their own use.
- All the trainees at the time of admission have to pay the following charges in advance at the time of joining at PTC, as given below-

<u>Name of the Course</u>	<u>Mess Advance</u>	<u>Hostel Charge</u>	<u>Other Institutional charges</u> (Including Trainees welfare fund, Trainees recreation, Trainees MDF & Library Fee)
PA (ADP)/ SA (SDP)	Rs.150/-Per Day	Rs.70/- Per day	Rs.200/-
Postmaster Grade-I			Rs.-500/-

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

- Intoxicating drinks/liquor is strictly prohibited in the Centre. The trainees found in drunken state are discharged from the Centre and are handed over to the Police.
- Physical Training/ Shramdan is compulsory for all the trainees.
- No one is allowed to leave the campus after 19.00 hrs.
- All the trainees have to stay in their room for study purpose (between 19.00hrs – 21.00hrs). Other activities are not allowed during this period.
- Lights are to be switched off compulsorily at 23.00 p.m.
- Attendance in all the period is compulsory. Action will be taken against absentees and late comers.
- Laundry is situated in the campus itself.
- Library will remain open from 09.00 hrs. to 18.00 hrs. for reading newspapers / Magazine and books will be issued between 17.00 hrs. to 18.00 hrs.
- Under no circumstances trainees are allowed to leave the Class early on the plea of booking of Railway tickets.
- Water purifier is provided on each floor of the Vidyapati & Bibhuti hostel and separately in Ladies hostel.
- LCD/Television provided on each floor of the Vidyapati & Bibhuti hostel and separately in Ladies hostel.
- There is facility of Medical Dispensary inside the campus.
- **No leave will be granted during training period.**
- The trainees will bring the following document-
 - a. Order for training
 - b. Mess charges and other institutional charges as indicated in Para '8' above.