



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
DEL/HRY/HP/J&K/PUB/RAJ/UP/UK

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

Dated at Saharanpur, the 05.12.2019

Sub: - Induction Training Calendar for the 4th Quarter (January-2020 to March-2020) of the year 2019-20 at PTC Saharanpur.

Sir/Madam,

Induction Training Calendar for the 4th Quarter (January-2020 to March-2020) of the year 2019-20 at PTC Saharanpur is enclosed as **Annexure-I**, along with number of seats allotted to the circles. The seats have been allotted as per the requirement received from the concerned Circles. The additional/short requirements, if any, may kindly be intimated well in advance for taking further action at this end. **If any new programme is scheduled later on for this quarter, the same will be communicated in due course.**

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

3. Full utilization of seats may kindly be ensured.

Dy. Director
Postal Training Centre
Saharanpur-247002

Copy for information & necessary action to:

1. The DDG (Training), Dak Bhawan, Sansad Marg, New Delhi.
2. The General Manager, CEPT Mysore with a request to upload the Calendar on the India Post website.
3. The Director, PTC, Guwahati/Darbhanga/Vadodara/Mysore/Madurai.
4. The AD (Admin), Postal Training Centre, Saharanpur.

Annexure I

1. PA (Direct) Induction

Duration: 8 weeks

Sl. No.	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	20.01.2020 to 13.03.2020	20	5	10	2	15	14	20	89	175
2	16.03.2020 to 08.05.2020	19	4	4	2	10	10	11	77	137
Total		39	9	14	4	25	24	31	166	312

2. SA (Direct) Induction

Duration: 7 weeks

Sl. No.	Period	Circle wise allotment of seats								Total
		DEL	HP	HRY	J&K	PUB	RAJ	UK	UP	
1	27.01.2020 to 13.03.2020	7	0	2	0	3	5	5	8	30
2	16.03.2020 to 01.05.2020	11	0	2	0	2	19	6	10	50
Total		18	0	4	0	5	24	11	18	80

- Candidates appointed under promotion quota (LGO) need not to be deputed along with PA/SA (Direct) for Induction Course.



Annexure-II

General instructions about PTC Saharanpur

- ✉ **How to reach:** Postal Training Centre, Saharanpur is situated on NH 73, Ambala Road, Saharanpur, 4.7 km (approximate) from Railway Station, Saharanpur (Station code, SRE). The candidates may reach PTC by Auto/Car/Rickshaw from Saharanpur Railway Station/Bus Stand.
- ✉ **Accommodation:** Postal Training Centre, Saharanpur has its hostel in the campus where participants will be accommodated. There will be sharing of accommodation. Separate block are available for men and women trainees. The accommodation for the families of the participants is not available. The family members will not be allowed to stay in PTC campus.
- ✉ **Mess Facility:** Mess facility is available at PTC Saharanpur on chargeable basis.
- ✉ **Physical Training:** Physical Training is a part of training and is made compulsory for trainees if any trainee found absent in PT class, suitable action will be taken by the competent authority.

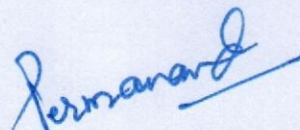
General Instructions for trainees

- ✉ All courses are residential ones. Therefore, all trainees will have to stay compulsory in the PTC hostels.
- ✉ Following officials should not be deputed for the training in pursuance of Directorate letter no. 4-3/2009-Trg. dated 11.11.2013:
 - (i) Lady candidates who are in the family way and at advance stage of pregnancy (5 months & above).
 - (ii) Lady candidates having very young babies.
 - (iii) Any official who is not medically fit or suffering from any serious disease/chronic illness.
- ✉ Family members will not be allowed to stay in PTC campus even on the day of reporting.
- ✉ Trainees will be debarred from training and sent back if any act of indiscipline is proved against him/her.
- ✉ Trainees will not be allowed to leave the campus except in permitted hours.
- ✉ No leave will be granted during training period.

Important Instructions for trainees

- ✉ The participants may kindly be directed to report at training centre on the previous day of commencement of training.
- ✉ As per instructions contained in Dte. letter no. 1-04/2015-Trg(Pt) dated 04.07.2017; the dress code at this PTC is as under-
 - (i) Uniform consisting of a track pant (black) and T-Shirt (White colour) for all the Induction trainees undergoing training, will be mandatory for the purpose of PT/Yoga and the cost of uniform will be borne by the trainees themselves.

- (ii) The dress code during office hours 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.
- (iii) Wearing of Jeans/T-shirts and casual wears are strictly prohibited.
- ☒ Mobile phones are not permitted in the training block and use of Mobile Phone is strictly prohibited during study hours.
 - ☒ 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 is permissible during the study period.
 - ☒ Light are to be switched off compulsorily at 23:00 hrs
 - ☒ *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.*
 - ☒ Trainees are not allowed to keep any type of weapons during the training period; suitable action will be taken by the competent authority.
 - ☒ The PA/SA Induction 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. Recent Passport/Stamp size coloured Photographs-04
 - f. Sports Shoes - 1 pair
 - g. Socks - 2 pairs
 - h. Formal Shoes- 1 pair
 - i. Ball Pen - 1 (one)
 - j. Lock with key - 1 (one)



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