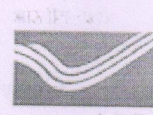


भारत सरकार  
GOVERNMENT OF INDIA  
डाक विभाग, DEPARTMENT OF POSTS



कार्यालय:-निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-८४६००५

Office of the Director, Postal Training Centre, Darbhanga-846005

Ph: 06272-246194, Fax: 06272-246147, E-mail-dptc darbhanga@indiapost.gov.in , Website-ptcdarbhanga.in

To,

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

NoH-4/Trg./Trg. Calendar/Plan/2018-19 Dated at PTC Darbhanga the 05.02.2020

Sub: **In service Training Programme at PTC Darbhanga, Bihar.**

PTC, Darbhanga will be conducting SDP Training for Postal Assistant for a period of 2 weeks starting from 17.02.2020 to 29.02.2020. It is requested to cause full utilization of allotted seats and depute the officials as per the eligibility criteria. Any variation in the seat allotment may kindly be intimated in advance by phone/ email for taking necessary action at this end.

The details of seat allotted to the Circles are as below:

**Course Name : SDP (Supervisor Development Programme) for PA**

Sl. No.	Period	Circle				Total
		Bihar	Jharkhand	Odisha	WB	
1	17.02.2020 to 29.02.2020	15	15	15	15	60

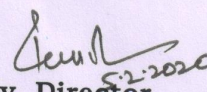
Eligibility Criteria : PAs who have completed 15 years

It is requested kindly to confirm the details of trainees deputed in the below mentioned proforma latest by 14.02.2020 in the Excel Format. Soft copy may be sent to email id: dptc\_darbhanga@indiapost.gov.in.

Name of the Trainee	Designation	Office at which working	Gender		Name of the Division	Region/Circle
			Male	Female		

The annexure containing fee payment, instructions to trainees and general information about Postal Training Centre, Darbhanga is enclosed herewith which may be given to all the trainees deputed for training along with training order.

Enclosure: As above

  
Dy. Director  
Postal Training Centre  
Darbhanga-846005



Copy for information to:-

1. The DDG (Training) Dak Bhawan, New Delhi for information.
2. The Director, RAKNPA, Ghaziabad for information.
3. All Directors, Postal Training Centre
4. The Director CEPT Mysore Kindly upload the calendar on India Post Website.
5. AD (Admin.), AD (Training-1&2), Sr. Instructor & All Instructors PTC Darbhanga for information.
6. Notice Board, PTC Darbhanga
7. PA to Director, PTC Darbhanga for information.
8. Care Taker, PTC Darbhanga for information and necessary action.
9. Office Copy

*[Signature]*  
Dy. Director

Postal Training Centre  
Darbhanga-846005

Course Name : SDP (Superior Development Programme) for PA

Sl. No.	Period	Circle	Male	Female	Total
1	17.02.2020 to 29.02.2020	15	15	15	60

Name of Trainee	Designation	Office at which working	Gender		Name of Region/Circle
			Male	Female	

The annexure containing the names of trainees and general information about Postal Training Centre, Darbhanga is enclosed herewith which may be given to all the trainees reported for training along with training order.

Enclosure: As above

*[Signature]*  
Dy. Director  
Postal Training Centre  
Darbhanga-846005



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## Annexure-I

### Postal Training Centre (PTC) Darbhanga

We have great pleasure in welcoming trainees to PTC Darbhanga for In service courses. We have made all out efforts to make their stay comfortable here. At the same time, we have set out certain conditions to be observed while residing in the centre. We hope that they will strictly follow the instructions and enjoy their stay here.

### General Information about PTC, Darbhanga

- ❑ How to reach: Postal Training Centre, Darbhanga is situated at Bela Palace in Sundarpur, Darbhanga, 2.5 km from Darbhanga Railway Junction [Station code DBG], 3 Kms from Darbhanga Bus Stand, Delhi More & 45 km from Samastipur Railway Junction [Station code SPJ].
- ❑ Accommodation: Postal Training Centre, Darbhanga 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. Accommodation for the families of the participants is not available. Family members will not be allowed to stay in PTC Campus.
- ❑ Mess Facility: Mess facility is provided in PTC mess.
- ❑ Physical Training: Physical training activities are made compulsory for trainees. It is through Physical Training Instructor (PTI). Facilities for playing outdoor games and indoor games are available.

### General Instructions.

- ❑ All courses are residential ones. Therefore, all trainees will have to stay compulsorily in the PTC hostels.
- ❑ Following officials should not be deputed for training in pursuance of Directorate memo No 4-3/2009-Trg. Dtd 11.11.2013:
  - ❑ (i) Lady candidates who are in the family way and at advance stage of pregnancy (5 months & above), should not be deputed for training
  - ❑ (ii) Lady candidates having very young babies should not be deputed for training
  - ❑ (iii) Any official who is not in a fit condition or suffering from any serious disease, should not be deputed for training
  - ❑ (iv) Any Official suffering from chronic illness who are above 55 years of age, should not be deputed for training
- ❑ Family member will not be allowed to stay in PTC campus 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 permitted hours.
- ❑ No leave will be granted during training period in normal course.

### Important Instruction for trainees

1. The trainees should attend PTC Auditorium at 10:00 AM for registration work without fail on one day before of training.
2. The candidates are required to bring following items compulsorily with them.  
Recent Passport/Stamp size coloured **Photographs-02**
3. Male candidate should bring black pant, white T- shirt, white socks and White canvas shoes for the purpose of PT/Yoga; formal shirt and formal trousers with a belt and formal leather shoes for training classes.
4. Female candidate should bring white salwar, white kameez, white duppatta, white socks and white Canvas shoes for the purpose of PT/Yoga; Sarees/Salwaar-Kameez for training classes.
5. One lock and keys.
6. Copy of training order. (One set Original and one set Photocopy)
7. e-payment receipt. [Original]



Payment of Mess Fee through e-payment

- ☑ Course details for payment of Mess fee through e-payment only (MPCM Counter)
- ☑ Name of the biller: PTC Darbhanga
- ☑ Biller ID: - 7921
- ☑ Biller description: Collection of Mess fees.

The Mess fees will be as here under: -

1.	SDP for PA	2 weeks	Rs. 225/- per day
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Note: It is compulsory to bring the Mess fee receipt at the time of registration without fail therefore all trainees should be directed accordingly. These rates are subject to revision.

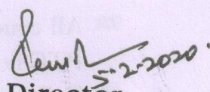
For any query mail us at [dptc\\_darbhanga@indiapost.gov.in](mailto:dptc_darbhanga@indiapost.gov.in)

Or

Call us STD Code 06272 Phone number 246191, 246194

Or

Visit [www.ptcdarbhanga.in](http://www.ptcdarbhanga.in)

  
Dy. Director  
Postal Training Centre  
Darbhanga-846005