



प्रेषक/ From:
The Director
Postal Training Centre,
Vadodara 390 022

सेवा में/ To, By Regd./E-mail
The Chief Postmasters General
Chhatisgarh/Gujarat/Madhya
Pradesh/ Maharashtra Circle
Raipur/Ahmedabad/Bhopal/Mumbai

क्रम संख्या/ No.:S/Trg III/01/QC/2020-21

दिनांक/Date:26.06.2020

विषय/Subject:-Quarterly Calendar for the 2nd Quarter of 2020-21.

संदर्भ/Reference:- Nil

1. Due to prevalent COVID -19 pandemic as no trainings can be held on campus, hence as per Directorate instructions, PTC,Vadodara has scheduled to conduct online training. Accordingly, it is proposed to conduct Mid career and in- service training programmes online through C-DOT Meetings platform. The detailed quarterly schedule of 2nd quarter (i.e. from July 2020 to Sept 2020) is furnished as under. It is therefore requested to kindly nominate the eligible officials for the below mentioned training programme and kindly ensure to utilize 100% allotted seats.
2. Detailed instruction/SOP on conduct of online training is attached separately as Annexure A. User guide on C-DOT Meetings is also enclosed herewith. It is requested to kindly circulate the same to all units and staff.
3. As training is being imparted for the first time on an online platform, it is requested to kindly instruct all concerned to go through the instructions, attached herewith, and ensure co-operation for smooth conduct of online trainings.

1) HSG-I (PA) (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	02	0	04	01	03	00	9	1	20

Eligibility Criteria: HSG-I (PA) who have not undergone training previously.

2) HSG-II (PA) (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
20.07.2020 to 31.07.2020	03	00	00	00	07	01	07	02	20
03.08.2020 to 14.08.2020	03	00	00	00	08	00	07	02	20

Eligibility Criteria: HSG-II (PA) who have not undergone training previously.

3) ODP-IP (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
17.08.2020 to 29.08.2020	05	00	03	00	05	00	05	00	18
31.08.2020 to 11.09.2020	05	00	03	00	06	00	05	00	19

Eligibility Criteria:IPs who have not undergone ODP training previously.

4) MDP-ASP (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
14.09.2020 to 26.09.2020	02	00	03	00	02	00	09	01	17
28.09.2020 to 09.10.2020	01	00	03	00	03	00	08	02	17

Eligibility Criteria: IPs who have completed 14-15 years service and not undergone MDP-ASP training previously.

5) SDP-PA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	01	01	10	04	03	01	12	08	40
20.07.2020 to 31.07.2020	01	01	10	04	03	01	12	08	40
03.08.2020 to 14.08.2020	01	01	10	04	03	01	12	08	40
17.08.2020 to 29.08.2020	01	01	10	04	03	01	12	08	40
31.08.2020 to 11.09.2020	01	00	10	04	03	01	13	08	40
14.09.2020 to 26.09.2020	00	00	10	04	03	01	14	08	40
28.09.2020 to 09.10.2020	00	00	10	04	03	01	14	08	40

Eligibility Criteria: PAs who have completed 15 to 24 years service in PA cadre in the Department and not undergone SDP-PA training previously.

6) SSDP-PA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	01	01	04	02	03	01	05	03	20
20.07.2020 to 31.07.2020	01	01	04	02	03	01	05	03	20
03.08.2020 to 14.08.2020	01	01	04	02	03	01	05	03	20
17.08.2020 to 29.08.2020	01	00	04	02	03	01	06	03	20
31.08.2020 to 11.09.2020	01	00	04	02	03	01	06	03	20
14.09.2020 to 26.09.2020	00	00	04	02	03	01	07	03	20
28.09.2020 to 09.10.2020	00	00	04	02	03	01	07	03	20

Eligibility Criteria: PAs who have completed more than 25 years service in PA cadre in the Department and not undergone SSDP-PA training previously.

7) ADP-PA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	01	01	12	04	12	04	16	10	60
20.07.2020 to 31.07.2020	01	00	12	04	12	05	16	10	60
03.08.2020 to 14.08.2020	01	00	12	04	12	05	16	10	60
17.08.2020 to 29.08.2020	01	00	12	04	12	05	16	10	60
31.08.2020 to 11.09.2020	01	00	12	04	12	05	16	10	60
14.09.2020 to 26.09.2020	01	00	12	04	12	05	16	10	60
28.09.2020 to 09.10.2020	01	00	12	04	12	05	16	10	60

Eligibility Criteria: PAs who have completed 7 to 14 years service in PA cadre in the Department and not undergone ADP-PA training previously.

8) ADP-SA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	01	00	03	01	03	01	10	01	20
20.07.2020 to 31.07.2020	01	00	03	01	03	01	10	01	20
03.08.2020 to 14.08.2020	01	00	03	01	03	01	10	01	20
17.08.2020 to 29.08.2020	01	00	03	01	03	01	10	01	20
31.08.2020 to 11.09.2020	01	00	04	01	03	01	09	01	20
14.09.2020 to 26.09.2020	01	00	04	01	03	01	09	01	20
28.09.2020 to 09.10.2020	01	00	04	01	03	01	09	01	20

Eligibility Criteria: SAs who have completed 7 to 14 years service in SA cadre in the Department and not undergone ADP-SA training previously

9) SDP-SA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 18.07.2020	00	00	04	02	00	00	07	07	20
20.07.2020 to 31.07.2020	00	00	04	02	00	00	07	07	20
03.08.2020 to 14.08.2020	00	00	04	02	00	00	07	07	20

Eligibility Criteria: SAs who have completed 15 to 24 years service in SA cadre in the Department and not undergone SDP-SA training previously.

10) SSDP-SA (Duration: 02 Weeks)

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
17.08.2020 to 29.08.2020	00	00	03	01	00	01	07	08	20
31.08.2020 to 11.09.2020	00	00	03	01	00	01	07	08	20
14.09.2020 to 26.09.2020	00	00	04	00	00	00	08	08	20


Eligibility Criteria: SAs who have completed more than 25 years service in SA cadre in the Department and not undergone SSDP-SA training previously

11) 2 (TWO) days workshop on Soft skills

Period	CG		Guj		MP		MH		Total
	M	F	M	F	M	F	M	F	
06.07.2020 to 07.07.2020	02	01	04	03	03	01	04	02	20
08.07.2020 to 09.07.2020	02	01	04	03	03	01	04	02	20
13.07.2020 to 14.07.2020	02	01	04	03	03	01	04	02	20
15.07.2020 to 16.07.2020	02	01	04	03	03	01	04	02	20
17.07.2020 to 18.07.2020	02	01	04	03	03	01	04	02	20
20.07.2020 to 21.07.2020	02	01	04	03	03	01	04	02	20
22.07.2020 to 23.07.2020	02	01	04	03	03	01	04	02	20
24.07.2020 to 25.07.2020	02	01	04	03	03	01	04	02	20
27.07.2020 to 28.07.2020	02	01	04	03	03	01	04	02	20
29.07.2020 to 30.07.2020	02	01	04	03	03	01	04	02	20
03.08.2020 to 04.08.2020	02	01	04	03	03	01	04	02	20
05.08.2020 to 06.08.2020	02	01	04	03	03	01	04	02	20
10.08.2020 to 11.08.2020	02	01	04	03	03	01	04	02	20
13.08.2020 to 14.08.2020	02	01	04	03	03	01	04	02	20
17.08.2020 to 18.08.2020	02	01	04	03	03	01	04	02	20
19.08.2020 to 20.08.2020	02	01	04	03	03	01	04	02	20

21.08.2020 to 22.08.2020	02	01	04	03	03	01	04	02	20
24.08.2020 to 25.08.2020	02	01	04	03	03	01	04	02	20
26.08.2020 to 27.08.2020	02	01	04	03	03	01	04	02	20
28.08.2020 to 29.08.2020	02	01	04	03	03	01	04	02	20
31.08.2020 to 01.09.2020	02	01	04	03	03	01	04	02	20
02.09.2020 to 03.09.2020	02	01	04	03	03	01	04	02	20
04.09.2020 to 05.09.2020	02	01	04	03	03	01	04	02	20
07.09.2020 to 08.09.2020	02	01	04	03	03	01	04	02	20
09.09.2020 to 10.09.2020	02	01	04	03	03	01	04	02	20
14.09.2020 to 15.09.2020	02	01	04	03	03	01	04	02	20
16.09.2020 to 17.09.2020	02	01	04	03	03	01	04	02	20
18.09.2020 to 19.09.2020	02	01	04	03	03	01	04	02	20
21.09.2020 to 22.09.2020	02	01	04	03	03	01	04	02	20
23.09.2020 to 24.09.2020	02	01	04	03	03	01	04	02	20
25.09.2020 to 26.09.2020	02	01	04	03	03	01	04	02	20
28.09.2020 to 29.09.2020	02	01	04	03	03	01	04	02	20
30.09.2020 to 01.10.2020	02	01	04	03	03	01	04	02	20
05.10.2020 to 06.10.2020	02	01	04	03	03	01	04	02	20
07.10.2020 to 08.10.2020	02	01	04	03	03	01	04	02	20

Eligibility Criteria: PAs/SAs who have not undergone Softskills training in recent two years and who are not retiring within two years.


 Assistant Director (Admin)
 डाक प्रशिक्षण केंद्र/Postal Training Centre
 पी.&टी. कॉलोनी, वडोदरा- 390022.
 P&T Colony, Vadodara – 390 022.

Copy for information and necessary action to:

1. The Dy. Director General (Trg.), Postal Directorate, New Delhi 110 001.
2. The Director, PTC, Mysore/Guwahati/Madurai/Saharanpur/Darbhanga.
3. The Asst. Director (Admin), Postal Training Centre, Vadodara for necessary Action.
4. The Director, CEPT Mysore to upload the calendar on India Post Website.

Annexure A

GENERAL INSTRUCTIONS & SOP FOR ONLINE TRAINING COURSES

1. Due to prevalent circumstances of COVID 19 pandemic, Postal Training Centre, Vadodara will be imparting training through ONLINE mode using C-DOT Meetings platform.
2. Quarterly calendar showing details of online courses scheduled at PTC, Vadodara alongwith the details of seats allotted to each circle is enclosed. Circles are requested to call for nominations from their units and submit a consolidated list of nominated candidates (separate for each training course) to PTC, Vadodara. On receipt of list of nominations from the Circle, PTC will create a whatsapp group of trainees' course wise. Online link and Meeting ID/Password will be intimated to trainees directly through whatsapp before the start of training course.
3. The online training classes will be conducted through CDOT training platform. A Quick user Guide manual is attached herewith; it is requested to circulate this manual to all the trainees.
4. The CDOT training platform is accessible through mobile/laptop/desktop having internet connectivity on any network including SIFY.
5. The concerned Units should spare the services of the nominated trainees for the schedule training period. The timing of the training will be from 10.00 hours to 17.00 hours. Trainees must be present on C DOT platform 15 minutes before the start of the session. The lunch timing will be from 13.00 hours to 13.45 hours.
6. Online attendance will be taken by the Instructors in the respective class.
7. On receipt of the nomination, a whatsapp group will be created by this Centre for each course.
8. All the trainees must adhere to the instructions given from time to time in the respective whatsapp group by Instructors.
9. The nomination of the trainees for the batch starting from **06th July** should reach this Centre by 01st July in the prescribed format, while the rest of the nominations for the quarter should reach this Centre **by 10th July**.
10. As training is being imparted for the first time on an online platform, Circles are requested to kindly instruct all concerned to go through these instructions and ensure co-operation for smooth conduct of online trainings.
 - **Proforma for submitting nominations by Circle (separate for each Training Course and period) is as below:**

Name of Circle :		Name of Course:				
Period of Course :						
Sl. No.	Name of trainee	Designation	Name of Division	Name of Region	Mobile No. (having Whatsapp)	Email ID

A) Role of Circle Office:

- i) On receipt of Quarterly Calendar from PTC Vadodara, call for nomination from Regions.
- ii) On receipt of nominations from Regions, Circle will submit list and details of nominated trainees to PTC. The nomination of the trainees for the batch starting from 06th July should reach this Centre by 01st July in the prescribed format, while the rest of the nominations for the quarter should reach this Centre by 10th July.
- iii) Circulate the Quick User Guide of CDOT meetings and General instructions/SOP to all Regions (enclosed).

B) Role of Regional Office:

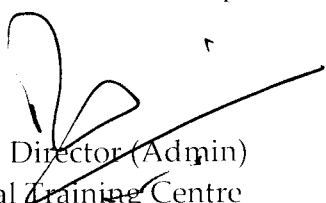
- i) On receipt of Quarterly Calendar from Circle Office, call for nomination from the Divisional Offices and submit within the time frame to Circle Office.
- ii) Keep a watch so that all the nominated trainees are relieved timely for the various online training courses.
- iii) Circulate the Quick User Guide of CDOT meetings and General instructions/SOP to Division Office.

C) Role of Divisional Office:

- i) Submit nominations for various training programmes according to the Quarterly Calendar.
- ii) Make timely relief arrangements of the nominated trainees.
- iii) The CDOT training platform is accessible through mobile/laptop/desktop having internet connectivity on any network including SIFY. The Divisional Head to ensure access to CDOT training platform for the nominated trainees.

D) Role of trainee:

- i) The link and password for each training programme will be intimated to the trainee through Whatsapp group.
- ii) The trainees should be prepared 15 minutes before starting training schedule.
- iii) Trainees are not permitted to invite anyone/other trainees or chat personally without the permission of the Instructor.
- iv) During online classes, trainees to avoid unnecessary disturbance.
- v) All the trainees will adhere to the instructions given from time to time by the Instructors.
- vi) These online classes/sessions will be interactive and trainees are expected to participate actively.


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