



To,

The Chief Postmaster General,  
Bihar/Jharkhand Circle.

No: H-4/Trg./Trainers/Plan/2020-21 Dated at PTC Darbhanga the 12.11.2020.

Sub: **Induction Training Calendar for the 3<sup>rd</sup> Quarter ( Oct-2020 to Dec-2020)  
at PTC Darbhanga, Bihar.**

Respected Madam/Sir,

Due to pandemic COVID-19, Offline Induction training was ordered to be suspended w.e.f. 23.03.2020 vide this office letter no. H-1/Trg./12<sup>th</sup> PA (LGO) Induction Training dated 21.03.2020 Now, the postal directorate, New Delhi ordered to start induction training vide his letter no. 06-01/2009-Trg. dated 06.11.2020 following the instructions of the guidelines of the COVID-19. The PTC, Darbhanga has decided to start the said induction training programme w.e.f. 01.12.2020.

Therefore, the following allotments of the trainees is issued to have effect w.e.f. 01.12.2020. It is requested kindly to utilize 100% allotted seats, so that the huge pendency could be liquidated . If any candidate produces unfit medical certificate or unable to attend training for any reason, another candidate may be directed promptly, so as seats allotted can be utilized.

**1. Course Name: PA (LGO) Induction Training****Duration 9 Weeks**

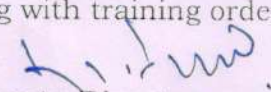
| Sl. | Period                      | Circle |           | Total |
|-----|-----------------------------|--------|-----------|-------|
| 1   | 01.12.2020 to<br>23.01.2021 | Bihar  | Jharkhand |       |
|     |                             | 60     | 15        | 75    |

**2. Course Name: SA (LGO) Induction Training****Duration 8 Weeks**

| Sl. | Period                      | Circle |           | Total |
|-----|-----------------------------|--------|-----------|-------|
| 1   | 07.12.2020 to<br>23.01.2021 | Bihar  | Jharkhand |       |
|     |                             | 20     | 05        | 25    |

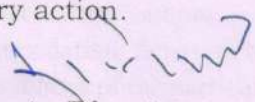
General Instructions for trainees are also enclosed herewith in Annexure-I which may be given to all the trainees deputed for training along with training order.

Enclosure: as above.

  
Deputy Director  
Postal Training Centre  
Darbhanga-846005

Copy to:-

1. The DDG (Training) Dak Bhawan, New Delhi for information.
2. The Assistant Director (Training), Dak Bhawan, New Delhi.
3. The Director, RAKNPA, Ghaziabad for information.
4. All Directors, Postal Training Centre.
5. The Director, PTC, Saharanpur -
6. The Director CEPT Mysore. Kindly upload the calendar on India Post Website.
7. AD (Admin.), AD (Training-1&2), Sr. Instructor & All Instructors of PTC Darbhanga for information.
8. The AD (Admin), PTC, Darbhanga well ensure that during the period of the training all the classroom, Hostels and mess should be sanitized everyday and follow the instructions of COVID-19 guidelines.
9. Notice Board, PTC Darbhanga
10. PA to Director, PTC Darbhanga for information.
11. Care Taker, PTC Darbhanga for information and necessary action.
12. Office Copy

  
**Deputy Director**  
**Postal Training Centre**  
**Darbhanga-846005**



## 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]
8. Aadhar Card or Departmental ID card.
9. All trainees will attend their classroom using mask and follow the guidelines of COVID-19.

Handwritten signature/initials: *Handwritten signature/initials*

Payment of Mess Fee through e-payment

- ☑ 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.

Fee structure for Inservice Training towards Mess Fee is as below: -

| Sl.no. | Name of Training   | Duration | Mess fee per day  |
|--------|--------------------|----------|-------------------|
| 1.     | PA (LGO) Induction | 9 weeks  | Rs. 225/- per day |
| 2.     | SA (LGO) Induction | 8 weeks  | Rs. 225/- per day |

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**