



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

सेवा में/To, By /E-mail  
The Chief Postmaster General

क्रम संख्या/No.: S/Trg III/02/QC/2021-22

दिनांक/Date: 04.06.2022

विषय/Subject:- Quarterly Calendar for the 2<sup>nd</sup> Quarter of 2022-23.

Induction and In-service training courses are scheduled to be conducted in online & onsite mode by PTC Vadodara during 2<sup>nd</sup> quarter of year 2022-23. *It is requested to utilize 100% allotted seats. 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.*

General Instructions for the trainees are also enclosed herewith which may be given to all the candidates nominated for training along with training order.

**A) The following training will be conducted in onsite mode at PTC Vadodara:**

1) Induction Training to Inspector of Posts (onsite)

Period	CHH	GUJ	MP	MH	TOTAL
1) 11.07.2022 to 17.08.2022 (IP Dept) (Male only)	3	5	3	9	20
2) 22.08.2022 to 03.10.2022 (IP Direct) 29.08.2022 to 03.10.2022 (IP Dept)	All those Direct & Departmental IPs whose 2 <sup>nd</sup> part Practical Induction training is remaining				

Eligibility: Those IP Induction trainees who have already undergone PART (I) online (theory) training conducted by PTC Vadodara.

2) Induction Training to Sorting Assistants (onsite)

Period	CHH		GUJ		MP		MH		TOTAL	
	M	F	M	F	M	F	M	F	M	F
11.07.2022 to 22.08.2022 (Deptl)										
19.07.2022 to 22.08.2022 (Direct)	5	0	15	0	5	0	0	0	25	0
26.08.2022 to 04.10.2022 (Deptl)										
03.09.2022 to 04.10.2022 (Direct)	1	4	13	2	2	3	0	0	16	9

Eligibility: Those SA Induction trainees who have already undergone PART (I) online (theory) training conducted by PTC Vadodara

### 3) Induction Training to Sorting Assistants with Benchmark Disability (onsite)

Period	As per requirement of seats by Circles (only Visually & Hearing impaired)
16.08.2022 to 07.10.2022 (Deptl)	
22.08.2022 to 07.10.2022 (Direct)	

Eligibility: Those SA Induction trainees who have not undergone induction training previously.

### 4) IO/PO Training (onsite)

Period	CHH	GUJ	MP	MH	TOTAL
11.07.22 to 15.07.22	2	5	3	10	20
18.07.22 to 22.07.22	2	5	3	10	20
25.07.22 to 29.07.22	2	5	3	10	20
01.08.22 to 05.08.22	2	5	3	10	20

Eligibility: Those ASP/IP trainees who have not undergone the said training in recent two years.

### 5) Three days PARcels-DEeP Training (onsite)

Period	CHH	GUJ	MP	MH	TOTAL
11.07.22 to 13.07.22	3	7	5	10	25
14.07.22 to 16.07.22	3	7	5	10	25
18.07.22 to 20.07.22	3	7	5	10	25
21.07.22 to 23.07.22	3	7	5	10	25
25.07.22 to 27.07.22	3	7	5	10	25
28.07.22 to 30.07.22	3	7	5	10	25
01.08.22 to 03.08.22	3	7	5	10	25
04.08.22 to 06.08.22	3	7	5	10	25
10.08.22 to 12.08.22	3	7	5	10	25

Eligibility: PAs/SAs/MEs (only male) who are dealing with parcel operations and not undergone the training previously.

## B) The following trainings will be conducted in online mode by PTC Vadodara:

### 1) Gender Sensitization: (online)

Period	CHH	GUJ	MP	MH	TOTAL
26.07.2022	5	10	10	15	40

Eligibility: PAs/SAs who have not undergone the said training in recent two years.

### 2) Two days training on Claim Settlement: (online)

Period	CHH	GUJ	MP	MH	TOTAL
27.07.2022 to 28.07.2022	5	10	10	15	40

Eligibility: PAs who have not undergone the said training in recent two years.



**3) Two days training on BIMA DEeP: (online)**

Period	CHH	GUJ	MP	MH	TOTAL
11.08.2022 to 12.08.2022	5	10	10	15	40
12.09.2022 to 13.09.2022	5	10	10	15	40
15.09.2022 to 16.09.2022	5	10	10	15	40

Eligibility: PAs working in CPC & supervisors, PA/SA working as PLI agents or PLI related activities and not undergone the training previously.

**4) Reservation Roaster: (online)**

Period	CHH	GUJ	MP	MH	TOTAL
17.08.2022	5	10	10	15	40

Eligibility: PAs/SAs who have not undergone the said training in recent two years.

**5) SSDP-PA (Senior Supervisor Development Programme)(Duration: 02 weeks) (online)**

Period	CHH	GUJ	MP	MH	TOTAL
22.08.2022 to 03.09.2022	5	10	10	15	40

Eligibility: PAs who have completed 25 years of service in PA and not undergone the said training previously.

**6) SDP-PA (Supervisor Development Programme) (Duration:02 weeks) (online)**

Period	CHH	GUJ	MP	MH	TOTAL
05.09.2022 to 17.09.2022	5	10	10	15	40
19.09.2022 to 01.10.2022	5	10	10	15	40

Eligibility: PAs who have completed 15 years of service but not more than 25 years in PA and not undergone the said training previously.

**7) ADP-PA (Assistant Development Programme)(Duration: 02 weeks) (online)**

Period	CHH	GUJ	MP	MH	TOTAL
19.09.2022 to 01.10.2022	5	10	10	15	40

Eligibility: PAs who have completed 07 years of service but not more than 15 years in PA and not undergone the said training previously.

**C) Training at WTC/DTC concerned****1) PA/SA Induction re-training (onsite) at WTC/DTC Duration: 2 weeks**

Period	
11.07.2022 to 23.07.2022	Trainees of Session 205, batch from 06.04.2015 to 30.05.2015 who were declared unsuccessful vide PTC Vadodara letter No R/Trg II/PA Ind/Result/2014-15 dated 02.03.2021.

Note: Detailed instructions/schedule will be issued in due course.

2) 2nd part Practical Induction training of PA (onsite) at WTC/DTC

Period	
01.08.2022 to 08.09.2022 (Deptl)	All those PAs who have completed 1 <sup>st</sup> part online training by PTC Vadodara
10.08.2022 to 08.09.2022 (Direct)	

Note: Detailed instructions/schedule will be issued in due course.

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	Gender	Designation	CSI ID	Cast e	Direct / Dept mnl	Name of Division	Name of Region	Mobile No. (having Whatsapp)	Email ID	

Detailed instruction/SOP on conduct of onsite/online training is attached separately as Annexure A and B. It is requested to kindly circulate the same to all nominated officials.

It is requested to kindly instruct all concerned to go through the instructions attached herewith and ensure cooperation for smooth conduct of online training.

Encl: A/A

  
Asst. Director (Admin)  
Postal Training Centre  
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 In charge RTC, Nashik
4. The Director, CEPT Mysore to upload the calendar on India Post Website.



## SPECIAL INSTRUCTIONS FOR ONSITE TRAINING

(Annexure A)

### Postal Training Centre

Inside P & T Colony, Nr Amitnagar Circle, Sama Savli Road,  
Vadodara-390 022

We have great pleasure in welcoming trainees to PTC for Induction 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, Vadodara

1. How to reach: Postal Training Centre, Vadodara is situated near Amitnagar Circle, Inside P & T Colony, 8 Kms from Railway Station or Central Bus Stand. Approximate rickshaw fare is Rs.70/- to Rs.80/-. City bus service is also available from Central Bus Stop to Harni (Amit Nagar or P & T Colony).
2. Accommodation: Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate -blocks 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 during training period.
3. Mess Facility: The amount to be paid for availing mess facility will be informed on arrival at PTC and it will be compulsory to pay the amount on the first day.
4. Physical Training: Physical training activities are made compulsory for trainees. It is through Physical Training Instructor. Facilities for playing outdoor games and indoor games are available.

### GENERAL INSTRUCTIONS

5. All trainees of onsite training will have to stay compulsorily in the PTC hostels.
6. Following officials should not be deputed for training in pursuance of Directorate memo No. 4-3/2009-Trg dtd 11.11.2013.
  - (i) Any official who is not in a fit condition or suffering from any serious disease.
  - (ii) Any official suffering from chronic illness who is above 55 years of age.
7. Family member will not be allowed to stay in PTC campus on the day of reporting.
8. Dress code for male candidates is as under.
  - (a) Male- a formal shirt, formal trousers with a belt and formal leather shoes.  
Wearing of jeans/ T-shirt and casual wear are strictly prohibited.
  - (b) PT uniform for Induction trainees i.e male candidates will be available at PTC Vadodara.  
Cost of PT Uniform will be borne by trainees.



9. Possession and /or drinking of alcohol, keeping and/or smoking of Bidi/Cigarettes. Chewing tobacco/Gutkha is strictly prohibited in the campus. Strict disciplinary action will be taken against the candidate.
10. Candidates will be debarred from training and sent back if any act of indiscipline is proved against him/her and may also face disciplinary proceedings.
11. Mobile phones are not permitted in the academic block and talking on mobile during study hours in hostel is also prohibited.
12. Attendance in all the periods is compulsory. Attendance in PT, Soft skill class is also compulsory. Action will be taken against absentees & late comers.
13. Trainees should utilize the library only after class hours.
14. No leave will be granted during training period in normal course.
15. Candidates should bring their medical history and medicines if any with them.
16. For any query contact us on [dptc\\_vadodara@indiapost.gov.in](mailto:dptc_vadodara@indiapost.gov.in)
17. Training hours: 09.30 AM to 04.30 PM.
18. No candidates will be allowed / relieved before 16.30 hours on last day of training.
19. All trainees should attend PTC Auditorium at 09.30 AM for registration work without fail on first day of training. Leave will be deducted for late attendance.

**Special Instructions to be followed as per Ministry of Health & Family Welfare SOP on preventive measures to contain spread of COVID-19 in offices.**

All the guidelines/ instructions as per OM dated 25.03.2021 issued by DoPT, New Delhi (copy enclosed) should be followed.

**Generic preventive measures to be followed:**

These measures need to be followed by all at all times. These include:

1. Individuals must maintain a minimum distance of 6 feet in common places as far as feasible.
2. Use of face covers/masks at all times. They must be worn properly to cover nose and mouth. Touching the front portion of masks/ face covers to be avoided.
3. Practice frequent hand washing with soap even when hands are not visibly dirty. Use of alcohol based hand sanitizers (for atleast 20 seconds) can be made wherever feasible.
4. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief and disposing off used tissues properly.
5. Self-monitoring of health by all and proactively disclose any illness including fever/ cough/ sore throat/ influenza like symptoms to the immediate supervisor/ class coordinator. Spitting is strictly prohibited.
6. Installation and use of Aarogya Setu App by all trainees is compulsory.
7. Bring RT-PCR negative test report on the day of training.
8. Thermal scanner has been arranged at the entrance of security main gate. Trainees will be screened before permitting entry into the campus each and every time. Trainees to cooperate with the security.

9. Trainees will not be allowed to go outside except in Medical/ emergency cases.
10. Outside stay permission will not be entertained (even for localities).
11. Each trainee should bring certificate of vaccination.

  
Asst. Director (Admin)  
Postal Training Centre  
Vadodara -390 022



## Annexure B

### GENERAL INSTRUCTIONS & SOP FOR ONLINE TRAINING COURSES

1. 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' coursewise. Online link and Meeting ID/Password will be intimated to trainees directly through whatsapp before the start of training course.
  2. The online training classes will be conducted through CDOT training platform.
  3. **The concerned Units should fully spare the services of the nominated trainees for the schedule training period. In no case, any other office work should be allotted to the trainees during the training period.** The timing of the training will be from 09.30 hours to 16.30 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.
  4. Online attendance will be taken by the Instructors in the respective class.
  5. On receipt of the nomination, a whatsapp group will be created by this Centre for each course.
  6. All the trainees must adhere to the instructions given from time to time in the respective whatsapp group by Instructors.
  7. All the trainees (except two days workshop) are instructed to join online Yoga session from 6.30 A.M. to 7.30 A.M. The link to join Yoga session will be provided by the class co-ordinator on joining of training.
- 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 **consolidated list** and details of nominated trainees to PTC. **The nomination of the trainees should reach this Centre by 24.06.2022 in the prescribed format. 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 concerned Units should fully spare the services of the nominated trainees for the schedule training period. In no case, any other office work should be allotted to the trainees during the training period.
- iv) As it is compulsory for trainees to attend the training through office premises only (either his/her own office/Divisional office/WTC), concerned unit head (DO/RO/CO) will arrange Desktop or Laptop, Laser printer, Webcam, Mike with network connectivity available at respective office complex.
- v) The CDOT training platform is accessible through laptop/desktop having internet connectivity on any network including SIFY.
- vi) The Divisional Head (or unit head) will make arrangement of physical supervision over trainees during the examination as per given schedule and ensure that no any malpractice/ misbehavior held during the examination by the trainees.

**D) Role of trainee:**

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

  
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## Annexure C

### Special instructions/guidelines for Induction courses in Online Training mode on C-Dot meetings for PA

1. Trainees will attend training only in office premises (either his /her own office/Divisional office/WTC).
2. Trainees will attend online training through Desktop or Laptop with **network connectivity** available at respective office complex. Trainees will attend online training through laptop or desktop with webcam and mike so that the training experience can be in real time environment without any technical glitches.
3. The reimbursement of data charges will be provided by Divisional Head only if Divisional Head is not able to provide broadband/ internet connection to the trainee for training purpose.
4. Trainees are instructed to mute their mic and turn their video ON throughout the training session. Doubts, if any during the training may be conveyed the trainees through chat box and the trainees may switch on their mike and clarify their doubts, when they are asked to.
5. Class timings for online training will be as under:

Class Timings: 09.30 to 16.30 hours		
Commencement	09.30 hours	
Tea Break	10.50 to 11.00 hours	10 minutes
Lunch Break	13.00 to 13.45 hours	45 minutes
Noon Break	15.20 to 15.30 hours	10 minutes
Closing	16.30 hours	

6. Trainees need not attend duties during 2<sup>nd</sup> Saturday.

  
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