

F.No. Tr-13/23/2023-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Mission Karmayogi Division)

Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: 21.03.2024

To,
All CPMsG
Director, RAKNPA, Ghaziabad
Director, Postal Training Centres
In-Charge, Regional Training Centres

Subject: Regarding course on '**Booking of International Mails**' at Counters of Post Offices/RMS/DNK etc.


This is with reference to letter received from DDG (IR&GB) vide CF-71/41/2023-DAA-DOP dated 20.10.2023, RTC Delhi, was directed to prepare online training module for operative staff of Foreign Post Offices (FPOs) and for Postal Assistant (PA) working at counter in Post Offices (POs) for booking of International mail.

2. The E-Learning Program on "**Booking of International Mails**" is a comprehensive audio-visual online training initiative, developed by the Regional Training Centre, New Delhi, as per 'WTDET' model prescribed by DoPT. The objective of "Booking of International Mail" Course is to impart necessary knowledge and increase the skills to effectively book & handle International Mail articles. The course will cover topics such as Booking of International mail and International mail handling process.

3. This course will help DoP employees to enhance their knowledge with this comprehensive course on 'Booking International Mails at Post Offices.' This extensive program includes 9 instructional videos, 14 detailed PDFs, and 5 quizzes, all structured around the WTDET Model. Delve into the intricacies of international mail handling and improve their skills in just 2 hours and 30 minutes.

4. Accordingly, Circles are directed to ensure that all officials involved in the booking of international mail at counters in Post Offices, Railway Mail Offices, Foreign Post Offices, Dak Ghar Niryat Kendra, etc., undergo the said training on the Dak Karmayogi / iGOT Karmayogi Portal.

This has the approval of Director General Postal Services.


Dinesh Kumar Sharma
Deputy Director General
(Mission Karmayogi)

DDG (IR & GB)

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