

# Annexure – I

## GENERAL INSTRUCTIONS FOR TRAINEES

- Postal Training Centre, Darbhanga is situated in Bela Palace, 3 Kms. from Railway Station and 1 Km. from Darbhanga Bus Stand. Approximate rickshaw fare is Rs.25/- to Rs.30/-. Auto Rickshaw is also available from Darbhanga Railway Station with fare to Rs.10/- to Rs.15/-.
- Avoid sending female trainees with advanced stage of pregnancy(five months and above), nursing duties and trainees suffering from serious chronic diseases.
- Lady trainees having dependent babies should not be deputed for the training.
- Trainees should not bring with them their family members/children, as family accommodation is not available in the centre.
- All courses are residential. Therefore, all trainees will have to stay compulsorily in the PTC. hostel.
- Trainees should not bring with them bed sheet, Pillow cover, mosquito net and blanket as they are available in the Centre.
- Trainees should bring one lock for their own use.
- All the trainees at the time of admission have to pay the following charges in advance at the time of joining at PTC, as given below-

<u>Name of the Course</u>	<u>Mess Advance</u>	<u>Other Institutional charges</u> (Including Trainees welfare fund, Trainees Recreation, Trainees MDF & Trainees Hostel Fee)
PA (DR)	Rs.6875/-	Rs.2545/-
PA (LGO)	Rs.7750/-	Rs.5990/-

**Note: The trainees who do not pay full amount will not be permitted to undergo the training and will be sent back forthwith.**

- Intoxicating drinks/liquor is strictly prohibited in the Centre. The trainees found in drunken state are discharged from the Centre and are handed over to the Police.
- Physical Training/ Shramdanis compulsory for all the trainees.
- No one is allowed to leave the campus after 19.00 hrs.
- All the trainees have to stay in their room for study purpose (between 19.00hrs -- 21.00hrs). Other activities are not allowed during this period.
- Lights are to be switched off compulsorily at 23.00 p.m.
- Attendance in all the period is compulsory. Action will be taken against absentees and late comers.
- Laundry is situated in the campus itself.
- Library will remain open from 09.00 hrs. to 18.00 hrs. for reading newspapers / Magazine and books will be issued between 17.00 hrs. to 18.00 hrs.
- Under no circumstances trainees are allowed to leave the Class early on the plea of booking of Railway tickets.
- Water purifier is provided on each floor of the Vidyapati & Bibhuti hostel and separately in Ladies hostel.
- LCD/Television provided on each floor of the Vidyapati & Bibhuti hostel and separately in Ladies hostel.
- There is facility of Medical Dispensary inside the campus.
- **No leave will be granted during training period.**
- The trainees will bring the following document-
  - a. Order for training
  - b. Mess charges and other institutional charges as indicated in Para '8' above.
  - c. One passport size photograph.