

Tr-29/1/2026-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 07.08.2026

To

Chief Postmasters General
All Circles

Subject: Clarification regarding Induction Training and Institutional Capacity Building Programme (ICBP) for MTS and Postman Cadres.

This is in reference to the above-cited subject and the following communications:

- (i) Induction Training STP (03-week) for Postman cadre prepared by PTC Saharanpur and approved/circulated vide Member (HRD)'s D.O. No. 01-64/2009-Trg. dated 30.09.2025 and SPN letter No. W-04/2/2020-SPN-I-Part(I) dated 19.09.2025.
- (ii) Induction Training STP (02-week) for MTS cadre prepared by PTC Madurai and approved/circulated vide this Division letter No. 01-64(ii)/2009-Trg. dated 21.01.2026.
- (iii) Revised guidelines regarding the induction training of MTS and Postman officials issued by the Training Division vide letter of even number dated 03.07.2026.

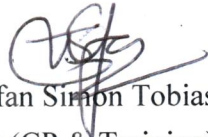
2. Subsequent to the issuance of the above guidelines, this Directorate has received various references from Circles seeking clarification regarding the implementation of the revised training arrangements. The matter has been examined, and with the approval of the Competent Authority, the following clarifications are issued for uniform implementation across all Circles:

Sr.No.	Reference	Clarification / Revised Direction
1	Training Division letter of even number dated 03.07.2026 – Para 3 "The existing Induction STPs of two weeks for MTS Cadre and three weeks for Postman Cadre were circulated by the Training Division vide letter No. 01-64(ii)/2009-Trg. dated 21.01.2026 and Member (HRD)'s D.O. No. 01-64/2009-Trg. dated 30.09.2025, respectively, have been reviewed with a view to ensuring greater uniformity, standardization, quality and effectiveness in the delivery of induction training across the Circles and are being revised accordingly."	The existing Induction Training STPs of two weeks for MTS Cadre and three weeks for Postman Cadre conducted at WTCs, circulated vide Training Division letter No. 01-64(ii)/2009-Trg. dated 21.01.2026 and Member (HRD)'s D.O. No. 01-64/2009-Trg. dated 30.09.2025, respectively, shall continue to remain in force and shall continue to be treated as the prescribed Induction Training for the respective cadres. The two-week (MTS) and three-week (Postman) residential training programs conducted at PTCs/RTC's vide letter dated 03.07.2026 shall not be treated as Induction Training

		and shall not replace the existing Induction Training at WTCs as referred above (i) & (ii).
2	Training Division letter of even number dated 03.07.2026 – Para 4 "With the approval of the Secretary (Posts), it has now been decided that the induction training of all MTS and Postman Officials who have not undergone induction training up to the date of issuance of this letter shall henceforth be conducted only at Postal Training Centres (PTCs) and Regional Training Centres (RTCs) having hostel/accommodation facilities. Induction training for these categories shall no longer be conducted at WTCs."	The three-week residential training for Postman and two-week residential training for MTS conducted at PTCs/RTCs shall henceforth be treated as an Institutional Capacity Building Programme(ICBP) . The programme is intended to strengthen the professional competencies of serving officials and shall not substitute or replace the prescribed Induction Training at WTCs as referred above (i) & (ii).
3	Implementation of Revised Training Structure	All Postman and MTS officials may be deputed to undergo the prescribed Institutional Capacity Building Programme (ICBP) at PTCs/RTCs as per the training schedule communicated by the Training Division from time to time. However, officials having less than two years of residual service need not be deputed for this programme.

3. All Heads of Circles are requested to ensure that the above clarifications are brought to the notice of all concerned officers, WTCs and administrative units under their jurisdiction for strict compliance.

4. This issues with the approval of the competent authority.


 Stefan Simon Tobias
 ADG (CP & Training)

Copy for information and necessary action to:

- 1) The Deputy Director General, Personnel Division, Dak Bhawan, New Delhi
- 2) The Directors, All Postal Training Centres (PTCs)
- 3) The Project In-charge, Dak Karmayogi (DKY) Portal, PTC Vadodara.
- 4) The Assistant Directors/In-charge, All Regional Training Centres (RTCs).