

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: 03.07.2026

To

Chief Postmasters General  
All Circles

Subject: Revised guidelines regarding induction training of MTS and Postman officials – reg.

The Training Division and SPN Division have, from time to time, issued instructions regarding the induction training of Multi-Tasking Staff (MTS) and Postman Cadre employees.

2. The Department of Posts is undergoing a significant transformation from a traditional mail-centric organisation to a technology-enabled, logistics-driven and citizen-centric service organisation. In this evolving environment, Multi-Tasking Staff (MTS) and Postman Officials constitute the Department's frontline workforce and play a pivotal role in delivering postal, financial, logistics and citizen centric services directly to citizens. Their effectiveness, professionalism, customer orientation and adaptability to emerging technologies are fundamental to achieving the Department's organisational objectives.

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 DO no. 01/64/2009-Trg dated 30.09.2025, respectively have been reviewed with a view to ensuring greater uniformity, standardisation, quality and effectiveness in the delivery of induction training across the country and being revised accordingly.

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 Workplace Training Centres (WTCs)

5. The first batches under the revised arrangement are likely to commence from 20<sup>th</sup> July 2026 at PTCs and RTCs **having hostel/accommodation facilities**. The detailed training schedules and nomination plans shall be notified separately by the respective PTCs/RTCs.

6. All Circles are requested to ensure the following:

(i) Timely nomination of all eligible MTS and Postman officials whose induction training is pending.

(ii) Full utilisation of the seats allotted by the concerned PTCs/RTCs. Vacant seats should be avoided and any anticipated vacancy should be intimated well in advance to facilitate reallocation.

(iii) Necessary administrative arrangements, including timely relieving of nominated officials, TA/DA, and other logistics, to enable uninterrupted participation in the training programme.

(iv) Appropriate coordination with the concerned PTCs/RTCs to ensure that pending induction training of MTS and Postman officials is completed at the earliest.

7. This issues with the approval of the Secretary (Posts).

*DBL* 03/07/26  
Assistant Director  
(Training Division)

**Copy to**

Director, all Postal Training Centres (PTCs) / In-Charge, all Regional Training Centres (RTCs), with the request to issue the necessary notifications and coordinate with the Circle to ensure that the Induction Training of MTS/Postman Officials commences from 20.07.2026 at the respective PTCs/RTCs **having hostel/accommodation facilities**, in accordance with these instructions.