



Welcome to the ECO Postal Staff College (ECOPSC)

The ECO PSC Team wish to make your stay here the most fruitful, comfortable and memorable.

The ECO Postal Staff College draws its strength from the concept of learning organization and the process of continuous learning. It envisions a learning environment which does not accept training as a one-time activity. To the contrary the training becomes a continuous process in organizational learning and development.

The purpose of your coming to the ECO PSC is to gain knowledge and expertise necessary for the discharge of your duty in your Postal Administration. To assist you during your time with us we have put together this handbook to give you some useful information about the College facilities, entitlements and the local area. Please ask your Training Officer or Course Coordinator for the Academic, and Administrative matters as well as social activities.



A view of the building of ECO Postal Staff College Islamabad

BEFORE LEAVING FOR PAKISTAN

Please ascertain from your travel agency or Pakistan Mission in your country and complete all visa and health requirements before leaving to avoid any inconvenience on arrival and during stay in Pakistan.

ARRIVAL IN PAKISTAN:

Complete information about your arrival in Pakistan including flight number, place and time of arrival etc. should be communicated to this administration well in time, preferably through E.mail or fax for reception at the Karachi and/or Islamabad International Airports.

ECO Postal Staff College

Location:

Sector G-8/4, Islamabad-44000. Pakistan

Accommodation:

Accommodation for participants in Islamabad is arranged in the hostel of ECO, Postal Staff College. The hostel rooms are allotted to the participants on twin sharing basis. Single occupancy may be possible at an additional cost. Each room is air-conditioned and moderately furnished. Rooms are cleaned every day, except Sunday. Clean bed linen is provided weekly and you are asked to make your own bed.

Laundry:

Laundry with washing machine, dryer and iron is provided at the ECO Postal Staff College Hostel or arrangement can be made for a laundry service on payment twice a week. For more details contact the hostel supervisor.

Mess Facility:

The dining area of ECO Postal Staff College hostel is equipped with a microwave oven, refrigerator and filtered drinking water. On weekends, breakfast, lunch and dinner will be served in the mess in ECO Postal Staff College hostel, whereas on week days lunch will be served in college during lunch break.

A Mess Committee will be constituted from among the participants on first day during registration for selection of menu to be followed during your stay.

SPORT AND RECREATION FACILITY:

Sport facilities for badminton and table tennis available at ECO Postal Staff College hostel. A gymnasium well equipped with necessary exercise machines is available on the first floor of the hostel. A color Television set with local and satellite access is provided in T.V room. SIM card for mobile can be purchased by providing copy of passport and physical attendance at the customer service center of mobile service provider. A Computer Lab with 4 computers, printer, scanner, head phones and webcam with Internet and wireless LAN is available at ECO Postal Staff College Hostel. Newspapers and Magazines are available in the reading and sitting lounge.

Weekend and evening trip will be organized by the college, which will include transportation.

End of course dinner and mess nights are a regular feature of every programme which provides an informal contact between the participants, the faculty and senior officials.

A Cultural evening and food festival will also be arranged during the course. Come prepared for the same. Contact your course coordinator for more details.

DRESS CODE:

While you are here at this international organization, you have the honor to represent your country. Your actions, behavior and the dress are some of the manifestations and representations of your own country. We therefore, request you to kindly honor your country and our institution by your behavior, actions and dress. It is important for you to wear formal dress,

or national dress while on a benchmarking visit and therefore you are requested to observe this dress code always. Further, even during the classroom sessions, you are expected to be soberly dressed.

FORMAL OCCASIONS:

Since a group photograph will be taken, lounge suit/jacket, national dress or uniform are appropriate attire for this occasion, you will also need formal wear for the graduation function on the last day and possibly, other occasions when distinguished visitors come to the College.

TRAINING SUPPORT:

The training office is on the ground floor and is under the supervision of the training officer. However, we are all here to make your stay more comfortable and stimulating.

DOCUMENTS:

When you come to College on the first day please bring your:

- Passport/ National Identity Card
- Air ticket, and travel plan
- Two passport size photograph

WORKING HOUR:

The College works from 08:00 to 16:00 hours.

SCHEDULE OF SESSIONS:

Session I	08:30 am - 10:30 am
Tea Break	10:30 am -11:00 am
Session II	11:00 am - 01:00 pm
Lunch Break	01:00 pm - 02:00 pm
Session III	02:00 pm- 04:00pm

CLASSROOM FACILITIES AND COURSE ATTENDANCE:

Classrooms are air-conditioned and equipped with a range of audio-visual aids and video conference.

Please be punctual for all classes and activities. Ensure that the Hostel Warden /Course Coordinator or Training Officer is promptly made aware of any illness or circumstance that may affect your attendance. On the first and subsequent days of the course you should plan to be in the classroom by 8:25hrs.

Tea will be served during the tea break and drinking water is available.

Kindly seek staff assistance with the use or adjustment of the equipment or air conditioning, as repairs are costly and time-consuming.

Check the notice board for general information.

PRACTICAL AND PROJECT WORK:

Where outside project work is undertaken with the assistance of the Pakistan Post, simple courtesy should ensure that you do not delay Operational work, do not ask for detailed information or statistics, or remove written records without the permission of the Management. These may be available through other avenues, so talk to your Course Coordinator.

LIBRARY:

Library hours are from 08:00 am – 04:00pm. We have a rich library with a number of books on professional and management subjects. We subscribe to several international magazines and newspapers. You may borrow these from the Librarian. Incidentally, ECO Postal Staff College is the documentation college for all ECO Postal documents for ECO Postal

Administration. You can refer to these documents, if you wish. Our Librarian will be happy to assist. A digital library with online connectivity is also available.

MEDICAL FACILITY:

For minor illness, use Pakistan Medical Centre in the Postal Colony. The hours of operation are 9 am –12 noon and 1 pm – 3pm on weekdays. In case of severe illness please contact the training officer or the course coordinator on their mobile numbers

OTHER FACILITIES:

Printing and photocopying facilities are available. Talk to your Course Coordinator or Administrative staff for assistance. If you require additional stationery items please contact the Training Officer.

SECURITY AND SAFETY:

Please ensure that rooms in the College and hostel are locked when not in use.

Do not leave your money or valuables unattended. Do not leave equipment, either your own or the College's outside the rooms.

Make sure you know where exits are and immediately report any faulty electrical items to administrative staff.

Please refrain from smoking in rooms and ensure that all cigarettes and matches are fully extinguished and disposed of safely in smoking area only.

Please carry your ECO PSC identity card all times on your person, both within and outside the campus.

HELP CONSERVE ELECTRICITY FOR A BETTER TOMORROW:

Global warming and related environmental issue are among one of the most important issues in the world today. Many countries during UPU meetings have also emphasized the need to conserve our environment. You can also contribute to this noble cause by help save the fossil fuel. Electricity here in Pakistan is generated largely from Hydropower and Thermal and therefore we urge you to kindly help us conserve electricity. Please turn off all electrical appliances when you leave the room.

MAIL:

Incoming mail should be addressed to you:

**ECO Postal Staff College,
G-8/4, Islamabad-44000, Pakistan**

Mail is delivered regularly from our post office. You will be notified for the arrival of mail and collect it from the reception at the college.

Outgoing mail can be sent through the office, Stamps are available at the college reception

At the end of the course you can send your training material on “Postal Service” free of charge in packets of 5 kgs each, up to a maximum of 10 kgs. Air or SAL conveyances will depend on the arrangement we have with your respective postal administration.

ISLAMABAD:

You will find Islamabad a fascinating city with hospitable people. Go around the city in guided tours to be arranged by ECO PSC and get a feel for it!

The temperature in Islamabad is normally cool to moderate.

The local time is 5 hours ahead of GMT (+5 hours) and the local currency is Rupee. The current exchange rate is about 100 Rupees per US Dollar.

Scores of huge shopping centers/Malls await you in Islamabad / Lahore and you will have many choices to meet your requirements. It is indeed a shoppers' paradise! We will arrange guided visits. Consult the Training Officer.

CONTACT US:

If you have any question, comments or query please feel free to contact us.

Postal Staff College

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Pakistan.

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Email: director@ecopsc.org

Facebook: <http://www.facebook.com/ecopostalstaffcollege>

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For more information about ECO Postal Staff College, please visit:

www.ecopsc.org