



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
खड़गपुर - ७२१ ३०२, भारत

Indian Institute of Technology Kharagpur
Kharagpur - 721 302, India



Dr. Bhargab Maitra

Dean (Students' Affairs) &
Professor, Civil Engineering Department

To

August 21, 2024

Shri. Soumyajit Dutta,
WBCS (Exe)

Deputy Secretary of West Bengal
Panchayats & Rural Development Department
Government of West Bengal
Salt Lake, Kolkata-700106

Ref: Memo No.475/STARPARD/2024, dated 05/07/2024

Sub: Proposal of Organizing Training on Road Safety to minimize fatality on the State roads following the guidelines of Supreme Court Committee on Road Safety (SCCORS)

Dear Sir,

With reference to your letter vide Memo No.475/STARPARD/2024, dated 05/07/2024, and based on the discussion with Sri. Prasenjit Hans (IAS, Senior Special Secretary, P&RD Department), Sri. Sekhar Sen (Additional Secretary, P&RD Department) and other officials on July 24, 2024, I am submitting a proposal for carrying out Road Safety Training for the District Engineers (22 Nos.) and Elected Representatives of the Zilla Parishads (21 Nos.) and Panchayat Samities (345 Nos.). The District Engineers and Elected Representatives generally do not get significant support from the safety consultants and often, they have to work within a limited budget. Also, the rural roads form a vast road network covering large geographical regions. Therefore, capacity building of the District Engineers and Elected Representatives in the area of road safety requires special attention. Accordingly, it is proposed to have a 2-Day Road Safety Training course for these District Engineers and Elected Representatives. While preparing this proposal, it was felt appropriate to organize the training program in eight batches/phases to limit the number of participant to about 50 so that adequate interactions can take place with the participants during each training session. All the 8 sessions will be held in IIT Kharagpur Campus and the training will be carried out in Bengali.

A brief course outline and the content of the training program is mentioned in **Annexure-I**, which has been prepared keeping in mind the guidelines of SCCoRS, Rural Road Safety Manual published by NRRDA, rural road safety scenario in the State, and the role of District Engineers and Elected Representatives of the Zilla Parishads and Panchayat Samities. The total estimated cost for organizing the training of about 22 District Engineers and 366 Elected Representatives in 8 batches is **INR. 18,14,900/- excluding GST** (Basic Cost INR. 14,51,920/- + Institute overhead @ of 25% the Basic Cost i.e. INR. 3,62,980/-). The total estimated cost including GST is **INR. 21,41,582/-** considering the present GST of 18% on the Gross Total. The above mentioned cost includes the following:

1. Preparation of Training Material
2. Training Material Kit
 - a. Hard copy of the lecture material
 - b. Stationary
 - c. Folder
3. Local Transportation and Field Visit
4. Honorarium for Experts & Staff
5. Hall booking
6. Refreshments

The above mentioned cost does not include the accommodation and food (i.e. breakfast, lunch and dinner) charges of participants staying at IIT Kharagpur Guest House. The total amount towards accommodation and food may be paid separately and directly to “New Technology Guest House, Indian Institute of Technology Kharagpur” for accommodation, and “The Jana Enterprise” for food; as per actual expenses (i.e. depending on actual number of participants). The estimated cost towards accommodation and food are INR 10,86,400 and INR 5,29,620, respectively, inclusive of GST as applicable at present rates. The GST in all cases, however, should be paid as per prevailing rate during the payment. The details of the estimated costs are provided in **Annexure-II**.

All the 8 rounds of training will be completed by December 2024.

The payment terms shall be as follows:

- 25% after Completion of Second Round of Training: i.e., INR. 4,53,725/- + GST
- 25% after Completion of Fourth Round of Training: i.e., INR. 4,53,725/- + GST
- 25% after Completion of Sixth Round of Training: i.e., INR. 4,53,725/- + GST
- 25% after Completion of Eighth Round of Training: i.e., INR. 4,53,725/- + GST

Once the proposal is approved, we shall immediately schedule the dates for organizing the sessions based on our discussions with you.

Submitted for your kind consideration and necessary approval.



(Bhargab Maitra)

Dr. Bhargab Maitra
Professor
Department of Civil Engineering
Indian Institute of Technology
Kharagpur- 721302, India

Annexure-I

“2-Day Training Programme on Road Safety for District Engineers and Elected Representatives of Zilla Parishads and Panchayat Samities”

Organized by
Department of P&RD, Govt. of West Bengal
in Technical Collaboration with
Indian Institute of Technology Kharagpur

Course Outline

Session	Topic	Content	Duration
DAY – 1			
Inauguration and Opening Remarks			10:00 – 10:30
Session-I	Need to focus on Rural Road Safety	<ul style="list-style-type: none">• Road Safety Scenario: Global, India & West Bengal• Scenario of Rural Roads in India & West Bengal• Causes of Road Crashes & Risk Factors• Road Safety Challenges in Rural Roads	10:30 – 11:00
High Tea			20 mins
Session-II	Safety issues on Rural roads and associated challenges	<ul style="list-style-type: none">• Major Safety Issues in Rural Roads including<ul style="list-style-type: none">✓ Junctions with poor road geometry/encroachment✓ Compromised Carriageway✓ Sharp curves✓ Speeding at various locations✓ School Zones✓ Non-use of Helmet, Seat-belt, Reflectors, etc.✓ Pedestrian & Bicyclist Unsafe Behaviour• Countermeasures for Addressing Safety Issues in Rural Roads	11:20 – 12:45
Lunch Break			1 hour
Session-III	Safe System Approach	<ul style="list-style-type: none">• Introduction to Safe System Approach• 5 Pillars of Safe System Approach<ul style="list-style-type: none">✓ Safe Road Users✓ Safe Vehicles✓ Safe Speed✓ Safe Roads✓ Post-Crash Care	13:45 – 15:15
Tea Break			20 mins
Session-IV	Organisational structure	<ul style="list-style-type: none">• Introduction to Lead Agency, District Road Safety Committees, Sub-Divisional Road Safety Committees and Block Road Safety Committees• Roles and Responsibilities of Elected Representatives and District Engineers for Enhancing Road Safety in Rural Areas	15:35 – 17:00

DAY – 2

Session-V	Field Visit	<ul style="list-style-type: none">• Guided Field Visit (in small Groups) to nearby Rural Roads to Identify Various Road Safety Issues in Rural Context	09:30 – 12:30
Lunch Break			<i>1 hour</i>
Session-VI	Discussion & Interaction	<ul style="list-style-type: none">• Open session: Interaction with the Participants on Observations made during Field Visit and Necessary Countermeasures	13:30 – 15:00
High Tea			<i>20 mins</i>
Session-VII	Assessment	<ul style="list-style-type: none">• Evaluation of Participants	<i>15:20-16:00</i>
Session-VIII	Feedback	<ul style="list-style-type: none">• Feedback from Participants	16:00 – 16:30
Closing Remarks			16:30 – 17:00



Annexure-II

“2-Day Training Programme on Road Safety for District Engineers and Elected Representatives of Zilla Parishads and Panchayat Samities”

Organized by
Department of P&RD, Govt. of West Bengal
in Technical Collaboration with
Indian Institute of Technology Kharagpur

Details of the Estimated Budget

Sl. No.	Item	Amount (INR)
1	Preparation Training Material	75,000.00
2	Training Material Kit for 388 Participants	5,23,800.00
	• Hard Copy of all lecture materials in form of a Book: Coloured printing and soft-binding with lamination	
	• Writing Notepad	
	• Pen: 2 Nos. • Folder	
3	Local Transportation and Field Visit (Rs. 25,000 per Round * 8 Rounds)	2,00,000.00
4	Honorarium	4,00,000.00
	Rs. 25,000 per day for Expert and Support Staff * 16 Days	
5	Hall Booking (Rs. 10,000 per Day * 16 Days)	1,60,000.00
6	Refreshments (Rs. 120 per person per Day * 2 Days* 388 Persons)	93,120.00
	Sub-total	14,51,920.00
	Institute Overhead (@ 25%)	3,62,980.00
	Gross Total (excluding GST)	18,14,900.00
	GST (@ 18% at present)	21,41,582.00

Note A:	The above-mentioned budget does not include the cost of accommodation, as it will depend on the actual requirement. The amount may be paid separately to “New Technology Guest House, Indian Institute of Technology Kharagpur” as per actual cost. The estimated charges for accommodation in IITKGP Guest House in Kharagpur on twin sharing basis is Rs. 1000 per person per day x 2.5 days (average) x 388 persons = Rs. 9,70,000 . The GST as applicable (present rate is 12% of the basic cost) is to be paid separately. Therefore, the total estimated cost including GST for accommodation is expected to be Rs. 9,70,000 x 1.18 = Rs. 10,86,400 .
Note B:	The food charges of the participants are also not included in the above-mentioned budget, as the same will depend on the actual consumption. The amount may be paid separately to “The Jana Enterprise” as per actual cost. The total estimated cost of food (i.e. breakfast, lunch and dinner) is expected to be Rs. 650-person per day x 2 days x 388 persons = Rs. 5,04,400 . The GST as applicable (present rate is 5% of the basic cost) is to be paid separately. Therefore, the total estimated cost including GST for food is expected to be Rs. 5,04,400 x 1.05 = Rs. 5,29,620 .

