



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
खड़गपुर – ७२१३०२, भारत
Indian Institute of Technology Kharagpur
Kharagpur - 721 302, India

Dr. Bhargab Maitra

Professor, Civil Engineering Department

March 25, 2026

To
The Director
BRAIPRD, Kalyani
Panchayats & Rural Development Department
Government of West Bengal, Nadia – 741235

Sub: Proposal for organizing a Three Days Residential Training on “**Planning, Execution and Management of Civil Works for Rural Development**” for the Induction Training of WBCS (Exe.) Officers -2025 Batch (Direct)

Dear Sir,

With reference to our recent telephonic discussion, I am submitting a proposal for carrying out a Three Days Residential Training on “**Planning, Execution and Management of Civil Works for Rural Development**” for 38 WBCS (Exe) Officers -2025 Batch (Direct) as a part of their residential induction training at BRAIPRD. The training shall be organized during **April 09 to April 11, 2026** at **IIT Kharagpur campus**. The trainees may arrive at our campus on 08th April 2026 in the evening, and leave the campus on 11th April 2026 in the evening. A brief program schedule (tentative) and the list of facilitators are mentioned in **Annexure-I** in two separate Tables.

The total estimated cost for organizing the training is **INR. 4,45,000/- excluding GST** (Basic Cost INR. 3,56,000/- + Institute overhead @ of 25% the Basic Cost i.e. INR. 89,000/-). The total estimated cost including GST is **INR. 5,25,100/-** considering GST @ 18%. The above-mentioned cost includes: Preparation of the training material, 38 Nos. training kit (hard copy of the training material and stationeries in a folder), charges for venue and local logistics, refreshments during the course and honorarium of the faculty members. We request you to kindly arrange to make a payment of **INR. 3,50,000/-** to IIT Kharagpur as an advance alongwith the work order. The remaining amount may be paid after the completion of the training. The Bank Account details is enclosed.

The above-mentioned cost does not include the accommodation and food (i.e., breakfast, lunch and dinner) charges of participants and the drivers who will be availing such facilities in 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) on submission of Invoice. The estimated costs towards accommodation and food (including both participants and the drivers) are approximately **INR. 1,48,500** and **INR. 1,42,800** respectively, **excluding GST**. The GST in all cases should be paid as per prevailing rate during the payment. A detailed break-up of this estimated budget is included in **Annexure-II**.

Submitted for your kind consideration and necessary approval.

(Bhargab Maitra)

Encl: As stated above

Annexure-I

“Planning, Execution and Management of Civil Works for Rural Development”

Organized by
Indian Institute of Technology Kharagpur

Table 1: Tentative Program Schedule

Session	Topic	Content	Time
DAY – 0 (April 08, 2026)			
<i>Arrival at IIT Kharagpur Campus & Check-in at Guest House</i>			<i>Evening</i>
Welcome Dinner			20.30–21:30
DAY – 1 (April 09, 2026)			
Breakfast at Guest House			8.00–9.30
Transfer to Civil Engineering Department from Guest House			9.45
<i>Inauguration and Opening Remarks</i>			10:00–10:30
Part – A (Planning and Execution of Various Civil Works in Rural Development)			
Session-I	Overview of Roads, Design Elements and Development	<ul style="list-style-type: none">• Classification of Roads• Geometric Elements or Cross Section Elements• Sight Distance• Horizontal & Vertical Alignment• Road Development Process	10:30–12:00
Tea Break			<i>15 mins</i>
Session-II	Overview of Road Pavements	<ul style="list-style-type: none">• Pavement and its Functions• Bituminous Pavement• Concrete Pavement• Non-Conventional Pavement	12:15–13:15
Lunch Break			<i>1 hour 15 mins</i>
Session-III	Overview of Cross Drainage Structures	<ul style="list-style-type: none">• Types of Cross Drainage Structures• Reinforced Concrete (RC) Slab Culvert• RC Box Culvert• Pipe Culvert• RC Bridge	14:30–15:15
Tea Break			<i>15 mins</i>
Session-IV	Overview of Minor Buildings	<ul style="list-style-type: none">• Type of Building• Reinforced Concrete• Components of RC Building• Type of Load on RC Buildings	15:30–16:30
IIT Campus Walking Tour, followed by Special Dinner at Guest House			Evening
End of Day 1			

DAY – 2 (April 10, 2026)			
Breakfast at Guest House			
Transfer to Civil Engineering Department from Guest House			9.45
Part – B (Development of Rural Roads for Enhancing Accessibility and Safety of Road Users)			
Session-V	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 & India's Commitments 	10.00–11.00
Tea Break			15 mins
Session-VI	Safety Issues on Rural Roads and Associated Challenges	<ul style="list-style-type: none"> • Major Safety Issues in Rural Roads including • Countermeasures for Addressing Safety Issues in Rural Roads 	11:15–12:45
Lunch Break			1 hour 15 mins
Session-VII	Safe System Approach	<ul style="list-style-type: none"> • Introduction to Safe System Approach • 5 Pillars of Safe System Approach • Post-Crash Care 	14:00–15:30
Tea Break			15 mins
Session-VIII	Organizational 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 Executive Officers 	15:45–16:30
End of Day 2			
DAY – 3 (April 11, 2026)			
Check-out from rooms & Breakfast at Guest House			
Transfer to Civil Engineering Department from Guest House			9.15
Part – C (Civil Works, Issues and Concerns)			
Session-IX	Project Development, Management and Financing	<ul style="list-style-type: none"> • Objectives, benefits and challenges of civil infrastructure projects, their management, maintenance and sources of financing • existing government policies and regulations 	9:30-11:00
Tea Break			15 mins
Session-X	Human Resources Development and Management	<ul style="list-style-type: none"> • Role of human resources in operations and management of civil works • Developing various personal traits (including attitude, leadership, effective communications, motivational aspects, etc.) • Development process of such traits in people 	11:15-12:45
Lunch Break			1 hour 15 mins



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Session- XI	Workplace Well-being of Project Personnel	<ul style="list-style-type: none"> • Role and development of various cognitive aspects of project personnel with special emphasis on minds, stress management and other parameters 	14:00-15:30
Tea Break			<i>15 mins</i>
Session- XII	Civil Road Infrastructure Projects: Issues and Concerns	<ul style="list-style-type: none"> • Group Discussion and presentation by participants 	15:45-17:15
Closing Remarks			<i>15 mins</i>
Participants leaving IIT Kharagpur			<i>Evening</i>

Table 2: List of Facilitators

Name	Designation	Expertise	Experience as Trainer
Bhargab Maitra, Ph.D	Professor, Civil Engineering Department	<ul style="list-style-type: none"> • Road Safety • Traffic Engineering • Transportation Planning 	25 Years
Madhumita Paul, Ph.D	Assistant Professor, Civil Engineering Department	<ul style="list-style-type: none"> • Traffic Engineering • Road Safety 	4 Years
Swati Maitra, Ph.D	Associate Professor, RCG School of Infrastructure Design & Management	<ul style="list-style-type: none"> • Pavement Engineering • Road Safety 	10 Years
Rudra Prakash Pradhan, Ph.D	Professor, Vinod Gupta School of Management	<ul style="list-style-type: none"> • Financial Analytics • Predictive Analytics • Applied Econometrics • Statistical Decision Modeling 	23 Years
Pulak Mishra, Ph.D	Professor, Humanities and Social Sciences	<ul style="list-style-type: none"> • Public Economics & Policy • Economics of Rural Development • Economics of Regulation • Industrial Economics 	20 Years
K B L Shrivastava, Ph.D	Professor, Humanities and Social Sciences	<ul style="list-style-type: none"> • Human Resources Development & Management • Social & Organizational Psychology & Behavior • Performance Management • Knowledge Management • Change management 	30 Years
Manas K Mandal, Ph.D	Distinguished Visiting Professor	<ul style="list-style-type: none"> • Neuropsychology and Cognitive Sciences • Hemispheric Lateralization 	35 Years
Aditi Mitra Ghosh, Ph.D	Principal Project Officer-Research	<ul style="list-style-type: none"> • Rural Infrastructure Planning • Transportation Planning • Energy Planning 	30 Years
Nandan Maiti, Ph.D	Assistant Professor, Civil Engineering Department	<ul style="list-style-type: none"> • Traffic Management • Intelligent Transportation System 	2 Years



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Annexure-II

“Planning, Execution and Management of Civil Works for Rural Development”

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Details of the Estimated Budget

Sl. No.	Item	Amount (INR)
1	Preparation of Training Material	70,000.00
2	Training Material Kit @Rs. 2,000 per set for 38 Nos. (35 participants + 3 extra) <ul style="list-style-type: none">• Hard Copy of all lecture materials in form of a Book: Coloured printing and soft-binding with lamination• Writing Notepad• Pen: 2 Nos.• Folder	76,000.00
3	Venue & Local Logistics	30,000.00
4	Honorarium Rs. 10,000 per lecture-hour (including facilitators & support staffs) for a total of 15 lecture-hours	150000.00
5	Refreshments during the course	30,000.00
	Sub-Total (Total Basic Fees)	3,56,000.00
	Institute Overhead (@ 25%)	89,000.00
	Gross Total (Excluding GST)	4,45,000.00
	Gross Total including GST (@ 18% at present)	5,25,100.00

Note A:	The above-mentioned budget does NOT include the cost of accommodation of participants , as it will depend on the actual usage. The amount may be paid separately to “ New Technology Guest House, Indian Institute of Technology Kharagpur ” as per actual on submission of Invoice. The estimated charges for accommodation of participants in IITKGP Guest House in Kharagpur on twin-sharing basis is INR. 1,14,000 excluding GST . Charges for Booking of Banquet Hall in Guest House for 3 lunches & 3 dinners is INR. 27,000 excluding GST . The estimated charges for accommodation of 5 accompanying drivers in Male Dormitory is INR. 7,500 excluding GST . GST, as applicable, should be paid separately as per the Invoice.
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 on submission of Invoice. The total estimated cost of food (i.e. breakfast, lunch and special dinner) for participants is INR. 1,36,800 excluding GST . For 5 accompanying drivers , the estimated charges for three regular meals (breakfast, lunch & dinner) is INR. 6,000 excluding GST . GST, as applicable, should be paid separately as per the Invoice.



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The details of our Bank Account to enable electronic payment

01.	Authority holding the Account	:	Dean, Outreach & AA
02.	Name of the Account as appearing in the Bank Account	:	CEP-STC, IIT, KHARAGPUR
03.	Bank Account Number & Type	:	9556-220-000-2955 [Savings]
04.	Name of the Bank	:	Canara Bank
05.	Branch Name	:	SRIC, IIT Kharagpur
06.	Bank Address	:	SRIC, IIT Kharagpur Dist : PASCHIM MEDINIPUR WEST BENGAL-721302
07.	MICR Code	:	721015104
08.	I F S Code	:	CNRB0019556
09.	Branch Code	:	019556
10.	SWIFT Code	:	CNRB-IN-BB-BFD
11.	Nature of Bank	:	Non-SBI Bank
12.	PAN	:	AAAJI0323G
13.	GSTIN	:	19AAAJI0323G1ZM
14.	TAN	:	CALI01878C
15.	Contact Person	:	Associate Dean, CE&T, IIT Kharagpur
	Phone No		03222-282119, 03222-282111
	E-mail Address		adeancet@adm.iitkgp.ac.in, cep_off@adm.iitkgp.ac.in

I hereby declare that the particulars given above are correct & complete to the best of my knowledge.

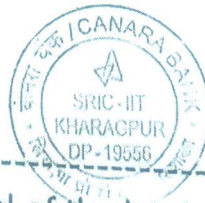
[Handwritten Signature]

Date: 01/09/2023

Associate Dean
(CE & T) Signature with Office seal
IIT Kharagpur-721302

Certified that the particulars given above are correct & complete as per records held with bank.

केनरा बँक / For CANARA BANK
संकेत, मा.प्रो.सं. खड़गपुर शाखा / SRIC IIT KGP. Br.
[Handwritten Signature]
शाखा-प्रबंधक / Branch Manager



Signature of the authorized official of the bank with seal.