



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

July 22, 2025

To

Shri Pradip Biswas

OSD & EO Special Secretary, BRAIPRD, Kalyani

Panchayats & Rural Development Department

Government of West Bengal, Nadia – 741235

Ref: Memo No. 2034/IV-57(Pt-I)/2025, dated 18/07/2025

Sub: Proposal for organizing a Two Days Residential Training on “**Planning and Execution of Civil Works in Rural Development along with Development of Rural Roads for Enhancing Accessibility and Safety of Road Users**” for the Induction Training of WBCS (Exe.) Officers -2023 Batch (Direct)

Dear Sir,

With reference to Memo No. 2034/IV-57(Pt-I)/2025, dated 18/07/2025, I am submitting a proposal for carrying out a Two Days Residential Training on “**Planning and Execution of Civil Works in Rural Development along with Development of Rural Roads for Enhancing Accessibility and Safety of Road Users**” for 35 WBCS (Exe) Officers -2023 Batch (Direct) as part of their residential induction training at BRAIPRD. The training shall be organized during **July 31 and August 01, 2025** at **IIT Kharagpur campus**. The trainees and a few coordinators/ officials from your end (assuming a total of 38 persons) may arrive at our campus on 30th July 2025 in the evening, and leave the campus on 01st August 2025 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. 3,01,350/- excluding GST** (Basic Cost INR. 2,41,080/- + Institute overhead @ of 25% the Basic Cost i.e. INR. 60,270/-). The total estimated cost including GST shall be **INR. 3,55,593/-** considering the present GST of 18% on the Gross Total. 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.

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). The total estimated cost towards accommodation and food (including both participants and the drivers) are approximately **INR. 1,36,000** and **INR. 94,400** 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 and Execution of Civil Works in Rural Development along with Development of Rural Roads for Enhancing Accessibility and Safety of Road Users”

Organized by
Indian Institute of Technology Kharagpur

Table 1: Tentative Program Schedule

Session	Topic	Content	Duration
DAY – 0 (July 30, 2025)			
	<i>Arrival at IIT Kharagpur Campus & Check-in at Guest House</i>		<i>Evening</i>
		Welcome Dinner	20.30 – 21:30
DAY – 1 (July 31, 2025)			
		Breakfast at Guest House	8.00 – 9.30
		Transfer to Civil Engineering Department from Guest House	9.45 AM
		<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 	10:30
		<ul style="list-style-type: none"> • Sight Distance • Horizontal & Vertical Alignment • Road Development Process 	12:00
		Tea Break	15 mins
Session-II	Overview of Road Pavements	<ul style="list-style-type: none"> • Pavement and its Functions • Bituminous Pavement 	12:15
		<ul style="list-style-type: none"> • Concrete Pavement • Non-Conventional Pavement 	13:15
		Lunch Break	1 hour 15 mins
Session-III	Overview of Cross Drainage Structures	<ul style="list-style-type: none"> • Types of Cross Drainage Structures • Reinforced Concrete (RC) Slab Culvert 	14:30 – 15:15
		<ul style="list-style-type: none"> • RC Box Culvert • Pipe Culvert • RC Bridge 	
		Tea Break	15 mins
Session-IV	Overview of Minor Buildings	<ul style="list-style-type: none"> • Type of Building • Reinforced Concrete 	15:30 – 16:30
		<ul style="list-style-type: none"> • Components of RC Building • Type of Load on RC Buildings 	
		IIT Campus Walking Tour, followed by Special Dinner at Guest House	Evening
End of Day 1			

Session	Topic	Content	Duration
DAY – 2 (August 1, 2025)			
Check-out from rooms & Breakfast at Guest House			8.00 – 9.30
Transfer to Civil Engineering Department from Guest House			9.45 AM
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
Closing Remarks			15 mins
Participants leaving IIT Kharagpur			Evening

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 	20 Years
Arkopal Kishore Goswami, Ph.D	Associate Professor, RCG School of Infrastructure Design & Management	<ul style="list-style-type: none"> • Transportation Planning • Road Safety 	12 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
Abhishek Chakraborty, M.Tech	Research Scholar, Civil Engineering Department & Road Safety Auditor	<ul style="list-style-type: none"> • Road Safety • Transportation Engineering 	6 Years
Sankhadeep Pramanik, M.Tech	Research Scholar, Civil Engineering Department & Road Safety Auditor	<ul style="list-style-type: none"> • Road Safety • Transportation Engineering 	3 Years

Annexure-II

“Planning and Execution of Civil Works in Rural Development along with Development of Rural Roads for Enhancing Accessibility and Safety of Road Users”

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Details of the Estimated Budget

Sl. No.	Item	Amount (INR)
1	Preparation Training Material	70,000.00
2	Training Material Kit @Rs. 1,660 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	63,080
3	Venue & Local Logistics	20,000.00
4	Honorarium Rs. 8,000 per lecture-hour (including facilitators & support staffs) for a total of 9 lecture-hours	72,000.00
5	Refreshments during the course	16,000.00
	Sub-Total (Total Basic Fees)	2,41,080.00
	Institute Overhead (@ 25%)	60,270.00
	Gross Total (Excluding GST)	3,01,350.00
	Gross Total including GST (@ 18% at present)	3,55,593.00

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. The estimated charges for accommodation for participants in IITKGP Guest House in Kharagpur on single-sharing basis is INR. 1,500 per person per day x 2 days x 38 persons = INR. 1,14,000 . 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 INR. 1,14,000 x 1.12 = INR. 1,27,680 . <u>Total Charges for Booking of Banquet Hall</u> in Guest House for 2 lunches & 2 dinners: INR. 18,000 + GST = INR. 18,000 x 1.12 = INR. 20,160 . <u>For drivers</u> , the estimated charges for accommodation in Male Dormitory Beds is INR. 500 per person per day x 2 Days x 4 (assuming 4 drivers) = INR. 4,000 + GST
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 special dinner) is expected to be Rs. 1200 per person per day x 2 days x 38 persons = INR. 91,200 . 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 INR. 91,200 x 1.05 = INR. 95,760 . <u>For drivers</u> , estimated charges for three regular meals (breakfast, lunch & dinner) are INR. 400 per person per day x 2 Days x 4 (assuming 4 drivers) = INR. 3,200 + GST

