



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

June 11, 2025

To

Dr. Rajesh Kumar Singh, IPS

ADG & IGP (Traffic & Road Safety), West Bengal

Araksha Bhawan, 6th Cross Rd, DJ Block, Sector II

Bidhannagar, Kolkata, West Bengal 700091

Sub: 1-Day Training of 165 officers of West Bengal Traffic Police on Road Safety Related Issues as per the Directions of the Hon'ble Supreme Court Committee on Road Safety (SCCoRS) –Ref: 51/2014/CoRS (Vol-3) dated 8th November, 2021

Dear Sir,

Please refer to our discussion regarding the need for capacity building of the officers of West Bengal Traffic Police (WBTP) in the area of Road Safety. These officers take a crucial role in handling road safety issues throughout the State. They play a vital role in day-to-day supervision and management of traffic, enforcement, awareness campaigns as well as emergency response systems, which are crucial for road safety. Therefore, imparting a holistic knowledge on road safety to these officers will help the State to improve the road safety scenario. It may be mentioned that a similar 1-day road safety training program was conducted by IIT Kharagpur for 200 officers of the Kolkata Police in four rounds in the year 2023. However, no such training has been conducted involving officers of WBTP as per their requirements.

On the basis of guidance received from you during our discussion, I am submitting this proposal for carrying out Road Safety Training for 165 officers (including all DCP, ADCP/ Addl SP, ACP/ Dy SP & Inspectors) of WBTP. It is proposed to organize a road safety training for 1-day duration and in four rounds (to limit the number of participant to about 40-45, so that adequate interactions can take place with the participants during each training session). Considering the convenience of the officers, it is proposed to conduct the training program in 4 rounds: 2 rounds in Kolkata (covering all the districts of Presidency, Medinipur and Bardhaman Circles) and 2 rounds in Siliguri (covering all the districts of Jalpaiguri and Malda Circles).

The proposed course outline for conducting all 4 rounds of the 1-day training program is mentioned in **Annexure-I**, which has been prepared keeping in mind the guidelines of SCCoRS, Best Practices/ Guidelines on road safety in India and across the world, and the requirements of the West Bengal Police. The total estimated cost for training of about 165 officers in 4 batches is INR. 10, 05, 000 (inclusive of 25% Institute Overhead). The GST, as applicable, should be paid separately as per rule. A tentative breakdown of this estimated budget and the payment terms are mentioned in **Annexure-II**. The tentative duration for completion of the 4 rounds of training may be considered as 4 months.

We shall request your esteemed department to kindly provide us with suitable venues and necessary logistic supports for organizing the training sessions. Once the proposal is approved, we shall immediately schedule the dates for organizing various sessions based on discussion with you.

Submitted for your kind consideration and necessary approval.

With regards,

(Bhargab Maitra)

Annexure-I

“1-Day Training Programme on Road Safety for Officers of West Bengal Traffic Police”

Conducted by

Indian Institute of Technology Kharagpur

Course Outline

Session	Topic	Content	Duration
Inauguration and Opening Remarks			09:45 – 09:55
Session-I	Road Safety – An Overview	• Road Safety Scenario and Challenges • Basic Principles and Approaches ✓ Proactive & Reactive Approaches ✓ Safe System Approach • Safe Corridor • Speeding & Road Safety ✓ Measures for speed management ✓ Setting of Safe Speed Limits	10:00 – 11:40
		High Tea	
Session-II	Road Safety – Engineering Aspects	• Road Safety Engineering • Crash Data and Identification of Blackspot ✓ Traditional Methods of Crash Data Collection ✓ Introduction of iRAD & eDAR ✓ Identification & Analysis of Blackspots • Road Safety Audit • Infrastructure related Interventions	12:00 – 13:30
		Lunch Break	
Session-III	Road Safety – Enforcement Aspects	• Enforcement related to ✓ Safe Road Users, Safe Speeds, & Safe Vehicles • Enforcement Mechanism: Manual & Electronic • Good Samaritan • Enforcement related Interventions	14:30 – 15:20
		Session-IV	Road Safety – Emergency Care
Tea Break			
Session-V	Road Safety – Education & Awareness	• Awareness & Education Related to ✓ Safe Road Users ✓ Targeting Specific Driver & User Groups ✓ Drivers’ Licencing System ✓ Automated Driving Test Track ✓ Road Safety in School Education ✓ Road Etiquettes & Correct Behaviour	16:15 – 16:45
		Session-VI	Supreme Court Guidelines & Organizational Structure
Closing Remarks			



Annexure-II

“1-Day Training Programme on Road Safety for Officers of West Bengal Traffic Police”

Conducted by

Indian Institute of Technology Kharagpur

Breakdown of the Estimated Budget & Payment Terms

Sl. No.	Item	Amount (INR)
1	Preparation Training Material	75, 000
2	Training Material Kit for 165 Participants @ INR. 2,000 per participant • Hard Copy of all lecture materials in form of a Book: Coloured printing and soft-binding • Writing Notepad • Pen: 2 Nos. • Folder	3, 30, 000
3	Transportation for experts and support members (approx. 5 members in each round) • Road Travel for Kharagpur-Kolkata & Accommodation: INR. 60, 000 (Total for 2 rounds) • Road & Air Travel for Kharagpur-Siliguri via Kolkata: INR. 1, 25, 000 (Total for 2 rounds)	1, 85, 000
4	Honorarium • Experts: @ INR. 12, 000 per expert per round for 3 experts and 4 rounds of training: INR. 1, 44, 000 • Support Staffs: @ INR. 5, 000 per staff per round for 2 staffs and 4 rounds of training: INR. 40, 000	1, 84, 000
5	Miscellaneous Expenses	30, 000
	Sub-total	8, 04, 000
6	Institute Overhead (@25%)	2, 01, 000
	Gross Total	10, 05, 000*

** The GST should be paid separately as per rule*

Project Duration: 4 months

Payment Terms:

- 40% after first round of Training; i.e., INR. 4,02,000/- + GST
- 60% after completion of remaining 3 rounds of Training; i.e., INR. 6,03,000/- + GST

Other Terms:

All the payments for carrying out the consultancy assignment should be made through RTGS to “IIT Kharagpur” in the “IIT Consultative Practice Account” (Account Number: 95562010000805) with Canara Bank (IFS Code: CNRB0019556).


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