



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

March 20, 2025

To

Shri Subhrajyoti Ghosh
Additional Director, BRAIPRD, Kalyani
Panchayats & Rural Development Department
Government of West Bengal
Nadia – 741235

Ref: Memo No. 782/IV-57(Pt-I)/2016-2017, dated 19/03/2025

Sub: Proposal for organizing a “Two Days Residential Training on Development of Rural Roads for Enhancing Accessibility and Safety of Road Users” for the Induction Training of WBCS (Exe) Officers (on prob) of the 2025 batch

Dear Sir,

With reference to your letter vide Memo No. 782/IV-57(Pt-I)/2016-2017, dated 19/03/2025, I am submitting a proposal for carrying out a “Two Days Residential Training on Development of Rural Roads for Enhancing Accessibility and Safety of Road Users” for 22 WBCS (Exe) Officers promoted from Feeder Services of Joint BDO as part of their residential induction training at BRAIPRD during period of 17/03/2025 to 12/04/2025.

This training shall be organized during **March 24 and 25, 2025** at **IIT Kharagpur campus**. The trainees and a few coordinators/ officials from your end (assuming a total of 26 persons) may arrive at our campus on 23rd March 2025 in the evening, and leave our campus on 25th March in the afternoon. 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 of about **26 persons** is **INR. 2,35,000/- excluding GST** (Basic Cost INR. 1,88,000/- + Institute overhead @ of 25% the Basic Cost i.e. INR. 47,000/-). The total estimated cost including GST shall be **INR. 2,77,300/-** considering the present GST of 18% on the Gross Total. The above-mentioned cost includes: Preparation of the training material, supply of training kit (hard copy of the training material and stationeries in a folder), hall booking, local logistics, refreshments during the course and honorarium.

The above-mentioned cost does not include the accommodation and food (i.e., breakfast, lunch and dinner) charges of participants and the drivers 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 total estimated cost towards accommodation and food (including both participants and the drivers) are **INR. 86,000** and **INR. 66,200** 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

“Two Days Residential Training on 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 (March 23, 2025)			
<i>Arrival at IIT Kharagpur Campus & Check-in at Guest House</i>			<i>Evening</i>
Welcome Dinner			20.30 – 21:30
DAY – 1 (March 24, 2025)			
Breakfast at Guest House			8.00 – 9.30
Transfer to Civil Engineering Department from Guest House			By 10 AM
Inauguration and Opening Remarks			10:00 – 10:30
Session-I	Overview of Roads, Design Elements and Development	<ul style="list-style-type: none">• Classification of Roads	10:30
		<ul style="list-style-type: none">• Geometric Elements or Cross Section Elements• Sight Distance• Horizontal & Vertical Alignment• Road Development Process	– 12:00
Tea Break			<i>15 mins</i>
Session-II	Overview of Road Pavements	<ul style="list-style-type: none">• Pavement and its Functions	12:15
		<ul style="list-style-type: none">• Bituminous Pavement• Concrete Pavement• Non-Conventional Pavement• Monitoring of Pavements and Rehabilitation	– 13:15
Lunch Break			<i>1 hour</i>
Session-III	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	14:45 – 15:45
Tea Break			<i>15 mins</i>
Session-IV	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	16:00-17:30
IIT Campus Walking Tour. Followed by Special Dinner at Guest House			Evening
End of Day 1			

Session	Topic	Content	Duration
DAY – 2 (March 25, 2025)			
Breakfast at Guest House			8.00 – 9.30
Transfer to Civil Engineering Department from Guest House			By 10 AM
Session-V	Safe System Approach	<ul style="list-style-type: none"> • Introduction to Safe System Approach • 5 Pillars of Safe System Approach • Post-Crash Care 	10.00 – 11.00
Tea Break			<i>15 mins</i>
Session-VI	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 Vario 	11:15 – 12:15
Closing Remarks			<i>15 mins</i>
Lunch & Participants leaving IIT Kharagpur			<i>Afternoon</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 	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

Dr. Bhargab Maitra
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Annexure-II

“Two Days Residential Training on 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. 1,500 per set for 26 persons	39,000.00
	• 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	Hall Booking & Local Logistics (2 vehicles shall make multiple trips between the Guest House and the Training Venue)	18,000.00
4	Honorarium	56,000.00
	Rs. 8,000 per lecture-hour (including facilitators & support staffs) for a total of 7 lecture-hours	
5	Refreshments during the course	5,000.00
	Sub-Total (Total Basic Fees)	1,88,000.00
	Institute Overhead (@ 25%)	47,000.00
	Gross Total (Excluding GST)	2,35,000.00
	Gross Total including GST (@ 18% at present)	2,77,300.00

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 for participants in IITKGP Guest House in Kharagpur on single-sharing basis is INR. 1,500 per person per day x 2 days x 26 persons = **INR. 78,000**. 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. 78,000 x 1.12 = INR. 87,360**.
For drivers, the estimated charges for accommodation in Male Dormitory Beds is INR. 500 per person per day x 2 Days x 8 (assuming 8 drivers) = **INR. 8,000 + 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. 1150 per person per day x 2 days x 26 persons = **INR. 59,800**. 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. 59,800 x 1.05 = INR. 62,790**.
For drivers, estimated charges for three regular meals (breakfast, lunch & dinner) are INR. 400 per person per day x 2 Days x 8 (assuming 8 drivers) = **INR. 6,400 + GST**

