

RT-18014/1/2025-T
Government of India
Ministry of Road Transport and Highways
(Transport Section)

Transport Bhawan, 1, Parliament Street, New Delhi - 110001

Dated: 20th May, 2025

To

Training institutes working in Transport Sector

Subject: Workshop cum Training Programme for development of Human Resources in States/ UTs' Transport Departments and Ministry of Road Transport and Highways – reg.

Madam/ Sir

I am directed to refer to Guidelines of Scheme "Workshop cum Training Programme for development of Human Resources in States/UTs' Transport Departments and Ministry of Road Transport and Highways" (copy enclosed) and to state that this Ministry has been sponsoring various training programmes for Transport/Traffic Department officials of State/ UT Governments for development of Human Resources in the Transport Sector under the aforesaid Scheme.

2. In continuance of the aforesaid Scheme, this Ministry invites proposals for conducting training programmes in the year 2025-26. These programmes shall be of a duration of 1, 2, 3 and 5 days.

3. The following shall be indicated alongwith the proposals:-

(a) A draft booklet/brochure containing information on the brief about the institute, courses offered, contents, target group, names of proposed faculty, boarding and lodging facilities, how to reach your institution, map etc. may be sent to this Ministry. It shall be made clear in the brochure that the training programme is sponsored by the Ministry of Road Transport & Highways and is free of cost for the participants as per Departments covered under the Guidelines. However, TA/DA pertaining to participating officers shall be borne by respective States/ UT Governments/organizations.

(b) The institute shall ensure the availability of printed booklet on its website with a provision to download the details of the programmes as well as proforma from the website itself.

(c) The training institutes shall also conduct some of the courses in the North-Eastern States.

(d) The programmes shall be structured with a view to have a mix of site visits/practicals as well as classroom studies.

(e) A break-up of overall cost may be provided regarding the proposed expenditure in respect of the training programmes.

(f) Contact details of the nodal officer for the training programmes in respective institutes (Name, communication address, telephone, fax, mobile, e-mail ID) shall be

indicated.

4. It is, therefore, necessary that each institute prepares a plan well in advance keeping in view the need to spread the calendar of training throughout the year.
5. The proposals received from institutes shall be scrutinized by this Ministry and number of training programmes to be allotted to each institute, number of days, fee etc. shall be finalised. After finalization of the programmes, the same shall be communicated for acceptance of the concerned institutes.
6. As per scheme guidelines, payment shall be made on 100% reimbursement basis. No advance shall be given to the institutes shortlisted for conducting the training programmes.
7. It is therefore requested to submit willingness of your institute for conducting the training programmes sponsored by this Ministry and send a detailed proposal latest by 30th May, 2025 for our further consideration. The final decision of allocation of dates and number of courses/training programmes, however, shall rest with this Ministry. It is requested that a copy of the proposal may also be sent in pdf format on email id : sot-rth@nic.in.

Yours sincerely,



(Yatender Kumar)

Under Secretary to the Govt of India
Tele: 011-23739028

Encl: As above

Copy to NIC for uploading the same on MoRTH's website

Copy also to training institutes as per Annexure - I

ANNEXURE-I

1. The Director, Central Institute of Road Transport, Bhosari, Pune-Nasik Road, Pune-411026.
2. The Director, Automotive Research Association of India (ARAI), 102, Vetal Hill, Paud Road, Kothrud, Pune-411 038.
3. The Director, Indian Institute of Petroleum (IIP), Hardwar Road, Mohkampur, Dehradun-248005.
4. The Director, Indian Institute of Technology (IIT), Hauz Khas, New Delhi-110 016.
5. The Director, Engineering Staff College of India (ESCI), Old Bombay Road, Gachi Bowli, Hyderabad -500 032.
6. The Director, Institute of Road Traffic Education (IRTE), Aravali Hills, Surajkund Badhkal Road, Sector 43, Faridabad, Haryana-121001, Tel: 0129-2989093-94, Fax 0129-2989095
7. The Director, Indian Institute of Technology (IIT) Madras, Chennai – 600 036
8. The Director, Indian Institute of Management (IIM), Bannerghatta Road, Sundar Ram Shetty Nagar, Bilekahalli, Bangalore, Karnataka- 560 076.
9. The Director, Indian Institute of Management (IIM), Vastrapur, Ahmedabad-380015, Gujarat.
10. The Director, International Centre for Automotive Technology, Plot - 26, Sector-3, IMT Manesar, Gurugram, Haryana – 122050
11. The Director, Asian Institute of Transport Development, Asia Bhawan, Road-205, Sector-9, Dwarka, New Delhi-110077
12. The Head, Operations and Administration, Indian Institute of Human Settlements Bengaluru City Campus, No. 197/36, 2nd Main Road, Sadashivnagar, Bengaluru – 560 080

Guidelines for administering the “Workshop cum Training Programme for development of Human Resources in States'/UTs' Transport Departments and Ministry of Road Transport and Highways”

Introduction

Road transport is the dominant mode of transport in India, both in terms of traffic share and in terms of contribution to the national economy. Apart from facilitating the movement of goods and passengers, road transport plays a key role in promoting equitable socio-economic development and integration of the country.

Ministry of Road Transport and Highways is responsible for the formulation of broad policies relating to regulation of road transport in the country, besides making/monitoring arrangements for vehicular traffic to and from the neighbouring countries. The Motor Vehicles Act 1988 and Central Motor Vehicles Rules, 1989 provide the overarching framework regulating vehicle registration/ de-registration, licensing, insurance, permit, fitness, maintenance of vehicles, safety devices, offences and penalties ,control of traffic etc.

The State/UT Transport Departments ensure enforcement of the Motor Vehicles Act 1988, the Central Motor Vehicles Rules, 1989 and other State specific rules.

Recently MoRTH has also announced the Voluntary Vehicle-Fleet Modernization Program (V-VMP) or “Vehicle Scrapping Policy”. This policy is aimed at creating an eco-system for phasing out of unfit and polluting vehicles in an eco-friendly manner. The policy targets voluntary scrapping of unfit commercial and passenger vehicles strictly based on their fitness, irrespective of vehicle age. MoRTH has already issued several notifications in order to implement the policy. Some of the important notifications includes GSR 653 (E) dt 23rd September 2021 -regarding the Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules, 2021 for establishment of Registered Vehicles Scrapping Facility (RVSF). These rules for RVSF describe the procedure for setting up and operations of such facilities. Notification vide GSR 652 (E) dt 23rd September 2021- provides for recognition, regulation and control of Automated Testing Stations. These rules define the procedure for fitness testing of vehicles through automated equipment and the procedure for grant of fitness certificate by ATs. These rules came into effect on 25th September 2021. There is a need to train the officers of Transport department, including the RTOs, for taking immediate necessary steps to understand these rules so that this policy may be implemented all across the country on priority.

The National Road Safety Policy outlines various policy measures such as promoting awareness, establishing road safety information data base, encouraging safer road infrastructure including application of intelligent transport, enforcement of safety laws. Ministry has formulated a multi-pronged strategy to address the issue of road safety based on Education, Engineering (both of roads and vehicles), Enforcement and Emergency Care to curb road accident deaths and achieve a reduction of 30% by 2024. The aim is to help realize the vision of “Zero Road Fatalities on Indian Roads”. Ministry has also launched an Integrated Road Accident Database (IRAD), a robust road accident database management system.

In view of the evolving nature of the road transport sector, there is a need to upgrade the skill/knowledge base with respect to rules/regulations/technologies relevant to transport domain for Government Officers in the road transport sector. MoRTH, therefore, envisages a training programme with the help of premier institutes in India for the officers involved in the Road Transport sector in order to sharpen their skills and make themselves aware with the latest developments in the above-mentioned fields.

Scheme

1. **Name of the Scheme:** Workshop cum training programme for development of Human Resources in States' / UTs' Transport Departments and Ministry of Road Transport & Highways
2. **Aims and Objective:** - To update the officials of Transport Departments of States / UTs, officials from the SRTUs/STUs/STCs and Traffic Police officials with new rules and regulations, measures related to Road Safety, Crash investigations, IRAD, Digital initiatives and citizen facilitation measures, implementation of ITS in public transport and other related issues pertaining to transport.
3. **Who can apply:** The training programme will be carried out through:
 - i. Automotive Research Association of India (ARAI), Pune
 - ii. Central Institute of Road Transport (CIRT), Pune
 - iii. Petroleum Conservation Research Association, New Delhi
 - iv. Asian Institute of Transport Development (AITD), New Delhi
 - v. Indian Institute for Human Settlements (IIHS), Bangalore
 - vi. Engineering Staff College of India, Hyderabad
 - vii. Indian Institutes of Management (IIM), Indian Institutes of Technology (IIT) of the country
 - viii. ICAT, Manesar, Gurgaon
 - ix. Other reputed institutes of the country, as selected by MoRTH from time to time, working in the field of transport sector
4. **Tentative areas for Training Programs:** -
 - i. Road Transport Regulations
 - ii. The Motor Vehicles Act, 1988 as amended from time to time
 - iii. The Central Motor Vehicles Rules, 1989 and amendments thereon
 - iv. Enforcement of Act/Rules
 - v. Vehicle Scrapping Policy
 - vi. Automated Fitness Testing
 - vii. Motor Vehicle Aggregator Guidelines
 - viii. Road Accident awareness and prevention
 - ix. Public Transport, including ITS and NCMC
 - x. Traffic Management, monitoring and enforcement of road safety
 - xi. Clean Technologies, including alternative fuels and EVs

- xii. Schemes initiated by MoRTH
- xiii. New developments in transport sector
- xiv. Any other matters of importance highlighted by MoRTH from time to time

5. Timelines for submission and approval of proposals-

- i. MoRTH will seek the proposals through a circular, to be uploaded on the website of the Ministry by 30th April for the financial year. A copy of the circular will also be sent to concerned organizations.
- ii. Institutes to submit proposals by 31st May of the financial year.
- iii. MoRTH shall award training programs to institutes by 30th June of the financial year.

6. Guidelines to be followed by the Institutes / Organizations to organize the programs:

- i. The training programs should be circulated at least 30 days in advance by the concerned institutes to enable States / UTs to nominate suitable officers.
- ii. The duration of the offline training program will be either 2, 3 or 5 days depending upon the contents of the training. The offline programs to be designed for a maximum of 30 participants.
- iii. The duration of the online training program shall be of 1 day only. Institutes shall ensure minimum 30 participants in online program. There shall not be any increase in the number of candidates without taking prior permission from MoRTH.
- iv. The venues of the training programs shall be planned across the country including North-Eastern States, UT of A&N, UT of Jammu & Kashmir and UT of Ladakh. The Institutes would be responsible for sufficient nominations from States/UTs. However, MoRTH will also pursue on behalf of them from time to time with States/ UTs. In case of less nominations received by the Institutes, the same should be brought to the notice of this Ministry.
- v. The training program should be properly designed and all the latest information / material in audio / visual form be included for sharing among the participants. Eminent faculties shall be appointed for conducting training programmes by the institutes.
- vi. A copy of the brochure / printed booklet on the training programs shall be circulated to States/UTs by the institutes, indicating brief introduction and details of the coverage areas of the training program as well as information regarding the speakers.
- vii. The detailed agenda and session wise schedule of training program shall be sent to all the participants beforehand through email.
- viii. Officers / officials of the Transport Departments of States/UTs of the level of Motor Vehicle inspector (MVI) / Motor Vehicle Sub-Inspector (MVISI) & above, Traffic Police Departments of the level of Sub-inspector and above and officers at the equivalent level from other Government agencies working in transport sector may be allowed for these training program.
- ix. No outside participant would be permitted to participate in these programs without prior permission of this Ministry.

- x. The officers of MoRTH may also be nominated for exposure on latest rules/regulations/technologies in transportation sector and to monitor the conduct of programmes.
- xi. Programmes of 3/5 day duration may be designed to include spot study visits to some eminent places related to the subject matter of the training program for first-hand experience.
- xii. The following material will be distributed by the Institutes/organization amongst the participants at the time of commencement / completion of each and every training program:
 - a. A decent bag containing relevant documents and stationery items i.e., note book, pen & pencil etc.
 - b. Profile of the Institute and details of faculty members of the program.
 - c. Detailed material on training program, in both hard and soft copy, containing not less than 25 pages, along with soft copies of presentations etc.
 - d. Certificate and group photo properly covered in good quality transparent sheet / folder after completion of the program.
 - e. Contact details of participants of each program (name, designation, State/Dept, telephone, mobile number, email etc.) at the time of valediction.
- xiii. In case any participant ,after joining the training, absents himself / herself without written request and approval thereon by the Institute Head / Course Coordinator, the same should be reflected in the Certificate issued to the erring official and also reported to the candidate's department and to MoRTH. In no case the certificate should be handed over to any other officer/ participant. This should also be brought to the notice of participants at the time of the inaugural session of each program.
- xiv. Feedback reports submitted by the participants of each program along with a compilation of feedback would be forwarded by the Institute to this Ministry.

7. Expenditure on conduct of Training Program

- i. The fee for conducting the training program will be mentioned by the concerned institute for approval of the Competent Authority while submitting the proposal.
- ii. The payment for the participants and the training program would be considered in the following manner depending upon the breakup of the cost estimates of that particular program submitted by the Institute at the time of final payment.
 - a. **Physical/Offline Training Program:**
- iii. Actual expenditure incurred by institute, upto a maximum of Rs. 6500 per attendee per day (including taxes) at HQ of Institute and Rs. 8000 per attendee per day (including taxes) for venue outside HQ.
- iv. The expenditure limits may be considered for increase considering inflation and upto a maximum of 10% in a financial year.
 - a. **Online Training Program**

- v. Actual expenditure incurred by institute upto a maximum of Rs. 1,50,000 for one day course (including taxes).
- vi. In case of online training program, only the fee for trainer, study material etc. would be reimbursed by the Ministry.
- vii. 10% of the total sanctioned amount for the awarded training programs will be released as advance, and balance 90% after successful completion of the training program and submission of Utilization Certificate in respect of the entire sanctioned amount in the prescribed proforma (Form GFR 12A) and details of expenditure (item-wise breakup) and detailed report on each program.
- viii. There would be no course fee charged to the attendees for the training program. Free lodging, boarding facility would be provided by the Institutes to the participants. Necessary arrangements for transportation (to and from railway station and airport to the campus) would have to be provided by the institute on demand basis. However, charges for additional facility, if any availed by the participants, may be recovered from them directly. This Ministry would not be responsible for any such additional payment. TA/DA for the participants would be borne by the respective department/organizations.
- ix. In case of failure to utilize the sanctioned funds within time or its misuse, misappropriation or diversion or violation of any one or more of the conditions mentioned above, the Government will be entitled to recover the entire assistance amount with interest, in addition to taking such other legal and/or penal action, as deemed necessary.
- x. For timely release of payments, Institutes shall submit the following documents within one month of completion of programs at the end of the financial year: -
 - a. Report on training programs conducted in financial year
 - b. Feedback of participants
 - c. Item-wise breakup of Expenditure
 - d. Utilization certificate as per GFR, 2017 (Form 12 A)
 - e. A list of training programs conducted in the financial year, along with the number of participants for each program, expenditure in tabular format

8. Knowledge dissemination: -

- i. Training institutes shall forward a consolidated summarized report on training programs conducted in a financial year in pdf format to all States/UTs Governments for knowledge dissemination in transport sector, with a copy to this Ministry. Feedback/participation details may not be included in this report. The report shall be uploaded on MoRTH's website for easy accessibility.
