

**IMMEDIATE / REMINDER**

Government of India  
Ministry of Road Transport & Highways  
(Road Transport Wing)

No. RT-18014/1/2013 -T

Dated 2<sup>nd</sup> July, 2013

**OFFICE MEMORANDUM**


**Subject – MORTH sponsored workshop-cum-training programmes for State Transport/Traffic Department and Municipal Corporation personnel for the year 2013-14 – Request for nomination of MORTH officers reg.**

The undersigned is directed to refer to RT Wing's O.M. of even number dated 14.06.2013 (copy **enclosed**) on the subject cited above. Nominations from all Wing/Zone Heads were called for officers of the level of SO/AEE/PS and above under their control for participation and monitoring of workshop-cum-training programmes being sponsored by MORTH through leading automobile institutes / research associations during 2013-14. The expenditure towards TA/DA in connection with attending the workshop-cum-training programmes by the officers/officials of MoRTH will be borne by the Ministry as per the entitlement under the extant rule.

Willingness / nominations have been received from various Wings/Zones of MORTH for these training programmes so far. However, it is to bring to your kind notice that there are still some slots vacant in these training programmes. Therefore, **all Wing / Zone / Division Heads are once again requested to kindly nominate willing officers (not below the rank of AEE/SO/PS) from their respective Wing/Division/Zone/Offices for the above training programmes immediately and latest by 15.07.2013** For programmes scheduled in the month of July, 13, last date for submission of willingness is 10.07.2013.

Nominations/willingness may be sent to Shri D.S. Pathania, Under Secretary (Transport) & Nodal Officer at Room No. 430, Transport Bhavan (intercom No. 6430), after obtaining approval from the respective Wing/ Zone Heads.

Encl. As above

  
(Nandan Singh)  
Deputy Secretary (Transport)  
Tele fax. 011-23736455

To

1. DG (RD) & SS
2. AS&FA
3. ADG-I / ADG-II / ADG-III
4. Joint Secretary(Highways) / Joint Secretary(LA&C) / / Joint Secretary(E&G.)
5. Chief Engineer (P-1) / Chief Engineer (P2) / Chief Engineer (P3) / Chief Engineer (P4) / Chief Engineer (P5) / Chief Engineer (P6) / Chief Engineer (P7) / Chief Engineer (P8& SARDP-NE) / Chief Engineer (S,R&T, Roads) / Chief Engineer (Planning) / Chief Engineer (NHDP) / Chief Engineer (Left Wing Extremists-affected Areas) / Chief Engineer (PIC) / Chief Engineer (World Bank Projects Phase IV) / CE (Mechanical)
6. Advisor TRW 7. Secretary, BRDB
8. Director(Finance) / Director(Estt.) / Director (RT) / Director (RS)
9. All R.O.s through the office of DG(RD&SS)

Copy for information to :-

- 1) PPS to Secretary (RT&H) 2) PS to JS(T)
- 3) Office Order Folder 4) Notice Board 5) NIC with the request to upload in the website of MORTH.



Government of India  
Ministry of Road Transport & Highways  
(Road Transport Wing)

No. RT-18014/1/2013 -T

Dated 14<sup>th</sup> June, 2013

**OFFICE MEMORANDUM**

**Subject – Ministry of Road Transport & Highways sponsored workshop-cum-training programmes for State Transport/Traffic Department and Municipal Corporation personnel for the year 2013-14 – Nomination of MORTH officers for these training programmes regarding.**

During the year 2013-14, the Ministry of Road Transport & Highways is sponsoring thirty three (33) Workshop-cum-Training Programmes for State Transport, Traffic Department and Municipal Corporation Personnel through leading Automobile Institutes/ Organizations/ Research Institutions of the country. Out of the 33 programmes, two programmes are proposed to be conducted in North East Region dedicated for the North-Eastern States including Sikkim. A list of these training programmes including topics, date, venue, institute and particulars of nodal officers / coordinators of these trainings are given in the enclosed **Annexure I&II**.

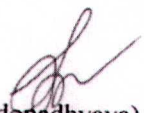
2. It was decided by the Official Committee set up in the Ministry under Joint Secretary(Transport) to nominate 3-5 officers of the rank of SO/AEE and above of this Ministry for monitoring as well as participating in these training programmes (for one day programmes, maximum 2 officers to be nominated of the rank of SO/AEE and above). The nominations should be forwarded by respective Wing / Zone Heads. In case of Roads Wing, Chief Engineer of the respective zones may nominate officers under their control. If sufficient nominations for appropriate level are not received, the nomination of lower level staff could also be considered on case to case basis. Advance copy of the nomination will not be considered by 'T' Section. A proforma has been devised for giving willingness for nominations (copy enclosed) which could be utilized or otherwise request may be submitted in any form giving requisite details. A copy of guidelines issued to Institutes/ Organisations for conducting these programmes is also enclosed, for information. All the nominees of this Ministry are required to ensure that the programmes are conducted as per the guidelines.

3. The senior most officer of MORTH nominated in each programme will submit feed back report in consultation with other participants/nominees of this Ministry to JS (T) / DS(T) after completion of each programme. RT Wing will not be responsible for availability of confirmed air/rail tickets. Necessary arrangements are to be made by the nominees on their own. No request for relaxation in norms in this regard will be entertained by 'T' Section.

4. In case of withdrawal of nomination, it would be mandatory for all the nominees of this Ministry to route their applications at least 10 days in advance of commencement of the programme through their respective Wing / Zone Heads indicating sufficient reasons, to enable RT Wing to nominate suitable substitutes.

5. It is, therefore, requested to kindly nominate officers from your Wing/Zone / Division for these training programmes and send consolidated list of willing officers latest by 25.06.2013 positively. Nominations may be sent to Shri D.S. Pathania, Under Secretary(Transport) & Nodal Officer in RT Wing, after obtaining approval from the respective Wing/ Zone Heads. Advance copies of willingness would not be considered.

Encl. As above

  
(Sanjay Bandopadhyaya)  
Joint Secretary (T)

To

1. DG (RD) &SS
2. AS&FA
3. ADG-I / ADG-II / ADG-III




4. Joint Secretary(Highways) / Joint Secretary(LA&C) // Joint Secretary(E&G.)
5. Chief Engineer (P-1) / Chief Engineer (P2) / Chief Engineer (P3) / Chief Engineer (P4) / Chief Engineer (P5) / Chief Engineer (P6) / Chief Engineer (P7) / Chief Engineer (P8& SARDP-NE) / Chief Engineer (S,R&T, Roads) / Chief Engineer (Planning) / Chief Engineer (NHDP) / Chief Engineer (Left Wing Extremists-affected Areas) / Chief Engineer (PIC) / Chief Engineer (World Bank Projects Phase IV) / CE(Mechanical)
6. Advisor TRW
7. Secretary, BRDB
6. Director(Finance) / Director(Estt.) / Director (RT) / Director (RS)
7. All R.O.s through the office DG(RD&SS)

Copy for information to : -

- 1) PS to Hon'ble Minister (RT&H).
- 2) PS to Hon'ble MOS(RT&H) – T.
- 3) PS to Hon'ble MOS(RT&H) –S
- 4) PPS to Secretary (RT&H).
- 5) PS to JS(T)
- 6) PA to DS(T)
- 7) All Sections in the Ministry of Road Transport & Highways.
- 8) Office Order Folder.
- 9) Notice Board

Copy also to : NIC with the request to kindly upload the above communication alongwith enclosures in the website of MORTH on what's new space till 31.03.2014.

  
(Sanjay Bandopadhyaya)  
Joint Secretary (T)



ANIL KUMAR

**Schedule of Training programmes, venue etc. sponsored by Ministry of Road Transport & Highways for State Transport/Traffic Department and Municipal Corporation personnel during the year 2013-14**

Sl. No	Name of the Institute and subject of training programme	Duration and dates of Training programmes		Name of the institute and Venue of training	
		No. of days	Dates	Institute	Venue
1	Road Safety Management	3	8 <sup>th</sup> – 10 <sup>th</sup> July 2013	IRTE	Faridabad
2	Fuel Efficiency in Transport Sector	1	18 <sup>th</sup> July, 2013	PCRA	Ahmedabad
3	Road Safety Management	5	29 <sup>th</sup> July 2013 to 2 <sup>nd</sup> August 2013	ESCI	Hyderabad
4	Fuel Efficiency in Transport Sector	1	1 <sup>st</sup> August, 2013	PCRA	Srinagar
5	Road Accident Investigation	3	12 <sup>th</sup> -14 <sup>th</sup> Aug. 2013	IRTE	Faridabad
6	Vehicular Pollution	5	19 <sup>th</sup> -23 <sup>rd</sup> Aug., 2013	IIP	Dehradun
7	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989 : and Overview to recent amendments by MORTH in CMVR	3	26-28 <sup>th</sup> Aug., 2013	CIRT	Pune
8	Emission requirements for BSIII& BSIV	3	28 <sup>th</sup> -30 <sup>th</sup> Augt, 2013	ARAI	Pune
9	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989 : Overview to recent amendments	3	24 <sup>th</sup> -26 <sup>th</sup> Sept., 2013	CIRT	Pune
10	Alternate Fuels and Vehicular Emissions	3	25 <sup>th</sup> -27 <sup>th</sup> Sept, 2013	ARAI	Pune
11	Fuel Efficiency in Transport Sector	1	26 <sup>th</sup> Sep., 2013	PCRA	Lucknow
12	Vehicle Evaluation for Active Safety	3	7 <sup>th</sup> -9 <sup>th</sup> October, 2013	ARAI	Pune
13	Road Transport Regulation & Administration	5	07-11 October, 2013	CIRT	Pune
14	Fuel Efficiency in Transport Sector	1	24 <sup>th</sup> October, 2013	PCRA	Patna
15	IT Application in Motor Vehicle Department	3	28-30 October, 2013	CIRT	Pune
16	Road Safety Management	5	28 <sup>th</sup> Oct'13-1 <sup>st</sup> Nov'13	ESCI	Hyderabad
17	Road Transport Regulation and Administration	5	4 <sup>th</sup> - 8 <sup>th</sup> Nov. 2013	ESCI	Hyderabad
18	Fuel Efficiency in Transport Sector	1	7 <sup>th</sup> November, 2013	PCRA	Jaipur
19	Type approval & conformity of production of vehicle & safety critical components	3	18-20 November, 2013	CIRT	Pune
20	In-situ training programme on "IT application in STUs"	3	20-22 Nov, 2013	CIRT	Mysore
21	Overview of Vehicle Safety & Certification of CNG/LPG Conversions and New Regulations	3	20 <sup>th</sup> -22 <sup>nd</sup> Nov. 2013	ARAI	Trivandrum
22	IT application in Motor Vehicle Departments	3	27-29 Nov., 2013	CIRT	Pune
23	Road Transport Regulation & Administration	5	02-06 Dec., 2013	CIRT	Pune
24	Road Transport Regulation & Administration	5	16-20 Dec.2013	CIRT	Pune
25	Gaseous Fuel Retro-fitment, OBD & Engine Technology	3	17 <sup>th</sup> -19 <sup>th</sup> Dec, 2013	ARAI	Pune
26	Road Safety Management with view to critical aspects related to vehicle & road for North-Eastern States	3	30 <sup>th</sup> December 2013 to 1 <sup>st</sup> January 2014	ESCI	Shillong, Meghalaya
27	Vehicle compliance as per CMVR 1989	3	06-08 Jan, 2014	CIRT	Pune
28	Road Transport Regulation and Administration	5	27 <sup>th</sup> Jan'14-1 <sup>st</sup> Feb'14	ESCI	Hyderabad
29	Vehicular Emission & Control	3	3 <sup>rd</sup> -5 <sup>th</sup> Feb. 2014	IIP	Jorhat, Assam
30	Road Safety Management	5	03-07 Feb 2014	CIRT	Pune
31	Safety Critical components : Tyre, Tubes & Wheel rims	5	17-19 Feb, 2014	CIRT	Pune
32	Road Accident Investigation	5	24-28 Feb, 2014	CIRT	Pune
33	Vehicular Pollution	5	03 <sup>rd</sup> -07 <sup>th</sup> March 2014	IIP	Dehradun

*Note (Abbreviations)*

CIRT: Central Institute of Road Transport (CIRT), Pune-Nasik Road, Bhosari, Pune-411026.

ESCI: Engineering Staff College of India (ESCI), Old Bombay Road, Gachi Bowli, Hyderabad -500 032.

ARAI: Automotive Research Association of India (ARAI), 102, Vetal Hill, Paud Road, Kothrud, Pune-411 038.

IIP : Indian Institute of Petroleum ,Ministry of Petroleum & Natural Gas Ministry of Petroleum & Natural Gas, Hardwar Road, Mohkampur, Dehradun-05.

PCRA : Petroleum Conservation Research Association, Ministry of Petroleum & Natural Gas, Sanrakshan Bhawan, 10 Bhikaji Cama Place, New Delhi 110066.

IRTE: Institute of Road Traffic Education (IRTE), Aravali Hills, Surajkund Badhkal Road Sector 43, Faridabad, Haryana-121001.



**Guidelines to be strictly followed by the Institutes/Organisations conducting the Workshop-cum-training programmes for State Transport/Traffic Deptt. and Municipal Corporation Personnel during 2013-14**

The following guidelines would be strictly followed by the Institutes conducting Workshop-cum- training programmes sponsored by the Ministry of Road Transport & Highways (MORTH) during 2013-14 for State Transport/Traffic Deptt. and Municipal Corporation :-

- (i) The training programmes should be circulated sufficiently well in advance, at least notice period of 45 days, by institutes before the commencement of the programme to enable States to nominate suitable officers.
- (ii) 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.
- (iii) A copy each of brochure/printed booklet on the training programmes to be circulated to States by the institutes indicating their brief introduction and details of the coverage areas of the training programmes proposed by them.
- (iv) The training programme should be properly designed and all latest information / material in audio / visual form be included for sharing among the participants. Imminent guest faculty for specialized programmes would be arranged by the institutes.
- (v) Officers/officials of the Motor Vehicle departments of States of the level of Motor Vehicle Inspector (MVI)/ Motor Vehicle Sub-inspector (MVISI) & above, Traffic Departments of the level of Sub-inspector and above and Municipal Corporations of the Equivalent level, will be allowed for these training programmes. No outside participants would be permitted to participate in these programmes without prior permission of this Ministry.
- (vi) If participation of any outside personnel other than Central/ State Government / PSU/ Corporation etc. is brought to the notice of this Ministry, a fine of Rs. 10,000/- would be imposed on the concerned institute, for each such programme.
- (vii) For giving exposure to the officers / officials of MORTH and also to monitor the programme, four - five slots in each training programme would be reserved for its officials of the rank of SO/AEE and above. If sufficient nominations from appropriate level officers are not received, nomination of some lower level staff could also be considered, on case to case basis.
- (viii) For giving exposure to the officials of Association of State Road Transport Undertakings (ASRTU), a total of 10-15 slots for all programmes may be made available to them
- (ix) There would be no course fee for training programme. Free lodging, boarding facility would be provided by the Institutes to the participants. Necessary arrangements for transportation (to and fro 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. This Ministry would not be responsible for any such additional payment. TA/DA for the participants would be borne by the respective State Government / Corporation etc.
- (x) Each programme is designed for 25 participants. Any program which will have less than 50% participation i.e. 13 participants, should be deferred and no payment would be made by this Ministry for that programmes.



- (xi) Institutes will ensure that they have list of confirmed participants, which is not less than 50% of the totals intake for each course. In case, the Institutes have written nominations from State/UT Governments/ MORTH/ASRTU etc. in excess of 80% of total intake for a particular course, however, the total turn out on the date of commencement of the programme is less than 50%, then the training programme could be conducted by the Institute with intimation to MORTH.
- (xii) In case the number of participants in a particular training programme is more than 25, (for IIT, Delhi programme 50), the payment for the additional participants, would be considered in the following manner depending upon the break up of the cost estimates of that particular programme submitted by the Institute at the time of final payment:-

Venue of the training Programme	In case the number of participants exceeds the upper limit (payment for each additional participants)		
	>25 for 1 day programme	>25 for 3/5 days programme	>50 for 8 days programme
At the HQ of the Institute	NA	Rs. 6,600/- - Rs. 8,200/- + taxes	Rs. 7500/- - Rs. 10,000/- + taxes
held outside the headquarter	Rs. 1,500/- - Rs. 2,000/- + taxes	Rs. 8,800/- - Rs. 11,000/- + taxes	NA

- (xiii) In case, the Institutes have written nominations in excess of 40 for a particular programme, the same may be brought to the notice of this Ministry so that possibility of arranging two programmes instead of one, could be explored.
- (xiv) For 3 / 5 days duration training programme, half day and full day respectively may be designed to give participants first hand knowledge through on the spot study visits to some imminent places related to the programme
- (xv) 10% of the total sanctioned amount for the awarded training programmes will be released, as advance, and balance 90% after successful completion of the training programmes and submission of Utilization Certificate in respect of the entire sanctioned amount in the prescribed proforma (Form GFR 19A) and other details of expenditure.
- (xvi) The following material is expected to be distributed by the Institutes/organisation amongst the participants at the time of commencement / completion of each and every training programme : -
- A folder / bag of jute / rexine / leather etc.
  - Profile of the Institute and details of faculty members in hard copy
  - Coverage area of the training programmes, brief details in both hard and soft copy, containing in not less than 25 pages alongwith soft copies of presentations etc.
  - One spiral note book, pen & pencil etc.
  - Certificate and group photo properly covered in good quality transparent sheet / folder after completion of the programme.
  - Details of coordinator, nodal officer of institute and each and every participants of the programme (name, designation, State, tele, mobile number, email etc.) at the time of valediction.
- (xvii) In case any participant after joining the training, absented 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 this Ministry. In no case the certificate is handed over to any other officer/ participant. This should also brought to the notice of participants at the time of inaugural session of each programme.
- (xviii) This year onwards, feed back reports submitted by the participants of each programme would required to be forwarded by the Institute (in original) to this Ministry.
- (xix) The Institutes are also required to submit detailed report on each programme conducted by them before release of balance payment of 90%.



**Proforma for nomination of officers of MORTH for participation as well as monitoring of Workshop-cum-Training Programmes to be conducted during the year 2013-14**

1. Name (in BLOCK LETTER):
2. Designation :
3. Section / Zone/Office :
4. Room No. and intercom :
5. Tele No. / Mob. No. :
6. Email ID :
7. Place of posting and correspondence address:  
(in case posted outside of Delhi)
8. Details of training programmes willing to be nominated (pl complete following details):

Sl. No.	Subject of training programme	Dates of training programme	Name of Institute	Venue of training
1.				
2.				
3.				

**Note:**

1. *Each willing officer is required to give three options in order of his/ her preference for nomination in training programmes, out of the three options, only one option will be considered as per the availability of the slots in a particular programme. Preference will be given to the entitled officers in the order of seniority.*
2. The details of venue of training programmes as well as stay arrangements, etc other than programmes scheduled at Pune, Hyderabad, Dehradun and Faridabad would be intimated in due course by T Section.
3. For one day programmes maximum two officers will be nominated of the level of SO/AEE and above.

Signature of candidate

Full Name

Designation

To  
(controlling officer / reviewing officer / Wing / Zone Head)