

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

No. RT-18014/2/2014 -T

Dated 11th July, 2014

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 2014-15 – Nomination of MORTH officers for these training programmes regarding.

During the year 2014-15, the Ministry of Road Transport & Highways is sponsoring fifty (50) 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 50 programmes, two programmes are proposed to be conducted in North East Region. 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** respectively.

2. **It was decided by the Official Committee set up in the Ministry under Joint Secretary(Traffic) 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. Assistants of this Ministry would also be nominated subject to training programme would be beneficial for the work being handled by him. This need to be specifically mentioned by the Wing/ Zone Head. A proforma has been devised for giving willingness for nominations (**Annexure-III**). A copy of guidelines issued to Institutes/ Organisations for conducting these programmes is also enclosed at **Annexure-IV**, for information

3. 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. **It is mandatory for all the nominees of MORTH to travel in their entitled mode only. No request for relaxation in norms in this regard will be entertained** by 'T' Section for whatever reasons, failing which nomination would be treated as cancelled. All the nominees of this Ministry are required to ensure that the programmes are conducted as per the guidelines. 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) / Director(T) after completion of each programme.

4. In case of withdrawal of nomination, it would be mandatory for all the nominees 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.

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5. All Wing/Zone / Division Heads are requested to nominate officers of the level of SO/AEE and above (Assistants on case to case basis) for participation as well monitoring of these training programmes and send consolidated list of willing officers latest by **31.07.2014** positively. Nominations may be sent to Shri D.S. Pathania, Under Secretary(Transport) & Nodal Officer in RT Wing. Advance copies of willingness will not be considered.

Encl. As above

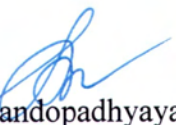

(Sanjay Bandopadhyaya)
Joint Secretary (T)

To

1. DG (RD) &SS
2. AS&FA
3. ADG-I / ADG-II / ADG-III
4. Joint Secretary(Highways &PPP) / Joint Secretary(LA&C&Parl) // Joint Secretary(E&IC.)
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)/ Chief Engineer (SARDP-NE)/ Chief Engineer (S,R&T, Roads)/ Chief Engineer (Planning)/ Chief Engineer (NHDP -IV) /Chief Engineer (LWE) / Chief Engineer (EPP)/ /CE(Mechanical)
6. Advisor TRW, Jamnagar House, New Delhi
7. Secretary, BRDB, Sena Bhavan, New Delhi
6. Director(Finance)/Director(Estt.)/Director (MVL)/Director (RS)/Director (Toll)/Director (RTI)/ Director(OL)/)/Director (T)/Director (P&M)/ Deputy Secretary(G)
7. All R.O.s through the office of DG(RD&SS)

Copy for information to :-

1. PS to Hon'ble Minister (RT&H).
2. PS to Hon'ble MOS(RT&H)
3. Sr. PPS to Secretary (RT&H).
4. All Sections in the Ministry of Road Transport & Highways.
5. Office Order Folder.
6. Notice Board
7. Shri P.K. Jain, PSA, NIC - with the request to upload the above communication alongwith enclosures in the website of MORTH on what's new space and keep it till 31.03.2015.


(Sanjay Bandopadhyaya)
Joint Secretary (T)

Details of Training Programmes, Venue, Eligibility criteria etc. sponsored by Ministry of Road Transport & Highways for State Transport/ Traffic Department and Municipal Corporation personnel during the year 2014-15						
S. No.	Subject of Training Programme	Duration and Dates of Training Programmes		Name of the Institute & Venue of Training		Eligibility / Depts to be considered for the specific Trg.
		No. of Days	Dates	Institute	Venue	
1	Road Safety & Traffic Management	5	04-08 Aug, 2014	CIRT	Pune	Transport/ Traffic Police Dept/ Municipal Corp. and STUs
2	Vehicular Pollution	5	04-08 Aug, 2014	IIP, Dehradun	Dehradun	Transport/ Traffic / Municipal Corp. and STUs
3	Road Accident Investigation	3	11-13 Aug, 2014	IRTE	Faridabad	Transport/ Traffic
4	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989	5	18-22 Aug, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept
5	Road Safety Management	5	18-22 Aug, 2014	ESCI	Hyderabad	Transport/ Traffic / STUs and Municipal Corp.
6	High Security Registration Plate	1	20 Aug, 2014	ARAI, Pune	Delhi	Transport Deptt
7	Fuel Efficiency in Transport Sector	1	21 Aug, 2014	PRCA, Delhi	Jammu	STUs and Tpt. Department
8	Road Safety Management	3	20-22 Aug, 2014	IRTE, Faridabad	Faridabad	Transport/ Traffic / Municipal Corp. and STUs
9	Active Safety – Technologies & Evaluation	3	25-27 Aug, 2014	ARAI, Pune	Pune	Transport
10	High Security Registration Plate	1	1 Sept, 2014	ARAI, Pune	Ahmedabad	Transport Deptt
11	Road Safety Management	5	01-05 Sept, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept./ Municipal Corp. and STUs
12	Gaseous Fuel Retro-fitment, OBD & Engine Technology	3	10-12 Sept, 2014	ARAI, Pune	Pune	Transport/ Traffic/ STUs
13	Fuel Efficiency in Transport Sector	1	12 Sept, 2014	PRCA, Delhi	Ghaziabad	STUs and Tpt. Department
14	High Security Registration Plate	1	15 Sept, 2014	ARAI, Pune	Chennai	Transport Deptt
15	IT application in Motor Vehicle Department	5	15-19 September, 2014	CIRT, Pune	Pune	STUs and Tpt. Department
16	Road Accident Investigation	5	15-19 Sept, 2014	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
17	Planning and Design of Safe Transport Infrastructure	3	18-20 Sept, 2014	IIT, Delhi	Delhi	Transport/ Traffic / Municipal Corp. and STUs
18	Road Accident Investigation	3	22-24 Sept, 2014	IRTE, Faridabad	Faridabad	Transport/ Traffic
19	Road Traffic Management	5	22-26 Sept, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept./ Municipal Corp. and STUs
20	Fuel Efficiency in Transport Sector	1	25 Sept, 2014	PRCA, Delhi	Dehradun	STUs and Tpt. Department
21	High Security Registration Plate	1	26 Sept, 2014	ARAI, Pune	Kolkata	Transport Deptt
22	Type approval of vehicle & safety critical components	5	13-17 Oct, 2014	CIRT, Pune	Pune	Transport/ Traffic and STUs
23	Road Safety Management	3	13-15 Oct, 2014	IRTE,	Faridabad	Transport/ Traffic / STUs and Municipal Corp.
24	Central Motor Vehicle Rules Compliance of Passenger Vehicles	3	27-29 Oct, 2014	CIRT, Pune	Pune	Transport / STUs/ Traffic Police Dept
25	Road Safety Management	5	27-31 Oct, 2014	ESCI	Hyderabad	Transport/ Traffic / STUs and Municipal Corp.
26	Vehicular Emission & Control	5	27-31 October, 2014	IIP, Dehradun	Dehradun	Transport/ Traffic / STUs and Municipal Corp.
27	Road Transport Regulation and Administration	5	03-07 Nov, 2014	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
28	Inspection & Certification of Vehicles (Fitness Aspects)	3	10-12 Nov, 2014	CIRT, Pune	Pune	Transport/Traffic Police Dept
29	Overview of Vehicle Safety & Certification of CNG/LPG Conversions and New Regulations	3	12-14 Nov, 2014	ARAI, Pune	Vadodara	Transport/ Traffic / Municipal Corp. and STUs

S. No.	Subject of Training Programme	Duration and Dates of Training Programmes		Name of the Institute & Venue of Training		Eligibility / Depts to be considered for the specific Trg.
		No. of Days	Dates	Institute	Venue	
30	Vehicle compliance as per CMVR 1989	5	17-21 Nov, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept
31	In-situ training programme on "IT applications in STUs"	3	18-20 Nov, 2014	CIRT, Pune	Mysore	Transport STUs
32	Overview of Vehicle Certification for Emission and Safety	3	19-21 Nov, 2014	ARAI, Pune	Guwahati	Transport/ Traffic
33	Fuel Efficiency in Transport Sector	1	28 Nov, 2014	PCRA, Delhi	Belgaum	STUs and Tpt. Department
34	IT application in Motor Vehicle Department	5	01-05 Dec, 2014	CIRT, Pune	Pune	Transport/ STU
35	International Course on Transportation Planning and Safety	8	03 -10 Dec, 2014	IIT, Delhi	Delhi	Transport/ Traffic / Municipal Corp. and STUs
36	Road Accident Investigation	5	08-12 Dec, 2014	CIRT, Pune	Pune	Transport/ Traffic
37	Fire Safety for Alternative Fuel Vehicles	3	10-12 Dec, 2014	ARAI, Pune	Pune	Transport/ Traffic / Municipal Corp. and STUs
38	Vehicle compliance as per CMVR 1989	5	15-19 Dec, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept/STUs
39	Road Accident Investigation	5	15-19 Dec, 2014	IRTE	Faridabad	Transport/ Traffic
40	Road Safety Management	3	22-24 Dec, 2014	ESCI, Hyderabad	Coimbatore	Transport/ Traffic / Municipal Corp. and STUs
41	In-situ training programme on Road Safety & Traffic Management	3	21-23 Jan, 2015	CIRT, Pune	Bangalore	Transport/ Traffic Police Dept/ Municipal Corp. and STUs
42	Road Safety Management	5	19-23 Jan, 2015	ESCI, Hyderabad	Hyderabad	Transport/ Traffic / Municipal Corp. and STUs
43	Road Accident Investigation	5	27-31 Jan, 2015	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
44	Vehicular Pollution	5	02-07 Feb, 2015	IIP, Dehradun	Dehradun	Transport/ Traffic / STUs
45	In-situ training programme on Safety aspects related to vehicle & road	3	04-06 Feb, 2015	CIRT, Pune	Shillong	Transport/ Traffic / Municipal Corp. and STUs
46	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989	5	09-13 Feb, 2015	CIRT, Pune	Pune	Transport/ Traffic Police Dept/STUs
47	I&M Centers, planning and operation	3	09-11 Feb, 2015	ARAI, Pune	Pune	Transport/ Traffic
48	Road Accident Investigation	3	09-11 Feb, 2015	IRTE	Faridabad	Transport/ Traffic
49	Regulatory Issues in Road Safety	5	16-20 Feb, 2015	CIRT, Pune	Pune	Transport/ Traffic Police Dept. and STUs
50	Road Accident Investigation	5	23-27 Feb, 2015	IRTE	Faridabad	Transport/ Traffic

Note:

- Training programmes scheduled at Pune, Hyderabad, Dehradun, Delhi & Faridabad would be conducted by the institutes at their **headquarter offices**.
- Details of Training **venue for the one day** programmes being organized by PCRA & ARAI would be informed by the nodal officer of institutes directly **in due course**.
- Details of training venue, lodging / boarding etc. of **Three days** training programmes at Vadodara, Mysore, Guwahati, Coimbatore, Bangalore, Shillong would be intimated by the institutes **in due course** directly to the nominees.
- Programmes scheduled at **Guwahati and Shilong** are **meant for officers of North- Eastern States** including Sikkim. Nomination from other state officials would be accepted subject to availability of vacant slots.

Abbreviations:

- CIRT**: Central Institute of Road Transport
- ESCI**: Engineering Staff College of India
- ARAI**: Automotive Research Association of India
- IIP**: Indian Institute of Petroleum
- PCRA**: Petroleum Conservation Research Association
- IRTE**: Institute of Road Traffic Education
- IIT Delhi**: Indian Institute of Technology

**Particulars of Nodal Officers / Coordinators / Programme Directors of
Training Institutes and MORTH regarding training programmes
during 2014-15**

<u>Central Institute of Road Transport (CIRT), Pune</u> Sh. Prasant Kakade, Coordinator, Management Development Centre (MDC), Central Institute of Road Transport, Bhosari, Pune-Nasik Road, Pune-411026. Tel. 020-67345300, Fax.020-67345407 Mob. No. 09561962626 e-mail: training@cirtindia.com, pkakade@cirtindia.com, Website www.cirtindia.com	<u>Engineering Staff College of India (ESCI), Hyderabad</u> Shri K. Murlidhar, Head – CTE Division, Engineering Staff College of India, Old Bombay Road, Gachi Bowli, Hyderabad -500 032. Tel. 040-66304114, 66304115, 66304116 Fax – 040-23000336 Mob. No. 09290021976 e-mail: cte@escihyd.org website:www.escihyd.org
<u>Automotive Research Association of India (ARAI), Pune</u> Shri A V Mannikar, Sr. Deputy Director, Automotive Research Association of India (ARAI) S.No.102, Vetal Hill, Off Paud Road, Kothrud, Pune-411 038 Fax 020-30231104 Tel. 020-30231360 /30231350, Mob No. 09975492655 e-mail: mannikar.psl@araiindia.com djkulkarni.dts@araiindia.com bhagwat.impc@araiindia.com Website www.araiindia.com	<u>Indian Institute of Petroleum (IIP), Dehradun</u> Dr. Anil K. Jain, Head, HR & Training, CSIR -Indian Institute of Petroleum, Hardwar Road, Mohkampur, Dehradun-248 005. Tel. 0135-2525751 Fax 0135- 2660202/2660098 Mob. No. 09897119578 e-mail: aniljain@iip.res.in website: www.iip.res.in
<u>Indian Institute of Technology (IIT) Delhi</u> Shri Mahesh Gaur, Project Officer, Indian Institute of Technology (IIT), Delhi Hauz Khas, New Delhi-110 016, Tele: 011-26596361, Fax: 011-26858703 Mob. No. 09868888790 E-mail: maheshgaur@gmail.com Website : www.iitd.ac.in/	<u>Institute of Road Traffic Education (IRTE), Faridabad</u> Shri Gaurav Gupta, Head Legal Institute of Road Traffic Education (IRTE) Aravali Hills, Surajkund Badhkal Road Sector 43, Faridabad, Haryana-121001, Tel: 0129-2989093-94, Fax 0129-2989095, M: 09310877770, Email : legaldesk@irte.com Website: www.irte.com
<u>Petroleum Conservation Research Association, (PCRA), New Delhi</u> Shri Sumant Kumar, Director & HOD(Transport) Petroleum Conservation Research Association Ministry of Petroleum & Natural Gas, Sanrakshan Bhawan, 10 Bhikaji Cama Place, New Delhi 110066 Mobile –Tele No. 011-26108121 (direct), 011-26198856 / 26199601 Fax No. : 011-26109668 Mob. 9650035601 Email: dirfa@pcra.org Website: www.pcra.org	<u>Ministry of Road Transport & Highways. New Delhi</u> Shri D.S Pathania Under Secretary (Transport), Ministry of Road Transport & Highways. Room No. 522, Transport Bhavan, 1, Parliament Street, New Delhi- 110001 Tele No. 011-23717379 Fax No. 011 - 23715211 / 23736455 Email: ds.pathania@nic.in Website: www.morth.nic.in

PROFORMA

Nomination of officers of MORTH for participation as well as monitoring of Workshop-cum-Training Programmes during the year 2014-15

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. Indicating Telephone, mobile number and email ids are mandatory to coordinate with the officer/ officials by the respective institutes
2. *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.*
3. The details of venue of training programmes as well as stay arrangements, etc other than programmes scheduled at Pune, Hyderabad, Dehradun, Faridabad and Delhi would be intimated in due course by T Section.
4. 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

(channel of submission of application - controlling officer / reviewing officer / Wing / Zone Head)

Guidelines to be strictly followed by the Institutes/Organisations conducting the Workshop-cum-training programmes for State Transport/Traffic Deptt. and Municipal Corporation Personnel of capital cities during 2014-15

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 2014-15 for State Transport/Traffic Department and Municipal Corporation of capital cities :-

- (i) The training programmes should be circulated sufficiently well in advance, at least notice period of 30 days, by institutes before the commencement of the programme to enable States to nominate suitable officers.
- (ii) 3 and 5 days duration programmes are designed for 25 participants. However, one day and eight days duration programmes to be conducted by PCRA, ARAI and IIT Delhi are for 50 participants. Any program which will have less than 50% participation i.e. 13 and 25 participants respectively, should be deferred and no payment would be made by this Ministry for that programmes.
- (iii) The institutes should ensure that not more than 10% of the approved strength i.e 28 and 55 officials should attend these training programmes. In case the nominations received for a particular training programmes exceeds the ceiling limit prescribed by the Ministry, the same must be brought to the notice of this Ministry and prior permission of this Ministry should be obtained to permit excess number of participants.
- (iv) 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. In case of less nominations are received by the Institutes, the same should be brought to the notice of this Ministry.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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. However, IIT Delhi is allowed to include outside participants for 8 days duration programme.
- (ix) For giving exposure to the officers / officials of MORTH and also to monitor the programme, three - 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.
- (x) There would be no course fee for training programme. Free lodging, boarding facility would be provided by the Institutes to the participants. However, this Ministry could facilitate in locating the Government owned institutes' hostels / guest house. 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 directly. This Ministry would not be responsible for any

such additional payment. TA/DA for the participants would be borne by the respective State Government / road Transport and Municipal Corporation etc.

- (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 PCRA, ARAI and 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 subject to para 1(iii) above(payment for each additional participants)		
	>50 for 1 day prog	>25 for 3/5 days prog	>50 for 8 days prog
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 of three and five day duration, 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 details of expenditure (item-wise breakup) and detailed report on each programme
- (xvi) The following material is expected to be distributed by the Institutes/organization amongst the participants **at the time of commencement / completion** of each and every training programme :
- A folder / bag made of jute / rexene / leather etc.
 - Profile of the Institute and details of faculty members of the programme 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.
 - Contact details of participants of each programme (name, designation, State/Deptt, 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 be brought to the notice of participants at the time of inaugural session of each programme.
- (xviii) Feed back reports submitted by the participants of each programme would required to be forwarded by the Institute (in original) to this Ministry.
- (xix) This Ministry is proposing to initiate online facility for application as well as feed back form to the participants. The same would be intimated separately.
