

ज्ञापांक...2.00/प्रशि0

01-68-2011

पुलिस महानिदेशक (प्रशिक्षण) का कार्यालय बिहार, पटना।

पटना, दिनांक 02/2/15

सेवा में

सभी प्रक्षेत्रीय पुलिस महानिरीक्षक,

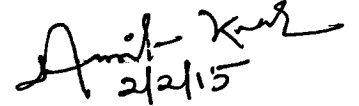
पटना / ~~मधु~~ / दरभंगा / मुजफ्फरपुर / भागलपुर / ~~रतवै~~

प्रसंग :- अवर सचिव भारत सरकार गृह मंत्रालय रोड ट्रांसपोर्ट एण्ड हाईवेज (ट्रॉन्सपोर्ट सेक्शन) नई दिल्ली पत्र सं०-RT-18014/1/ 2014-T (Pt. II) दिनांक 13.01.2015

विषय :- **Ministry of Road Transport & Highways sponsored workshop-cum-training programmes for State Transport/Traffic Department and Municipal Corporation personnel for the year 2014-15.**

उपर्युक्त प्रासंगिक पत्र के साथ वर्ष 2014-15 में विभिन्न प्रशिक्षण संस्थानों में आयोजित होने वाले कोर्सों का संशोधित (Modified) कोर्स कैलेण्डर में उल्लिखित कोर्सों हेतु पुलिस अवर निरीक्षक कोटि के पुलिस पदाधिकारी का मनोनयन नाम/पता एवं मोबाईल/ई.मेल नम्बर इत्यादि के साथ मनोनयन प्रशिक्षण निदेशालय में भेजने का कृपा की जाय।

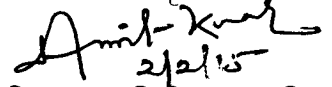
अनु०:- यथोपरि।



(अमित कुमार)

पुलिस महानिरीक्षक (प्रशिक्षण)
बिहार, पटना।

प्रतिलिपि :- आई०टी० मनेजर, पुलिस महानिदेशक, कार्यालय बिहार, पटना को सूचनार्थ एवं आवश्यक क्रियार्थ प्रेषित। कृपया संबंधित पदाधिकारी को एस०एम०एस० द्वारा सूचित करते हुए, बिहार पुलिस के बेवसाईट पर डालने का कृपा की जाय।

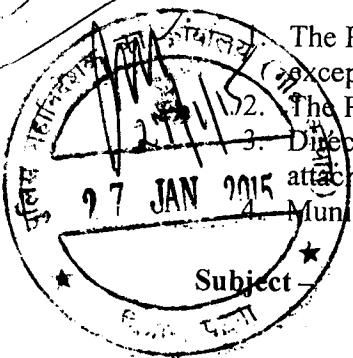
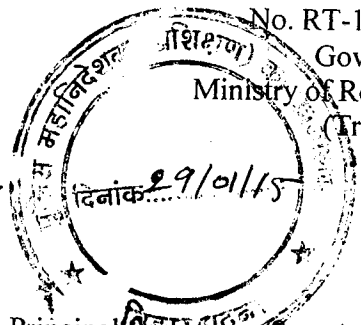


पुलिस महानिरीक्षक (प्रशिक्षण)
बिहार, पटना।

No. RT-18014/1/2014-T (Pt. II)
Government of India
Ministry of Road Transport & Highways
(Transport Section)

New Delhi, the 13 January, 2015

DG(Tg)
To



- The Principal Secretaries/Secretaries/Commissioners (Transport) of all States/UTs (except Tamil Nadu (as per list attached))
- The Principal Secretary (Home & Transport), Tamil Nadu
- Director General of Police / Inspector General of Police of all States/UTs (as per list attached)
- Municipal Commissioners of all States / UTs of capital cities (as per list attached)

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 - Reg.

Sir/Madam,

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Pamp
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I am directed to refer to this Ministry's letter of even number dated July 3, 2014 (copy enclosed) on the subject cited above and to say that a three-day training programme to be conducted by ARAI on the topic "Fire Safety for Alternate Fuel Vehicles" has been re-scheduled from 10th-12th December, 2014 to 3rd-5th March, 2015.

2. The modified schedule is also annexed for your convenience. Remaining conditions and guidelines stand as it is.

Encl: As above

Yours faithfully,

(D.S. Pathania)
Under Secretary to the Govt. of India
Tele: 23717379
Email: ds.pathania@nic.in

DRHO-354/DWP
27/01/2015

- Copy for information and necessary action to:
- a. Sh. A.V. Manikar, Senior Deputy Director, Automotive Research Association of India, S.No.102, Vetal Hill, Off Paud Road, Kothrud, Pune-411 038.

92-850/109
29/01/15

Modified Training Schedule

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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	Vehicular Pollution	5	04-08 Aug, 2014	IIP, Dehradun	Dehradun	Transport/ Traffic / Municipal Corp. and STUs
2	Road Accident Investigation	3	11-13 Aug, 2014	IRTE	Faridabad	Transport/ Traffic
3	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989	5	18-22 Aug, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept
4	Road Safety Management	5	18-22 Aug, 2014	ESCI	Hyderabad	Transport/ Traffic / STUs and Municipal Corp.
5	High Security Registration Plate	1	20 Aug, 2014	ARAI, Pune	Kolkata	Transport Deptt
6	Fuel Efficiency in Transport Sector	1	21 Aug, 2014	PRCA, Delhi	Jammu	STUs and Tpt. Department
7	Road Safety Management	3	20-22 Aug, 2014	IRTE, Faridabad	Faridabad	Transport/ Traffic/ Municipal Corp. and STUs
8	Active Safety – Technologies & Evaluation	3	25-27 Aug, 2014	ARAI, Pune	Pune	Transport
9	High Security Registration Plate	1	1 Sept, 2014	ARAI, Pune	Chennai	Transport Deptt
10	Road Safety Management	5	01-05 Sept, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept./ Municipal Corp. and STUs
11	Gaseous Fuel Retro-fitment, OBD & Engine Technology	3	10-12 Sept, 2014	ARAI, Pune	Pune	Transport/ Traffic/ STUs
12	Fuel Efficiency in Transport Sector	1	12 Sept, 2014	PRCA, Delhi	Ghaziabad	STUs and Tpt. Department
13	High Security Registration Plate	1	15 Sept, 2014	ARAI, Pune	Ahmedabad	Transport Deptt
14	IT application in Motor Vehicle Department	5	15-19 September, 2014	CIRT, Pune	Pune	STUs and Tpt. Department
15	Road Accident Investigation	5	15-19 Sept, 2014	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
16	Planning and Design of Safe Transport Infrastructure	3	18-20 Sept, 2014	IIT, Delhi	Delhi	Transport/ Traffic / Municipal Corp. and STUs
17	Road Accident Investigation	3	22-24 Sept, 2014	IRTE, Faridabad	Faridabad	Transport/ Traffic
18	Road Traffic Management	5	22-26 Sept, 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept./ Municipal Corp. and STUs
19	Fuel Efficiency in Transport Sector	1	25 Sept, 2014	PRCA, Delhi	Dehradun	STUs and Tpt. Department
20	High Security Registration Plate	1	26 Sept, 2014	ARAI, Pune	Delhi	Transport Deptt
21	Type approval of vehicle & safety critical components	5	13-17 Oct, 2014	CIRT, Pune	Pune	Transport/ Traffic and STUs
22	Road Safety Management	3	13-15 Oct, 2014	IRTE,	Faridabad	Transport/ Traffic / STUs and Municipal Corp.
23	Central Motor Vehicle Rules Compliance of Passenger Vehicles	3	27-29 Oct, 2014	CIRT, Pune	Pune	Transport / STUs/ Traffic Police Dept
24	Road Safety Management	5	27-31 Oct, 2014	ESCI	Hyderabad	Transport/ Traffic / STUs and Municipal Corp.
25	Vehicular Emission & Control	5	27-31 October, 2014	IIP, Dehradun	Dehradun	Transport/ Traffic / STUs and Municipal Corp.
26	Road Transport Regulation and Administration	5	03-07 Nov, 2014	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
27	Inspection & Certification of Vehicles (Fitness Aspects)	3	10-12 Nov, 2014	CIRT, Pune	Pune	Transport/Traffic Police Dept
28	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
29	Vehicle compliance as per CMVR	5	17-21 Nov, 2014	CIRT, Pune	Pune	Transport/ Traffic Police

S. No.	Subject of Training Programme	Duration and Dates of Training Programmes		Name of the Institute & Venue of Training		Eligibility / Depts considered for the specific Trg.
		No. of Days	Dates	Institute	Venue	
30	In-situ training programme on "IT applications in STUs"	3	18-20 Nov, 2014	CIRT, Pune	Mysore	Transport STUs
31	Overview of Vehicle Certification for Emission and Safety	3	25-27 Nov, 2014	ARAI, Pune	Guwahati	Transport/ Traffic
32	Fuel Efficiency in Transport Sector	1	28 Nov, 2014	PCRA, Delhi	Belgaum	STUs and Tpt. Department
33	International Course on Transportation Planning and Safety	8	30 Nov -7 Dec, 2014	IIT, Delhi	Delhi	Transport/ Traffic / Municipal Corp. and STUs
34	IT application in Motor Vehicle Department	5	01-05 Dec, 2014	CIRT, Pune	Pune	Transport/ STU
35	Road Safety & Traffic Management	5	01-05 Dec, 2014	CIRT	Pune	Transport/ Traffic Police Dept/ Municipal Corp. ar STUs
36	Road Accident Investigation	5	08-12 Dec, 2014	CIRT, Pune	Pune	Transport/ Traffic
37	Vehicle compliance as per CMVR 1989	5	15-19 Dec. 2014	CIRT, Pune	Pune	Transport/ Traffic Police Dept/STUs
38	Road Accident Investigation	5	15-19 Dec, 2014	IRTE	Faridabad	Transport/ Traffic
39	Road Safety Management	3	22-24 Dec, 2014	ESCI, Hyderabad	Coimbatore	Transport/ Traffic / Municipal Corp. and STUs
40	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
41	Road Safety Management	5	19-23 Jan, 2015	ESCI, Hyderabad	Hyderabad	Transport/ Traffic / Municipal Corp. and STUs
42	Road Accident Investigation	5	27-31 Jan, 2015	ESCI, Hyderabad	Hyderabad	Transport/ Traffic
43	Vehicular Pollution	5	02-07 Feb, 2015	IIP, Dehradun	Dehradun	Transport/ Traffic / STUs
44	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
45	Technical aspects of Central Motor Vehicle Rules (CMVR) 1989	5	09-13 Feb, 2015	CIRT, Pune	Pune	Transport/ Traffic Police Dept/STUs
46	I&M Centers, planning and operation	3	09-11 Feb, 2015	ARAI, Pune	Pune	Transport/ Traffic
47	Road Accident Investigation	3	09-11 Feb, 2015	IRTE	Faridabad	Transport/ Traffic
48	Regulatory Issues in Road Safety	5	16-20 Feb, 2015	CIRT, Pune	Pune	Transport/ Traffic Police Dept. and STUs
49	Road Accident Investigation	5	23-27 Feb, 2015	IRTE	Faridabad	Transport/ Traffic
50	Fire Safety for Alternative Fuel Vehicles	3	3-5 March, 2014	ARAI, Pune	Pune	Transport/ Traffic / Municipal Corp. and STUs

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, Banglore, 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

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Immediate / By Speed Post/ Email

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

1, Parliament Street, Transport Bhavan,
New Delhi, the 3rd July, 2014

No. RT-18014/1/2014-T

To

1. The Principal Secretaries/Secretaries/Commissioners (Transport) of all States/UTs except Tamil Nadu (as per list attached)
2. The Principal Secretary (Home & Transport), Tamil Nadu
3. Director General of Police / Inspector General of Police of all States/UTs (as per list attached)
4. Municipal Commissioners of all States / UTs of capital cities (as per list attached)

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 – Reg.

Sir/Madam,

As you may be aware, this Ministry has been sponsoring various Workshop-cum-Training Programmes for State Transport/Traffic Department and Municipal Corporation Personnel during previous years. **During the year 2014-15, fifty (50) such training programmes** on various crucial issues of road safety and transport sector have been **sanctioned** which would be conducted through leading automobile institutes / educational & research institutions of Public and Private sector which include Automotive Research Association of India (ARAI), Pune, Central Institute of Road Transport (CIRT), Pune, Indian Institute of Petroleum(IIP), Dehradun and Engineering Staff College of India (ESCI), Hyderabad, Indian Institute of Technology (IIT), Delhi, Petroleum Conservation Research Association (PCRA), Delhi and Institute of Road Traffic Education (IRTE), Faridabad. Schedule of these training programmes is enclosed at **Annexure-I**.

2. Keeping in view of the very important role of officers of Transport and Traffic Department in States /UTs in good governance, the training programmes are designed in such a manner to give the participants exposure in all sphere of road transport sector and to face the emerging challenges due to rapidly increasing population of motor vehicles and also to better their performance as individual and for their respective organisations/ departments.
3. There are specific programmes for Traffic Police Department, State Transport Undertakings(STUs), Transport Department officers and Municipal Corporations. One day programmes by PCRA and ARAI are state oriented and designed for STUs / Transport Department of a particular State where the programme is proposed to be held. Two programmes are also proposed to be conducted in North East region (Shilong and Guwahati) dedicated for the North-Eastern States including Sikkim. However, if the sufficient slots remain vacant, the nomination from other States could also be considered. However, it is clarified that nomination of officers of NE States will be considered for all programmes.
4. There is **no course fee** for these training programmes. **Free lodging/boarding facility will be provided by the respective institutes for 3, 5, 8 days duration programmes.** No lodging / boarding will be arranged for one day programmes by ARAI and PCRA. **Travel and DA expenses** of the officers will have **to be met by the**

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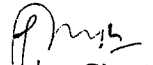
sponsoring State Government/UT Administration, STUs /Municipal Corporations.

5. You are requested to kindly **nominate at least one – two officers of your / Department/Organisation / Corporation / STU** not below the rank of Motor Vehicle Inspector (MVI)/ Motor Vehicle Sub-inspector (MVSI), Sub-inspector of Traffic Police Departments and officer of Municipal Corporations of the Equivalent level, **for each programme.** Name, designation, address, contact details (including mobile, email id. etc) of the nominated officers may be intimated directly to the nodal officers of the concerned institutes as given at Annexure-II under intimation to this Ministry. **The authority to nominate appropriate officers will rest with the concerned Department/Organisation / Corporation / STU and hence approval of Ministry of Road Transport & Highways would not be required.**

6. The nominated officers may be directed to send their tour programme to the programme director / nodal officer of the concerned institute by fax / email, well in advance to enable them to make suitable arrangements for lodging / boarding etc. These offices may also be directed to give feed back on the contents and usefulness of the training courses so that the same could be taken into account for future training programmes.

Encl: As above

Yours faithfully,


(Nandan Singh)

Director (Transport)


Tele Fax No. 011- 23736455

e-mail: nandan.singh@nic.in

Copy for information and necessary action to:

1. Shri Ashish Misra, Head Training Division Central Institute of Road Transport (CIRT), Pune-Nasik Road, Bhosari, Pune-411026. Fax 020-27125426
2. Sh. Akbar Badusha, Deputy Director & Head (Vehicle Evaluation Laboratory), Automotive Research Association of India (ARAI), 102, Vetal Hill, Paud Road, Kothrud, Pune-411 038. Fax. 020-30231104
3. Dr. Anil K. Jain, Head, HR & Training, Indian Institute of Petroleum (IIP), Hardwar Road, Mohkampur, Dehradun-248 005. Fax 0135- 2660202/2660098
4. Mrs. Geetam Tiwari, MoUD Chair Professor, Urban Transport & Traffic Planning Department, Indian Institute of Technology (IIT), Hauz Khas, New Delhi-110 016, Tele: 011-2659 1047, Fax: 011-26858703 E-mail: geetamt@gmail.com
5. Shri S. Ranga Rao, Head – CTE Division, Engineering Staff College of India (ESCI), Old Bombay Road, Gachi Bowli, Hyderabad -500 032. Fax – 040-23000336
6. Shri Abhay Bakre, Executive Director, Petroleum Conservation Research Association, Ministry of Petroleum & Natural Gas, Sanrakshan Bhawan, 10 Bhikaji Cama Place, New Delhi 110066.
7. Director , Institute of Road Traffic Education (IRTE), Aravali Hills, Surajkund Badhkal Road Sector 43, Faridabad, Haryana-121001, Tel: 0129-2989093-94, Fax 0129-2989095

Copy for information to: **Joint Secretary (UT), Ministry of Urban Development,**
Nirman Bhavan, New Delhi Tel: 23061114. Fax:23061102


(Nandan Singh)
Director (Transport)

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

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	Vehicular Emission & Control	5	27-31 October, 2014	IIP, Dehradun	Dehradun	Transport/ Traffic / STUs and Municipal Corp.
24	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
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49	Regulatory Issues in Road Safety	5	16-20 Feb, 2015	CIRT, Pune	Pune	Transport/ Traffic Pol Dept. and STUs
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Note:

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- 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**

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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 (MVSI) & 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.
