

RT-25036/10/2021-RS(195930)
Government of India
Ministry of Road Transport & Highways
(Road Safety Cell)
Transport Bhawan, 1, Parliament Street, New Delhi-110001

Dated: 15 January 2025

To,
Principal Secretary/Secretary/Commissioner
Department of Transport
All States/UTs

Sub.: Revised scheme guidelines for setting up of Institute of Driving Training & Research (IDTRs), Regional Driving Training Centres (RDTCs) and Driving Training Centres(DTCs) including cluster approach during 15th Finance Commission Cycle.

Sir,

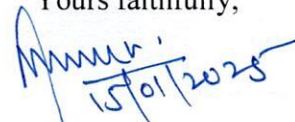
I am directed to refer to this Ministry's letter of even Number dated 22nd December, 2021 whereby Guidelines for setting up of Institute of Driving Training & Research (IDTRs), Regional Driving Training Centres (RDTCs) and Driving Training Centres(DTCs) during 15th Finance Commission Cycle were circulated.

2. The Ministry has reviewed and revised the scheme in terms of its eligibility criteria, central assistance for DTCs, Training-Testing cluster approach etc. The revised Guidelines of the scheme are attached herewith. The earlier guidelines stands replaced by the revised guidelines w.e.f. the date of issue of the revised guidelines.

3. All the States/UTs are requested to send suitable proposals for setting up of Institute of Driving Training & Research (IDTRs), Regional Driving Training Centres (RDTCs) and Driving Training Centres(DTCs) including the cluster approach according to the revised guidelines to the Ministry.

Encl: As above

Yours faithfully,



(Mirtyunjay Kumar)
Under Secretary to the Govt. of India
Tel. 011 - 23717379

Copy for information to :

- i. PSO to Secretary (RT& H)
- ii. Sr. PPS to AS(Transport)
- iii. Technical Director, NIC, MoRT&H with request to upload the scheme guidelines on the Ministry's portal.



सत्यमेव जयते

Government of India

Ministry of Road Transport & Highways

GUIDELINES

OF SCHEME FOR SETTING UP

OF

INSTITUTES OF DRIVING TRAINING AND RESEARCH (IDTRs)

REGIONAL DRIVER TRAINING CENTRE (S) - (RDTCs)

DRIVING TRAINING CENTRES-(DTCs)

DURING

15TH FINANCE COMMISSION CYCLE PERIOD

(2021-22 to 2025-26)

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BACKGROUND

1. Large numbers of road accidents are taking place on Indian roads every year resulting in the death of more than one lakh forty thousand persons. The causative analysis of various road accidents studies carried out in the past infers that majority of road accidents occur due to drivers fault. The report of year 2019 indicates that 82% of all road accidents are due to the fault of the driver. Despite having adequate provisions in C. M. V. Rules which directly as well as indirectly helps in ensuring good driving skills and knowledge of rules of road regulation among drivers, there is an urgent need to impart driving training, both theoretical and practical to the existing and aspiring drivers. Need has also been felt for setting standards and monitoring driving training and issue of Driving Licence based on an objective scientific process of testing skills. Therefore, as per provisions under the Motor Vehicles (Amendment) Act, 2019, Government of India has modified the Central Motor Vehicles Rules, 1989 vide Notification dated 7th June, 2021 to make the driving training scientific and systematic, vest the accredited Driving Training Center with certain functions like testing of aspirants for issue of driving licence and to make accredited driving Training Center a commercially viable business proposition.

2. The Government of India intends to set up more model Institutes of Driving Training and Research (IDTR) in the country during the 15th Finance Commission Cycle period. It has been decided to set up IDTR in 3-tier system. The model IDTR in tier-I shall be the model driver training institute having adequate land (10-15 acres) and shall include complete infrastructure required for a modern IDTR. In tier-II, Regional Driver Training Centre(s)- (RDTCs) are proposed to be developed across States (excluding the district in the State where IDTR is proposed or developed) preferably on land measuring minimum about 3 acres with basic support infrastructure including automated testing tracks. In tier-III, Driving Training Centre(s)-(DTCs) are proposed to be developed at district level across States (excluding the district in the State where IDTR or RDTC is proposed or developed) on land measuring minimum about 2 acres with basic support infrastructure.

3. The RDTC proposal(s) shall require sanction of respective State Government. The tier two institutes are expected to be set up and operated by the private sector on a PPP mode. During the 15th Finance Commission Cycle period, financial support will be provided for setting up of such institutes on a pilot basis.

4. The centres to be set up under this scheme shall comply the provisions under the Central Motor Vehicle Rules, 1989.

5. The centres to be set up under this Scheme will be authorised by the State Government as Accredited Driving Training Centres. A Driving Licence Aspirant on successful completion of training at such centre shall be issued certificate in Form 5B of the CMV Rules, 1989. The Holder of course completion certificate (Form5B) will be exempted from requirement of driving test.

(i) SCHEME FOR TIER-I (IDTR)

1.1 General Guidelines

- (i) The Ministry of Road Transport & Highways intends to set up IDTRs in States/UTs on the basis of one IDTR per 2.50 crore projected population. Cluster approach, which include proposals for both training and testing facilities will be given priority. For more details refer para 4.4 of this Guidelines.
- (ii) The proposal should contain categorical recommendation of the State Government or Transport Commissioner of the State. An advance copy of the proposal may be sent to the Ministry.
- (iii) Land for the Institute shall be provided free from all encumbrances and the title of the land will vest in the State Government/ Central Government. In case of lease holding, same shall be on a lease of at least 33 years. The Cost of land development and Compound Wall for IDTR/ will be borne by the State Government or the Private Developer.
- (iv) Proposals received from State Governments/ Private Developers having encroachment and encumbrance free land in their possession should be given priority in the setting up of new Institutes of Driving Training and Research (IDTR).
- (v) The proposed location for setting up of IDTR should not be more than 8-10 kms from main city/municipal limits.
- (vi) The proposal should envisage self-sufficiency in meeting the recurring expenditure as this shall not be provided by the Central Government. However, the initial grant may include a component for the consumable for the first year only.
- (vii) The grant of the Central Government shall be one time grant for the capital component of the proposal and the estimates on this account should be based on latest approved CPWD or State PWD Schedule of Rates. However, actual procurement should be made by following tender procedure to obtain most competitive price and quality products. The capital component of the proposal may include modern equipments such as innovative driving test system (IDTS) using Radio Frequency Identification (RFID) tags or video recording, simulators, computers and other modern aids. Under this head, provision for hostel facilities including fitting and furnishing can also be considered.
- (viii) The proposal should invariably contain a project appraisal report/feasibility report with reference to demand, vicinity of city, layout etc. by an independent reputed agency and comments of State Government, if any. Layout plan should be submitted for both LMV and HMV, mandatorily.
- (ix) Initially, the proposals shall be considered for the locations in/adjacent to the State Capital/Major towns. States already covered in the erstwhile Scheme will be given reduced priority during the 15th Finance Commission Cycle period except for setting up of RDTC, equipment/simulators and up-gradation **based on utilization of the existing capacity.**

- (x) A Standing Committee comprising officers from Ministry of Road Transport & Highways, CIRT Pune and experts from the field will scrutinize /recommend the setting up of IDTR and also monitor their progress of work.
- (xi) The project should be completed within 24 months from the date of release of 1st installment and submission of closure report with final Utilisation Certificate within six months of completion failing which a penalty as suitable may be imposed on the executing agencies, which may include debarring the executing agency for future projects.
- (xii) The Institutes shall submit half yearly performance report.
- (xiii) The Skill Development training under IDTR may be imparted in accordance with National Policy on Skill Development and Entrepreneurship, 2015.
- (xiv) It shall be obligatory on the part of the Institute set up from the funds of Central Government to implement the schemes run by Central Government on drivers training on the terms and conditions set out by the Central Government.
- (xv) The staff employed at the IDTR shall mandatorily have to undergo training for trainers and will be evaluated for suitability at one of the existing IDTRs designated by the Ministry.
- (xxvii) The Central Government/State Governments will make changes in the motor vehicle rules to mandate driving training for certain categories of drivers, for renewal of LMV/ 2 wheeler / heavy motor vehicle driving licence and vest the institutes with certain functions like testing of aspirants for issue of driving licence.
- (xxviii) The training courses would be compliant with the National Skill Qualification Framework (NSQF).
- (xxix) Annual audit of the Institutes by the State to verify the utilisation shall be mandatory.
- (xxx) The proposal for setting up of IDTR should invariably contain provisions of Automated driving test tracks.
- (xxxi) CIRT, Pune will play role of monitoring agency under the scheme to provide Technical and handholding support for IDTR and RDTC projects under the Scheme. However, States/UTs shall have option to choose services of any IIT or NIT, state Government Engineering College or any competent Technical agency for Technical and handholding support for IDTR and or RDTC projects under the scheme in place of CIRT, Pune.

1.2 Who Can Send the Proposal?

- i) State Government, and/or
- ii) Any other agencies such as State Transport Undertakings, Transport Companies/ Associations, NGOs, Private Party/Automobile Associations/Vehicle Manufacturers' Association/Autonomous Body/Private Vehicle Manufacturers authorized and recommended by the State Governments, in collaboration with the Government.
- iii) However, the Central Government shall give preference to those States/UTs, which make provisions in the motor vehicle rules to mandate driving training for

certain categories and also vest in the IDTR the power to licence, monitor, categorize and audit the other driving training schools in the state. In order to facilitate the setting up of IDTRs in a time bound manner, the Central Government shall give preference to those States / UTs whose nodal agency, as approved by the respective State Government submits proposal for setting up IDTR in joint venture with Vehicle manufacturers.

1.2.1 Criteria of the Eligibility for Agencies other than State Government for Collaboration

- (i) Must be registered with the appropriate legal authority.
- (ii) Must have a clean record since inception.
- (iii) Must have an annual financial turnover of the NGO should be above ₹ 1.00 Crore.
- (iv) Should have experience of minimum of 3 years in the field of Road Safety.

1.3 Infrastructure Requirements

A minimum of 10-15 acres of land would be required to set up an IDTR with various infrastructure facilities such as class rooms with teaching aids like T.V. and DVD, computers and Multimedia Projector for handling theory classes on Traffic Rules and Regulations, Driving Procedures, Vehicle Mechanism, Public Relations and First Aid. latest and future technologies for the purpose of teaching such as online tutoring, extensive interactive simulation, interactive screen and touch terminals etc. shall be adopted as teaching aids.

To display cut section models of various working systems of an automobile, including failed components as well as static models on driving procedures, a separate driving lab is also required.

Testing equipments to test physical ability of drivers including eye vision, Driving Simulator, and a comprehensive driving range with various types of manoeuvres to impart off-road driving practice in basic driving procedures and driving practice in skill development, including installation of Sensor/RFID/Video Analytics based IDTS are required. An indicative layout of Driving Range and various facilities provided in the Driving Range for skill development practice is placed at **Annexure – I (E)**. However the actual layout will depend on topography of the land. All the dimensions should comply with Motor Vehicle Act, 1988 and IRC specifications.

The other infrastructure such as workshop shed for maintenance and repair of training vehicles, canteen and Hostel facilities are also to be provided in the Institute itself. The details of the infrastructure requirement are given in the **Annexure-I (E)**.

1.4 Financial Implications

Capital investment

The Central Government may provide 100% of the capital investment subject to maximum of ₹ 17.25 Crore (all inclusive) as per following tentative break up:

- i) Civil Construction: ₹ 12.50 Crore
- ii) Office & Workshop equipment,
Hardware and software for Automation
of driving test tracks (HMV and LMV) ₹ 2.75 Crore
- iii) Vehicles and Simulators: ₹ 2.00 crore

If size of the project is more than ₹ 17.25 Crore (all inclusive), the excess amount will be borne either by the State Government or Private Developer. The land should be provided by the State Government free of cost or at a subsidized price, if it is not possible to provide it free of cost. The Automation of driving test tracks (HMV and LMV) shall atleast meet the minimum requirement stipulated for an accredited driving training Centre under the CMV Rules 1989.

Funds shall be released as per the progress report, UC and recommendation of the monitoring agency, engaged for appraising the progress and recommendation for next installment based on the following milestones:-

Sl. No.	Milestone	Amount to be released
1.	Mobilization advance: On receipt of MoU with the ppp partner, local clearances for the project, formation of society, hypothecation of land (If applicable), arrangement of funds to the society for land development and compound wall by the State/private partner	20% of the project cost
2.	After land development, construction of the compound wall, 30% construction of Training Centre, Test track and other amenities	30% of the project cost
3.	After 75% construction of Training Centre, test track and other amenities	35% of the project cost
4.	After recommendation of the closure of the project by the monitoring agency :	15% of the project cost
Total		100%

In addition, the monitoring agency will be paid ₹ 10 lakh for technical and handholding support and monitoring of the project. It will also be released in instalments at the time of release of project cost in similar instalments.

Further, in respect of IDTR projects sanctioned on the land owned by the private partner, the fund for a sanctioned proposal under the scheme will be made available, as per the prescribed installments, by the Centre Government to the concerned Transport Commissioner to the Central Nodal Account (CNA). Transport Commissioner will authorize the Private Partner to utilize the funds from the CNA Account for the sanctioned proposal through its Zero Balance Subsidiary account within the limit sanctioned by the Ministry of Road Transport & Highways.

PFMS shall be used for expenditure on the project under the scheme.

1.5 Management of IDTR

For overseeing the construction and operation of the IDTR, a society shall be formed. The society will comprise of the representatives of Ministry of Road Transport, Govt. of India, State Government and Private partners. A format for registration of Society is given at Annexure-I(G).

1.6 Responsibilities of Central, State Govt. and Private Partner Responsibilities

The parties involved in the establishment and management of IDTR are the Central Government, State Government and Private Partner. The responsibilities of the individual parties are given below:-

1.6.1 Central Government

- Fund the setting up of IDTR subject to maximum up to ₹ 17.25 Crore (all inclusive).
- If required, necessary amendments will be incorporated in CMV to make project viable.
- A mechanism for grievance redressal shall also be institutionalized under the chairpersonship of Joint Secretary, MoRTH for handling grievances wherein intervention of MORTH is required.
- Encourage OEMs to sponsor vehicles and cut section model (rejected /testing vehicles) to these institutes
- Support in procurements training and testing equipments from the national/ international manufactures at a subsidized rate.

1.6.2 State Government shall

- ensure execution of the IDTR projects by following the norms in the stipulated time periods.
- ensure effective utilization of the infrastructure being set up in the IDTR through legislative provisions.

- ensure legislation provisions to ensure that the IDTR projects are commercially viable by ensuring minimum guaranteed number of people get trained and certified through the centre.
- arrangement of annual performance audit and inspection of IDTR on regular intervals.
- identify and allot requisite land of about 10-15 acres for setting up the institute free of cost.
- recognise the IDTR as an accredited establishment under the Motor Vehicles Act, 1988 and the CMV Rules, 1989 for the purposes of exemption from driving licence testing requirement at the time of applying for driving license of the successfully passed driving licence aspirants at these IDTRs as per provisions under the CMV Rule, 1989. The accreditation shall be granted to the IDTR within the stipulated period of 60 days from date of receipt of such application in Form 12A of the CMV Rules, 1989.
- incorporate necessary amendments in MVR of the state to make project viable. Government should make it mandatory to issue all the new licenses and renewal only through the IDTR and RDTC and also ask all PSU's and Government organization to recruit drivers and train them through the system.
- All educational institutions should participate for regular programs on road safety conducted by the institute.
- Bear any expenditure in excess of the stipulated grant in association with the private partner.

1.6.3 Private Partner

- Play the lead role in the establishment and management of the IDTR.
- Sponsor the vehicles, training aggregates and teaching aids in the IDTR.
- Assist the Government in relation to various processes related to setting up and managing operations of training and training centres professionally, motor driving training, imparting technical assistance and skills in the said profession for maintenance of vehicles.
- Provide support in the form of designing course content, curriculum, technical assistance, guidance, vehicles and equipments required for training, know-how and services, training aggregates, training materials including vehicles manuals and teaching aids for driver training.
- Provide employment opportunities to the deserving qualified and trained drivers at the IDTR through their business processes.
- Impart free training to the instructors of the IDTR on a regular basis regarding the latest vehicle technologies.
- To bring in professionalism in the area of driver training.
- Design, develop and operate the institute on time line stipulated by the government.
- Bring in new technology and modern tools and process run the institute as a self-sustainable mode.
- Complete Administration and run the institute under the guidelines of the government.

- Submit periodical progressive reports to the government.
- Install audit and review mechanism for annual audit & quality assurance.
- Bear any expenditure in excess of the stipulated grant in association with the State Government.

1.7 More details of a Standard IDTR are given at **Annexure-I (A)**. A check list of IDTR is Given at Annexure I(H).

DETAILS OF A STANDARD INSTITUTE OF DRIVING TRAINING & RESEARCH (IDTR)

1.7.1 Introduction

A good “Driver Training Institute” is aimed to develop right attitudes towards driving responsibilities, instills understanding of Traffic Regulations and creates good driving habits. By merely listening or reading, the driving skills cannot be acquired. The skills have to be learned by each individual’s own practice. Haphazard learning never promises a high grade of skills. If young drivers are systematically trained, they can correct their mistakes and help reduce accidents. If the Drivers are not trained well, ultimately the general public will be endangered by their mistakes. Sound Driver Education and training produce good results. A properly trained generation of new Drivers would bring down the rate of accidents considerably in future.

With advancement of technology, not only has the condition of the roads improved, but there has been an induction of new types of vehicles with better and larger load carrying capacity. Besides, much more advanced signaling systems have been introduced in the metropolitan and other major cities. In spite of these advancements, India is ranked today amongst the topmost countries having the maximum number of road accidents and also road accident deaths. The large number of road accidents all the more demands upon the better skills of the drivers so that safety of both man and machine is maintained on the roads. In order to cope up with such demanding circumstances, a technologically advanced “Institute of Driving Training and Research (IDTR)” is all the more necessary to cater to the growing number of drivers, as the number of vehicles on Indian roads are increasing manifold. The proposed “IDTR” with ultra-modern facilities like IDTS, simulators etc. would definitely go a long way in educating the drivers of various categories in order that safety on the roads may be achieved. In order to train a good driver, it is all the more important to breed a capable trainer or instructor. The “IDTR” would, therefore, aim to churn out not only good quality drivers but also excellent Training Instructors.

1.7.2 Objectives

- To conduct training course for trainers or training instructors.
- To conduct induction training course in driving of Heavy Motor Vehicles.
- To conduct induction training course in driving of Light Motor Vehicles.
- To conduct refresher and orientation training courses for the drivers who are in service.
- To conduct training course for the drivers who carry dangerous/hazardous goods including random periodic evaluation.
- Periodic training and evaluation of drivers of state transport undertakings.
- Testing of aspiring drivers for issue of driving licence.

- To organize road safety awareness campaigns for schools children and other vulnerable groups
- To carry out accreditation, monitoring and audit of RDTCs in the allocated region.
- To carry out accident investigation in the state.
- To carry out research on behavioral/attitudinal changes required to be brought out in the drivers.

1.7.3 Training Schemes

1.7.3.1 Training Course for Trainers

While the training of drivers is paramount the need for improving the standard of Driver Training Instructors is of utmost importance as they are responsible for the better breed of drivers, by inculcating in them better road sense and skills. These Driver Training Instructors may be imparted training in the institutes like CIRT and other testing agencies in the country. For meeting the expenditure for such training, 1% of total approved amount may be earmarked for such purpose.

Rule 24 of the C. M. V. Rules 1989 provides for establishing Driving Schools and Establishments for which an application shall be made to the licensing authority. The licensing authority while considering the application for grant or renewal of license, amongst other things consider, as per Rule 24(3)(viii) of the C. M. V. Rules, 1989, the following minimum qualifications prescribed for Driving Instructor who is engaged for imparting driving instructions in the driving school.

- a minimum educational qualification to be passed in the 12th standard with a recognized Board or Institution,
- a minimum driving experience of five years in addition to a certificate in a course in motor mechanics or any other higher qualification in mechanical engineering from an institution established by the Central or a State Government or from an institution recognized by the Board of Technical Education of a State Government,
- thorough knowledge of traffic sign specified in the Schedule to the Act and the regulations made under section 118,
- ability to demonstrate and to explain the functions of different components, parts of the vehicles,
- ability to demonstrate usage of simulators and different modes of driving;
- adequate knowledge of English or the regional language of the region in which the school or establishment is situated:

Provided that any person who has served as an instructor for a period of not less than five years immediately before the commencement of these rules, is exempted from the requirements of this sub-clause.

For a trainer to achieve proficiency in training, he should be thoroughly trained in a proper manner so as to enable him to handle theory classes and practical sessions systematically. The above mentioned qualifications as per the CMV Rules, may not solely be enough to make him competent enough to impart both theoretical and practical instructions during the course of the driver training. The Driving Instructor is mainly entrusted with the following responsibilities:

- Imparting training to the trainees in the vehicle i.e. the proper use of the controls etc.
- Handling theory classes in different subjects
- To oversee and supervise the driving performance of trainees with reference to fuel conservation as well as safe driving.
- To evaluate the performance of the trainees.
- Good personal conduct & ethical business dealing.
- Keeping himself updated on statistics and data related to the subject. Be updated on changes in any laws, rules and regulations pertaining to road safety.

This being a primary task, a specialized training programme for trainers (Driving Instructors) may be conducted in the Training Institute. The State Governments may be asked to get the private driver training schools registered / issued licence only with a condition that it would be mandatory for the trainers in the training schools to pass out as trainers from the IDTR/RTDC, by making suitable amendments, if need be, in the C. M. V. Rules. The registration of the driver training schools should be made subject to the condition that the instructors of the driver training school should successfully complete the course from the said institute. Existing schools should have to send their instructors for the training programme and the licence should get revalidated only after the revised conditions in this regard are met.

The State Police Departments and the State Transport Undertakings can also train their own trainers in order that the bulk of the force, which is deployed as drivers, could be further trained in their respective training institutes besides using the model driver training schools for training also.

The details of the scheme for imparting training course for trainers is detailed in the **Annexure - I (B)**.

1.7.3.2 Induction Training Course in Heavy Motor Vehicle Driving

Generally, the drivers of Heavy Motor Vehicles come from cleaner stage having lack of knowledge in Traffic Rules & Regulations, driving skills and maintenance of vehicle and also carry all types of bad driving habits. This leads to the growth of road accident rate year by year. To overcome this, it is necessary to train heavy vehicle

drivers in a systematic manner on scientific lines by selecting the candidates who complete one year in Light Motor Vehicle Driving Licence.

As per the Rule 31(3) and 31(4) of Central Motor Vehicles Rules, 1989 the training period for Transport Vehicles shall not be less than 30 days and Driving Hours shall not be less than 15 Hours.

Theoretical training should be made mandatory for HMTV learners and must have a lot of focus on controlling road rage, good road user attitude and behavior, stress management, tips to overcome physical and mental fatigue, socially relevant topics such as AIDS, alcoholism & tobacco consumption, besides topics related to driving a heavy vehicle and traffic education. It is proposed that practical training be for 22 hours and theory for 16 hours since such trainees are people who have first held the LMV licence for a period of minimum one year. Hence they have road sense and confidence to drive in traffic. They would have also undergone theory lessons earlier. This training should span over 30-45 days.

The details of the scheme for imparting training in heavy motor vehicle driving is detailed in the **Annexure-I (C)**.

1.7.3.3 Induction Training Course in Light Motor Vehicle Driving

The Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989 are applicable to all classes of road users. Most important are the pre-cautions and procedures laid down in the Driving Regulations in Section 118 of Motor Vehicles Act, 1988 which must be followed by all road users especially new road signs. Hence, the LMV drivers also be trained like heavy vehicle drivers in a systematic manner so as to improve the road safety.

As per the Rule 31 (2) and 31 (4) of Central Motor Vehicles Rules, 1989, the training period for non-transport vehicles shall not be less than 21 days and driving hours shall not be less than 10 hours.

Moreover, as per the Rule 15 of C. M. V. Rules, 1989, “No person shall appear for the test of competence to drive unless he has held a learner’s licence for a period of at least 30 days”.

In view of the above, the training course period for a Light Motor Vehicle training period has been prescribed as one month duration.

In one month duration, it is proposed to give 21 hrs. of steering practice and 7-10 hrs of theory classes for each trainee based on the syllabus prescribed for Light Motor Vehicle Driving in the Rule 31(2) of C.M.V. Rules, 1989.

The details of the scheme for imparting training in LMV driving is detailed in the **Annexure – I (D)**.

1.7.3.4 Refresher & orientation capsule course for drivers who are in service

Refresher/Orientation training courses for short duration of 2-3 days may also be conducted periodically in the Training Institute for the drivers who are in service not only in State Road Transport Undertakings but also in Private Sector as well as Public Sector Undertakings including Tank/Truck Drivers to inculcate a sense of responsibility on road safety. The State Police and the para-military personnel can also be included in the training schedule. The courses may be conducted on the following topics by inviting Experts in the appropriate field.

- Behavioural Practices & stress management
- Defensive Driving Techniques
- Traffic Rules and Regulations
- Emergency handling techniques
- Maintenance & fuel conservation
- Pollution and environment
- Case studies on accidents to analyse the cause of accident, who was at fault and how it could have been averted
- Training Course on Safety Clinic for Accident Prone Drivers

A practical skill test and theoretical behavioural analysis test to be conducted for such drivers to understand and analyse their improvement areas and give special focus on those areas during the course of training. Simulators should be used to train & assess such drivers in particular.

1.7.3.5 Recurring expenditure

The total recurring expenditure shall be borne by the Institute from the resources it would generate by way of fees or other allied activities of IDTR.

However, the State Government could also consider providing grants till such time the Institute becomes self-sustaining. Further in order that the curriculum offered by the Institute for training is made popular, the fees could also be subsidized initially. Grants may however be given for specific courses for the underprivileged and drivers of the unorganized sectors by the Central Government/State Government.

1.7.4 Driver Training Simulators and Automated Driving testing Track

To initiate driving in a safe and comfortable environment, to impart Driver Training in a scientific manner and to evaluate trainees' driving performance at the end of the training

course without bias and to test the skills of drivers based on one's reactions under various traffic and roadway conditions, driver training simulators will be provided in the IDTR.

1.7.5 Conclusions

- i) The capacity of IDTR may be targeted to train approx. 20,000 (twenty thousand) drivers in refresher and around 2,000 (two thousand) in various categories of learners per annum.
- ii) The annual turn out may be increased in a phased manner depending upon the augmentation of infrastructural facilities.
- iii) The IDTR may also be utilized by the Transport Authorities/State Transport Undertakings/Police/Other government or private organizations to test the driving abilities of the candidates from public who appear for M.V.I's/ Driver Test for driving licence. It could also be made mandatory for drivers to have been trained in the Institute for applying for Government jobs.
- iv) All Central and State Government institutions in a particular State could be asked to make it mandatory to send their drivers for refresher courses periodically.
- v) In addition, the IDTR shall periodically carry out third-party audit of operational RDTCs to ensure that they do not violate the prescribed norms.
- vi) The Central Government may also make it mandatory for driving license for transport vehicles to be issued as well as renewed only on production of driving certificate from IDTRs.
- vii) The periodic accreditation of private driving schools for granting license will be taken up by the IDTR.

SCHEME FOR TRAINING COURSE FOR TRAINERS

i) MINIMUM STANDARDS REQUIRED FOR TRAINEES:

The minimum requirements for the trainees to undergo the “Training Course for Trainers” course is given as below:

Education	:	a pass in 12 th standard, preferably Graduates.
Driving Experience	:	Not less than 5 years
Category of Licence	:	Min LMVC for eligibility as Car Driving Instructor Min HMTV for LMVC & HMTV Driving Instructor
Certificate	:	a certificate in motor mechanic course or higher
Knowledge	:	Thorough knowledge in road traffic rules and regulations
Language	:	English and or regional language

ii) COURSE DURATION : **Car Driving Instructor Course. Duration 80 hrs spread over 12 weeks. Max batch size 25.**

Course comprising of:

- 30 hrs theory
- 25 hrs Simulator /pract/ evaluation/
training in groups of 4
- And 25 hrs on the job Training.

LMVC Driving Instructor Advanced course. Duration 40 hrs. spread over 6-10 days. Max batch size 25.

Course comprising of:

- 14 hrs theory
- 13 hrs Simulator /pract/ evaluation/
training in groups of 4
- And 13 hrs on the job Training.

HMTV Driving Instructor Specialisation Course. Duration 40 hrs spread over 6-10 days. Max batch size 25.

Course comprising of:

- 10 hrs theory
- 15 hrs Simulator/pract/ evaluation/
training in groups of 4
- And 15 hrs on the job Training.

iii) COURSE CONTENTS FOR CAR DRIVING INSTRUCTOR COURSE:

<u>Theory</u>		<u>Practice Session</u>	
<u>Topic</u>	<u>No. of Hrs.</u>	<u>Topic</u>	<u>No. of Hrs.</u>
Driving Theory	- 4	Simulator Training	5
Traffic Education	- 4	(initiation, rain, fog, hill, night, city roads)	
Skill Driving Practice	- 3		
		(in Driving Range)	
Vehicle Mechanism Theory	- 3	Driving Practice in Rural and Highway Roads	2
Instructional Techniques, Human Relations, Public Relations, Aids Awareness First Aid Film Show	7	Vehicle Mechanism practicals	2
Communication Skills & Presentation Techniques Introduction and ice breakers	3	Driving Practice in City Roads (in Dense and Lane Traffic)	2
Level of Instruction Planning, Control of lesson Using Question and answer technique Feedback and encouragement	3	Vision Test - Theory Test & Driving Skill Test	2
Identifying type of trainee Fault Identification Fault Analysis Remedial Action Use of controls by Instructors Handling slow learners Handling problem participants	3	To observe- Instructors in classroom	2
Conducting test and evaluation Attaining uniformity in marking	3	To assist- Instructors in classroom Training	2
		To observe & assist- Instructors in Practical Training	3
		To observe & assist- Instructors conducting evaluation	2
Total :	30		25
On the job Training: Independently Conducting various modules of Theory, Practical Training and Conducting Test and Evaluation		25 hrs.	

iii b) COURSE CONTENTS FOR LMVC DRIVING INSTRUCTOR COURSE:

<u>Theory</u>		<u>Practice Session</u>	
<u>Topic</u>	<u>No. of Hrs.</u>	<u>Topic</u>	<u>No. of Hrs.</u>
Driving Theory	2	Simulator Training (rain, fog, hill, night, city roads)	3
Traffic Education (specific rules & laws for commercial vehicles)	2	Skill Driving Practice (in Driving Range)	3
Vehicle Mechanism Theory for LMVC	2	Driving Practice in Rural and Highway Roads	2
Vehicle maintenance Pollution & Environment	2	Driving Practice in City Roads (in Dense and Lane Traffic)	2
AIDS Awareness First Aid Alcohol & Tobacco	2	Vision Test, Theory Test & Driving Skill Test	2
Journey as an Instructor Types of Trainees Handling problem participants & slow learners, assessment of Trainee progress	2	To observe & assist Instructors conducting evaluation	1
Facilitating interaction and communication	1		
Conducting test and evaluation	1		
Total Hrs.:	14		13

On the Job Training: Independently Conducting various modules of Theory, Practical Training and Conducting Test and Evaluation - 13 hrs.

iii c) COURSE CONTENTS FOR HMV DRIVING INSTRUCTOR COURSE:

<u>Theory</u>		<u>Practice Session</u>	
<u>Topic</u>	<u>No. of Hrs.</u>	<u>Topic</u>	<u>No. of Hrs.</u>
Driving Theory & Traffic Education	2	Simulator Training (rain, fog, hill, night, city roads)	3
Working principle of systems	1	Skill Driving Practice (in Driving Range)	3
Law and driving	1	Driving Practice in Rural and Highway Roads	2
Highway hypnosis	1	Reversing, parking	1
Highway etiquette			
Depth perception			
Vehicle maintenance	2	Uphill & downhill driving	1
Pollution & Environment			
Teaching methodologies	2	Driving Practice in City Roads (in Dense and Lane Traffic)	2
A model Instructor			
Conducting test and evaluation	1	Vision Test, Theory Test & Driving Skill Test	2
		To observe & assist Instructors conducting evaluation	1
Total Hrs.:	----- 10 ----		----- 15 ----

On the Job Training: Independently Conducting various modules of Theory, Practical Training and Conducting Test and Evaluation - 15 hrs.

The above requirements would not be applicable for trainers / instructors who are being deputed for training from State Transport Undertakings, Police Departments and other Government Departments. The qualifications for these sponsored trainers would be as per the qualifications laid down by their respective Departments.

iv) EVALUATION: At the end of the training course, the trainees may be evaluated in theory portions and in driving skills and on instructional abilities.

v) CERTIFICATE: A certificate also may be awarded who successfully completes the Training Course. The minimum pass percentage for Instructors is 85%.

ANNEXURE-I (C)

SCHEME FOR INDUCTION TRAINING COURSE IN HEAVY MOTOR VEHICLE DRIVING

i) MINIMUM STANDARDS REQUIRED FOR TRAINEES:

The minimum requirements for the trainees to undergo Heavy Vehicle Driver Training are given as below :

Education	:	Fluent in reading and writing in Regional Language.
Driving License	:	1 year completed in Light Motor Vehicle Driving.
Physical Condition	:	Good vision and free from other Physical disabilities.

ii) COURSE DURATION : 38 Hrs spread over 6 Weeks
(16 hrs theory & 22 hrs driving practice)

iii) SYLLABUS:

The syllabus as prescribed in Rule 31(3) of Central Motor Vehicles rules, 1989 for Heavy Motor Vehicles (the lessons cover parts E, F, G, H, I, J & K) may be followed.

Further, syllabus as prescribed in Rule 31J(1)C for Refresher/Orientation Courses of short duration of 2-3 days may be followed.

iv) COURSE CONTENTS:

Theory – 16 hours

Theory Topics	Hours
Driving Theory	2
Traffic Education	2
Vehicle Mechanism Theory	2
Vehicle Maintenance & Repair	1
Public Relation	1
First Aid & Human Psychology	1
Road Rage & Stress Management	2
Cause & Type of Accidents, Driver's Responsibility in the event of Accident	2
AIDS awareness; Tobacco & Alcohol	1
Pollution and Environment	1

Driving Fuel Efficiency	1
<u>Practical - 22 hours</u>	
Topic	Hours
Basic Driving Practice (in Driving Range)	2
Skill Driving Practice (in Driving Range)	4
Driving Practice in Rural and Highway Roads	4
Driving Practice in City Roads (in Dense and Lane Traffic)	3
Uphill & Downhill Driving	2
Reversing, Parking	2
Simulator Training (initiation, rain, fog, night , hilly terrain etc.)	3
Driving Fuel Efficiency	1
Theory Test & Evaluation	2

v) **EVALUATION:**

Theory test to be conducted from a large question bank of min 1000 questions covering all aspects of vehicle and road safety. Question paper to be randomly generated through a pseudorandom software. Each topic to be assigned a certain weightage for the no of questions to be picked up. Question paper of 40 Questions. Minimum pass percentage for theory is 60%.

Practical test to be conducted on a pre-identified checksheet covering all parameters and aspects of driving. Minimum score required to pass the practical test is 60 out of a max of 100. Those committing a serious or dangerous fault would be disqualified irrespective of the total score.

vi) **Eligibility to Write Examination:**

A minimum of 85% attendance is required.

vii) **Extension of Training:**

For shortage of attendance or failure in Driving Practice, the training period will be extended in terms of hrs depending upon the candidates requirement by collecting additional fee.

viii) **Failure in Examination:**

If anybody fails in any theory paper or driving practice, the candidate has to re-appear for the Examination.

ix) Test: The Trainees those who passed the driving Performance Test called Internal Trade Test conducted by the Institute will only be sent to Motor Vehicle Inspector's Test for Heavy Vehicle Driving Licence Endorsement.

x) Certificate: After passing in all Theory papers and Motor Vehicle Inspector's Test, the Proficiency Test Certificate will be issued to the candidates.

ANNEXURE-I (D)
SCHEME FOR INDUCTION TRAINING COURSE IN
LIGHT MOTOR VEHICLE DRIVING

i) **MINIMUM STANDARDS REQUIRED FOR TRAINEES:**

The minimum requirements for the trainees to undergo Light Motor Vehicle Driving Training are given as below:

Education : Fluent in reading and writing in Regional Language

Physical Condition : Good vision and free from other Physical disabilities.

ii) **COURSE DURATION** : 29 Hrs spread over 4 weeks
(8 hrs theory & 21 hrs driving practice)

iii) **SYLLABUS** : The syllabus as prescribed in Rule 31 (2) of Central Motor Vehicles Rules, 1989 for Light Motor Vehicles (the lessons cover parts A, B, C, F, G & K) may be followed.

iv) **COURSE CONTENTS :**

Theory - 8 hours

Theory Topics	Hours
Driving Theory;	1
Traffic Education;	2
Basic Vehicle Mechanism Theory Demo;	1
Public Relations & First Aid;	1
Road Etiquette & Mannerism Road Rage;	1
Causes of Accidents & Case Studies;	1
Driving Fuel Efficiency.	1

Practical - 21 hours

Topic	Hours
Basic Driving Practice (in Driving Range);	2
Skill Driving Practice (in Driving Range);	2
Driving Practice in Rural and Highway Roads;	2
Driving Practice in City Roads (in Dense and Lane Traffic);	4
Uphill & Downhill Driving;	2
Reversing, Parking;	2
Simulator Training (initiation, rain, fog, night);	4
Driving Fuel Efficiency;	1
Test & Evaluation.	2

Classroom training through interactive sessions supported with films, graphics and animations, of duration 8 hrs., covering all topics listed above. Practical training for 21 hrs

to be given as per a structured Driving Training manual outlining the coverage for each session. Progress of trainee to be recorded and appraised after each session.

v) EVALUATION:

At the end of the Training Course, the trainees are evaluated in Theory as well as in Driving Practice. Theory test to be conducted from a large question bank of questions picked up randomly through a pseudorandom software. Question paper of 40 questions with pre-assigned weightages to different topics.

vi) ELIGIBILITY TO WRITE EXAMINATIONS:

A minimum of 85% attendance is required.

x) EXTENSION OF TRAINING:

For shortage of attendance or failure in Driving Practice, the training period may be extended as per requirement.

x) FAILURE IN EXAMINATION:

If anybody fails in any theory paper or driving practice, the candidate has to re-appear.

x) TEST:

The minimum score required to pass the test is 60% in theory as well as practical test. The Trainees who passed the Driving Performance Test called Internal Trade Test conducted by the Institute will only be sent to Motor Vehicle Inspector's Test for Light Motor Vehicle Driving Licence Endorsement.

x) CERTIFICATE:

After passing in all Theory papers and Motor Vehicle Inspector's Test, the Proficiency Test Certificate may be issued to the candidates.

ANNEXURE – I (E)

DETAILS OF INFRASTRUCTURE REQUIREMENT

i). Land:

To establish a full-fledged driving center with various infrastructure facilities such as class rooms, office room, workshop, driving laboratory, hostels, canteen and driving range, a minimum of 10 to 15 acres of land is required.

ii). Buildings:

a) Class Rooms:

For handling theory classes, 5 class rooms of size each 8 m x 8 m are required in which 3 class room will be utilized for Heavy vehicle driver trainees, one will be utilized for light vehicle driver trainees and another one will be utilized for conducting refresher and special training courses for the drivers who are in service including the drivers who carry hazardous/dangerous goods.

b) Office and Staff Rooms:

Three more rooms of size each 8 m x 8 m are required for the use of office and staff.

c) Driving Laboratory:

One hall of size 25 m x 8 m is required to display various systems and cut section models of vehicle and to display models about various driving procedures.

d) Workshop:

One shed of size 20 m x 12 m with A.C. sheet roof is also required to carryout day to day repair works and maintenance of the training vehicles.

e) Canteen:

For the benefit of trainees, canteen facilities are also proposed to be provided in a separate building of size 36 m x 8 m including recreation with necessary furniture and fittings.

(f) Hostels:

For the benefit of the trainees, hostel facilities also may be provided within the Training Institute campus including recreation facilities. To accommodate about 75 candidates at a time, a minimum one Hostel Block of size 46 m x 6 m with 8 rooms of size each 5 m x 4 m may be constructed.

iii). Furniture and Fittings:

For trainees: For each trainee a chair-cum-writing pad may be provided in the class rooms. To handle classes at a time for 35 heavy vehicle driver trainees, 15 light vehicle driver

trainees and about 40 drivers of refresher and special training courses, 160 nos. of chair-cum-writing desk along with fittings may be provided.

ii) For staff: For office and staff also necessary furniture and fittings may be provided.

iv). Vehicles:

To start with, it is proposed to train about 20,000 (twenty thousand) drivers in the refresher category and 2,000 (two thousand) in the learners category every year. Requisite vehicles in each category may accordingly be purchased. Accordingly, requisite vehicles in each category, atleast as per the detailed below, may be purchased:

o LMV – 2 Nos.

▪ LMV refers to vehicles that are designed primarily for passenger transport and have a maximum gross vehicle weight (GVW) of up to 3.5 tons. This category includes most cars and small vans. LMVs are generally used for personal transportation and light commercial purposes.

o SUV – 1 Nos.

▪ Means a motor vehicle used for the carriage of passengers, comprising not more than eight seats in addition to the driver's seat.

o LCV – 1 Nos.

▪ Means a Trailer used for carriage of goods and having a Gross vehicle Weight not exceeding 7.5 tons.

o MCV - 1 Nos.

▪ MCV refers to vehicles that are designed for transporting goods or passengers and have a maximum gross vehicle weight (GVW) exceeding 7.5 tons but not exceeding 12 Tons.

o HMV - 1 Nos.

HMV refers to vehicles that are designed for transporting goods or passengers and have a maximum gross vehicle weight (GVW) exceeding 12 tons. This category includes trucks, buses, and larger vans. HMVs are typically used for commercial purposes, including freight transport and public transportation.

v). Teaching and Training Equipments:

a) Working Models of various systems of an Automobile:

- Cooling System

- Transmission System
- Fuel system
- Electrical system

b) Cut Section Models:

Working Models

- Petrol Engine (4 Cylinder)
- Diesel Engine (4 Cylinder)
- Diesel Engine (6 Cylinder)
- Rear Axle Assembly

Non-Working Models

- Front axle with Pull & Push Rod and Tie rod Assembly
- Gear Box Assembly
- Steering Box Assembly
 - Brake Chamber
 - E-1 Brake Valve
 - Air Filter
 - Unloader Valve

c) Failed Components:

- | | |
|-------------------------|---------------------------|
| - Clutch cover Assembly | - Axle Shaft |
| - Clutch Disc | - Crown wheel with pinion |
| - Gear Box Gears: | - Starter Motor |
| Top Gear Shaft | - Alternator |
| Main Shaft | |
| Counter Gear | |

d) Static Models in Driving Procedures:

With the help of the Vehicle Toys the following driving procedures may also be displayed :

- MSM & PSL Safety Routines
- IPDE Principle
- Stopping Distance
- Following Distance
- Curve Handling

e) Traffic Sign Boards

f) Over head Projector

g) Slide Projector

hi) TV & VCR/VCD

i) Multimedia Projector

j) Magnetic Board

xi) Transparency sheets

xii) 16 mm Slides

xiii) VHS

xiv) VCDs

vi). Workshop Equipments:

To carry out day-to-day repairs and maintenance of vehicles, complete set of tools and other accessories such as air compressor, puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge, trolley jack, grease gun, spanners (a set each of fix spanners, box

spanners, pliers, screw drivers, screw spanners and hammer), battery charger, a fully equipped first aid box are required for workshop for use in emergency.

vii). Testing equipments:

To check the physical abilities of the drivers including vision test, the following testing equipments are also proposed to provide in the Driver Training Institute.

Vision drum placed 20 ft / 6 mts. from the person.

Trial set with frame

Ishihara chart (for colour vision testing)

Near vision chart

Weighing machine

Height meter (for measuring height)

viii). **Office Equipments:** Xerox Machine, fax machine, lamination machine, EPABX & telephone instruments, modem, internet connection and Computers with accessories.

ix). **Library:** One Library may also be established for the benefit of the trainees covering books on traffic rules and regulations, driving procedures, vehicle maintenance and repairs.

x). **Driver Training Simulator:-** To initiate driving in a safe and comfortable environment, to impart Driver Training in a scientific manner and to evaluate trainees' driving performance at the end of the training course without bias and to test the skills of drivers based on one's reactions under various traffic and roadway conditions, driver training simulators must be provided in the Training Institute, atleast as per the following details : –

- 1 LMV Simulator – Static or Dynamic
- 1 HMV Simulator - Static or Dynamic (Motion Based)

xi). **Driving Range:** A Driving Range is also proposed to formulate by incorporating different types of manoeuvres to impart off-road driving practice so as to learn basic driving procedures and practice driving skills in various situations. The details of roads proposed to be provided with various manoeuvres in the driving range and its purpose is as explained below: {vide **Annexure-I (F)**}.

Annexure – I (F)

<u>Road</u>	<u>Purpose</u>
i) Two Lane Straight Road :	Used for freshers to impart Basic Driving Practice i.e. starting – moving – stopping – gear changing –steering control – passing – overtaking – curve handling – driving in crawling speed – low speed –average speed – high speed – following distance –stopping distance – stopping the vehicle in case of brake failure, etc. can be practiced.
ii) Parking :	Practice in 3 types of parking manoeuvres i.e. parking in parallel, angular and perpendicular to road. Simulating parking operations in bus stations and truck parks
iii) Hump Road :	Parking, stopping and starting operations on sloped road i.e. to practice clutch balance point and biting point and also cautious driving due to reduced sight distance.
iv) Dip Road :	To educate the trainees to know the level of water stream in the causeway and the driving procedure to be adopted while driving in such water streams.
v) 3 Point Turn & :	This is to train the drivers on difficult turning on restricted roads 5 Point Turn to take U-Turn.
vi) S-Shaped Bend V Bend :	To familiarize the trainees with difficult manoeuvres and without much of declaration/acceleration.
vii) 8-Shaped Bend :	To train the drivers on left and right steering, sharp turning and negotiating round about.
viii) Reversing box :	To educate drivers on proper methods of reversing and turning.
ix) 4 Lane and 6 Lane Road :	Lane changing, Lane selection and Lane discipline, stopping before stop line, junction approach, etc. can be practiced
x) Speed Tract :	Controlling of vehicle in emergency situations such as Two Lane Road brake failure, tyre burst, etc.
xi) Hill Track :	A hill track to practice uphill and downhill driving.
xii). Driving Range Aids :	The Driving Range Aids such as erection of road traffic signs and automatic light signals, road markings, traffic barriers, traffic bollards, lighting and other road furniture and appurtenance may also be provided in the driving range

(ii) SCHEME FOR TIER-II (RDTCs)

2.1 General Guidelines

- (i) The Ministry intends to set up RDTCs in the States/UTs during the 15th Finance Commission Cycle period based on a criteria of population i.e. one RDTC per 1.00 crore projected population. In cases of States/UTs whose project population is less than 1.00 crore and which are not covered under the scheme so far, one RDTC per State/UT would be sanctioned. Cluster approach, which include proposals for both training and testing facilities will be given priority. For more details refer para 4.4 of this Guidelines.
- (ii) The RDTCs will set up and operated through partnership between state government and private developer. The proposal should invariably contain details of complete financial support inclusive of land cost (if any) through private party.
- (iii) Land for the RDTCs may be procured or leased for minimum 33 years by the private partner/state government and should have a clear title.
- (iv) Proposals received from State Governments/ Private Developers having encroachment and encumbrance free land in their possession should be given priority in the setting up of new Regional Driving Training Centre (RDTC).
- (v) The proposal should invariably contain a project appraisal report/feasibility report with reference to demand, vicinity of city, land demarcation plan, layout etc. by an independent reputed agency and comments of State Government, if any. Layout plan should be submitted for both LMV and HMT, mandatorily
- (vi) The proposal should contain a categorical recommendation of the State Government or Transport Commissioner or Divisional Commissioner. An advance copy of the proposal may be sent to the Ministry.
- (vii) The project should be completed within 18 months from the date of release of 1st installment.
- (viii) The grant of the Central Government shall be one time grant for the capital component of the proposal and the estimates on this account should be based on latest approved CPWD or State PWD Schedule of Rates. However, actual procurement should be made by following tender procedure to obtain most competitive price and quality products. The capital component of the proposal may include modern equipments such as innovative driving test system (IDTS) using Radio Frequency Identification (RFID) tags or video recording, simulators, computers and other modern aids.
- (ix) The proposal should also envisage self-sufficiency in meeting the recurring expenditure as this shall not be provided by the Central/State Government.
- (x) The institute will be administered by a society comprising of representatives of Central Government, State Government and the private promoter.
- (xi) The staff employed at the RDTCs shall mandatorily have to undergo training for trainers and will be evaluated for suitability at one of the existing IDTRs designated by the Ministry.
- (xii) The fee structure for the training courses will be decided by the Society administering the institute with the approval of state government.
- (xiii) The RDTCs shall submit half yearly performance report to the Transport Commissioner and the monitoring agency.
- (xiv) It shall be obligatory on the part of the RDTCs to implement the schemes run by Central Government on drivers training on the terms and conditions set out by the Central Government.

- (xv) More than one proposal for RDTC may be considered across State (excluding the district in the State where IDTR is proposed or developed).
- (xvi) The Central Government shall give preference to those States/UTs, which make provisions in the motor vehicle rules to mandate driving training for certain categories of drivers, for renewal of heavy motor vehicle driving licence and vest the institutes with certain functions like testing of aspirants for issue of driving licence.
- (xvii) The State Government will make efforts to implement the scheme in respect of RTDCs in the rest of the state on its own, with the support of private partners within 3 years of implementation of pilot scheme.
- (xviii) The training courses would be compliant with the National Skill Qualification Framework (NSQF).
- (xix) Annual audit of the Institutes by the State to verify the utilisation shall be mandatory.
- (xx) The proposal for setting up of RDTC should invariably contain provisions of Automated driving test tracks based on ADTS (Automated Driving Testing System) – Video Analytics System, The Automation of driving test tracks shall atleast meet the minimum requirement stipulated for an accredited driving training Centre under the CMV Rules 1989.
- (xxi) CIRT, Pune will play role of monitoring agency under the scheme to provide Technical and handholding support for RDTC projects under the Scheme. However, States/UTs will have option to choose services of any IIT or NIT, state Government Engineering College or any competent Technical agency for Technical and handholding support for RDTC projects under the scheme in place of CIRT, Pune.

2.2 Who Can Send the Proposal

Any agencies such as NGO/Automobile Associations/Vehicle Manufacturers' Association/Autonomous Body/Private Vehicle Manufacturers, ITI, authorized and recommended by the State Governments, in collaboration with the State and Central Government. The Central Government will give the preference to those agencies who submit the proposal for setting up of RDTC for women only. In such centres, training will be imparted by lady instructors and trainee will be women only.

2.2.1 Criteria of the eligibility for agencies other than State Government

- a. Must be registered with the appropriate legal authority.
- b. Must be a clean record holder since inception.
- c. Must have an annual financial turnover of minimum ₹ 50 lakh.
- d. Should have experience of 3 years in the field of Road Safety.

Note: Private agencies are required to hypothecate the land/(to be built up infrastructure) in the name of the Ministry of Road Transport & Highways, Transport Bhawan, 1 Parliament Street New Delhi, till the utilization of funds released to them and submission of Utilization Certificate duly certified by CA in this respect and closure report on the project by CIRT, Pune.

2.3. INFRASTRUCTURE REQUIREMENTS

About minimum of 3 acres of land would be required to set up a RDTC with various infrastructure facilities such as class rooms with teaching aids like OHP, T.V. and DVD, computers and Multimedia Projector for handling theory classes on Traffic Rules and Regulations, Driving Procedures, Vehicle Mechanism, Public Relations and First Aid. latest and future technologies for the purpose of teaching such as online tutoring, extensive interactive simulation, interactive screen and touch terminals etc. in place of outdated shall be adopted as teaching aids.

To display cut section models of various working systems of an automobile, including failed components as well as static models on driving procedures, a separate driving lab is also required.

Testing equipments to test physical abilities of drivers including eye vision, and driving range with various types of manoeuvres to impart off-road driving practice in basic driving procedures and driving practice in skill development, including installation of RFID/Video based Innovative Driving Test System (IDTS) are required.

The other infrastructure such as workshop shed for maintenance and repairs of training vehicles and pantry facilities are also to be provided in the RDTC itself. The details of the infrastructure requirement are given in the **Annexure-II (A)**.

2.4 FINANCIAL IMPLICATIONS

The setting up of tier-II RDTC(s) is envisaged with financial support through private party. The Central Government will provide the financial support subject to the maximum of ₹ 5.50 Crore per centre (all inclusive) for the pilot phase thereafter the state has to implement the scheme its own post evaluation of the pilot project.

The land will be provided by the State Government. However the land could also be provided by the private party but the cost of the land will not be added towards project cost. The Cost of land development and Compound Wall for RDTC will be borne by the State Government or the Private Developer. Any additional requirement of fund will be met either by the State Government or Private Party. However, to make the proposed RDTC self sustainable, the Central Government shall make necessary amendments in CMVR to mandate the grant of new licenses from LMV to HMV, renewal of HMV licenses and refresher training only on certification from the RDTCs of the respective region (if RDTC exist).

Funds shall be released as per the progress report, UC and recommendation of the Monitoring Agency, engaged for appraising the progress and recommendation for next installment based on the following milestones:-

Sl. No.	Milestone	Amount to be released
1.	Mobilization advance: After signing of MoU between State Govt. and the private developer, local clearances for the project, formation of society, hypothecation of land (if applicable), transfer of funds for land development and compound wall into the account of the society.	40% of the project cost
2.	After Land development, construction of the compound wall, 50% construction of Training Centre, Test track and other amenities.	50% of the project cost
3.	After recommendation of the closure of the project by the monitoring agency:	10% of the project cost
Total		100%

In addition, the monitoring agency will be paid ₹ 5 lakh for technical and handholding support and monitoring of the project. It will also be releases in instalments at the time of release of project cost in similar instalments.

Further, in respect of RDTC sanctioned on the land owned by the private partner, the fund for a sanctioned proposal under the scheme will be made available, as per the prescribed installments, by the Centre Government to the concerned Transport Commissioner to the Central Nodal Account (CNA). Transport Commissioner will authorize the Private Partner to utilize the funds from the CNA Account for the sanctioned proposal through its Zero Balance Subsidiary account within the limit sanctioned by the Ministry of Road Transport & Highways.

PFMS shall be used for expenditures on the project under the scheme.

2.5 RECURRING EXPENDITURE

The total recurring expenditure shall be borne by the RDTCs from the resources it would generate by way of fees or other allied activities.

However, the RDTCs may seek grants from State Government/other stake holders till such time the Centre becomes self-sustaining. Further in order that the curriculum offered by the Centre for training is made popular, the fees could also be subsidized initially. Grants may however be given for specific courses for the underprivileged and drivers of the unorganized sectors by the Central Government / State Government.

2.6 Management of RDTC

For overseeing the construction and operation of the RDTC, a society shall be formed. The society will comprise of the representatives of Ministry of Road Transport, Govt. of India, State Government and Private partners.

2.7 Responsibilities of Central, State Government and Private Partner

The parties involved in the establishment and management of RDTC are the Central Government, State Government and PPP Partner. The responsibilities of the individual parties are given below:-

2.7.1 Central Government

- Fund the establishment of RDTC subject to maximum up to ₹ 5.50 crore (all inclusive).
- If required, further necessary amendments will be incorporated in CMV Rules to make project viable.
- A mechanism for grievance redressal shall also be institutionalized under the chairpersonship of Joint Secretary, MoRTH for handling grievances wherein intervention of MoRTH is required.
- Should request to OEM to sponsor vehicles and cut section model (rejected /testing vehicles) to these institutes
- The ministry should support in procurements training and testing equipments from the national/ international manufactures at a subsidized rate.

2.7.2 State Government shall

- Ensure execution of the RDTC projects by following the norms in the stipulated time periods.
- Ensure effective utilization of the infrastructure being set up in the RDTC through legislative provisions.
- Necessary amendments will be incorporated in CMVR to make project commercially viable by ensuring minimum guaranteed number of people get trained and certified through the centre
- Government should make it mandatory into Motor Vehicle Act/Rules through Government Notification / Government Regulation to issue all the new licenses and renewal only through the IDTR and RDTC and also ask all PSU's and Government organization to recruit drivers and train them through the system
- Arrangement for annual performance audit of the RDTC and inspection of RDTC on regular intervals.
- Identify and allot requisite land of minimum of 3 acres for setting up the institute.

- Recognise the RDTCs as an accredited establishment under the Motor Vehicles Act, 1988 and the CMV Rules, 1989 for the purposes of exemption from driving licence testing requirement at the time of applying for driving license of the successfully pass driving licence aspirants at these RDTCs as per provisions under the CMV Rule, 1989. The accreditation shall be granted to the RDTC within the stipulated period of 60 days from date of receipt of such application in Form 12A of the CMV Rules, 1989.
- All educational institutions should participate for regular programs on road safety conducted by the institute.
- Adhere to the scheme guidelines and commitments.

2.7.3 Private Partner

- Play the lead role in the establishment and management of the RDTC.
- Sponsor the vehicles, training aggregates and teaching aids in the RDTC.
- Assist the Government through its requisite experience in relation to various processes related to setting up and managing operations of training and training centres professionally, motor driving training, imparting technical assistance and skills in the said profession for maintenance of vehicles.
- Provide support in the form of designing course content, curriculum, technical assistance, guidance, vehicles required for training, know-how and services, training aggregates, training materials including vehicles manuals and teaching aids for driver training.
- Provide employment opportunities to the deserving qualified and trained drivers at the RDTC through their business processes.
- Impart free training to the instructors of the RDTC on a regular basis regarding the latest vehicle technologies.
- To bring in professionalism in the area of driver training.
- Design, develop and operate the institute on time line stipulated by the government
- Bring in new technology and modern tools and process Run the institute as a self sustainable mode
- Complete Administration and run the institute under the guidelines of the government
- Content development Procurement of equipments/ tools for running the institute
- Submit periodical progressive reports to the government.
- Install audit and review mechanism for quality assurance.

2.8 Details of a Standard RDTCs are given at **Annexure – II** . A check list of IDTR is Given at Annexure II(C).

DETAILS OF A STANDARD REGIONAL DRIVER TRAINING CENTRES (RDTCs)

2.8.1 INTRODUCTION

RDTCs are aimed to cater to impart professional driving skills through adequate infrastructure and trained instructors. Accordingly the RDTCs are proposed to be developed across State (excluding district where IDTR is proposed or developed in the State). The network of proposed RDTCs as well as IDTR will cater to impart driving skills to the vehicle users of the vast region of each State.

The proposed RDTCs preferably with modern facilities like simulators, driving range, tools and equipments etc. would definitely go a long way in educating the drivers of various categories in order that safety on the roads may be achieved. The RDTCs would, therefore, aim to train not only good quality drivers but also Training Instructors.

2.8.2 OBJECTIVES

- To conduct induction training course in driving of Light Motor Vehicles.
- To conduct induction and refresher training course in driving of Heavy Motor Vehicles.
- To conduct induction training course in driving of motorized 2-wheelers.
- To conduct Refresher and Orientation Training Courses for the drivers who are in service.
- To conduct Refresher and Orientation Training module for the drivers who violate traffic regulations.
- To conduct training course for the drivers who carry dangerous/hazardous goods including random periodic evaluation.
- To organize road safety awareness campaigns for school children and other vulnerable groups.
- Testing of aspiring drivers for issue of driving licence.
- To carry out periodic accreditation of driving schools in the allocated region.

2.8.3 TRAINING SCHEMES

To begin with RDTCs may start training for motorized 2 wheeler and light motor vehicles and Refresher Training, License Evaluation in Phase I commensurate with infrastructure facilities mentioned at **Annexure II (A)**, while the HMTV courses may be included in Phase II on augmenting the infrastructure and driving range as mentioned in **Annexure II (B)**.

2.8.3.1 Induction training course in Heavy Motor Vehicle driving

Generally the drivers of Heavy Motor Vehicles come from cleaner stage having lack of knowledge in Traffic Rules & Regulations, driving skills and maintenance of vehicle and also carry all types of bad driving habits. This leads to the growth of road accident rate year by year. To overcome this, it is necessary to train heavy vehicle drivers in a systematic manner on scientific lines by selecting the candidates who complete 1 year in Light Motor Vehicle Driving Licence.

As per the Rule 31(3) and 31(4) of Central Motor Vehicles Rules, 1989 the training period for Transport Vehicles shall not be less than 30 days and Driving Hours shall not be less than 15 hrs.

Theoretical training should be made mandatory for HMV learners and must have a lot of focus on controlling road rage, good road user attitude and behaviour, stress management, tips to overcome physical and mental fatigue, socially relevant topics such as AIDS, alcoholism & tobacco consumption, besides topics related to driving a heavy vehicle and traffic education. It is proposed that practical training be for 20 hours and theory for 16 hours since such trainees are people who have first held the LMV licence for a period of minimum one year. Hence, they have road sense and confidence to drive in traffic. They would have also undergone theory lessons earlier. This training should span over 30-45 days.

The details of the scheme for imparting training in heavy motor vehicle driving are detailed in the **Annexure-I(C)**.

2.8.3.2. INDUCTION TRAINING COURSE IN LIGHT MOTOR VEHICLE DRIVING

The new Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989 are applicable to all classes of road users. Most important are the new pre-cautions and procedures laid down in the Driving Regulations in Section 118 of Motor Vehicles Act, 1988 which must be followed by all road users especially new road signs. Hence, the LMV drivers also be trained like heavy vehicle drivers in a systematic manner so as to improve the road safety.

As per the Rule 31 (2) and 31 (4) of Central Motor Vehicles Rules, 1989, the training period for non-transport vehicles shall not be less than 21 days and driving hours shall not be less than 10 hours.

Moreover, as per the Rule 15 of C. M. V. Rules, 1989, “No person shall appear for the test of competence to drive unless he has held a learner’s licence for a period of at least 30 days”.

In view of the above, the training course period for a Light Motor Vehicle training period has been prescribed as one month duration.

In one month duration, it is proposed to give 20 hours of steering practice and 7-10 hours of theory classes for each trainee based on the syllabus prescribed for Light Motor Vehicle Driving in the Rule 31(2) of C. M. V. Rules, 1989 (the lessons cover Parts A, B, C, F, G & K).

The details of the scheme for imparting training in LMV driving is detailed in the Annexure – I (D).

2.8.3.3 REFRESHER & ORIENTATION CAPSULE COURSE FOR DRIVERS WHO ARE IN SERVICE

Refresher/Orientation Training courses for short duration of 2-3 days may also be conducted periodically in the Training Institute for the drivers who are in service not only in State Road Transport Undertakings but also in Private Sector as well as Public Sector Undertakings including Tank/Truck Drivers to inculcate a sense of responsibility on road safety. The State Police and the para-military personnel can also be included in the training schedule. The courses may be conducted on the following topics by inviting Experts in the appropriate field.

- Behavioural Practices & stress management
- Defensive Driving Techniques
- Traffic Rules and Regulations
- Emergency handling techniques
- Maintenance & fuel conservation
- Pollution and environment
- Case studies on accidents to analyse the cause of accident, who was at fault and how it could have been averted
- Training Course on Safety Clinic for Accident Prone Drivers

A practical skill test and theoretical behavioural analysis test to be conducted for such drivers to understand and analyze their improvement areas and give special focus on those areas during the course of training. Simulators should be used to train & assess such drivers in particular.

2.8.4 Conclusions:

- i) The capacity of RDTC may be targeted to train approx. 20,000 (Twenty thousand) drivers in refresher and in various categories including 2 wheeler and HMV of learners per annum. To begin with RDTCs may start training for motorized 2 wheeler and light motor vehicles and refresher training and licence testing in Phase-I.
- ii) The annual turn out may be increased in a phased manner depending upon the augmentation of infrastructural facilities.
- iii) The RDTCs may also be utilized by the Transport Authorities/ State Transport Undertakings/Police/ Other government or private organizations to test the driving abilities of the candidates from public who appear for M.V.I's/ Driver Test for driving licence. It could also be made mandatory for drivers to have been trained in the Institute for applying for Government jobs.
- iv) All Central and State Government institutions in a particular State could be asked to make it mandatory to send their drivers for refresher courses periodically.
- v) The Central Government may also make it mandatory for driving license for transport vehicles to be issued or renewed only on production of driving certificate from RDTCs.
- vi) The periodic accreditation of private driving schools for granting license will be taken up by the RDTCs.
- vii) Road safety awareness programmes for school children may be taken up regularly by RDTCs to inculcate knowledge about road discipline/ etiquettes, traffic signs, road regulations etc, for which nominal fees may be charged from the schools.

DETAILS OF INFRASTRUCTURE REQUIREMENT FOR RDTC

i). Land:

To establish a full fledged driving center with various infrastructure facilities such as class rooms, office room, workshop, driving laboratory, canteen and driving range, about 3- 5 acres of land is required. However, in order to meet heavy capital expenses for acquiring land, it is proposed to develop RDTC in 2 phases (Phase 1 and Phase 2). In Phase 1, the RDTC may start operation on a built up area of about 2,500 sq. ft. buildings(through hire or acquire), and in Phase 2, either track and other basic facilities may be developed by acquiring additional land or full-fledged RDTCs may be developed on a new location.

ii). Buildings:

a) Class Rooms:

For handling theory classes, 2 class rooms of size each 8 m x 5 m are required in which 1 class room will be utilized for Heavy vehicle driver trainees, one will be utilized for light vehicle driver trainees and for conducting refresher and special training courses for the drivers who are in service including the drivers who carry hazardous/dangerous goods.

b) Office and Staff Rooms:

One room of size each 5 m x 5 m are required for the use of office and staff.

c) Driving Laboratory cum mini workshop:

One hall of size 10 m x 8 m is required to display various systems and cut section models of vehicle and to display models about various driving procedures.

d) Pantry room:

For the benefit of trainees, pantry facilities are also proposed to be provided in a separate building of size 5 m x 3 m including necessary furniture and fittings.

iii). Furniture and Fittings:

a) For trainees: For each trainee a chair-cum-writing pad may be provided in the class rooms. To handle classes at a time for 35 heavy vehicle driver trainees, 15 light vehicle driver trainees and about 40 drivers of refresher and special training courses, 70 nos. of chair-cum-writing desk along with fittings may be provided.

b) For staff: For office and staff also necessary furniture and fittings may be provided.

iv). Vehicles and Simulators:

To start with, it is proposed to train about 11,000 (eleven thousand) drivers in the refresher category and in the learners category every year. Requisite vehicles in each category may accordingly be purchased. Accordingly, dual controlled training vehicles atleast as per the following details is required:

- LMV – 2 Nos.
 - LMV refers to vehicles that are designed primarily for passenger transport and have a maximum gross vehicle weight (GVW) of up to 3.5 tons. This category includes most cars and small vans. LMVs are generally used for personal transportation and light commercial purposes.
- LCV – 1 Nos.
 - Means a Trailer used for carriage of goods and having a Gross vehicle Weight not exceeding 7.5 tons.
- MCV - 1 Nos.
 - MCV refers to vehicles that are designed for transporting goods or passengers and have a maximum gross vehicle weight (GVW) exceeding 7.5 tons but not exceeding 12 Tons.
- HMT - 1 Nos.
 - HMT refers to vehicles that are designed for transporting goods or passengers and have a maximum gross vehicle weight (GVW) exceeding 12 tons. This category includes trucks, buses, and larger vans. HMTs are typically used for commercial purposes, including freight transport and public transportation.

Simulator –

- LMV Simulator – Static or Dynamic
- HMT Simulator – Static or Dynamic (Motion Based).

v). Teaching and Training Equipments:

a) Working Models of various systems of an Automobile:

- Cooling System
- Transmission System
- Fuel system
- Electrical system

b) Cut Section Models:

Working Models

- Petrol Engine (4 Cylinder)

Non-Working Models

- Front axle with Pull & Push Rod and Tie rod Assembly

- Diesel Engine (6 Cylinder)
- Live Axle Assembly
- Gear Box Assembly
- Steering Box Assembly

c) Failed Components:

- Clutch cover Assembly
- Clutch Disc
- Axle Shaft
- Crown wheel with pinion
- Starter Motor
- Alternator

d) Static Models in Driving Procedures:

With the help of the Vehicle Toys the following driving procedures may also be displayed :

- MSM & PSL Safety Routines
- IPDE Principle
- Stopping Distance
- Following Distance
- Curve Handling

- e) Traffic Sign Boards
- f) Overhead Projector
- g) Transparency sheets
- h) TV & DVD
- i) Multimedia Projector
- j) Magnetic Board

vi). Workshop Equipments:

To carry out day-to-day repairs and maintenance of vehicles, complete set of tools and other accessories such as air compressor, puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge, trolley jack, grease gun, spanners (a set each of fix spanners, box spanners, pliers, screw drivers, screw spanners and hammer), battery charger, a fully equipped first aid box are required for workshop for use in emergency.

vii). Testing equipments:

To check the physical abilities of the drivers including vision test, the following testing equipments are also proposed to provide in the Driver Training Institute.

- Vision drum placed 20 ft/6 m from the person.
- Trial set with frame
- Ishihara chart (for colour vision testing)
- Near vision chart
- Weighing machine

Height meter (for measuring height)

viii). Office Equipments:

Xerox Machine, fax machine, lamination machine & telephone instruments, modem, internet connection and Computers with accessories.

ix). Reading Room:

One reading room may also be established for the benefit of the trainees covering books on traffic rules and regulations, driving procedures, vehicle maintenance and repairs.

x). Driving Range:

A Driving Range is also proposed to formulate by incorporating different types of manoeuvres to impart off-road driving practice so as to learn basic driving procedures and practice driving skills in various situations. The details of roads proposed to be provided with various manoeuvres in the driving range and its purpose is as explained below: [vide **Annexure – II (B)**].

Annexure – II (B)

The Annexure II (B) is recommended to be taken up in phase 2.

<u>Road</u>	<u>Purpose</u>
a) Two Lane Straight Road	: Used for freshers to impart Basic Driving Practice i.e. starting – moving – stopping – gear changing – steering control – passing – overtaking – curve handling – driving in crawling speed – low speed –average speed – high speed – following distance – stopping distance – stopping the vehicle in case of brake failure, etc. can be practiced
b) Parking	: Practice in 3 types of parking manoeuvres i.e. parking in parallel, angular and perpendicular to road. Simulating parking operations in bus stations and truck parks.
c) Hump Road	: Parking, stopping and starting operations on sloped road i.e. to practice clutch balance point and biting point and also cautious driving due to reduced sight distance
d) 3 Point Turn & 5 Point Turn	: This is to train the drivers on difficult turning on restricted roads to take U-Turn.
e) 8-Shaped Bend	: To train the drivers on left and right steering, sharp turning and negotiating round about.
f) Reversing box	: To educate drivers on proper methods of reversing and turning
g). Driving Range Aids	: The Driving Range Aids such as erection of road traffic signs and automatic light signals, road markings, traffic barriers, traffic bollards, lighting and other road furniture and appurtenance may also be provided in the driving range.

Suggestion for PPP Model

- Investment made by PPP Partner will be audited by State Transport Ministry and approved
- The training / testing for Licensing charges will be jointly agreed with State Governments till the recovery of PPP Partner totally recover their Investment (Principal Investment, Interest, Recurring Expenses, .. etc)
- Post recovery of PPP Partner Investments, recovery can be split 80% / 20% (or) 70% /30%. This should be mutually negotiated & agreed.

3. SCHEME FOR TIER-III (DTCs)

3.1 General Guidelines:

- (i) The scheme of setting up of Driving Training Centers (DTCs) shall be implemented in all Aspirational districts and other rural areas.
- (ii) Land for the Driving Training Centre shall be arranged by the Applicant Agency, which may be acquired on free-hold basis or on long lease for a period of at least 10 years, with inbuilt provisions for further extension of the lease period. The cost of the land will not be added in the project cost. The land should be free from all encumbrances.
- (iii) Priority shall be accorded in the first instance for sanctioning one project per district. However, more than one project can be considered for approval for a district with population exceeding 10 lakh at the rate of 1 additional DTC for population between 10 lakh to 20 lakh, 2 additional DTCs for population between 20 lakh to 30 lakh and 3 additional DTCs for population more than 30 lakh to 40 lakh and 4 additional DTCs for population more than 40 lakh subject to condition that such proposal(s) belong to other Block(s) of the district and there is no IDTR/RDTC in the district
- (iv) Except in the case of OEMs and State Public Undertakings setting up such facilities, the maximum number of projects submitted by one agency/ consortium shall not be more than five in one State.
- (v) The capital component of the proposal may include modern equipment such as innovative driving test system (IDTS) using Radio Frequency Identification (RFID) tags or video recording, simulators, computers and other modern aids.
- (vi) The proposal should also envisage self-sufficiency in meeting the recurring/ operational expenditure as this shall not be provided by the MoRTH.
- (vii) In case the Agency is availing grant under a National Skill Development Programme such as Pradhan Mantri Kaushal Vikas Yojana, the fee charged for the training program shall be in sync with the fee structure notified by Ministry of Skill Development and Entrepreneurship.
- (viii) The training courses will be compliant with the National Skill Qualification Framework (NSQF).
- (ix) The above Centres shall submit half-yearly performance reports to MoRTH. Which shall be responsible for preparation of consolidated performance report on the subject.

- (x) The Centres under the scheme must follow Standard Operating Procedure (SOP) i.e. Prescribed curriculum, Aadhaar based biometric attendance, qualified instructors, e-payment, real time evaluation, contract with logistics / aggregators for placement, online evaluation process.
- (xi) latest and future technologies for the purpose of teaching such as online tutoring, extensive interactive simulation, interactive screen and touch terminals etc. in place of outdated and obsolete technologies as teaching aids.
- (xii) Proposals received from State Governments/ Private Developers having encroachment and encumbrance free land in their possession should be given priority in the setting up of new Driver Training Centre (DTC).
- (xiii) Annual audit to verify the utilisation of the centres should be made mandatory.
- (xiv) The proposal for setting up of DTC should invariably contain provisions of Automated driving test tracks. The Automation of driving test tracks shall atleast meet the minimum requirement stipulated for an accredited driving training Centre under the CMV Rules 1989.
- (xv) The concerned Authority of the State/UT shall adhere to the scheme guidelines and commitments.

3.2 Scope/ Objectives of the scheme:

- (i) To provide financial assistance to private participants for setting-up the Driving Training Centres.
- (ii) To provide quality training to commercial vehicle drivers to improve road and environment safety and strengthen overall mobility on roads.

3.3 Eligibility:

(i) Any entity such as a State Undertaking/ NGO/ Trust/ Cooperative Society/ Vehicle Manufacturer/ Firm etc. i.e. any legal entity registered under a State or Central Government Law (hereinafter referred to as 'Agency') will be eligible to apply under the scheme. The other details are as under: -

- (a) If the applicant agency is an NGO, then it must be registered on DARPAN Portal of NITI Aayog. While submitting the proposal, the applicant agency shall quote a system generated Unique ID in their proposal. No member of the consortium will be the member of another consortium constituted for the same purpose.
- (b) The agency must show the financial capacity to implement and operate the

project as per the DPR to the satisfaction of the Ministry. Three Financial years Audit Report or Turnover certificate need to be provided with the proposal.

- (c) The agency should be able to show/ establish experience or interest in the initiative.

- (ii) The agency can also submit the application as a consortium, however, the number of members in any such consortium shall not be more than three. The applicant has to show its financial capacity to manage adequate resources to set up the project as per the DPR to the satisfaction of the Ministry.

Cluster approach, which include proposals for both training and testing facilities will be given priority. For more details refer para 4.4 of this Guidelines.

3.4 Infrastructure Requirements:

The infrastructure will be in form of land, building, driving testing tracks, vehicles, simulators and workshop, etc. About 2 acres of land, owned or leased, would be required to set-up a Driving Training Centre. The land will not count towards the Capital Expenditure of the Project. The Centre would be equipped with other infrastructure facilities, namely:

- (i) Two class-rooms with teaching aids like computers and Multimedia Projector for holding theory classes/ lessons on Traffic Rules and Regulations, Driving Procedures, Vehicle Mechanism, Public Relations and First Aid;
- (ii) Simulator(s) for both the classes of vehicles (LMV and HMT) as per following details;
 - 1 LMV Simulator – Static or Dynamic
 - 1 HMT Simulator - Static or Dynamic
- (iii) Broadband connectivity including bio-metric attendance system;
- (iv) Driving track to provide practice to the trainees for manoeuvring, parking, reverse driving, driving on slopes, etc.
- (v) Training vehicles of both the categories as per following details :
 - LMV – 2 Nos.
 - LMV refers to vehicles that are designed primarily for passenger transport and have a maximum gross vehicle weight (GVW) of up to 3.5 tons. This category includes most cars and small vans. LMVs are generally used for personal transportation and light commercial purposes.
 - HMT/MCV - 1 Nos.

- HMV refers to vehicles that are designed for transporting goods or passengers and have a maximum gross vehicle weight (GVW) exceeding 7.5 Tons but not exceeding 12 tons. This category includes trucks, buses, and larger vans. HMVs are typically used for commercial purposes, including freight transport and public transportation..

- (vi) Workshop along with exhibits;
- (vii) Toilets – separately for Men & Women;
- (viii) Adequate staff resources in each category (Teaching staff, IT personnel, cleaning staff etc.).
- (ix) Layout plan should be submitted for both LMV and HMV, mandatorily.
- (x) Any other, as may be required.

3.5 Financial assistance:

One-time assistance to the extent of 85% of the project cost, subject to a maximum of Rs 2.50 crore (all inclusive) including automation of driving test tracks, shall be admissible for setting up the Driving Training Centre. The operational expenses (OPEX) of the Centre shall be met by the Centre through its internal accruals or funding from non-governmental sources.

Financial assistance under the Scheme shall be released in the following manner:

S.N.	Instalment	Condition	Amount
(i)	1st Instalment as 'On account' payment	Against BG for the amount or Insurance Surety Bond of equivalent amount of installment	20% of the eligible grant amount
(ii)	2 nd Instalment	On submission of UC of 1 st instalment of the Project Cost – duly certified by a Chartered Accountant and progress report	35% of the eligible grant amount
iii	3 rd instalment	On submission of UC of 2 nd installment of the Project Cost – duly certified by a Chartered Accountant and progress report	35% of the eligible grant amount
(iv)	3 th Instalment	On submission of UC of completed project (100%) and commencement of operations of the Centre.	10% of the eligible grant amount
Total			100%

PFMS shall be used for expenditures on the project under the scheme.

3.6 Procedure for seeking assistance:

- (i) The agency desirous of setting up the Driving Training Centre shall prepare the DPR and submit the application in the format provided in **Annexure III (A)** along with a copy of the DPR. The DPR should be vetted by the National Skill Development Council (NSDC) or any other Sector Skill Council in respect of the infrastructure provisions and also a financial Institution, if the project is proposed to be funded through any institutional loan;
- (ii) The proposal for setting up of DTCs shall be considered on the basis of recommendation of the concerned District Collector. The Agency shall submit the proposal, alongwith duly vetted DPR by NSDC or any other Sector Skill Council as per provisions in para 3.6(i), to the concerned District Collector. An advance copy of the proposal may be sent to the Ministry.

The District Collector shall forward the proposal with his recommendation alongwith an undertaking duly signed by the designated authority of the State Government to accredit the Centre and exempt the successful trainees from the requirement of further testing for grant of licence as per **Annexure III (B)**. The proposal shall be forwarded to the PMU established in the Ministry of Road Transport & Highways for the purpose.

- (iii) The proposal received from the agency shall be scrutinized by the PMU.
- (iv) A committee of MoRTH comprising of Director/Deputy Secretary (Road safety), Dy. Financial Advisor, representative of ASRTU and SE (Road safety) shall review the proposals on a monthly basis. The appraised proposals shall be processed for release of grant, preferably within a month's time.

3.7 Time-lines for Receipt of Applications and Completion of the Projects:

- (i) The Scheme shall remain in operation till 31.03.2026. As such, it shall not be feasible to sanction any new proposal after 31.03.2026 under this Scheme.
- (ii) The successful applicant will be required to complete the project and operationalize the same within eighteen months from the date of release of 1st installment in order to avail of the full eligible grant amount.
- (iii) Applications may be submitted on an on-going basis, which shall be considered and decided on a quarterly basis.
- (iv) Given the project sanction period of about one month, the last date of receipt of complete applications under the Scheme shall be 28th February, 2026.

3.8 PMU for the Scheme:

The Scheme shall be administered through a PMU to be set-up in MoRTH, for which resources may be hired/ taken on deputation from agencies such as ASTRU, CIRT or

any other source, with the caveat that the total expenditure on the PMU shall be managed within 3% of the amount earmarked for the Scheme.

PMU/ MoRTH shall examine the applications and determine the eligibility of proposals within fifteen days of its receipt. The eligible proposals shall be sanctioned and conveyed to the applicant. The applicant will be required to obtain Bank Guarantee (valid for a period of one year) equal to the amount of first instalment and the first instalment of on account advance shall be released within a period of 7 working days from the date of submission of BG.

3.9 Operations and management of the Centre

3.9.1 The Agency proposing to set up the Driving Training Centre will have to sign a tri- partite MoU with the State Transport Department and the MoRTH before the release of 'on account' advance. The MoU will include commitment from the State government to recognise the centre as an accredited establishment for the purposes of exemption from driving licence testing for granting non-transport licence. A format of MoU is given at Annexure- III(C). The centre will require regular expenditure to carry its operations (OPEX) to manage its day-to- day operations and to provide for the manpower. The Centre will be run as an on-going concern without any financial support for its operations by MoRTH. However, there is no bar from seeking support under CSR from Corporate sector or under any other scheme of the Central or State Government. The Agency may charge appropriate fees for the training program.

3.9.2 The Centre will engage the services of qualified instructors to impart driving training. The curriculum and evaluation matrix for the trainees will be accordance with the SOP provided by the National Skill Development Council or any of the Sector Skill councils. The Centre will also have to sign a MoU with NSDC or any other Sector Skill Council engaged in driving training, before commencing its operations.

3.10 Allied activities:

Subject to availability of land and required infrastructure, the agency may also use the facility for provision of other allied activities, such as, establishment of Automated Vehicle Testing Centre, 'Pollution Under Check' facility at the same premises in order to improve the financial viability of the project, at his own cost so long as these facilities do not in any manner compromise with the main objective of the Scheme. However, establishment of any such additional facilities will not form a part of the Central assistance under the Scheme.

4.0 Financial assistance for existing institutes/schools

4.1 Automation/upgradation of driving test tracks :

Besides, funds will also be provided to the driving schools/Institutes/driving training centres which have already been set up under scheme of this MoRTH without automated tracks or set up by the grants of State Government for upgrading the driving test track into automated test track. However, a certificate from the Concerned RTO/DTO will be required that these driving schools are functional. A real time evaluation of the centre will be carried out by CIRT, Pune.. The Automation of driving test tracks shall atleast meet the minimum requirement stipulated for an accredited driving training Centre under the CMV Rules 1989. The amount to be released for up-gradation of the driving test track will be ₹ 1.00 crore or actual cost of up-gradation whichever is less for DTC under MoRTH scheme or equivalent Driving School under State Scheme; ₹ 1.50 crore or actual cost of up-gradation whichever is less for RDTC under MoRTH scheme or equivalent Driving School under State Scheme; and ₹ 3.00 Crore or actual cost of up-gradation whichever is less for IDTR under MoRTH scheme or equivalent Institutes under State Scheme. The proposal for automation/upgradation of driving tracks shall be considered on the basis of recommendation of the concerned Transport Authorities of the State. CIRT, Pune will play role of monitoring agency for the proposals for automation/upgradation of driving tracks. CIRT, Pune will be paid PMC Charges at the rate of 3% of the sanctioned cost of a project for evaluation and monitoring of the proposals for automation/upgradation of driving test tracks.

Financial assistance for upgradation of the driving test track would be released in three installments of 40%, 40% and 20%. In case of proposal of a private institution / organisation, 1st installment would be released against Bank Guarantee or Insurance Surety Bond equivalent to the installment amount.

4.2 Up-gradation of ITI into Driving School:

There are a large no. of Industrial Training Institutes (ITI) in the country. These ITI are having sufficient infrastructure such as laboratory, cut sections, etc. Therefore, by providing certain infrastructure such as simulators, driving test track, etc., an ITI may also impart driving training. Therefore funds will also be provided to the ITI for creating infrastructure so that it could impart driving training. However, a certificate from the Concerned RTO/DTO will be required that these driving schools are functional. A real time evaluation of the centre will be carried out by CIRT, Pune.. The proposal for upgradation of ITI shall be considered on the basis of recommendation of the concerned Transport Authorities of the State. CIRT, Pune will play role of monitoring agency for the proposals for the upgradation. CIRT, Pune will be paid PMC Charges at the rate of 3% of the sanctioned cost of a project for evaluation and monitoring of the proposals for

upgradation of ITI into Driving School. The maximum financial assistance for upgradation will be Rs.2.00 crore which cover the cost of construction of automated driving tracks as per provisions under the CMV Rules, 1989, vehicles & Simulators, teaching aids etc. No financial assistance will be provided for land, building and boundary Wall.

Financial assistance of Rs. 2.00 crore for upgradation of ITI would be released in three installments of 40%, 40% and 20%. In case of proposal of a private ITI, 1st installment would be released against Bank Guarantee or Insurance Surety Bond equivalent to the installment amount.

4.3 Simulators : Simulators will also be provided to the driving schools which have already been set up as per the earlier scheme or set up as per earlier scheme or set up in any scheme of the State Government. However, a certificate from the Concerned RTO/DTO will be required that these driving schools are functional. A real time evaluation of the centre will be carried out by CIRT, Pune.. The specifications of simulators for earlier sanctioned DTC or equivalent Driving School under the State Scheme, RDTC or equivalent Centre under the State scheme and IDTRs or equivalent centres under state Scheme will be same as specifications of simulators prescribed under this Scheme for DTC, RDTC and IDTR respectively.

The amount to be released for Simulators (1 LMV and 1 HMT) for earlier sanctioned training Centres under Ministry scheme or scheme of the State Government will be maximum of ₹ 25.00 lakh or actual cost whichever is less for DTC or equivalent Driving School under State Scheme, ₹ 50 lakh or actual cost whichever is less for RDTC or equivalent Centre and ₹ 60 lakh or actual cost whichever is less for IDTR or equivalent centre under State scheme. The proposal for Simulators shall be considered on the basis of recommendation of the concerned Transport Authorities of the State. CIRT, Pune will play role of monitoring agency for the proposals for automation/upgradation of driving tracks. CIRT, Pune will be paid PMC Charges at the rate of 3% of the sanctioned cost of a project for evaluation and monitoring of the proposals for Simulators.

4.4 Financial Assistance for proposals for setting up 2-Lane (one LMV and one HMT) Automated Testing Stations with IDTR/RDTC/DTC under cluster approach:

4.4.1 General Guidelines:

- 2-Lane ATS (one LMV and One HMT) can be set-up along with IDTR/RDTC/DTC as a training testing cluster under this Scheme.
- Such Training Testing cluster proposals of setting up ATS with IDTR/RDTC/DTC can be recommended by ATS Registering Authority nominated by the State/UT Government to MoRTH.

- Registering authority will be an officer not below the rank of Transport Commissioner nominated by the State/UT Government and empowered to issue Preliminary Registration Certificates, issue, and renew Registration Certificates.

All ATS related approvals to be obtained by the investor / interested party from State/UT Transport and other related departments as notified by the State/UT Government in line with guidelines of MoRTH via G.S.R. 652 (E) and its amendments via G.S.R 797 (E) and G.S.R 195 (E).

The ATS component of the proposal for Training and Testing cluster shall meet the requirement stipulated by the Ministry vide notifications vide G.S.R. 652 (E) and its amendments via G.S.R 797 (E) and G.S.R 195 (E).

4.4.2 Financial Implications:

4.4.2.1 Capital Incentive Amount

- The Central Government may provide 30% of the capital investment as grants-in-aid for setting up ATS under the Training Testing Cluster project, subject to maximum of Rs.1.50 Crore (all inclusive) for any district in which a combined training testing cluster (IDTR/RDTC/DTC plus ATS) proposal is recommended by the Concerned State Authority of the State / UT Government to MoRTH. The high priority districts as notified by the Ministry from time to time will be given priority while considering the combined training testing cluster proposals.
- Capital assistance will be provided only for ATS related equipment, civil work, office & shed/workshop development. No financial assistance will be provided for acquisition of land and compound wall.

4.4.2.2 Milestone Based payment schedule:

Stage	Milestone	Amount to be released
1.	Mobilization Advance: On PRC Approval, and Project proposal recommendation from State Registering Authority	20% of the total incentive
2.	Land Development, Construction of workshop/compound and Machine Order	30% of the total incentive
3.	Machine Installation and successful Pre-Commissioning audit completion	20% of the total incentive
4.	RC Approval and successful operationalization of ATS	30% of the total incentive

Annexure - III (A)

Form for seeking financial assistance for setting up of a Driving Training Centre

Sr. No.	Subject	Particulars
1.	Name of the Applicant	
2.	Legal Status	
3.	Date of registration / incorporation	
4.	Contact Number, Email id	
5.	Postal Address	
6.	Bank Account No. and IFSC Code of the Bank	
7.	Name, Address and Aadhar Number of the Principal Officer	
8.	Whether applying individually or in consortium. If in consortium, please indicate the details of member of the consortium. Copy of MOU signed between/ amongst Consortium members be enclosed.	
9.	In case of NGO, please furnish- 1. Date of registration on DARPAN Portal 2. Unique ID generated on DARPAN Portal	
10.	Location of Project	
11.	Area of land on which project is proposed to be set-up	
12.	Whether the land is free-hold/ lease-hold. Please attach the supporting document like purchase deed/ lease agreement	
13.	Whether land is free from encumbrances?	
14.	Total estimated cost of the Project (Enclose copy of DPR)	
15.	Means of financing - Enclose proof with regard to sources of funds and availability. (Copies of last three years balance sheets, if available)	
16.	Indicate the total financial support requested from the Government. (Not exceeding 50% of the total cost excluding land)	
17.	Time period for completion of the Project	
18.	Please describe as to how the Centre will have competence to impart training to MHV and LMV drivers	

Sr. No.	Subject	Particulars
19.	Whether the DPR includes provisions for: (i) Two Classrooms, (ii) Office space, (iii) HMT and LMT Simulators, Demonstration items for workshop, (iv) Vehicles (both HMT and LMT) (v) Driving tracks – automated, (vi) Bio-metric attendance system, (vii) Plan of operation, etc.	
20.	Whether the proposal has been endorsed by the District Collector and recommended by the State Transport Commissioner ?	
21.	Whether the Agency is willing to sign an MoU with a Sector Skill Council for running NSQF compliant training program ?	
22.	Whether the project has been appraised by the NSDC and/or a Financial Institution (Attach report) ?	
23.	Attach an undertaking to the effect that the Centre will be used for the purposes of imparting driving training for a period of at least ten years, else the grant would be liable to be recovered as arrears of land revenue.	

Date:

Place:

(Signature of the Authorized signatory)

[Name and Designation of the Authorized Signatory]

State Government of -----

Department of -----

Authorisation of the Driving Training Centre

1. M/s _____ has submitted a proposal for setting-up a Drivingtraining Centre at _____, District- _____ at a total project cost of _____.
2. The proposal seeks financial assistance of ₹ _____ from the Ministry of RoadTransport and Highways.
3. The Centre, on completion in accordance with the DPR, will be authorised/ accredited to impart training to the driving licence aspirants and no further testing would be required for grant of “non-transport” licence to the successful trainees, subject to fulfillment of provisions under the Central Motor Vehicles Rules, 1989 for accredited driving training centres.

(Signature of the designated authority)

[Name and Designation of the designated authority]

CHECKLIST FOR EVALUATION IDTR

	MAIN INDICATORS	IDTR	Remark
	Organisation	Any agencies such as NGO/Automobile Associations/Vehicle Manufacturers' Association/Autonomous Body/Private Vehicle Manufacturers, ITI, authorized and recommended by the State Governments, in collaboration with the State and Central Government. The Central Government will give the preference to those agencies who submit the proposal for setting up of RDTC for women only. In such centres, training will be imparted by lady instructors and trainee will be women only.	
	Criteria of the eligibility for agencies other than State Government	a) Must be registered with the appropriate legal authority.	
		b) Must be a clean record holder since inception.	
		c) Must have an annual financial turnover of minimum Rs. 1 crore.	
		d) Should have experience of 3 years in the field of Road Safety.	
	City/Village		
	District		
	State		
	Number of IDTRs Sanctioned during 11th plan in the State		
	No. of DTIs sanctioned during 10th Plan in the State		
	Capacity utilisation of training centres sanctioned earlier		

	Upgradation of driving tracks, driving simulators		
	Woman Driver Training Centres		
	Categorical recommendation of State Government		
	Has the State Government vested IDTR with power to license, monitor, Categorise and audit other driving training schools?		
	If yes, State Govt details of registration with proper authority provided		
	Land identified		
	Distance to State Capital/major towns		
	Categorical recommendation of the State Government Provided? If yes, details		
	Undertaking by State Government ensuring full utilisation of capacity Provided?		
	Certificate whether land is available & title is clear		
	Land title vested in Central or State Government or Society		

	Leaseholding	Land for the Institute shall be provided free from all encumbrances and the title of the land will vest in the State Government/ Central Government/Society. In case of lease holding, same shall be on a lease of at least 33 years.	
	Hypothecation of land in the name of MoRTH until submission of UC?	Note: Private agencies are required to hypothecate the land/(to be built up infrastructure) in the name of the MORTH, till the utilization of funds released to them and submission of UC duly certified by CA	
	Site and building plan Enclosed ?		
	Site and building estimate of constructing the facility Enclosed?		
	Estimates based on CPWD or State PWD schedule of rates?		
	Vetting by CPWD/PWD Provided?		
	PWD Rate as per year		
	Total Builtup Area		
	Builtup Area Cost per sq.ft / sq.mt (Rs)		
	Total Track Area		
	Track Cost per sq.ft / sq.mt (Rs)		
	Time schedule for completion of activities Provided? If yes, details		
	Contact details of Nodal Officer		
	Name		
	Address		
	Tel. No.		
	Email ID		

	Is the Project Self sustaining and commercially viable? If yes, give details		
	Is the Cost benefit analysis included		
	Proposed Revenue to be generated (Rs in lakhs)		
	Proposed Expenditure (Rs in lakhs)		
	Annual financial burden (Rs in lakhs)	-	
	PPP Partners		
	Share/Contribution of PPP Partners	Sponsor the vehicles, training aggregates and teaching aids	
	Management	For overseeing the construction and operation, a society shall be formed. The society will comprise of the representatives of Ministry of Road Transport, Govt. of India, State Government and Private partners.	
	Total budget (Rs in crores)		
	Funds Requested (Rs in crores)		
	Maximum funds (Rs in crores)	17.00	
	Civil construction (Rs in crores)	13.00	
	Workshop equipment (Rs in crores)	1.50	
	Vehicles (Rs in crores)	2.50	
	Simulators (Rs in crores)		
	Consultant Expenses (Rs in crores)		

	Miscellaneous (Rs in crores)		
	Contingency (Rs in crores)		
	Consumables included in initial grant (Rs in crores)		
	Teaching & Training Equipment (Rs in crores)		
	Office equipment (Rs in crores)		
	Testing Equipment (Rs in crores)		
	Library (Rs in crores)		
	IDTS / Automated Driver Testing Systems (Rs in crores)		
	Training Courses to be conducted	Training Course for Trainers & training instructor	
		Induction Training Course in Heavy Motor Vehicle Driving	
		Induction Training Course in Light Motor Vehicle Driving	
		To conduct refresher course for drivers who are in service	
		3 Days Training Course on Safe Transportation of Hazardous Goods	
		Periodic evaluation of drivers of STU	
		Testing of aspiring drivers for issue of driving licence	
		To organize road safety awareness campaign for schools children and vulnerable groups	
		To carry out accreditation monitoring and audit of RDTCs in the allocated region	
		To carry out accident investigation in the state	

		To carry out research on behaviour/attitudinal changes required to be brought out in the drivers	
	PPP Model		
	• Investment made by PPP Partner will be audited by State Transport Ministry and approved		
	• The training / testing for Licensing charges will be jointly agreed with State Governments till the recovery of PPP Partner totally recover their Investment (Principal Investment, Interest, Recurring Expenses, .. etc)		
	• Post recovery of PPP Partner Investments, recovery can be split 80% /20% (or) 70% /30%. This should be mutually negotiated & agreed.		
	Procurement Process	Procurement should be made by following tender procedure to obtain most competitive price and quality products.	
	Infrastructure Proposed		
1)	Land	10 to 15 acres	
2)	Buildings		
	i) Classroom	5 classroom 8 m x 8 m	
	ii) Rooms For Staff	3 rooms for Office and staff rooms of size 8 m x 8 m	

	Iii) Driving Room	One driving hall of size 25 m x 8 m	
	Iv) Workshop	One shed of size 20 m x 12 m A.C. Sheet roof	
	V) Canteen	Separate building 36 m x 8 m with furniture and fittings	
	Vi) Hostel : Within The Campus		
	Hostel Block	46 m x 6 m	
	Room Size	8 rooms of 5m x 4m	
	VII) Simulator Room (provided) ?		
3)	Furniture and fittings for trainees		
	No. of chair-cum-writing Pad required	150	
	Classroom Furniture		
	Ossife Furniture		
	Hostel Furniture		
	Dining Hall Furniture		
	Kitchen Furniture & Appliances		
4)	Vehicles (Capacity)	20,000 drivers in the refresher category and 2000 in the learners category	
	HCVs		
	LCVs		
	LMVs		
5)	Teaching and Training equipments		
	i) Working models of various systems of an Automobile:	Cooling system	
		Transmission system	
		Fuel System	
		Electrical system	
	ii) Cut Section Models		
	Working models	-Petrol Engine (4 cylinder)	
		-Diesel Engine (4 cylinder)	
		-Diesel Engine (6 cylinder)	
		-Rear Axle Assembly	

	Non-Working models	-Front axle with Pull & Push Rod and Tie rod assembly	
		-Gear Box Assembly	
		Steering Box assembly	
		-Brake chamber	
		-E-1 Brake Valve	
		-Air Filter	
		-Unloader Valve	
	iii) Failed components:		
	Working models	-Clutch cover assembly	
		-Clutch disc	
		-Gear Box Gears	
		Top Gear Shaft	
		Main shaft	
		Counter Gear	
	Non-Working models	- Axle shaft	
		-Crown wheel with pinion	
		-Starter Motor	
		-Alternator	
	iv) Static Models in Driving Procedures	MSM & PSL Safety Routine	
		IPDE Principle	
		Stopping Distance	
		Following Distance	
		Curve Handling	
		v) Traffic sign Boards	
		vi) Over head Projector	
		vii) Slide Projector	
		viii) TV & VCR/VCD	
		ix) Multimedia Projector	
		x) Magnetic Board	
		xi) Transparency sheets	
		xii) 16 mm slides	
		xiii) VHS	
		xiv) VCDs	
6)	Workshop Equipments	Air Compressor	
		Puncture kit	
		Tyre lever	
		Wheel brace	
		Jack and tyre pressure gauge	
		Trolley jack	
		Grease gun	

		Spanner	
		Box spanner	
		Battery chargers	
		First aid box	
7)	Testing equipments	Vision drum placed 20 ft/6 mts. from the person	
		Trial set with frame	
		Ishihara chart (for colour vision testing)	
		Near vision chart	
		Weighing machine	
		Height meter	
8)	Office equipments	Xerox machine	
		Fax Machine	
		Lamination machine	
		EPBAX & telephone instrument	
		Modem	
		Internet Connection	
		Computer with accessories	
9)	Library : one library having books on topic: Traffic rules and regulations, driving procedures, vehicle maintenance and repairs	Yes	
10)	Driver Training Simulators	Yes	
	HCVs		
	LCVs		
	LMVs		
11)	Driving range		
		Two lane straight road	
		Parking in 3 type of manoeuvre	
		Hump Road	
		Dip Road	
		3 point Turn & 5 point Turn	
		S-Shaped Bend V Bend	
		8 Shaped Bend	

		Reversing Box	
		4 Lane and 6 Lane Road	
		Speed Track	
		Hill Track	
12)	Driving Range Aids	Erection Of Road Traffic Signs And	
		Automatic Light Signals	
		Road Markings	
		Traffic Barriers	
		Traffic Bollards	
		Lighting	
		Other Road Furniture And Appurtenance May Also Be Provided In The Driving Range.	

Annexure II(C)

CHECKLIST FOR EVALUATION RDTC

	MAIN INDICATORS	RDTC	Remark
	Organisation	Any agencies such as NGO/Automobile Associations/Vehicle Manufacturers' Association/Autonomous Body/Private Vehicle Manufacturers, ITI, authorized and recommended by the State Governments, in collaboration with the State and Central Government. The Central Government will give the preference to those agencies who submit the proposal for setting up of RDTC for women only. In such centres, training will be imparted by lady instructors and trainee will be women only.	
	Criteria of the eligibility for agencies other than State Government	a) Must be registered with the appropriate legal authority.	
		b) Must be a clean record holder since inception.	
		c) Must have an annual financial turnover of minimum Rs. 50 lakhs	
		d) Should have experience of 3 years in the field of Road Safety.	
	City/Village		
	District		
	State		
	Number of IDTRs Sanctioned during 11th plan in the State		
	No. of DTIs sanctioned during 10th Plan in the State		
	Capacity utilisation of training centres sanctioned earlier		
	Upgradation of driving tracks, driving simulators		
	Woman Driver Training Centres		

	Categorical recommendation of State Government		
	Has the State Government vested IDTR with power to license, monitor, Categorise and audit other driving training schools?		
	If yes, State Govt details of registration with proper authority provided		
	Land identified		
	Distance to State Capital/major towns		
	Categorical recommendation of the State Government Provided? If yes, details		
	Undertaking by State Government ensuring full utilisation of capacity Provided?		
	Certificate whether land is available & title is clear		
	Land title vested in Central or State Government or Society		
	Leaseholding	The RDTCs will set up and operated through partnership between state government and private developer. The proposal should invariably contain details of complete financial support inclusive of land cost (if any) through private party. Land for the RDTCs may be procured or leased for minimum 33 years by the private partner/state government and should have a clear title.	
	Hypothecation of land in the name of MoRTH until submission of UC?	Note: Private agencies are required to hypothecate the land/(to be built up infrastructure) in the name of the MORTH, till the utilization of funds released to them and submission of UC duly certified by CA	
	Site and building plan		

	Enclosed ?		
	Site and building estimate of constructing the facility Enclosed?		
	Estimates based on CPWD or State PWD schedule of rates?		
	Vetting by CPWD/PWD Provided?		
	PWD Rate as per year		
	Total Builtup Area		
	Builtup Area Cost per sq.ft / sq.mt (Rs)		
	Total Track Area		
	Track Cost per sq.ft / sq.mt (Rs)		
	Time schedule for completion of activities Provided? If yes, details		
	Contact details of Nodal Officer		
	Name		
	Address		
	Tel. No.		
	Email ID		
	Is the Project Self sustaining and commercially viable? If yes, give details		
	Is the Cost benefit analysis included		
	Proposed Revenue to be generated (Rs in lakhs)		
	Proposed Expenditure (Rs in lakhs)		
	Annual financial burden (Rs in lakhs)		
	PPP Partners		
	Share/Contribution of PPP Partners	Sponsor the vehicles, training aggregates and teaching aids	

	Management	For overseeing the construction and operation, a society shall be formed. The society will comprise of the representatives of Ministry of Road Transport, Govt. of India, State Government and Private partners.	
	Total budget (Rs in crores)		
	Funds Requested (Rs in crores)		
	Maximum funds (Rs in crores)		
	Civil construction (Rs in crores)		
	Workshop equipment (Rs in crores)		
	Vehicles (Rs in crores)		
	Simulators (Rs in crores)	1.00	
	Consultant Expenses (Rs in crores)		
	Miscellaneous (Rs in crores)		
	Contingency (Rs in crores)		
	Consumables included in initial grant (Rs in crores)		
	Teaching & Training Equipment (Rs in crores)		
	Office equipment (Rs in crores)		
	Testing Equipment (Rs in crores)		
	Library (Rs in crores)		
	IDTS / Automated Driver Testing Systems (Rs in crores)		
	Training Courses to be conducted	Induction Training Course in Light Motor Vehicle Driving	
		Induction Training Course in Heavy Motor Vehicle Driving	
		Induction training course in driving of motorized 2-wheelers	
		To conduct refresher course for drivers who are in service	

		Training course for drivers who violate traffic regulations	
		Training Course on Safe Transportation of Hazardous Goods	
		To organize road safety awareness campaign for schools children and vulnerable groups	
		Testing of aspiring drivers for issue of driving licence	
		To carry out periodic accreditation of driving schools in the allocated region	
	PPP Model		
	• Investment made by PPP Partner will be audited by State Transport Ministry and approved		
	• The training / testing for Licensing charges will be jointly agreed with State Governments till the recovery of PPP Partner totally recover their Investment (Principal Investment, Interest, Recurring Expenses, .. etc)		
	• Post recovery of PPP Partner Investments, recovery can be split 80% /20% (or) 70% /30%. This should be mutually negotiated & agreed.		
	Procurement Process	Procurement should be made by following tender procedure to obtain most competitive price and quality products.	
	Infrastructure Proposed		
1)	Land	3 to 5 acres	
2)	Buildings	2500 sqft in Phase I	
	i) Classroom	two classrooms 8mx5m	
	ii) Rooms For Staff	One room for Office and staff rooms of size 5mx5m	
	iii) Driving Room	One driving hall of size 10mx8m	
	iv) Workshop	No	

	V) Canteen	Pantry Room in separate building of size 5mx3m	
	Vi) Hostel : Within The Campus	No	
	Hostel Block		
	Room Size		
	VII) Simulator Room (provided) ?		
3)	Furniture and fittings for trainees		
	No. of chair-cum-writing Pad required		
	Classroom Furniture		
	Ossife Furniture		
	Hostel Furniture		
	Dining Hall Furniture		
	Kitchen Furniture & Appliances		
		70	
4)	Vehicles (Capacity)	11000 drivers in refresher category and in learners category	
	HCVs		
	LCVs		
	LMVs		
5)	Teaching and Training equipments		
	i) Working models of various systems of an Automobile:	Cooling system	
		Transmission system	
		Fuel System	
		Electrical system	
	ii) Cut Section Models		
	Working models	-Petrol Engine (4 cylinder)	
		-Diesel Engine (6 cylinder)	
		Live axle assembly	
	Non-Working models	-Front axle with Pull & Push Rod and Tie rod assembly	
		-Gear Box Assembly	
		Steering Box assembly	
	iii) Failed components:		
	Working models	-Clutch cover assembly	
		-Clutch disc	

	Non-Working models	- Axle shaft	
		-Crown wheel with pinion	
		-Starter Motor	
		-Alternator	
	iv) Static Models in Driving Procedures	MSM & PSL Safety Routine	
		IPDE Principle	
		Stopping Distance	
		Following Distance	
		Curve Handling	
		v) Traffic sign Boards	
		vi) Over head Projector	
		vii) Slide Projector	
		viii) TV & VCR/VCD	
		ix) Multimedia Projector	
		x) Magnetic Board	
6)	Workshop Equipments	Air Compressor	
		Puncture kit	
		Tyre lever	
		Wheel brace	
		Jack and tyre pressure gauge	
		Trolley jack	
		Grease gun	
		Spanner	
		Box spanner	
		Battery chargers	
		First aid box	
7)	Testing equipments	Vision drum placed 20 ft/6 mts. from the person	
		Trial set with frame	
		Ishihara chart (for colour vision testing)	
		Near vision chart	
		Weighing machine	
		Height meter	
8)	Office equipments	Xerox machine	
		Fax Machine	
		Lamination machine	
		EPBAX & telephone instrument	
		Modem	
		Internet Connection	
		Computer with accessories	

9)	Library : one library having books on topic: Traffic rules and regulations, driving procedures, vehicle maintenance and repairs	Yes	
10)	Driver Training Simulators	will be provided to the driving already schools/institutes which have been set up as per MoRTH scheme or by certificate by state grant of state govt. A authority is required to ensure that functional school is	
	HCVs		
	LCVs		
	LMVs		
11)	Driving range	Recommended to be taken up in Phase 2	
		Two lane straight road	
		Parking in 3 type of menoever	
		Hump Road	
		3 point Turn & 5 point Turn	
		8 Shaped Bend	
		Reversing Box	
12)	Driving Range Aids	Erection Of Road Traffic Signs And	
		Automatic Light Signals	
		Road Markings	
		Traffic Barriers	
		Traffic Bollards	
		Lighting	
		Other Road Furniture And Appurtenance May Also Be Provided In The Driving Range.	

CHECKLIST FOR EVALUATION DTC

	MAIN INDICATORS		Details	Acceptable/ Not Acceptable
1	Proposal No. as per MORTH			
2	Name of Agency requesting DTC	1) Any legal entity registered under a State/Central law such as State Undertaking/ NGO/Trust/Cooperative Society/Vehicle Manufacturer/Firm 2) Consortium with maximum three members 3) No member of consortium will be member if another consortium for another DTC		
3	Location of DTC	Village/Town	1) Only one DTC for every district.	
4		District	2) Second DTC proposal would be considered only if district proposal is more than 20 lakhs and there are no proposals from other districts	
5		State		
6	Have any DTC proposals been considered or approved in the same district?		No	
7	Documents to be enclosed	Incorporation Certificate		
8		If NGO,	Date of Registration on Darpan	
9			Unique ID on Darpan	
10		Land Documents	Free Hold or Long Lease for atleast 10 years with inbuilt provision for further extension	
11		District Collector Endorsement		
12		Annexure III A		
13		Annexure III B - Authorisation of the DTC		
15		Project Appraisal Report by NSDC and/or Financial Institution		
16		Proof for Means of Financing	1) Proof for sources of funds and	

			availability		
17			2) Copies of last three years of balance sheets		
18		Signed copy of MOU if consortium			
19		Experience or Interest in Road Safety Activities			
20		Is Agency is availing grant under NSD Programme	If availing funds under NSDC Programme, Fee structure proposed should sync with the Fee structure notified by Ministry of Skill development and entrepreneurship		
Costing Details					
21	Site and building plan Enclosed ?		Layout Plan		
22	Cost estimate of constructing the facility Enclosed?		BOQ		
23	Total Builtup Area				
24	Builtup Area Cost per sq.ft / sq.mt (Rs)				
25	Total Track Area				
26	Track Cost per sq.ft / sq.mt (Rs)				
27	Total budget (Rs in crores)				
28	Funds Requested from	Rs in crores			
29	MoRTH	In %			
30	Civil construction cost (Rs in crores)	Building			
		Driving Tracks			
31	Simulators (Rs in crores)				
	Vehicles (Rs in crores)				
32	Workshop Equipment (Rs in crores)				
	Training Equipment (Rs in crores)				
33	Office Equipment (Rs in crores)				
	Bio-metric Attendance System (Rs in crores)				
34	Broadband Connectivity				
	Furniture				
Infrastructure Proposed					
35	Land	2 Acre			
36	Classrooms with teaching Aids like computer and multimedia projector	2 classrooms each of 8m x 5m minimum			
37	Office Space	1 rooms of 5m x 5m minimum			
38	Simulators (LMV and HMV)	1 room of 10m x 8m minimum			

39	Workshop	1 room of 10m x 8m minimum		
40	Provision of Toilets (separate for male and Female)			
41	Driving range/Tracks Required	Manoeuvring		
42		ReverseTrack		
43		Parking		
44		Gradient		
45	Any Allied service in the propsed premises			
46	Broadband connectivity with biometric system			
47	Vehicles with dual control	2 LMV/HMV vehicles OR		
49	Time schedule for completion of activities Provided? If yes, details			
50	Revenue Expenditure Statement enclosed?			
51	Is the center financially sustainable			

MEMORANDUM OF ASSOCIATION OF

"Institute of Driving Training & research (IDTR)/Institute of Driving Training & Research/Regional Driving Training Centre (RDTC)"

At ----- in ----- district of -----State

1) Name of the proposed society: -----

2) Address :- -----

3) Aims and Objects:- As detailed in this MoA.

INTRODUCTION:-

IDTRs/IDTR/RDTCs are focused on catering and imparting professional driving skills through state of the art infrastructure and trained instructors. Accordingly, the IDTR/RDTC's are proposed to be developed in various Regions of a State, excluding the ones in which an IDTR is proposed or developed. The network of proposed IDTR/RDTCs as well as IDTRs will impart practical training in driving of automobiles to the vehicle users and general public in the State.

The proposed IDTR/RDTC, with modern facilities like simulators, driving range, tools and equipment's etc. would definitely go a long way in educating the drivers of various categories in order to ensure safety on the roads. The IDTR/RDTCs would not only provide training not only to drivers but to training instructors as well.

AND

IDTR/RDTC) is a project under scheme of the Ministry of Road Transport & Highways, Government of India and the said IDTR/RDTC to be set up at ----- district, which has been sanctioned to the Department of Transport, Govt. of ----- in collaboration with PPP partner -----, ----- dist. ----- having Reg. No. ----.

OBJECTS / PURPOSE OF SOCIETY:

1. To oversee the establishment and operation of the Institute of Driving Training & Research/Regional Driving Training Centre (IDTR/RDTC) at ----- in ----- district of ----- State as per the provisions under the scheme guidelines of Ministry of Road Transport and Highways.
2. To establish and run the Institute of Driving Training & Research/Regional Driving Training Centre (IDTR/RDTC) and achieve the objects of the scheme by way of affordable and quality driving training to the drivers/driving license aspirants.
3. To conduct Induction training courses in driving of light motor vehicles.
4. To conduct induction training courses in driving of heavy motor vehicles.
5. To conduct induction training courses in driving of motorized 2 wheelers.
6. To conduct refresher and orientation training courses for the drivers who are in service.
7. To conduct refresher and orientation training module for the drivers who violate traffic regulations.
8. To conduct training course for the drivers who carry dangerous/hazardous goods including random periodic evaluation.
9. To organize road safety awareness campaigns for the school children and other vulnerable groups.
10. Testing of aspiring drivers for issue of driving license.
11. To run various courses and guide in regard safe driving.
12. To enhance the proficiency of those who are already in the driving profession and enhance the employability of new comers and the employments prospects for those seeking employment.
13. To act in collaboration with the Union and the State Government and other Govt. bodies, or authorities or agencies established by statute/law, in the matter of formulation and execution of projects, programs and schemes of road safety and to accept grants or funds for the purpose.
14. To develop mechanisms for the skill testing and certification by the transport department.
15. To make awareness to drivers about legal aspects and provisions of the Motor Vehicle Act, 1988 and the CMV Rules, 1989 and latest law applicable to drivers.
16. To carry out periodic accreditation of driving schools in the allocated region.
17. To run the IDTR/RDTC as per provisions under the scheme guidelines of MoRT&H.
18. To send periodic reports to the Ministry of Road Transport & Highways, Govt. of India as per provisions under the scheme.

I. DEFINITIONS :-

Society means :- "Society for IDTR/RDTC",

at -----, Tq. & Dist. -----

- President means :- The President of "Society for RDTC", -
-----, Tq. & Dist. -----

Secretary' mean :-The Secretary of " Society for IDTR/RDTC

", -----, Tq. & Dist. -----

- Member of Managing :- Member of " Society for Regional Driving
Training Center",

-----, Tq. & Dist. -----

Other Members means :- Member of "Society for Regional Driving
Training Center",

-----, Tq. & Dist. -----

II. JURISDICTION :- The Jurisdiction of society shall be
throughout

----- State only.

III. ACCOUNTING YEAR:- Accounting year will be 1st April to 31st
March every year.

IV. POWERS & DUTIES OF GENERAL COUNCIL :-

General Council shall be the supreme body. All members can participate in
the General Council meeting. The meetings of General Council shall be held
at least once in a year. The General Council shall:

- Take final decision related to IDTR/RDTC.
- Pass the budget and audit reports produced before the meeting. Prepare programmes in the interest of the society.
- If needed, form subcommittees, to amend the constitution and to effect Managing Committee.

V. NOTICE & QUORUM OF GENERAL COUNCIL :-

Notice for the meeting of General Council will be served at least 20 days in
advance by post or by notice book with the signature of the Secretary. Notice

must reflect date, time, place and Agenda of the meeting. The quorum for the meeting will be 2/3rd (Two third) of the total members.

Any adjourned meeting due to lack of quorum shall be held with at least three days advance notice. The quorum for the adjourned meeting will be 1/2 (half) of the members. The notice must reflect such information.

VI. EXTRA ORDINARY MEETING OF GENERAL COUNCIL:-

An extra ordinary meeting of General Council can be called as and when required. The agenda for discussion will only be the one for which the meeting has been called for. At least 15 days advance notice must be given, which should be sent by post with the signature of the Secretary. Quorum will be 3/5 (Three Fifth) of the total members of General Council. Any adjourned meeting due to lack of quorum shall be held with at least three days advance notice. The quorum for the adjourned meeting will be 1/2 (half) of the members. The notice must reflect such information.

Extra ordinary General Meeting can discuss on the subjects of objects, amalgamation and dissolution.

VII. COMPOSITION OF MANAGING COMMITTEE:-

The Managing Committee shall be consisting of 7 members.

- | | | |
|----|-----------|---|
| 1. | President | 1 |
| 2. | Secretary | 1 |
| 3. | Members | 5 |

VIII. RULES REGARDING FILL UP THE VACANCIES:-

If any vacancy arises due to any reason, it will be filled up by the decision of members of Managing Committee through majority and shall be [RB(1) [Ma2] filled by ex-officio members from Department of Transport, Government of ----- or Ministry of Road Transport & Highways, Government of India, as the case may be.

IX. POWERS AND DUTIES OF OFFICE BEARER:-

1. President:-

To conduct the proceedings of meetings of the Society, to issue appropriate orders for the benefit of the Society, to control the proceedings of the society and to give casting vote in the event of equal votes.

2. Secretary:-

To call meetings of the Society, to make correspondence, entertain the complaints, to maintain proceedings of the society, to prepare Annual Accounts and put forward for sanction.

To approve bills, to execute the approved proposals and to keep watch on the overall workings of the Society.

To represent the Society in other offices and Courts, to execute election programme, to keep appropriate accounts, to prepare final accounts, to collect donations, funds, membership fees, and put all the accounts in Managing Committee and General Council Meeting.

3. Members of Managing Committee :-

To attend the General Council Meeting and to vote in the meetings of the Society and during elections.

X. MEETING OF MANAGING COMMITTEE

At least 3 meetings of Managing Committee will be held in a year. The notice of the meeting be served 15 days in advance by post or by notice book, along with the signature of the Secretary. Notice must reflect the date, time, place and agenda of the meeting. Quorum required will be $\frac{2}{3}$ rd (two third) of the total members of Managing Committee. Any adjourned meeting due to lack of quorum shall be held with at least three days advance notice. The quorum for the adjourned meeting will be $\frac{1}{2}$ (half) of the members. Notice must reflect such information.

XI. REQUISITION MEETING OF MANAGING COMMITTEE:-

A requisition meeting will be held with the requisition of members of Managing Committee. At least 15 days prior notice is required for calling the requisition meeting. Discussion in such meetings shall be limited to the agenda stated in the notice of such requisition meeting. Quorum of such meeting shall $\frac{3}{5}$ (three fifth) of the total members of Managing Committee. Meeting may be adjourned for want of quorum. Any adjourned meeting due to lack of quorum shall be held with at least three days advance notice. The quorum for the adjourned meeting will be $\frac{1}{2}$ (half of the) members. Notice must reflect such information.

XII. EMERGENCY MEETING OF MANAGING COMMITTEE:-

For discussion on emergency subjects, emergency meeting shall be called with 3 days advance notice. Such notice must reflect emergency, agenda, time, place, and date of meeting. Quorum shall be $\frac{3}{5}$ of the total members of

Managing Committee Members. For want of quorum, meeting shall be adjourned. Any adjourned meeting due to lack of quorum shall be held with at least one day advance notice. The quorum for the adjourned meeting will be 1/2 (half) of the members. Notice must reflect such information.

XIII. PROCEDURE OF NOTICE:-

The members shall be informed personally and their signatures shall be taken in notice book or obtain postal acknowledgment. The notice on emergency meeting shall be given in writing.

XIV. FILLING OF VACANCIES OF MANAGING COMMITTEE:-

Any vacancy arising due to death, resignation or due to any other reason shall be filled in by the majority decision of Managing Committee only.

XV. POWERS AND DUTIES OF MANAGING COMMITTEE:-

To work out the objects of the Society, to elect the members for execution of various programmes and form sub-committees for functioning of society, if needed.

To collect funds, to prepare and execute the programs as approved by the General Council, to accept, approve, admit or to cancel suspend the membership of any member if his/ her behavior proves to be harmful in the interest of the Society.

To maintain the minute book of the meetings of Managing committee and General Council, though Secretary, to pass the Annual Budget and the Audit Reports of the Society, to maintain the discipline and efficiency in the working of society, to make appointment of the employees and terminate their services, if required.

XVI. SOURCES OF INCOME, FUNDS AND UTILIZATION:-

Donations and government grants. The funds will be utilized towards the objects of the Society.

XVIII. PERCENTAGE OF EXPENSES ON OBJECTS:-

Educational, Social and welfare objects, requirement of the projects, infrastructure and as per guidelines of the Central and State government.

XIX. PROVISIONS REGARDING LOAN/DEPOSITS:-

At the time of seeking financial borrowings from any trustee/ bank or any other person, prior permission from the Joint Charity Commissioner Amravati must be obtained.

XX. PROVISION REGARDING SALE/PURCHASE OF PROPERTY:-

Society can purchase any kind of immovable and movable property. At the time of sale of immovable property, the resolution passed by the Managing Committee by the majority. The society shall also take necessary prior permissions from the Joint Charity Commissioner, Amravati for the sale of immovable property. However, the assets created from the funds of the Central Government under the Scheme cannot be sold or disposed off in any manner by the Society or the Private Partner of this project.

XXI. BANK ACCOUNT:-

Funds of the Society shall be deposited either in a recognized Government Bank or post office or any scheduled bank, cooperative Bank approved by the State Govt. for the purpose of section ----- of the ----- Act. The funds from this account will be utilized for the projects only with joint signature of the President and the Ex-Officio member representative of Department of Transport.

XXII. LIST OF MEMBERS:-

- A. List of members as required under section 15 of the Societies Registration Act 1860 shall be maintained in the schedule prescribed under rule 15 of the Societies Registration (-----) Rules, -----.
- B. List of Members of the Managing Committee will be sent to the Registrar of Societies, ----- as required under Societies Registration (-----) Rules, ---- under Schedule ----- in Rule ----.
- C. List of the staff of the Society will be sent to the Registrar of Societies, ----- as required under Rule 4 (A) of Societies Registration Act, ----- and as required under Schedule 2 in Rule 8 of Societies Registration (-----) Rules, ---.

XXIII. AMENDMENT TO CONSTITUTION:-

Any change in the constitution of the society can be made with 3/4th majority in General Council meeting.

XXIV. AMENDMENT TO OBJECTS/CHANGE IN THE NAME :-

As and when the objects and/or name of the society is to be changed or the society is to be amalgamated wholly with other Society, the procedure laid down in the section 12 and 12 A of the societies Registration Act 1860 shall be followed.

XXV. DISSOLUTION:-

When the society is to be dissolved, the procedure laid down in Section 13 and 14 of the societies Registration Act, 1860 shall be followed.

XXVI. DELEGATION OF FINANCIAL POWERS:-

Taking into consideration the functions and activities of the Society, the financial powers as shown against each of functionary are delegated.

1) Managing Committee:-

The Managing Committee shall have the power to sanction expenditure.

2) President:-

To sanction and expenditure not exceeding Rs. ----/- as and when required.

3) Secretary:-

Payment approval by the Manage committee to sanction an expenditure not exceeding Rs. -----/- as and when required.

CERTIFICATE

CERTIFIED that this is the true and correct copy of constitution of
“Institute of Driving Training & Research/Regional Driving Training
Centre”, -----, Tq. & Dis. -----
-----.

Sr. No.	Full Name and Address	Designation	Signature
1)	Head of PPP partner, ----- ----- (Shri. -----)	President	
2)	----- (Shri. -----)	Secretary	

Place - -----

Date –

5) We, the following persons being desirous of forming into a society "Regional Driving Training Center", -----, Tq.& Dist. ----- under the society registration Act-----
 --- On the date and have subscribed our names to this Memorandum of Association.

Sr. No.	Full Name and Address	Designation	Signature
1	President of -----, ----- ----- (Shri. -----)	President	
2	The Representative of ----- -----, ----- ----- (Shri. -----)	Secretary	
3	Representative of MoRTH New Delhi	(Ex-officio) Member	
4	Representative of State Transport	(Ex-officio) Member	
5	-----	Member	
6	-----	Member	
7	-----	Member	

I know the above signature who have signed in my presence.

Place :-----

Date: -----

Name, Address, Age, Occupation of the member of the First Managing Committee to whom the management is on trusted no as per rules and regulations of the societies as under :-

Sl. No.	Full Name and address	Designation	Age	Nationality	Occupation
1	President of -----	President		Indian	
2	The Representative of-- -----	Secretary		Indian	
3	Representative of MoRTH Govt. of India New Delhi	Member		Indian	
4	-----	Member		Indian	
5	-----	Member		Indian	
6	Representative of ----- -----	Member		Indian	
7	Representative of----- -----	Member		Indian	
	-,				

Place :- -----

Date :- -----

Signature of Applicant

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE MINISTRY OF ROAD TRANSPORT AND HIGHWAYS, GOVT. OF INDIA
DEPARTMENT OF TRANSPORT, State of -----**

AND

M/s. -----

This TRIPARTITE MEMORANDUM OF UNDERSTANDING (MOU) is made on the _____ day of _____, 2022 among the Ministry of Road Transport & Highways, Government of India, New Delhi through Shri/Smt. --
_____ Under Secretary, (hereinafter referred to as “first part”) and Transport Department, State of ----- through Shri _____, Regional Transport Officer (RTO)/District Transport Officer (DTO) , District----- (hereinafter referred to as “the second Part”) and Private Developer M/s.----- (hereinafter referred to as “Third part”).

ARTICLE 1: PURPOSE

1. With the fast growing economy, the vehicle population in India has grown rapidly. The demand of trained drivers is increasing day by day. Considering the above, Ministry of Road Transport & highways, Govt. of India has decided to setup model Driving Training Centre (DTC) in the country for imparting quality driving training to the driving aspirants and refresher training for drivers. One such centre under the scheme shall be established at ----- (address of the project site). This project shall be executed by M/s.(Name and address of the Private Developer).

2. To establish and operate the above model Driving Training Centre (DTC) in ----- --District of -----State in a time bound manner, each of the three concerned stakeholders (MoRTH, Transport Department, ----- and Private Developer) is required to work in harmony to discharge obligations assigned to each party. Articles 2 to 4 describe the obligations assigned to each party.

ARTICLE – 2

OBLIGATIONS OF THE FIRST PART: MINISTRY OF ROAD TRANSPORT AND HIGHWAYS, GOVT. OF INDIA

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS, GOVT. OF INDIA has agreed and affirmed that:

1. Financial support as Grant-in-aid upto 50% of the project cost subject to Maximum ₹ 1.00 crore towards building and tracks, teaching aid, equipment, vehicles for driving training, office equipment etc. for setting up of the project will be borne by the MINISTRY OF ROAD TRANSPORT AND HIGHWAYS, GOVT. OF INDIA.
2. The total project cost for setting up of DTC at-----, in ---- district of -----is ₹ -----. Out of the total cost of ₹ ----- lakhs, an amount of ₹----- lakh (₹ ----- only) will be provided by Ministry of Road Transport & Highways as Grants in-aid.
3. Funds will be released in three phases as per provisions under the scheme guidelines and having regards to milestones on receipt of required documents.
4. The Central Government will not give any grant to run the centre.
5. MoRTH may review the status of the implementation of the project at regular interval as may be required through its officers or through the Programme Monitoring Unit (PMU).
6. Arrangement of services of the PMU to the Private developer to execute the project is time bound manner.

ARTICLE - 3

OBLIGATIONS OF THE PARTY No. 02: DEPARTMENT OF TRANSPORT, STATE OF-----

TRANSPORT DEPARTMENT, STATE OF ----- has agreed and affirmed that:

1. As per commitment made by the Transport Department, State of ----- vide its Undertaking on the matter bearing No.----- dated-----, the Transport Department----- shall authorise/accredit the Centre, on completion in accordance with the DPR, to be set

up at-----under MoRT&H scheme to impart training to the driving licence aspirants subject to fulfilment of provisions under the CMV Rules, 1989.

2. Issue of licence to the centre under the CMV Rules.
3. Ensure utilisation of the centre for driving training purpose.
4. Periodic Inspection and supervision of the Centre after the centre comes under operation as per relevant rules.

ARTICLE 4

OBLIGATIONS OF M/s. -----

Party No.3, M/s.----- has agreed and affirmed that:

1. Provide 2 Acre land in ----- district, ---- State free from all encumbrances for establishing of model Driving Training Centre.
2. Bear ₹----- on the project which is equal to/more than 50% of the total project cost.
3. Bear the cost of land development and ensure availability of boundary wall, approach roads, electricity, water etc.
4. Carry out the civil construction of the center including utilities as per the DPRs. The party shall review site progress quarterly or as per site requirement with architect and civil construction agency. The report for the same will be submitted to MoRTH with the proposal for release of next instalment.
5. Undertaking that the centre will be utilised for driving training for atleast a period as specified under the scheme guidelines.
6. Utilisation of the Grant for the project will be maintained on EAT module of PFMS.
7. The centre will be utilized for the purposes as specified under the scheme guidelines only.
8. All the provisions of the scheme should strictly be followed.
9. The project will be completed within 12 months from the date of release of 1st instalment.
10. The private developer will maintain separate bank account for the project.
11. Make all the records and accounts of this Grant available for audit to the C&AG of India and the Internal Audit of the Principal Accounts Office of the Ministry of Road Transport & Highways in terms of Rule 236(1) of the CFR, 2017 as and when required.
12. The fee for driving training would be decided as per relevant rules and it would go to the Private Developer.
13. Deployment of qualified and well trained instructors and employees of good oral character for imparting training at the centre.
14. Follow the provisions under the CMV Rules, 1989 in operation on the Centre. Make ready of all the records as per requirement of Transport Department for inspection.

15. Do the audit of the Grant account through a Chartered Accountant and send to the Ministry.
16. In case the party-3 fails to execute the project due to any reasons, the party will be liable to refund the grant amount with admissible panel interest as per provisions under the GFRule, 2017 to the Ministry of Road Transport.

ARTICLE 5

FINANCIAL ARRANGEMENTS

A. The Central Government will provide funding to the Private Developer for the establishment of DTC Centre which includes construction of building, training equipment and vehicles etc. as per sanction order No.----- dated -----.

B. After completion of the project, M/s.----- will operate the centre by its own manpower and resources or can identify a prospective centre operator.

ARTICLE 6

CONDITIONS PRECEDENT

The rights and obligations of the parties under this agreement are subject to the satisfaction in full of the following conditions precedent:

1. This MOU is effective from the date of signature of this MOU i.e. -----.
2. No parties shall quit or terminate this MOU.

I WITNESS WHEREOF, the representatives of the Parties to this Memorandum of Understanding being duly authorized have signed this Memorandum of Understanding as of the day, month and year first above written.

Signed for and on behalf of Ministry of Road Transport and Highways, Government of India	Signed for and on behalf of Transport Department, State of -----	Signed for and on behalf of Private Developer
Name & Designation (With Stamp) (Under Secretary, Road Safety)	Name & Designation (With Stamp)	Name & Designation (With Stamp)
Dated: Witnesses: 1. 2.	Dated:	Dated:

Annexure IV

List of High Priority Districts

S.No	District	State
1	NTR	Andhra Pradesh
2	Visakhapatnam	Andhra Pradesh
3	Sri Potti Sriramulu Nellore	Andhra Pradesh
4	Guntur	Andhra Pradesh
5	Y.S.R.	Andhra Pradesh
6	Kurnool	Andhra Pradesh
7	Tirupati	Andhra Pradesh
8	Prakasam	Andhra Pradesh
9	Ananthapuramu	Andhra Pradesh
10	Kakinada	Andhra Pradesh
11	Eluru	Andhra Pradesh
12	Srikakulam	Andhra Pradesh
13	Palnadu	Andhra Pradesh
14	Chittoor	Andhra Pradesh
15	Vizianagaram	Andhra Pradesh
16	Anakapalli	Andhra Pradesh
17	Krishna	Andhra Pradesh
18	East Godavari	Andhra Pradesh
19	Nandyal	Andhra Pradesh
20	West Godavari	Andhra Pradesh
21	Dr. B.R. Ambedkar Konaseema	Andhra Pradesh
22	Kamrup Metro	Assam
23	Nagaon	Assam
24	Kamrup	Assam
25	Patna	Bihar
26	Muzaffarpur	Bihar
27	Purnia	Bihar
28	Gaya	Bihar
29	Bhagalpur	Bihar
30	Darbhanga	Bihar
31	Vaishali	Bihar
32	Begusarai	Bihar
33	Purbi Champaran	Bihar
34	Nalanda	Bihar
35	Bhojpur	Bihar
36	Rohtas	Bihar

37	Samastipur	Bihar
38	Aurangabad	Bihar
39	Saran	Bihar
40	Raipur	Chhattisgarh
41	Durg	Chhattisgarh
42	Bilaspur	Chhattisgarh
43	North Goa	Goa
44	South Goa	Goa
45	Ahmedabad	Gujarat
46	Surat	Gujarat
47	Kachchh	Gujarat
48	Vadodara	Gujarat
49	Rajkot	Gujarat
50	Gandhinagar	Gujarat
51	Bharuch	Gujarat
52	Mahesana	Gujarat
53	Valsad	Gujarat
54	Bhavnagar	Gujarat
55	Anand	Gujarat
56	Banas Kantha	Gujarat
57	Jamnagar	Gujarat
58	Kheda	Gujarat
59	Panch Mahals	Gujarat
60	Junagadh	Gujarat
61	Sabar Kantha	Gujarat
62	Surendranagar	Gujarat
63	Navsari	Gujarat
64	Gurugram	Haryana
65	Faridabad	Haryana
66	Bhiwani	Haryana
67	Hisar	Haryana
68	Yamunanagar	Haryana
69	Rewari	Haryana
70	Sonipat	Haryana
71	Panipat	Haryana
72	Rohtak	Haryana
73	Jhajjar	Haryana
74	Solan	Himachal Pradesh
75	Kangra	Himachal Pradesh
76	Shimla	Himachal Pradesh
77	Ranchi	Jharkhand
78	East Singhbhum	Jharkhand

79	Dhanbad	Jharkhand
80	Hazaribagh	Jharkhand
81	Deoghar	Jharkhand
82	Bokaro	Jharkhand
83	Palamu	Jharkhand
84	Bengaluru Urban	Karnataka
85	Mysuru	Karnataka
86	Dakshina Kannada	Karnataka
87	Belagavi	Karnataka
88	Tumakuru	Karnataka
89	Dharwad	Karnataka
90	Hassan	Karnataka
91	Mandya	Karnataka
92	Kalaburagi	Karnataka
93	Shivamogga	Karnataka
94	Vijayapura	Karnataka
95	Udupi	Karnataka
96	Vijayanagar	Karnataka
97	Davangere	Karnataka
98	Bengaluru Rural	Karnataka
99	Chikkamagaluru	Karnataka
100	Haveri	Karnataka
101	Chitradurga	Karnataka
102	Kolar	Karnataka
103	Bagalkote	Karnataka
104	Bidar	Karnataka
105	Raichur	Karnataka
106	Uttara Kannada	Karnataka
107	Ballari	Karnataka
108	Chikkaballapura	Karnataka
109	Malappuram	Kerala
110	Ernakulam	Kerala
111	Thiruvananthapuram	Kerala
112	Thrissur	Kerala
113	Palakkad	Kerala
114	Kozhikode	Kerala
115	Kannur	Kerala
116	Kollam	Kerala
117	Kottayam	Kerala
118	Alappuzha	Kerala
119	Idukki	Kerala
120	Kasaragod	Kerala

121	Pathanamthitta	Kerala
122	Indore	Madhya Pradesh
123	Bhopal	Madhya Pradesh
124	Jabalpur	Madhya Pradesh
125	Gwalior	Madhya Pradesh
126	Ujjain	Madhya Pradesh
127	Pune	Maharashtra
128	Thane	Maharashtra
129	Mumbai	Maharashtra
130	Raigad	Maharashtra
131	Nashik	Maharashtra
132	Nagpur	Maharashtra
133	Palghar	Maharashtra
134	Chhatrapati Sambhajinagar	Maharashtra
135	Mumbai Suburban	Maharashtra
136	Ahmednagar	Maharashtra
137	Kolhapur	Maharashtra
138	Solapur	Maharashtra
139	Satara	Maharashtra
140	Jalgaon	Maharashtra
141	Sangli	Maharashtra
142	Nanded	Maharashtra
143	Beed	Maharashtra
144	Kohima	Nagaland
145	Mokokchung	Nagaland
146	Khordha	Odisha
147	Sundargarh	Odisha
148	Cuttack	Odisha
149	Kendujhar	Odisha
150	Ganjam	Odisha
151	Jajapur	Odisha
152	Anugul	Odisha
153	Sambalpur	Odisha
154	Baleshwar	Odisha
155	S.A.S Nagar	Punjab
156	Ludhiana	Punjab
157	Patiala	Punjab
158	Jalandhar	Punjab
159	Amritsar	Punjab
160	Sangrur	Punjab
161	Bathinda	Punjab
162	Jaipur	Rajasthan

163	Jodhpur	Rajasthan
164	Chittorgarh	Rajasthan
165	Udaipur	Rajasthan
166	Bhilwara	Rajasthan
167	Sikar	Rajasthan
168	Ajmer	Rajasthan
169	Kota	Rajasthan
170	Jhunjhunu	Rajasthan
171	Barmer	Rajasthan
172	Churu	Rajasthan
173	Chennai	Tamil Nadu
174	Coimbatore	Tamil Nadu
175	Thiruvallur	Tamil Nadu
176	Kancheepuram	Tamil Nadu
177	Salem	Tamil Nadu
178	Madurai	Tamil Nadu
179	Chengalpattu	Tamil Nadu
180	Tiruppur	Tamil Nadu
181	Tiruchirappalli	Tamil Nadu
182	Namakkal	Tamil Nadu
183	Cuddalore	Tamil Nadu
184	Erode	Tamil Nadu
185	Dindigul	Tamil Nadu
186	Thanjavur	Tamil Nadu
187	Viluppuram	Tamil Nadu
188	Thoothukkudi	Tamil Nadu
189	Kanniyakumari	Tamil Nadu
190	Tiruvannamalai	Tamil Nadu
191	Tirunelveli	Tamil Nadu
192	Vellore	Tamil Nadu
193	Virudhunagar	Tamil Nadu
194	Hyderabad	Telangana
195	Ranga Reddy	Telangana
196	Medchal–Malkajgiri	Telangana
197	Nalgonda	Telangana
198	Nizamabad	Telangana
199	Sangareddy	Telangana
200	Khammam	Telangana
201	Suryapet	Telangana
202	Hanumakonda	Telangana
203	Bhadradi Kothagudem	Telangana
204	Siddipet	Telangana

205	Karimnagar	Telangana
206	Jagitial	Telangana
207	Kamareddy	Telangana
208	Vikarabad	Telangana
209	Mahabubnagar	Telangana
210	Nagarkurnool	Telangana
211	Mancheria	Telangana
212	Peddapalli	Telangana
213	Mahabubabad	Telangana
214	Medak	Telangana
215	West Tripura	Tripura
216	Lucknow	Uttar Pradesh
217	Varanasi	Uttar Pradesh
218	Kanpur Nagar	Uttar Pradesh
219	Ghaziabad	Uttar Pradesh
220	Prayagraj	Uttar Pradesh
221	Gautam Buddha Nagar	Uttar Pradesh
222	Gorakhpur	Uttar Pradesh
223	Agra	Uttar Pradesh
224	Bareilly	Uttar Pradesh
225	Meerut	Uttar Pradesh
226	Moradabad	Uttar Pradesh
227	Aligarh	Uttar Pradesh
228	Mathura	Uttar Pradesh
229	Firozabad	Uttar Pradesh
230	Jhansi	Uttar Pradesh
231	Azamgarh	Uttar Pradesh
232	Dehradun	Uttarakhand
233	Nainital	Uttarakhand
234	Udam Singh Nagar	Uttarakhand
235	Haridwar	Uttarakhand
236	North 24 Parganas	West Bengal
237	Kolkata	West Bengal
238	Purba Bardhaman	West Bengal
239	Darjeeling	West Bengal
240	Paschim Bardhaman	West Bengal
241	Paschim Medinipur	West Bengal
242	Howrah	West Bengal
243	Murshidabad	West Bengal
244	South 24 Parganas	West Bengal
245	Malda	West Bengal
246	Hooghly	West Bengal

247	Uttar Dinajpur	West Bengal
248	Purba Medinipur	West Bengal
249	Nadia	West Bengal
250	Birbhum	West Bengal