

Subject: Guidelines for the “Scheme for setting up of Driving Training Centres (DTC)”

1. Background:

- 1.1 A large number of road accidents are taking place on Indian roads every year resulting in the death of around one lakh fifty thousand persons. The causative analysis of various road accident studies carried out in the past shows that majority of road accidents occur due to driver’s fault. The report of year 2015 indicates that 78% of all road accidents were due to the fault of the driver. Despite having adequate provisions in C.M.V. Rules requiring good driving skills and knowledge of rules of the road among drivers, there has been laxity in strict enforcement of the same in grant of driving licenses. Moreover, observance of rules and safe driving are matters of habit and inculcation of a culture. It has been observed that 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 of driving training and issue of Driving Licence based on an objective scientific process of testing skills.
- 1.2 Government of India has been operating a scheme to set-up Institutes of Driving Training and Research (IDTR) and regional Driving Training Centres (RDTC). However, these centres require large tracts of land and as well as investment. To meet the wide spread need for training large number of commercial drivers, it is proposed to set up well equipped and competent Driving Training Centres (DTC) at district levels. Keeping in view the gap between demand and availability, it is important that at least one such centre is set-up in each district to provide quality training to the drivers of commercial vehicles.
- 1.3 In view of the urgent need to meet the shortage of commercial drivers, the Motor Vehicles (Amendment) Bill, 2017 has provided for establishment of accredited driving training schools, which would be licenced by the state governments. The successful trainees from such schools will be exempted from the need of undergoing the driving tests for grant of licence. The waiting period of one year, stipulated for grant of a commercial driving licence after the grant of a permanent licence for personal vehicles, may also be waived for the successful trainees of such authorised training schools. The proposed Driving Training

Schools, therefore, would help in providing quality training to the driving licence aspirants while assisting to reduce the shortage of drivers in the country. These schools would also help in strengthening the road safety.

2. Name of the Scheme:

This scheme shall be called as 'Scheme for setting up of Driving Training Centres (DTC)'. The Scheme shall remain in operation till 31.03.2020.

3. 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.

4. Concept:

A Driving Training Centre is a skill development facility comprising of physical infrastructure requiring Capital Expenditure (CAPEX) for creation and development of necessary infrastructure. The infrastructure will be in form of land, building, driving testing tracks, vehicles, simulators and workshop, etc. 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 training programs will be compatible with the National Skill Qualification Framework (NSQF), notified by the Ministry of Skill Development and Entrepreneurship vide its Notification dated 27.12.2013.

5. Infrastructure Requirements:

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 HMV);
- (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) Two LMV/ HMV vehicles with dual control;
- (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) Any other, as may be required.

6. Operations and management of the Centre

- 6.1 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 commercial licence. 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.
- 6.2 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.

7. 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.
 - (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.

8. Financial assistance:

One-time assistance to the extent of 50% of the project cost, subject to a maximum of Rs 1.00 crore, 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.

9. 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 '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 Agency shall submit the proposal, duly endorsed by the District Collector to the Transport Commissioner of the concerned State. The Transport Commissioner of the State shall forward the proposal with an undertaking to accredit the Centre and exempt the successful trainees from the requirement of further testing for grant of licence as per **Annexure '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 (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.

10. Release of financial assistance:

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

Sr. No.	Instalment	Condition	Amount
(i)	1st Instalment as 'On account' payment	Against BG for the amount	25% of the eligible grant amount
(ii)	2 nd Instalment	On submission of UC of 25% of the Project Cost - duly certified by a Chartered Accountant	30% of the eligible grant amount
(iii)	3 rd Instalment	On submission of UC of 60% of Project Cost duly certified by a Chartered Accountant	35% of the eligible grant amount
(iv)	4 th Instalment	On commencement of operations of the Centre, subject to the same being by December 2019.	10% of the eligible grant amount

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

- (i) The Scheme shall remain in operation till 31.03.2020. As such, it shall not be feasible to release any financial assistance after 31.03.2020 under this Scheme.
- (ii) The successful applicant will be required to complete the project and operationalize the same before 31.12.2019 in order to avail of the full eligible grant amount.
- (iii) The last date for receipt of first set of applications shall be 30th April, 2018. Approvals for the eligible project applications will be decided in these cases by 31.05.2018.
- (iv) Thereafter, applications may be submitted on an on-going basis, which shall be considered and decided on a quarterly basis.
- (v) Given the project implementation period of about one year, the last date of receipt of complete applications under the Scheme shall be 30th November 2018.

12. 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.

13. 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.

14. Other conditions:

- (i) The Ministry shall provide grant of 50% of the project cost subject to a maximum of Rs. 1.00 Crore for setting up of Driving Training Centre by any NGO/ Trust/ Cooperative Society/ Vehicle Manufacturer or any other legal entity registered under a State or central law (referred to as 'Agency').
- (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) 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. The Agency will have to register itself with the Public Funds Management System (PFMS) for release of grant by the MoRTH.
- (iv) 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 20 lakh if proposals from other districts are not forthcoming.

- (v) 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.
- (vi) 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.
- (vii) The proposal should also envisage self-sufficiency in meeting the recurring/ operational expenditure as this shall not be provided by the MoRTH.
- (viii) 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.
- (ix) The training courses will be compliant with the notification dated 27.12.2013 of National Skill Qualification Framework (NSQF).
- (x) The above Centres shall submit half-yearly performance reports to MoRTH. Which shall be responsible for preparation of consolidated performance report on the subject.
- (xi) 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.

No. RT-25044/03/2017-RS
Government of India
Ministry of Road Transport and Highways
(Road safety Cell)
Transport Bhavan, 1, Sansad Marg, New Delhi - 110001

Annexure-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	

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Sr. No.	Subject	Particulars
	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	
19.	Whether the DPR includes provisions for: (i) Two Classrooms, (ii) Office space, (iii) HMV and LMV Simulators, Demonstration items for workshop, (iv) Vehicles (both HMV and LMV) (v) Driving tracks – automated/ non-automated, (vi) Bio-matric 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.	

(Signature of the Authorized signatory)

[Name and Designation of the Authorized Signatory]

Date:

Place:

Transport Commissioner of the State of _____

Authorisation of the Driving Training Centre

1. M/s _____ has submitted a proposal for setting-up a Driving training Centre at _____, District-_____ at a total project cost of _____.
2. The proposal seeks financial assistance of Rs. _____ from the Ministry of Road Transport and Highways.
3. The Centre, on completion in accordance with the DPR, will be authorised/ accredited to impart training to the commercial driving licence aspirants and no further testing would be required for grant of licence to the successful trainees.

Signature of the Transport Commissioner