

No. EDN-HE(21)F(10)13/2024-Road Safety
Directorate of Higher Education
Himachal Pradesh, Shimla-1

11 NOV 2024

Dated: Shimla-171001 the October, 2024

To

1. All the Principals Govt. Degree/Skt. Colleges/GCTE Dharamshala in HP.
2. All the Deputy Directors of Higher Education in HP.

Subject: - Road Safety Annual Action Plan of Education Department for the year 2024-25-Approval of Funds/activities and fixing of physical targets, regarding.

Please find enclosed herewith photocopy of the letter number TPT-LA(22)/RSC/Education-Action Plan-21-20384, dated 10-9-2024 alongwith its enclosures received from the Director Transport-cum-Chairman Implementation Committee (Road Safety) HP Shimla-4, on the subject cited above.

In this context, you are hereby directed to go through the above said letter and ensure further necessary action in the matter as per the mentioned terms and conditions. As per the sanction of the activities/projects/works alongwith physical targets conveyed in the said letter, accordingly the fund for current financial year 2024-25 @ Rs. 10,000/- per Senior Secondary School and Rs. 25,000/- per Govt. College is being transferred into your respective bank accounts, as per the available bank detail with this office. All the DDHEs are directed to ensure 100% disbursement of the funds to the concerned Sr. Sec. Schools under your jurisdiction and also direct all the Head of the school accordingly.

Kind of checks to be exercised

- a) Maintain separate Cashbook with proper entry for each transaction.
- b) Original bill/voucher may be retained at institutional level for audit purpose.
- c) All expenditure will be incurred strictly in compliance to the Himachal Pradesh Financial Rules, 2009, the Himachal Pradesh Treasury Rules, 2017, and other related rules, regulations circulated by the Government from time to time.
- d) Submit the abstract of expenditure so incurred as per the prescribed format at "Annexure-B".

It is also directed to strictly ensure that funds allocated for the purpose should be utilized fully as per the SOPs for the benefits of the students. Further, after completion of the activities their Utilization Certificate and abstract of Expenditure as per the prescribed formats attached at 'Annexure-A' and 'Annexure-B' duly signed and stamped by the competent authority along with photographs of activities carried out be sent to this Directorate within stipulated time. All the DDHEs are directed to send the same in consolidated manner to this Directorate.

Encls: As above.

11 NOV 2024

Director of Higher Education
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla -I the October, 2024

Copy for information and further necessary action to:-

1. The Director Transport—cum —Chairman Implementation Committee (Road Safety) HP Shimla-4, w.r.t. letter referred to the above.
2. All the Deputy Directors of Inspection, HP for information and random checking at school and College level.
3. The Deputy Director (Education), Road Safety Cell, Directorate of Transport, Shimla-4.
4. The Nodal Officer (Road Safety), Education Department, Directorate of Higher Education Shimla-1.
5. Technical Officer I.T. Cell (Internal) with the request to upload the same on departmental website.
6. Guard File

Director of Higher Education
Himachal Pradesh, Shimla-1

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19/10/24 24140472
19/10/24

No. TPT-LA(22)/RSC/Education-Action Plan-21 - 20384
Directorate of Transport, Parvahan Bhawan
Himachal Pradesh Shimla- 171004.

To

✓ Director (Higher Education),
Himachal Pradesh, Shimla- 3

Dated, Shimla the, 10th September, 2024

Subject: Road Safety Annual Action Plan of Education Department for the year 2024-25 - Approval of Funds/ Activities and fixing of physical targets, regarding.

Please refer to the Road Safety letter No-EDN-HE(21)-F(10)13/2024-Road Safety, dated 20.07.2024 vide which Annual Action Plan/ Proposal for the year 2024-25 w.r.t Education Department has been submitted

In this regard, it is informed that in pursuance to the approval of Road Safety Annual Action Plan for the year 2024-25 by the State Level Managing Committee (SLMC) in its meeting held on 5th August 2024, and further consideration/ approval of the activities/ projects/ works by the H.P State Transport Development and Road Safety Council in its meeting held on 24.08.2024, the Administrative Approval and Expenditure Sanction of Rs 2,34,25,000/- (Rupees Two Crores, Thirty Four Lakhs, Twenty Five Thousand Only) in favour of Higher Education Department has been accorded by the Principal Secretary (Transport) to the Govt. of H.P. vide office letter No. TPT-C (5)-3/2022 dated 06.09.2024.

Therefore, this financial sanction of the activities/ projects/ works alongwith physical targets is hereby conveyed on the following terms & conditions:-

Sr No	District/ Institutions	Level of Institutions	No of Institutions	Fund per institute (in Rs)	Total (in Rupees)
1	SCHOOLS				
1.	District Bilaspur	Govt Sr Sec, Schools	117	10,000/-	11,70,000/-
2.	District Chamba	Govt Sr Sec, Schools	165	10,000/-	16,50,000/-
3.	District Hamirpur	Govt Sr Sec, Schools	99	10,000/-	9,90,000/-
4.	District Kangra	Govt Sr Sec, Schools	361	10,000/-	36,10,000/-
5.	District Kinnaur	Govt Sr Sec, Schools	32	10,000/-	3,20,000/-
6.	District Kullu	Govt Sr Sec, Schools	111	10,000/-	11,10,000/-
7.	Lahaul at Keylong	Govt Sr Sec, Schools	19	10,000/-	1,90,000/-
8.	Spiti at Kaza	Govt Sr Sec, Schools	9	10,000/-	90,000/-
9.	District Mandi	Govt Sr Sec, Schools	324	10,000/-	32,40,000/-
10.	District Shimla	Govt Sr Sec, Schools	288	10,000/-	28,80,000/-
11.	District Solan	Govt Sr Sec, Schools	144	10,000/-	14,40,000/-
12.	District Sirmour	Govt Sr Sec, Schools	175	10,000/-	17,50,000/-
13.	District Una	Govt. Sr Sec, Schools	141	10,000/-	14,10,000/-
		Total	1985	10,000/-	1,98,50,000/-
2	GOVT COLLEGES		143	25,000/-	35,75,000/-
		G. Total	2128	-	2,34,25,000/-

Terms and Conditions:-

1. All the codal formalities and government financial rules, executive instructions and treasury/ relevant Rules as applicable from time to time shall be strictly complied for all implementation of approved activities/ procurement of purchases, if any.
2. The Head of the Department of the Stakeholder Department/ Institution shall be responsible for successful execution of all the approved activities and will supervise and monitor the physical- financial progress of these activities and send monthly progress report with completion certificate of each activity to the member secretary of Implementation committee on monthly basis.
3. Display of signage's/ banners of Lead Agency/ Road Safety Cell shall be made at each activity venue.
4. The Amount shall be incurred on the purpose to which it has been sanctioned and the balance unspent amount, if any shall be returned back to the Lead Agency alongwith interest.
5. All the Activities and the funds sanctioned under Road Safety Funds shall be completed/ utilised by 31.03.2024 i.e within financial year 2024-25.
6. The provisions of Road Safety Funds and Activities Rules, 2022 and the guidelines of Hon'ble Supreme Court Committee (SCCoRS) shall be adhered strictly.
7. After completion of the activities their Utilization Certificate on prescribed format, duly signed by the competent authority be furnished to the Lead Agency/ Road Safety Cell along with photographs of activities carried out.

Encl:- 1. Physical Targets
2. List of Activities

Director Transport- -cum- Chairman
Implementation Committee (Road Safety)
Himachal Pradesh, Shimla-171004

Shimla th, September, 2024

Endst. No (Even No)

Copy for information to:

1. The Principle Secretary (Transport) to the Government of Himachal Pradesh, Shimla-2
2. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2

Copy for information and necessary action to:

3. Nodal Officer, Education Department, Directorate of Higher Education Shimla-1
4. The Deputy Director (Education), Road Safety Cell, Directorate of Transport, Shimla-4
5. The District Treasury Officer, Capital Treasury, Shimla- 171002
6. Assistant Controller (F&A) Directorate of Transport, Shimla-4

Director Transport- -cum- Chairman
Implementation Committee (Road Safety)
Himachal Pradesh, Shimla-171004

Physical Targets of Education for the Year 2024-25

Govt. Senior Secondary Schools			
1.	Appointment of Nodal Officers at Directorate Level.	1	Within one month
2.	Appointment of Nodal Officers at Deputy Director Office Level	12	Within one month
3.	Constitution of Road Safety Clubs in GSSSSs and Govt.colleges (2128 institutions)	2,128	Within one month
4.	Constitution of Road Safety Committee at School and college Level (2128 institutions)	2,128	Within one month
5.	Appointment of Road Safety Coordinators in GSSSSs and Govt.colleges (2128 institutions)	2,128	Within one month
6.	Meeting of Road Safety Club followed by IEC activities like Quiz competitions/ declamation /essay writing/poster making /slogan writing / skit competition etc.	4,256 (Twice in a year)	• During Road Safety month/week campaign as per calendar of Transport department
7.	Road Safety Oath followed by Rally	4,256 (Twice in a year)	D During Road Safety month/week campaign as per calendar of Transport department

8.	Prize Distribution Ceremony for the best three winners and participants of the each competition.	2,128	Once in a year
9.	Guest lecture by any Resource Person and practical Training/demo/Mock Drill to follow traffic rules for the students in collaboration with Traffic police of the area	2,128	Once in a year
10.	Display of slogans, traffic signs, banners, etc. on road safety in the premises of school/college like walls, gate, boards, classroom etc.	4,256 (Twice in a year)	• During Road Safety month/week campaign as per calendar of Transport department
11.	Discussion on Road Safety awareness agenda in schools during General House of the School	1985	• Once in a year
12.	Inclusion of road safety curriculum in the syllabus of classes XI & XII	1	Six months

GENERAL GUIDELINES FOR ROAD SAFETY CLUBS IN GOVERNMENT COLLEGES AND SENIOR SECONDARY SCHOOLS OF HIMACHAL PRADESH

During the sixth Meeting of State Level Standing Committee Constituted under Himachal Pradesh Road Safety Activities Scheme, 2006 vide Notification No. Pari-chh (5)5/98-II Dated 31st August, 2006 held on 21.8.2021 under the chairmanship of Additional Chief Secretary (Transport) to the Government of Himachal Pradesh has been approved in-principle to establish and support Road Safety Clubs in Educational Institutions in Himachal Pradesh.

Based on the above approval, the Transport Commissioner has given directions for formation of **Road Safety Clubs** in Government Colleges and Senior Secondary Schools in Himachal Pradesh in order to create the significance of **Road Safety Awareness** among the young minds of the students by means of using the Road Safety, Educating the Basic Traffic Rules to be followed. He has furnished the guidelines for implementation of Road Safety Clubs in Colleges and Schools. He has also, furnished the Topics/Subjects to be covered in Road Safety Clubs/Calendar of the programme.

“Road Safety Club” is formed for campaigning of Road Safety for all the students to make accident free Himachal Pradesh. Road Safety Club mainly focuses on changing mindsets of students towards Safe Driving and First Aid Training. The aim of these Clubs is to create **“Road Safety Awareness”** among the students and improve their knowledge and skills to reduce the accidents and develop young ambassadors to take up this to each individual and see that no one should die on the roads. Let us go to them **“Educate, Enlighten and Empower”** to live long.

OBJECTIVES :

The main objectives of "Road Safety Club" are :-

- To make students understand the Road Safety, Traffic Rules and Regulations.
- To provide an opportunity to students to be familiar with Road Safety educations.
- To involve students for becoming messengers of society at large on Road Safety and educate them.
- To facilitate students participation in decision making in area related to Road Safety while travelling by Bus, Car , Motor Cycle or any other mode of public transport.
- To bring awareness among students about problems and difficulties arise due to road accidents.
- To involve students in action based program related to safe roads, safe speed, safe drive and safe vehicles.

STRUCTURE OF ROAD SAFETY CLUB (RSC):

College/School level Road Safety Club Program Officer	Principal/ Head of Institution
College/School level Road Safety Club Program Coordinator	Coordinator - Lecturer/Teacher
Members	Students of all Classes
Members strength (both Boys & Girls)	At least 50 number of students depending upon the enrollment

ORIENTATIONS:

- Students should be aware of the Fact and Figures of Vehicles, transportation systems and accidents.
- Educate the Students about Road Signages ,Road Signals and Road Markings.
- Educate the Mechanism of Vehicles, impact of Speed in Accidents and associated risk to life.

- Educate Road Accidents and problem faced by the Accident Victims.
- Causes of Road Accidents such as Black Spot, Blind Spot, Drunken Driving, Rash Driving, Mechanical Problem of the Vehicle, Fatigue (long drive) etc.
- Importance of “**Golden Hour**” (The first hour after the Road Accident occurred) and helping Road Accident victims by calling **108 Ambulances as Good Samaritans (नेकव्यक्ति)**.
- Students should be given Training to use First Aid Kit and Fire Extinguishers.
- Audio visual and Photographic Display on Road Safety may be exposed to them.
- Role of Police, Highways, Transport, Health etc.,

TARGET:

Road Safety Club will be started in Government Colleges and Senior Secondary Schools in the State with participatory students on voluntary basis like NCC, NSS, Scout and Guide etc., for a period of an Academic Year only.

FUND ALLOTMENT :

Fund allotted shall be managed by the Head of the Institution. He will be personally responsible for ensuring that the expenditure out of the fund to which the money pertains shall be spent to carry out the activities related to Road Safety Awareness and refreshments to the club members after observing all the codalformalities as per Rule. The Head of the Institution will also ensure that a precise record of all the transactions of the fund is maintained properly. He will also ensure the submission of Utilization Certificate of the fund as soon as possible before the end of Financial Year.

ACTIVITIES:

- All the activities shall be carried out apart from college/school working hours.
- The Road Safety Club Members shall work for 35 hours annually (after college/school hours)

- Students must be made to participate actively on the above mentioned hours on Road Safety after College/School (One hour per week).
- **Road Safety Month** celebration.
- Member has to participate in School Activities on **Independence Day** and **Republic Day** celebrations.
- **Road Safety Awareness Competitions** like Drawing and Painting, Poster Making, Skit, Songs/Jingles on Road Safety, Quiz Competitions, Essay Writing Competition and Declamations etc. in college/school level.
- Field visit to Road Safety Parks etc.

SOCIAL ACTIVITIES:

- Conducting Awareness Campaigns about Helmet, Seat Belt, Drug Abuse, Over Speed, Drunk and Drive, etc.,
- Rallies to inculcate the Road safety to the Public.
- Propaganda on Eradication of "Avoid Accidents on Roads".

SPECIAL ACTIVITIES:

- Road safety related Exhibitions/Competitions
- To visit the nearest Traffic Police Station
- To visit the nearest Traffic Control Room
- Trip to Emergency Call Centre
- Visit nearest Traffic Junction with the Traffic Police
- Visiting nearest Trauma Care Center to observe First Aid given
- Visiting RTO Office to observe Test Activities

CREDITS:

Certificate will be issued to each student who has participated in the club signed by the Principal and the Co-ordinator. Road Safety Club Co-ordinator reserves the right to select among the already existing member(s) of Road Safety Club, who has successfully undergone 35 weeks of classes and has secured the certificate may be selected as Group Leader(s) to support the Road Safety Club Co-ordinator.

COMMMITTEES:

College and School Level Committee – Headed by Principal with the following members.

1. Road Safety Club Coordinator
2. President, College/School Management Committee
3. Other Stakeholder.
4. Rotary Clubs/ Lions Clubs/ YuvakMandals etc.

FUNCTION:

Implementation of the Activities in the College/School Level.

MANAGEMENT:

College/School should appoint a Lecturer/Teacher as Road Safety Club Coordinator and a room should be provided in the school for Club and its activities. Club should have a Road Safety Club Leader and Road Safety Club Assistant Leader. (Both are from member of the students). The Head of the Institute will also ensure that as and when any Awareness Activities are carried out in Educational Institute, SDM and RTO of the concerned District may be informed well in time requesting them to be present during these activities.

DUTIES OF ROAD SAFETY CLUB CO-ORDINATOR:

- To take directions from the Principal about making and running the club.
- To do Enrollment of Club Members on volunteer basis
- Maintaining the Attendance Register.
- Inviting Resource People.
- Arranging the needs for Road Safety Club Activities.
- Maintaining the Record of Activities.

The Topics/Subjects to be covered in Road Safety Clubs/Calendar of the programme, Road Safety Club Certificate and Motto of Road Safety Club are to be annexed to this order.

ANNEXURE – I

Week	Subjects/ Topics to be covered in Road Safety Club/ Calendar of the Program
1	Enrollment of members and inauguration of Road Safety Club
2	Introduction on Road Safety and its importance
3	Importance of Road Safety Rules
4	Types of Roads and Junctions (other Distt. Road)/MDR (Major Distt. Road)/Local Bodies Road)
5	Road markings and Signage-Highways
6	Introduction of Basic Traffic Signals/Manual Signals
7	Road Signs- Mandatory, Cautionary, Informatory
8	Lane Discipline, Effectively using Subways and Foot over Bridges
9	Safety Code for pedestrians
10	Safe Pedestrian and Safe Cycling
11	Safety Code for Two/Four Wheelers
12	Importance of Maintenance of Vehicles
13	Importance of holding Valid Documents such as Driving License, Registration Certificate, Insurance Certificate, PUC etc
14	Type of Vehicles (Transport & Non- Transport)
15	Procedure for obtaining a Driving License
16	Number Plate Identification
17	Field Visit
18	Traffic Violations such as Over Speeding, Carrying Persons in Goods Carriage, using Mobile Phone whiling Driving, Red Light Jumping etc.
19	Common reasons for road accidents
20	Importance of safe driving
21	Safe hill driving and night driving
22	Types of road accidents
23	Basic first aid- activities-Health Department
24	Golden hour/ Importance of CPR-Health Department
25	Good Samaritan Law –Health Department
26	Informing the relevant government agencies – Emergency numbers
27	What is FIR and its importance?
28	Offences and punishments under MV Acts

29	Importance of Insurance – Insurance officials
30	Discuss some statistical information road accidents
31	Do an Awareness program inside college/school campus (helmet/seat belt) etc.
32	Do preparation for a Road Safety Exhibition (Charts/models/slogans/songs etc.)
33	Conduct exhibition with materials done in the previous week
34	Trauma Care / Emergency Care- Health Department.
35	Importance of Speed on Road.

ROAD SAFETY CLUB

Certificate of Merit

This is to certify that Kumar/Kumari _____ of

Class _____ a student of _____ College/

School has been an active participant in the ROAD SAFETY CLUB

_____ District in the year _____ His/Her RSC

Membership Number is _____

RSC Co-ordinator

Principal

Office Seal

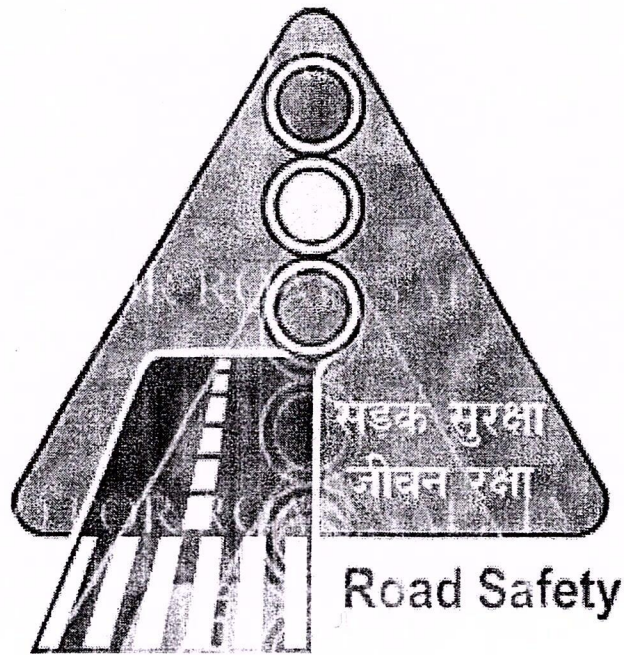
MOTTO OF ROAD SAFETY CLUB

ROAD SAFETY IS LIFE SAFETY

सड़क सुरक्षा जीवन रक्षा

ANNEXURE- IV

LOGO FOR ROAD SAFETY CLUB



Department of Higher Education Himachal Pradesh
Action Plan on Road Safety for 2024-25

INTRODUCTION

Road Safety means safety for all road users. Accident risks on the road, during both work related driving and leisure time driving, involve risks to the driver, passengers and other road users. Today's continuously changing traffic environment requires constant alertness on the part of road users.

Himachal Pradesh is a hilly State. Students come to the School on foot or by the vehicles. For the safety of the children-students, teachers, parents and drivers must be made aware about the Road Safety.

GOAL

The aim of education, training and encouragement in Road Safety is to educate and develop a Road Safety Culture among students, teachers, parents, drivers and general public and to stimulate an awareness of the need for improvement in road safety.

OBJECTIVES


1. To create awareness about importance of Road Safety, do's and don'ts while on road, basic road safety rules and road traffic signs and signals.
2. To stop untimely deaths everyday due to road accidents.
3. To provide knowledge of traffic rules.
4. To conduct necessary training of teachers and parents about Motor vehicle Act 1988 and Motor vehicle (amendment) Bill of 2019.
5. Utilization of services of NSS volunteers, NCC cadets and Scouts and Guides for creating awareness among masses.

ACTION PLAN

1. Appointment of Nodal Officer at Directorate Level.
2. Appointment of Nodal Officer at Deputy Director Office Level.
3. Appointment of teacher as Co-ordinator in School for Road Safety.
4. Constitution of Road Safety Clubs.
5. Constitution of Road Safety Committee at School Level.
6. Celebration of road Safety week/month as per the Calendar of Transport Department. Various kinds of competitions and rallies may be organized during this week/month for spreading awareness of Road Safety among the students.

- 25
7. The teacher appointed as co-ordinator in School will address the students about Road Safety on every Wednesday and Resource Persons be invited from the Department of Police, Health and Transport etc.
 8. During General House meeting in School Road Safety awareness agenda will be discussed.
 9. Head of the institution to ensure the safe arrival as well as departure of students.
 10. During Road Safety month the bag free day may be celebrated on themes related to Road Safety by conducting quiz, painting, essay writing, slogan coining and poster making competitions and staging skit. Winners of these competitions may be honoured appropriately.
 11. Oath by the students staff was phenomenal event. The sankalpa taken by a large group of students will always manifest in the core of their hearts and they will definitely put Road safety rules in front of every thing.
 12. The rally by students and staff in the local market and adjoining areas of institution lead a powerful impact on the public. It will be an awareness about Road safety rules.
 13. Road Safety agenda will be included in NSS/Scout and Guide/NCC activities in the Schools/Institutions. Under these activities practical road traffic training will be imparted to students in collaboration with traffic police of the area.
 14. Grievances of students and parents regarding overcrowding of School vehicles and careless driving may be reported by school heads to the police and the transport department for remedial measures.
 15. Driving by minors may be checked by school staff and matter may be discussed with parents.
 16. Creating awareness among general public for not taking intoxicants and no driving while intoxicated.
 17. Students will be observed for following traffic rules in their practical life.
 18. Printing and display of slogans, signs, pictures etc. related to road safety in the prominent places walls / gates of the schools.
 19. Groups of students coming on foot from different locations / villages should be formed.

20. Parents must participate in PTA meetings and discuss the safety aspects of their children keeping in view the local circumstances.
21. Children should be supervised and taken care of at the time of alighting and boarding the school bus.
22. All the heads of the educational Institutions should ensure that Practical training / demo / mock drills should also be conducted for the students on the basis of curriculum introduced related to Road Safety.


Nodal officer
Road Safety (State Level)
Directorate of Higher Education
H.P., Shimla.

Approved by:



Dr. Amarjeet K. Sharma
Director of Higher Education
Himachal Pradesh, Shimla-I

“ANNEXURE-A”

FORM OF UTILIZATION CERTIFICATE
(for funds released out of the Road Safety Fund of the Transport Department)

Details of the funds released under the Road Safety Fund, in respect of this office:

S.N.	Purpose	Release Letter No. (if any)	Release Date (if any)	Released Amount (in Rupees)
TOTAL FUNDS RELEASED				
TOTAL FUNDS UTILIZED				

1. Certified that the aforementioned figures are true and correct as per the available office record.
2. Certified that proper record has been/is being maintained for entire expenditure incurred out of the funds released above, and the same shall be placed for scrutiny/audit, as and when so required by the HPDT/AGHP/or any other authorized party.
3. Certified that the amount has been utilized as per the “Standard Operating Procedure – SOP”, for the amount sanctioned.
4. Certified that all desired codal formalities at the end of this office have been duly fulfilled/are being duly fulfilled and that the undermentioned checks have been exercised to ensure that the money is actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:

- a) Cashbook, vouchers and other related records, are being maintained for each and every transaction.
- b) All expenditure is incurred strictly in compliance to the Himachal Pradesh Financial Rules, 2009, the Himachal Pradesh Treasury Rules, 2017, and other related rules/regulations circulated by the Government from time to time.
- c) Abstract of expenditure so incurred is annexed as per the prescribed format at “Annexure-B”.

Date _____

(Signature with official seal)
Name & Designation _____

FORM OF ABSTRACT OF EXPENDITURE

(for funds released out of the Road Safety Fund of the Transport Department)

Details of the expenditure incurred out of the funds released under the Road Safety Fund as per "ANNEXURE-A", in respect of this office:

S.N.	Name of Activity	Place of Activity	Date/Period of Activity	Expenditure Incurred
TOTAL EXPENDITURE				

Date: _____

(Signature with official seal)
Name & Designation