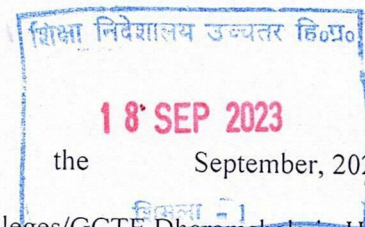


No. EDN-HE(21)F(10)13/2023-V-RS  
Directorate of Higher Education  
Himachal Pradesh, Shimla-1



Dated: Shimla-171001

the September, 2023

To

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

**Subject: - Regarding release of funds to Road Safety Clubs and activities thereof.**

Please find enclosed herewith photocopy of the letter number TPT-LA(52)RSC Payment & Expenditure(Edu.Dpt.)2023 13331 dated 23-08-2023 alongwith its enclosures, received from the Addl. Commissioner (RS) Directorate of Transport, HP Shimla-4, on the subject cited above.

In this context, to continue with various Road Safety Activities as per SOP's prepared by Transport Department through Road Safety Clubs, the requisite funds for current financial year @ ₹15,000/- per Senior Secondary School and 30,000/- per 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 Schools in their respective district accordingly.

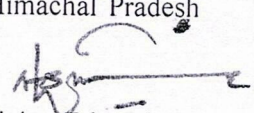
**Kind of checks to be exercised**

- 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".

**Further, it is also intimated that this is non-lapsable fund therefore you are requested to strictly ensure that funds allocated for Road Safety Clubs & activities there under in Educational Institutions should be utilized fully as per the S.O.P.'s of Road Safety Clubs for the benefits of the students.**

Apart from above, all the Principals of Govt. Colleges are directed to submit the "Utilization Certificate" and the Abstract of Expenditure" as per the Prescribed formats attached at "Annexure-A" and "Annexure-B" alongwith 2 photographs of the Road safety activities carried out in colleges so performed in the shape of PDF through email [genbr@rediffmail.com](mailto:genbr@rediffmail.com) and also by post respectively, to this Directorate at the earliest. All the DDHEs are also directed to send the same in consolidated manner directly to the Addl. Commissioner Directorate of Transport, Himachal Pradesh Shimla-171004, under intimation to this Directorate at the earliest.


**Encls: As above.**

  
Director of Higher Education  
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla -I the September, 2023

Copy to:-

1. The Addl. Commissioner, Directorate of Transport, Himachal Pradesh, Shimla-4 w.r.t. letter referred to the above.
2.  Technical Officer I.T. Cell (Internal) with the request to upload the same on departmental website.
3. Guard File

  
Director of Higher Education  
Himachal Pradesh, Shimla-1

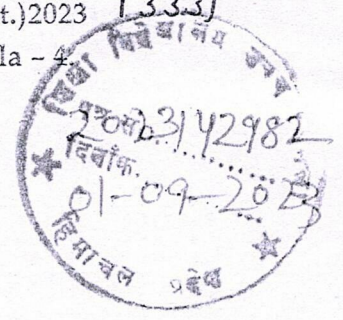


TPT-LA(52)RSC Payment & Expenditure (Edu. Dpt.)2023

1333J

Directorate of Transport, Himachal Pradesh, Shimla - 4

Email-rsaccounts-tpt@hp.gov.in



To

✓ Director of Higher Education,  
Himachal Pradesh.

All Deputy Director of Higher Education,  
Himachal Pradesh.

Dated: Shimla - 4. the

23-08-2023

Subject: -

Regarding release of funds to Road Safety Clubs and activities thereof

Sir,

As per approval accorded in 2<sup>nd</sup> meeting of the State Level Managing Committee constituted under the Himachal Pradesh Funds & Activities Rule 2022 which was held on 27/07/2023 under the Chairmanship of Chief Secretary to the Govt. of Himachal Pradesh wherein to continue with various Road Safety Activities through Road Safety Clubs, it has been decided that funds provided to these Road Safety Clubs will be increased from ₹ 25,000/- to ₹ 30,000/- per college and from ₹10,000/- to ₹15,000 per Sr. Sec. Schools for the financial year 2023-2024.

In this context, as per the available bank detail with this office the requisite funds, @ ₹15,000/- per Senior Secondary School, and ₹30,000/- per college are being transferred into your bank account as per the following details, for further disbursement to the concerned Senior Secondary Schools and Colleges.

S.N	Particulars	No. of Educational Institutions i.e. Sr. Sec.School/Colleges	Amount per School/Colleges (in Rs.)	Net Amount Payable(in Rs.)
1	Director of Higher Education (A/c No. 40210105129 IFSC-HPSC0000402 H.P. State Co-operative Bank, The Mall Shimla)	135	30,000	40,50,000
2	Dy. Dir. (Hr. Edu.) Bilaspur A/c No.-11410104638 IFSC-HPSC0000114	110	15,000	16,50,000
3	Dy. Dir. (Hr. Edu.) Chamba A/c No.-65080227763 IFSC-SBIN0050465	155	15,000	23,25,000
4	Dy. Dir. (Hr. Edu.) Hamirpur A/c No.-21229289439 IFSC-IDIB000H524	99	15,000	14,85,000



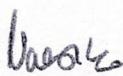
5	Dy. Dir. (Hr. Edu.) Kangra at Dharamshala A/c No.-10520100004040 IFSC-BARB0DHAKAN	350	15,000	52,50,000
6	Dy. Dir. (Hr. Edu.) Kinnaur at R/peo A/c No.-2904000108222556 IFSC-PUNB0290400	32	15,000	4,80,000
7	Dy. Dir. (Hr. Edu.) Kullu A/c No.-3378000105132791 IFSC-PUNB0337800	99	15,000	14,85,000
8	Dy. Dir. (Edu.) Lahaul at Keylong A/c No.-65230881107 IFSC-SBIN0003059	19	15,000	2,85,000
9	Dy. Dir. (Edu.) Spiti at Kaza A/c No.-11464087052 IFSC-SBIN0003337	9	15,000	1,35,000
10	Dy. Dir. (Hr. Edu.) Mandi A/c No.-3377000400008356 IFSC-PUNB0337700	302	15,000	45,30,000
11	Dy. Dir. (Hr. Edu.) Shimla A/c No.-43810133733 IFSC-HPSC0000438	281	15,000	42,15,000
12	O/o Dy. Dir. (Hr. Edu.) Sirmaur at Nahan A/c No.-57210102235 IFSC-HPSC0000572	158	15,000	23,70,000
13	Dy. Dir. (Hr. Edu.) Solan A/c No.-50100216253177 IFSC-HDFC0000387	144	15,000	21,60,000
14	Dy. Dir. (Hr. Edu.) Una A/c No.-50209925542 IFSC-IDIB000U527	137	15,000	20,55,000
	Total	2,030		3,24,75,000

In this context it is intimated that this is non-lapsable fund therefore you are requested to ensure 100% disbursement of the funds to the concerned Sr. Sec. Schools and colleges of your district, and to submit the consolidated "Utilization Certificate" and the Abstract of Expenditure" as per the prescribed formats attached at "Annexure-A" and "Annexure-B" respectively, to this Directorate, at the earliest please.

You, are further requested to strictly ensure that funds allocated for Road Safety Clubs & activities there under in Educational Institutions should be utilized fully as per the S.O.P.'s of Road Safety Clubs for the benefits of the students.

Yours faithfully,

Encl- As above

  
Addl. Commissioner (RS),  
Directorate of Transport,  
Himachal Pradesh Shimla - 4



**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)
<b>TOTAL FUNDS RELEASED</b>				
<b>TOTAL FUNDS UTILIZED</b>				

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
<b>TOTAL EXPENDITURE</b>				

Date :: \_\_\_\_\_

(Signature with official seal)  
Name & Designation \_\_\_\_\_



## 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 ( नेक व्यक्ति )**.
- 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 codal formalities 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 :**



3

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/ Yuvak Mandals etc.

### **FUNCTION :**

Implementation of the Activities in the College/School Level.

### **MANAGEMENT :**

College/School should appoint a Lecturer/Teacher as Road Safety Club Co-ordinator 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

