No. EDN-HE(3)F(10)42/2025
Directorate of Higher Education
Himachal Pradesh, Shimla-1

Dated: Shimla-171001, the October, 2025

To

All the Principals
Govt. Degree College / Skt. / GCTE Dharamshala, in Himachal Pradesh.

Subject: - **Road Safety Annual Action Plan of Education Department for the year 2025-26- Approval of funds / suggestive list of Activities.**

This is with reference to letter No. TPT-LA(13)RSC Awareness/AD/Proposals-2023 5476, dated 17-10-2025 received from the Director Transport, Himachal Pradesh, Shimla-4 alongwith copy of suggestive list of road safety activities for the year-2025-26 (copy enclosed).

In this context, it is informed that for carrying out Road Safety Awareness Activities strictly as per the Himachal Pradesh Road Safety Fund and Activities Rules 2022, fund @ Rs. 10,000/- per Govt. College, for current financial year 2025-26 has been transferred into your respective bank account on 27-10-2025, as per the available bank detail with this office. Ensure that funds allocated for the purpose should be utilized fully (100%) for the purpose to which it has been sanctioned.

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".

The fund allocated for carrying out road safety awareness activities subject to the following terms and conditions:

1. The Head of the Institution shall be responsible for successful execution of the approved activities and will supervise and monitor the Physical – Financial progress of these activities.
2. The amount shall be incurred for the purpose to which it has been sanctioned. All the codal formalities and Govt. Financial Rules as applicable from time to time shall be strictly complied.
3. The monthly progress Report shall be submitted to this Directorate on the prescribed format. (Format: A,B, & C has already been sent to you vide this Directorate letter of even No. dated 08-10-2025).
4. All the activities and the fund sanctioned under Road Safety shall be completed / utilized by 15-03-2026 i.e. within the financial year 2025-26.
5. After completion of the activities, the Utilization Certificate on prescribed formats (Annexure-A and Annexure B is enclosed) duly signed by the competent authority along with photographs / Videos of activities carried out be furnished to this Directorate by the 20th March, 2026, so that same could be sent to the quarter concerned within stipulated time.

Encl: As above.

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh

Endst. No. Even dated Shimla –1 the October, 2025

Copy for information and further necessary action to:-

1. The Director Transport, HP Shimla-4, w.r.t. letter referred to the above.
2. The Deputy Director (Education), Road Safety Cell, Directorate of Transport, Shimla-4.
3. The Nodal Officer (Road Safety), Education Department, Directorate of Higher Education Shimla-1.
4. Technical Officer I.T. Cell (Internal) D.H.E. HP Shimla-1 to upload the same on departmental website.
5. Guard File

शिक्षा निदेशालय उच्चतर शि...

29 OCT 2025

शिमला–1

Director Higher Education
Himachal Pradesh

	Suggestive list of Road Safety Activities for Govt. Degree Colleges for the year – 2025-26
1.	Appointment of Nodal Officer at Directorate / State level
2.	Constitution of Road Safety Clubs in all Govt. Degree Colleges
3.	Constitution of Road Safety Committee at College level
4.	Appointment of Road Safety Coordinators / Nodal Officers in all Govt. Degree Colleges
5.	Road Safety Oath followed by Rally preferably during Road Safety Week/ Month campaign as per the calendar of the Transport Department
6.	Display of Slogans, Traffic signs, Banners etc. On Road Safety in the College premises
7.	Meeting of Road Safety Club followed by IEC Activities like Quiz competition/ Declamation / Slogan Writing , painting , Skit , Street Plays, Songs etc.
8.	Practical Training / Demo / Mock Drill / Guest Lecture to follow Traffic Rules for the students in collaboration with Traffic Police of the area.
9.	Prize distribution Ceremony for the best three winners of each competition
10.	Discussion on Road Safety Awareness agenda during the youth Festival , College fest / any other function etc.
11.	Any Other activity related to Road Safety Awareness

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"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

S.N.	Purpose for which fund was sanctioned	Letter vide which funds were sanctioned (if any)	Release Date (if any)	Amount (in Rupees)
TOTAL FUNDS RELEASED				
TOTAL FUNDS UTILIZED				
If the unutilized balance fund has been refunded detail be recorded				

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 officer.
3. Certified that the amount has been utilized for the purpose it was sanctioned as prescribed in the guidelines/SOP.
4. Certified that all codal formalities have been 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.

Signature of HOD/Head of Institution/office with stamp

Signature of DDO/Finance Officer with stamp

Dated: _____

Session (2025-26)

"ANNEXURE-B"

FORM OF ABSTRACT OF EXPENDITURE

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

Detail 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 the College	Name of Activity	Place of Activity	Date /period of Activity	Expenditure Incurred
				TOTAL EXPENDITURE	

Name / Signature (Nodal Officer Road Safety)
Govt. College.....
District .....HP

(Signature with official seal)
Name & Designation head of the Institution____

Date: _____