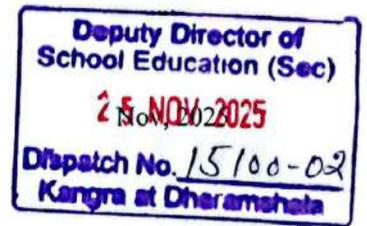


upload

No.EDN-KGR [G-7] Road Safety-2023/  
Office of Deputy Director of School Education (Sec.),  
Kangra at Dharamshala  
Dated: Dharamshala-176215 the,



To,

All the Principals,  
Govt. Sr. Sec. Schools,  
District Kangra (H.P).

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

Memo,

This is w.r.t the letter No.EDN-SE-H(10)46/2025-Road Safety , dated 04-11-2025 along with its enclosures received from the Directorate of School Education Himachal Pradesh Shimla-1, on the subject cited above (copy enclosed).

In this connection, 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. 5000/- per Govt. Senior Secondary School for current financial year 2025-26 will be transfer in to your respective bank account. Ensure that funds allocated for the purpose should be utilized fully (100%) for the purpose to which it has been sectioned.

**Therefore, you are hereby directed to provide Road Safety Bank Account Number (Photo copy of bank account) through email [ddhekanagra3@gmail.com](mailto:ddhekanagra3@gmail.com) or [ddhe-kan-hp@gov.in](mailto:ddhe-kan-hp@gov.in) within week positively without fail. And ensure fill the b/a number in Google Sheet shared in School Heads whatsapp group without fail within stipulated period.**

You are further directed accordingly.

**Kind of check to be exercised**

- a) Maintain separate Cashbook with proper entry for each transaction.
- b) Original bill/vouchers 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 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 office on the prescribed format. (Format A, B & C has already been sent to you vide this office even letter no. Cot, 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 office by the 1<sup>st</sup> March, 2026 so that same could be sent to the higher authorities within stipulated time.

**Encls: As above.**

Dy. Director of School Education (Sec.)  
Kangra at Dharamshala

November, 2025

Endst No. Even Dated-176215

Copy to:-

1. The Directorate of School Education Himachal Pradesh Shimla-1 w.r.t his above letter no and dated for information please.
2. The N.O (IT) to upload the same on departmental website.
3. Guard file.

Dy. Director of School Education (Sec.)  
Kangra at Dharamshala

Road Safety

Deputy Director of  
School Education (Sec)

05 NOV 2025

9153

Kanara, Dharamshala

A-4

Handwritten signature/initials

No. EDN- SE-H(10)46/2025 Road Safety  
Directorate of School Education  
Himachal Pradesh Shimla-1  
E-mail: genbr-eleedu-hp@hp.gov.in  
Dated: Shimla-171001 the

November, 2025

To

All the Deputy Directors of Secondary School Education  
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-20235477, 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. 5000/- per Govt. senior Secondary School for current financial year 2025-26 has been transferred in to your respective bank account on 24-10-2025, 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 sectioned.

**Kind of check to be exercised**

- Maintain separate Cashbook with proper entry for each transaction.
- Original bill/voucher may be retained at institutional level for audit purpose. -
- 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.
- Submit the abstract of expenditure so incurred as per the prescribed format at "Annexure B".

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

- 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.
- 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.
- 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 24-09-2025.
- 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 20<sup>th</sup> March, 2026 so that same could be sent to the quarter concerned within stipulated time.

Encl: As above.

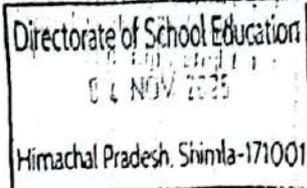
  
Director  
School Education  
Himachal Pradesh  
November, 2025

Endst. No. Even Dated: Shimla-171001

Copy for information to:

1. The Director Transport Himachal Pradesh 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 Technical Officer I.T Cell (Internal) Directorate of School Education Shimla-1 to upload the same on departmental Website.
4. Guard file.

  
Director  
School Education  
Himachal Pradesh



TPT-LA(13) RSC Awareness/AD/Proposals-2023 5477  
Directorate of Transport, Himachal Pradesh  
Parivahan Bhawan, Shimla-171004

To

The Director,  
Directorate of School Education,  
Shimla -171001

Dated: Shimla-171004 the 17/Oct, 2025

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

Sir

Kindly refer to the office letter No. EDN-SE(21) F(10) 13/2025 - Road Safety dated 23 June, 2025 vide which Road Safety Annual Action Plan for the year 2025-26 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 2025-26 for Education Department vide item No. 7 (7.2d) of the 5<sup>th</sup> meeting of State Level Managing Committee held on 18-07-2025 under the Chairmanship of Chief Secretary to the Govt of H.P and further sanction of Rs. 99,25, 000/- (Rs Ninety nine lacs twenty five thousand only) in favour of department of School Education has been accorded by the Additional Chief Secretary Transport to the Govt of H.P vide office letter No-TPT-C (5) -3 /2022-II dated 22-08-2025.

Therefore, the financial sanction, for carrying out Road Safety Awareness Activities strictly as per the Himachal Pradesh Road Safety Fund and Activities Rules 2022, is hereby conveyed on the following terms and conditions

1. The Head of the Department 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 the Lead Agency / Road Safety Cell on the prescribed Format.
4. All the activities and the fund sanctioned under Road Safety shall be completed utilized by 31-03-2026 i.e with in the financial year 2025-26
5. After completion of the activities, the Utilization Certificate on prescribed format duly signed by the competent authority be furnished to the Lead Agency / Road Safety Cell along with photographs / Videos of activities carried out.

Encl : List of Activities

Endst No (Even No) - 5477

Shimla

the 17/October, 2025

Copy to :

The Secretary (Education) to the Govt of Himachal Pradesh, Shimla-171002 for information please.

Director Transport-  
Himachal Pradesh

**Suggestive list of Road Safety Activities for  
Govt. Senior Secondary Schools for the year  
2025-26**

1.	Appointment of Nodal Officer at Directorate / State level
2.	Appointment of Nodal Officers at Deputy Director / District level
3.	Constitution of Road Safety Clubs in all Govt. Sr. Secondary Schools
4.	Constitution of Road Safety Committee at School level
5.	Appointment of Road Safety Coordinators / Nodal officers in all Govt. Sr. Secondary Schools
6.	Road Safety Oath during morning assembly
7.	Display of Slogans, Traffic signs, Banners etc. on Road Safety in the School Premises.
8.	Meeting of Road Safety Club followed by IEC Activities like Quiz competition/ Declamation / Slogan Writing , Painting , Skit , Street Plays , Songs etc.
9.	Practical Training / Demo / Mock Drill/Guest Lecture to follow Traffic Rules for the students in collaboration with Traffic Police of the area.
10.	Prize distribution Ceremony for the best three winners of each competition.
11.	Discussion on Road Safety Awareness agenda during General House of the School
12.	Any other activity related to Road Safety Awareness

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

**"ANNEXURE-A"**

**Details of the funds released under the Road Safety Fund**

Purpose for which fund was sanctioned	Letter vide which funds were sanctioned (if any)	Release Date (if any)	Amount (in Rupees)
<b>TOTAL FUNDS RELEASED</b>			
<b>TOTAL FUNDS UTILIZED</b>			
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: \_\_\_\_\_