

Headquarters Offices of the
Indian Red Cross Society,
St. John Ambulance Association
& Allied Institutions.

Standing Orders

1. These orders shall come into force with effect from first September, 1950.
2. These orders shall apply to all whole-time paid employees of the Indian Red Cross Society and St. John Ambulance Association at Headquarters including the Hospital Services Section, Maternity and Child Welfare Bureau, the Lady Reading Health School, the Junior Red Cross Section, the Stores Depot, and other organizations under the management and control of the Indian Red Cross Society.
3. The Headquarters office of the Indian Red Cross & the St. John Ambulance Association is joint. The staff belong to a single cadre and all rules and regulations shall, unless they refer specifically to any particular organization, apply equally to the employees of the Indian Red Cross Society and the St. John Ambulance Association.
4. **Definitions-** In these orders
 - (a) Managing Body means the Managing Body of the Indian Red Cross Society appointed Under Act XV of 1920 (as amended by Act XVIII of 1937).
 - (b) Executive Committee, St. John, means the Committee appointed under General Regulations of the St. John Ambulance Association (India).
 - (c) Chairman means the Chairman of the Managing Body of the Indian Red Cross Society.
 - (d) Chairman, St. John means the Chairman of the Executive Committee of the St. John Ambulance Association (India).
 - (e) Staff means all paid whole-time workers employed by or under the authority of the Society and the Associations.
 - (f) Secretary-General means the Secretary General of the Indian Red Cross Society and the St. John Ambulance Association (India).
 - (g) The Staff shall be classified as follows: -

Class I	Officers	Those drawing pay of over Rs. 750 P.M.
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Class II	Officers	Those drawing pay of Rs. 750 and below, other than class III and IV officers.
Class III	"	Clerical staff below the rank of Assistants and other whose pay scale is over Rs. 60.
Class IV	"	Those whose maximum pay scale is Rs.60 P.M. or less.

5. **Leave, Travelling allowances and allowances for officiating arrangements:** - In the matter of leave, and travelling allowance and allowances for officiating arrangements in temporary vacancies, the staff shall be governed by the Rules as applicable to Central Government employees from time to time, viz., the Fundamental and Supplementary Rules.

6. **Provident Fund:-** All permanent employees of the Indian Red Cross Society and St. John Ambulance Association shall subscribe to the contributory staff Provident Fund of the Society.

7. **Retirement:-** The age of compulsory retirement of the staff shall ordinarily be sixty, but the Managing Body may, in special circumstances, continue or employ a person beyond that age.

8. The Secretary General is the Chief Executive of the Indian Red Cross Society, the St. John Ambulance Association and allied Funds and is responsible for the efficient administration of all the activities of these organizations to the Managing Body and the Executive Committee, St. John. The entire staff employed by these organizations is under his general supervision, direction and control and responsible to him for the proper discharge of the respective duties as assigned to them. He is responsible for the initiation of all matters connected with the policy, organization and administration.

He will supervise the Red Cross and St. John accounts under instructions of the Honorary Treasurer. He will initial all entries in the Cash Book, sign all cheques, issues receipts and check the monthly statements with the passbooks. He will sign the monthly salary bills and satisfy himself that all recoveries have been duly made. His financial and other powers are detailed in Schedule "A".

9. Besides the Secretary General the staff at the headquarters shall consist of the following officers who shall perform such duties and exercise such powers as are assigned to them from time to time:-

1. Deputy Secretary
2. Assistant Secretary
3. Registrar
4. Publicity Officer
5. Staff Officer/M.A.C.F.
6. Staff Officer, St. John
7. Lady Staff Officer, St. John
8. Director, H.S. Section Officer
9. Staff Officer (Welfare)
10. Director, M and C W Bureau
11. Assistant Director, M & CW Bureau
12. Director, Junior Red Cross
13. Stores Officer

10. **Joint Secretary** will carry out the duties of the Secretary General during his absence.

All cheques, negotiable instruments and operation of Bank Accounts, including payment vouchers, in absence of the Secretary General, will be under the signature of the Joint Secretary.

The Director Blood Bank, will sign cheques in respect of Red Cross Blood Bank in Delhi, in accordance with the delegation of financial authority by the Secretary General. He will also carry out such other duties as entrusted to him by Secretary General from time to time.

The Managing Body at its meeting held on Thursday, the 12th September, 1985 has made the following amendment in Clause 10.

(In modification of the first paragraph of Clause 10 of the Standing Orders the Managing Body decided that the Joint Secretary would carry out the duties of the Secretary General during the absence of the latter, likewise Deputy Secretaries will carry out the duties of the Joint Secretary during letter's absence in accordance with the office order to be issued by the Secretary General. It was further decided that in modification of the Resolution of the Managing Body taken at its meetings held on 24th October 1981 and 30th March 1984, all cheques, negotiable instruments and operation of Bank accounts, including payment vouchers, in absence of the Secretary General, subject to the last sentence of this paragraph, would be under the signature of the Joint Secretary and the Bank concerned be informed accordingly. In respect of the Red Cross Blood Bank in Delhi, Director, Blood Bank, was authorized to sign the cheques in accordance with the delegation of financial authority to be made by the Secretary General).

(In pursuance of the decision taken by the Managing Body at its meeting held on 16.10.2002, Clause 10 of the Standing Orders stands revised as under:

“Secretary General is authorized to delegate administrative, financial and other powers to the officer(s) of the Society in his/her absence, as he/she considers appropriate in accordance with the Office Order issued”

Deputy Secretaries will carry out the duties of the Joint Secretary during latter's absence in accordance with the directions of the Secretary General.

They will be responsible for the preparation of all cases requiring attention of the Managing Body, Executive Committee, Finance Committee and all other Committees that may be appointed by the Managing Body or the Executive Committee, St. John. They will carry out all other duties allocated to them by the Secretary General from time to time.

11) **Assistant Secretary** will be responsible for dealing with all routine Red Cross and St. John administrative and secretarial work, other than that which may be assigned to the Registrar or the Staff Officers. He will refer all questions of policy and importance to the Deputy Secretary.

He will scrutinize the publicity material, including that for the Annual Reports and pass it on to the Publicity Officer through the Deputy Secretary.

12) **Publicity Officer** will edit Red Cross Journal, Brigade News Letter and other publications which shall be kept up to date, drafts being submitted for approval to the Secretary General.

He will draft the annual reports from material placed in his hands and submit the drafts to the Secretary General. Under instructions from the Secretary General he will deal with all letters concerning publicity from headquarters and will prepare Press Communiqués and wireless talks. The Cinematographer and his staff will work directly under him. He will supervise the preparation and distribution of films and slides. He will sign all letters of technical nature concerning publicity, but any correspondence to the international bodies, Red Cross branches and instructions to the Depot other than those of a routine nature should be drafted for the Secretary General's signature.

13) **Director, Red Cross Hospital Services Section** will be guided in matters of policy relating to the Section's services by the Sub-Committee appointed to manage the business of the

Section and will be bound by all rules and regulations made by the Managing Body or under powers delegated by the Managing Body.

He will carry out the administrative duties of the section, which at present consist of (a) provision of Red Cross comforts including stores books, newspapers, etc., for Service Hospital: (b) maintenance of the Red Cross Home for disabled ex-servicemen and (c) provisions of welfare service on Services Hospitals.

He must keep Secretary General of the Society fully informed in all Red Cross matters of general interest and importance and those concerning publicity.

He will sign the correspondence of the Section, but all letter Government, the International Red Cross bodies, and Red Cross Branch Secretaries must be drafted for the signature of the Secretary General. He is responsible to see that the expenditure of the Section is incurred in accordance with rules and instructions and that the Section stores are maintained properly.

His financial and other powers and those delegated to the Medical Superintendent of the Bangalore Home are set out in Schedule "B".

14) **Staff Officers (Welfare)** will assist the Director with administration of the Welfare Services and the purchase and issue of diversional therapy stores and perform such other duties as may be assigned to her.

15) **Director, Maternity and Child Welfare Bureau** will deal with all questions relating to the administration and finances of the Bureau and the Lady Reading Health School. She will deal with all problems concerning health and baby weeks, health schools, child welfare centers, referred by the Red Cross Branches or other voluntary organizations dealing with similar maternal and child welfare problems. She will prepare the budget and be responsible to the Bureau Committee for all accounts and payments in connection with the funds operated by the Bureau. She will be responsible for the proper maintenance of Bureau imprest account. She will serve as the Secretary of the Committee appointed to manage the affairs of the Bureau and the Lady Reading Health School.

She will carry on the technical correspondence relating to the Maternity and Child Welfare Bureau and the Lady Reading Health School and sign all letters except those to international bodies. Instructions to the Depot and the Cinematographer will be sent through the Secretary General.

Routine instructions to the Depot regarding replenishment of stores may, however, be issued direct. Her financial and other powers are detailed in Schedule "C".

16) **Assistant Director, Maternity and Child Welfare Bureau** will assist the Director in the discharge of her duties and perform such other duties as may specifically assigned to her. She will perform all the duties of the Director in her absence.

17) **Staff of the Lady Reading Health School:** - The resident supervisor staff of the School consists of a Superintendent, two Assistant Superintendents and a Matron and is appointed by the School Committee. The staff carries out the duties assigned to them by the Secretary.

The Superintendent will be responsible to the School Committee through the Secretary. She will appoint the Class IV staff in consultation with the Secretary. She will be responsible for the day to day working and management of the School and will delegate to the Assistant Superintendents such duties with regard to the teaching and other School activities and the Ramchand Lohia Centre as the Secretary may advice.

The Matron will carry out such duties as are assigned to her with regard to supervision of the mess, the hostel and practical teaching in domestic science and household management.

18) **Director, Junior Red Cross** will be responsible for the maintenance and promotion of the Junior Red Cross movement in the country and will carry out the duties of the Secretary of the Junior Red Cross Sub-Committee. He will prepare or revise technical literature relating to the Junior Red Cross Section. He will carry on technical correspondence relating to Junior Red Cross. All letters concerning questions of policy or those involving finance and letters addressed to International Red Cross bodies must, however, be approved by the Secretary General. He will be guided in matters of Policy by the Junior Red Cross Sub-Committee.

He has been designated Liaison Officer for matters relating to the League of Red Cross Societies, and will assist in dealing with correspondence with the League and other International bodies. He will in addition carry out such duties as may be assigned to him by the Secretary General from time to time.

19) **Staff Officer, Medical After-Care Fund** will deal with applications for assistance from the Indian Forces Medical After-Care Fund which is maintained to provide medical

treatment and other ameliorative measures incidental thereto for Indian Ex-servicemen and women who participated in the World Wars I & II. The Fund is administered by the Medical After-Care Fund Committee of the Indian Red Cross Society of which the Secretary General is the Secretary.

Applications for relief are to be received through the State Branch of the Indian Red Cross Society and the Indian Soldiers', Sailors', and Airmen's Boards in accordance with the rules prescribed in this regard. No application will, however, be disregarded by the Staff Officer by reason merely of its having been received otherwise than through a State Branch.

The Staff Officer will prepare a brief summary of each application and submit the same together with his recommendations to the Medical After-Care Fund Committee.

He will be responsible to see that all sanctioned grants are remitted for disbursement to the Secretary of the District Soldier, Sailors and Airmen's Board concerned or other organization or authority approved for the purpose.

He will conduct on behalf of the Secretary General all routine and technical correspondence with the State Red Cross Branches, Soldiers', Sailors' and Airmen's Boards, Medical Superintendents of Hospitals, applicants for relief who approach the Society direct and others, but must put up drafts for signature of the Secretary General in all important matters involving deviation from established policy and practice.

20) Staff Officer and Lady Staff Officer (St. John): - They will maintain effective liaison between Headquarters and Brigade Districts by personal contact with the Ambulance and Nursing units through tours under the directions of the Secretary General and will assist the Officer-in-Charge of the Brigade Districts in the development of Brigade activities, especially as regards training camps, Ambulance competitions and recruiting of new Divisions.

They will help in the organization of new Divisions with a view to development of Brigade activities in those States where none exists.

They will watch constantly that the Brigade units maintain their efficiency and that the instructional work of the Association progresses satisfactorily.

They will assist the Secretary General in the disposal of routine correspondence with the Brigade units and Association

Centre and carry out may other duties assigned to them by the Secretary General from time to time.

They will conduct occasional inspections of the States at the Central Depot and report to the Secretary General any discrepancies that they may discover.

21. **Registrar** will deal with all questions concerning establishment and discipline except those involving new expenditure. Questions of special importance will be referred to the Assistant Secretary or other officers concerned.

He will be responsible for the daily dak which will be opened under his supervision and distributed to the various Sections. He will receive all monies and registered letters and give receipts for the same.

He will be responsible for the maintenance of the office buildings and property and for the upkeep of the vehicles.

He will sanction casual leave to subordinate staff.

He will check fortnightly the Red Cross and St. John Imprest Accounts as well as those of the Stores Officer and the Cinematographer. These accounts are to be written up daily and the vouchers initialed by an officer detailed for the purpose. The Registrar should check contents of the safes fortnightly when he checks the Imprest Accounts.

22. **The Staff at Headquarters:** - The Red Cross, St. John and Hospital Services Sections are each in charge of a Superintendent. Who will be responsible for the proper conduct of all office work and for maintaining discipline among the staff in their respective sections. Each Superintendent will be in charge of an office safe and will account fortnightly for the contents of the safe to the Registrar.

The staff employed in the Hospital Services Section, Maternity and Child Welfare Bureau and other allied funds will receive orders from their respective officers, but they must conform to the general discipline of the office. Irregularities in conduct among the clerical staff must be reported to the Registrar who should bring them to the notice of the Secretary General.

For detailed orders regarding office procedure see Schedule "D".

23. **Accountant:** - The Accountant will be responsible to the Secretary General and through him to the Honorary Treasurer for maintaining the accounts of all the sections and funds

administered from Headquarters. He will see that all income and expenditure is entered daily in the cashbook and that receipts are duly issued. He will keep a watchful eye on the investments and bring any changes in the situation to the notice of the Secretary General.

He will prepare the monthly pay rolls and monthly statement of income and expenditure and will check them before submission to the Secretary General.

He will conduct quarterly inspections of all Depot account and will submit a report thereon. Detailed procedure to be followed for maintenance and supervision of accounts is outlined in Schedule "E".

24. **Store Officers, Red Cross Depot** is responsible for maintaining the Red Cross and St. John Stores Depots in good order and for supervision and discipline of the Depot Staff. He must report all surpluses and shortages of stores, execute all orders promptly, see that all accounts are properly maintained and daily deposit in the bank all cash or cheques received to the credit of the Funds concerned. He will supervise the stock lists kept by the storekeepers and will place all accounts before the Accountant at the quarterly inspection. He is responsible for keeping the Depot Imprest Account and submitting it fortnightly to the Registrar with all vouchers.

The Stores Officer will make no direct purchases except for office requirements unless so authorized by the Secretary General or by the heads of the Sections concerned. He will report all his stores requirements to the Headquarters which will place the orders and pay the bills. He will not operate against any banking account, but will endorse cheques drawn in favour of the Depot for credit of the Funds concerned.

Routine correspondence will be conducted by the Stores Officer but letters affecting policy and those concerning administrative questions must be submitted to the Secretary General for orders.

For detailed instructions regarding accounting of the Stores Depot see Schedules "F".

25. **Tours:** - The Secretary General will fix his tour programme in consultation with the Chairman. Other officers will arrange their tour programmes in consultation with the Secretary General.

During the tour each officer is expected to keep in touch with Headquarters by letter or telegram. Any change in the

tour programme should be immediately communicated. Before leaving Headquarters arrangements must be made for all official correspondence and emergent work to be dealt with by another officer of the staff and the Secretary General should be informed. On return each officer should submit a report of the work done during the tour to the Secretary General who will take necessary action on it.

26. Communication to the press and other publicity: - All communications to the press and all material for publicity should be submitted to the Secretary General. The Publicity Officer is responsible for carrying out such instructions as may be issued to him by the Secretary General. No direct communications are to be made to the newspapers, press agencies or other publicity organizations.

An officer on tour may, however, make a direct communication to the press which concerns his tour or work provided it is non-controversial, but in such cases press cuttings should be attached to the tour report.

SCHEDULE A**Financial and other powers of the Secretary General**

Nature of Power	Limit of Delegation
1. Establishment:	
(a) Creation of posts	Nil
(b) Appointment to Sanctioned posts .	Full powers up to and including the post of Super indent.
(c) Promotion, Demotion, Suspension Dismissal and withholding of earned increment of staff.	Full powers up to and including the post of Superintendent with right of appeal to the Managing Body. (Four officers above the rank of Superintendent the power will vest in the Managing Body with right of review).
(d) Grant of earned, or extra increment up to two.	Full Powers.
2. Travelling Allowance:	
(a) Countersigning bills of officers.	Full powers.
(b) Exemption from 10 days halt rule.	As above. Reasons to be placed on record.
3. Temporary appointments.	Full powers up to Rs. 100 p.m. (above this amount with concurrence of Chairman) but such appointments will not be extended beyond three months.
4. Write off of losses. Arising from fraud, theft or negligence.	Full powers up to Rs.200 for each individual item. Important cases of losses to be reported to the Finance Committee.
5. Write-off irrecoverable advances of cash and stores not due to fraud or negligence.	- do -
6. Surplus articles.	
(a) Declaration as surplus, or unserviceable, of property forming part of Capital assets.	Nil
Nature of power.	Limit of delegation.
(b) Declaration as surplus,	Full powers subject to a limit

- or unserviceable, of other property. of Rs.500 book value per item. Above this amount with the approval of the Finance Committee.
- (c) Disposal or articles declared surplus
- i) by public Auction. Full powers.
- ii) by private negotiations. Full powers up to Rs.500 (book value).
7. **Reappropriation of budget grants**
- i) Within detailed heads-Full powers.
- ii) Within major and minor heads and sub-heads-Full powers with the concurrence of the Honorary Treasurer.
8. **Power to incur expenditure**
- i) Full powers in respect of fixed charges and other routine expenditure included in the budget estimates and not involving departure from settled policy.
- ii) Up to Rs.500 in respect of items not covered by (i) above.
9. **Grant of leave.** Full powers to grant leave to all staff. His own leave to be sanctioned by Chairman.
10. **Powers to employ substitutes in leave vacancies.** Full powers up to the grade of Superintendent for a maximum period of 4 months.
11. **Powers to allow advances out of Provident Fund.**
- a) Full powers up to 3 months pay of a subscriber.
- b) With the concurrence of the Honorary Treasurer for a higher amount.

SCHEDULE B

**Schedule of financial and other powers of the Director,
Hospital Services Section.**

Nature of Power	Limit of Delegation
1. Establishment:	
(a) Creation of posts	Nil
(b) Appointment to Sanctioned posts, promotion, demotion and withholding of grant of extra increments up to two.	(i) Officers- Nil. (ii) Welfare Officers (governed by special rules) - Full powers. (iii) Technical subordinates staff: (a) Full powers up to Rs.100 p.m.(initial). (b) With the consent of the Secretary General all posts above Rs.100 p.m. and also that of the Chief Nursing Superintendent, Ministry of Health, in respect of Sisters and Nurses.
(c) Transfers of Welfare Officers	Full powers
(d) Grant of leave	Full Powers for the staff mentioned in (b) (ii) and (iii) above.
(e) Appointment of substitutes in leave vacancies.	(a) Full powers up to 3 months for Welfare Officers and Subordinate technical staff. (b) Over 3 months with the approval of the Finance Committee.
2. Travelling Allowance.	
a) Countersigning bills of officers.	Full powers for Welfare Officers.

The Director shall submit to the Secretary General proposal for his own and the Staff Officer (Welfare) tours and the relative T.A. bills.

Nature of powers.	Limit of delegation.
b) Conveyance allowance to Welfare Officers.	Full powers up to Rs.20 p.m.
3) Office Contingencies.	Full powers within budget provision.
4. Provision of supplies and Services in the Red Cross Home.	Full powers within budget provision and sanctioned scales where these are prescribed.
5. Stores	
a) To purchase stores relating to D.T. and general Hospital stores, books and periodicals, and uniform material.	<p>i) Full powers within budget grants except that no purchases order over the value of Rs.10,000 shall be placed without the approval of the Finance Committee.</p> <p>ii) Up to Rs.100 per requisition of unrecognized articles demanded by DMs in lieu of recognized articles of same value.</p>
b) Declaration as surplus or unserviceable.	Up to Rs.500 in consultation with the Secretary General; above that amount subject to approval of the Finance Committee.
c) Disposal of articles declared surplus and unserviceable: -	
i) by public auction.	Full powers.
ii) by private negotiations.	Up to Rs.500 (book value) in consultation with the Secretary General.
6. Reappropriation of budget grants.	Within detailed heads; Full powers in consultation with the Secretary General.

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| 7. | Sale of articles of uniform or other material to staff. | Up to Rs.50 per annum to one member plus 10% as storage charges. |
| 8. | Supply of newspaper, periodicals and books by cash grants etc. | Full powers within budget grants and the scales where prescribed. |

The following powers will be delegated by the Director to the Medical Superintendent, Red Cross Home, Bangalore:-

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| 1. | Appointments. | Authority to select and appoint Class IV personnel at minimum scales of pay to sanctioned posts to the extent permitted by the Director. |
| 2. | Losses. | To write-off losses up to Rs.20 under any one item. |
| 3. | Contingencies, supplies and services. | <p>(a) Full powers to purchase articles of Diet within sanctioned scales.</p> <p>(b) Power to purchase any article up to Rs.25 within the budgeted provision.</p> |
| 4. | Leave. | <p>(a) To grant Casual Leave to all employed under him.</p> <p>(b) To grant earned leave, leave on Medical Certificate and leave without pay to Dispensers, Masseurs, Nursing Orderlies and all Class IV personnel.</p> |
| 5. | Increments. | Full powers to grant earned increments to Dispensers, Masseurs, Nursing Orderlies and all Class IV personnel. |

SCHEDULE C

**Schedule of financial and other powers of the Director,
M. & C.W. Bureau.**

Nature of Power	Limit of Delegation
1. Establishment:	
(a) Creation of posts	Nil
(b) Appointment to Sanctioned posts, promotion, demotion and withholding of grant of extra increments up to two.	(i) Officers- Nil. (ii) All Lady Reading Health School staff except the Superintendents, Assistant Superintendent and the Matron.
(c) Grant of leave.	Full powers for the above mentioned staff.
(d) Appointment of Substitutes in leave vacancies.	Full powers up to 3 months.
2. Travelling Allowance.	
Countersigning bills.	Full powers of the Lady Reading Health School Staff. Director will submit to the Secretary General proposals for her own tours to be paid for by the Red Cross, and those of the Assistant Director.
3. Powers to incur expenditure	Full powers in respect of fixed charges and other routine expenditure included in the budget estimates and not involving departure from settled policy.
4. Stores.	
a) Purchase of Stores.	Full powers within the budget grant.
b) Declaration as surplus or unserviceable.	Up to Rs.500 in consultation with the Secretary General, above that subject to approval or the Finance Committee.

- c) Disposal of articles declared surplus and unserviceable:
- i) by public auction Full powers.
 - ii) by private UP to Rs.500 (back value) in negotiations. consultation with the Secretary General.
5. **Reappropriation of budget grants.** Within detailed heads: Full powers in consultation with the Secretary General.

SCHEDULE D**Detailed orders regarding office procedure.**

(a) All dak will be opened under the supervision of the Registrar and distributed without delay to various sections. Important dak will be submitted to the Deputy Secretary, and routine dak to the Assistant Secretary. These officers will look through the dak and will initial and date all letters, and may issue instructions immediately with regard to the disposal of any letter or paper, requiring urgent attention. The officer concerned may at once at his discretion show any paper personally to the Secretary General or superior officer at this stage.

(b) Papers marked "Immediate" will be passed on to the Office Superintendent who will be responsible to see that these are numbered and registered and returned to the officer concerned with a report and connected papers within not more than 24 hours unless required to return them earlier on the same day.

(c) All other dak will be passed to the Diarist who will number and register the letters, after which they will be distributed to the Assistants who will place their initials against the items they receive in the Dak Register. Letter not marked "Urgent" must be generally disposed of and all instructions complied within 3 days from receipt in the office.

(d) Where the limits set out in (b) and (c) above are exceeded the Office Superintendent or Assistant concerned must explain personally to the officer concerned the reasons for delay. Serious view will be taken of unjustifiable delay in dealing with any paper in the office.

(e) The dealing Assistant or Office Superintendent will prepare the file for submission in the following manner:

All previous papers will be put up with the file. In each case a complete note giving previous reference and suggestions with regard to action to be taken will be put up with papers properly flagged. In routine cases typed letters should be put up for signatures. In other cases which present no difficulty drafts must be put up for approval.

Special instructions marked on the paper before it is passed on to office must be attended to carefully and in case any further instructions is necessary it may be obtained from the officer concerned verbally or in writing.

No Assistant or Superintendent is excused from drawing the attention of officer concerned to any matter which may be relevant by reason of the subject or paper having been considered by the said officer previously.

Each officer or clerk dealing with a paper shall enter his note or signature on the noting paper or paper itself before passing it on. All matters typed by the typist will be properly scrutinized before submission and will be initialed by the typist and the Assistant concerned.

(f) Regular files will be maintained for each matter requiring periodic attention such as Brigade News letter, Red Cross Journal and Junior and Annual Reports. The Assistant concerned will see that note is kept in each file of all relevant information. The file will be put up when required before the officer concerned with proper noting and all relevant papers.

(g) Each Office Superintendent will maintain on his desk a Register in which he will enter all papers requiring follow-on action or awaiting reply. The Register will be in the following form:-

S.No.	Date of Entry	Signature of Assistant	File Ref.	Action taken	Proposed further Action.	Remarks
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Each dealing Assistant will be responsible for entering cases not finally disposed of in this register on date of temporary disposal. When the case is finally disposed of he will enter accordingly in the remarks column in red ink and get the Office Superintendent to initial the entry in token of approval. The Office Superintendent will make a regular scrutiny of this register to see that follow-on action is attended to by Assistants concerned on due dates. Responsibility in the first instance with regard to follow-on action rests with the Assistant concerned who will maintain a memory tickler entering date wise particulars of cases requiring future attention. Reminders shall fall due as follows, unless ordered to the contrary:-

One month for India, and two months for
Abroad unless correspondence is by airmail.

(h) **Valuables:-** All cash and cheques will be received by the Registrar who will hand them over to the Accountant, docketed in a printed memo (Challan) the counterfoil of which will be retained by the Registrar after it has been signed by the Accountant in token of receipt by him of the items detailed thereon.

The Accountant shall as far as possible send all monies to the bank on the day of receipt for credit of the account concerned.

All cheques issued from the office must be accompanied by a printed form to be signed and returned as receipt.

(i) **Disposal of correspondence:-** After completing despatch the despatcher will hand over to the Diarist all inward letters and office copies of the replies thereto along with relevant files. The Diarist will note number and date of each letter against the corresponding inward letter in the register.

Letters which do not require any reply will be passed on to the Diarist by the Assistant concerned after marking disposal, so that the file number can be entered in the disposal column.

(j) **Arrears List:-** List of letters received in the office on and including the 12th and 27th of each month but not finally disposed of and files will be prepared by the Diarist on the 15th and the last day of each month. These lists will show the inward diary number of each outstanding item. They will be handed over to the Assistants concerned who will mark thereon the disposal or explain briefly the cause of delay. The arrear list will then be submitted by the Superintendent to the Assistant Secretary.

(k) **Filing and recording:** - On receipt of a letter pertaining to a subject for which no file already exists a fresh file will be opened. The subject of the file will be briefly entered in the File Index Register and the file allotted the next serial number according to subject. These numbers will be noted on the file covers in the right-hand top corner. Inward and outward correspondence will be filed together in chronological order and all files will be kept in the custody of the Assistant concerned. A file index will be kept by the Superintendent, and file index cards for each file will be prepared as soon as a file is started. No file should exceed 100 pages. Files will be indexed according to subject, and cross-reference will be noted on the file cover where necessary.

All files should be closed at the end of the year and passed on to the Record Keeper, together with the relative index card. The files should be recorded on shelves according to group headings, i.e. Administration, Disaster Relief etc. The index cards will be kept in a box under corresponding headings in alphabetical order.

When a file is required a requisition slip should be filled in; the Record Keeper will take the file from the shelf and hand it over to the person concerned, leaving the requisition slip in place of the file to show the location of the file.

Index cards shall be prepared for all files for which these do not exist at present and index cards of files newly consigned to Record will be placed in their appropriate places in the index card boxes so that a complete reference of files is maintained.

SCHEDULE 'E'**Detailed procedure for the maintenance of accounts.**

(a) The accounts of the following Funds are maintained at the Headquarters office. The bank accounts are operated upon by the officers noted against each:-

1. Indian Red Cross Society (Main Fund	Secretary General
2. Indian Red Cross Society staff Provident Fund	- do -
3. St. John Ambulance Association	- do -
4. Indian Forces' Medical After Care Fund	- do -
5. Lady Chelmsford All-India Maternity and Child Welfare Fund.	Director
6. Victoria Memorial Scholarship Fund	- do -
7. Lady Reading Health School	Secretary

b) **Receipt of Money:** - All monies in the form of cash, cheques, drafts, postal orders, warrants etc. will be received by the Registrar, or in the case of the Maternity and Child Welfare Bureau and the Lady Reading Health School by the Assistant-in-Charge and passed on to the Accountant with a printed memo (Challan) the counterfoil of which will be retained by the Registrar or the Assistant-in-charge of the Bureau as the case may be. The counterfoil will be signed by the Accountant in token of his having received the items detailed thereon. The Accountant will get cheques and drafts endorsed by the officers authorized to operate on the accounts and as far as possible send the entire money to the bank the same day for credit to the accounts concerned. He will then enter the Challan (with which should be attached the counterfoil paying-in-slip received from the bank) in the relative cashbooks and submit those books for initials to the officers concerned.

Advices for credit of amounts received through the bank will be entered in the relative cashbooks after verifying the correctness of the amounts from particulars available in the office. The cashbooks and vouchers will then be submitted to the officers concerned for initialing of the entries in the cashbooks.

Formal receipts should be issued immediately after the amounts have been deposited in the accounts of the various funds and should be signed by the officers authorized to do so.

(c) **Payment of Money:** - All payments, excluding those made from the contingent account, shall be made by cheques or bank drafts. Transfers of money from one fund to the other must also be effected by issue of necessary transfer instructions to the bank.

All payment orders received by the Accountant shall be checked by him. After satisfying himself that the payment is in order with regard to authority, amount and budget provision he will enter the proposed disbursement in the Cash Book and prepare cheques. If, however, payment has to be made otherwise than by cheque, he will call for bank drafts or arrange remittances through bank as necessary. On receipt of bank drafts or advices for remittances made through bank, necessary entries will be made in the relative cashbooks according to the payment orders and vouchers and submitted to the officer authorized to operate on the accounts concerned for initialing of the entries.

On receipt of the duly passed contingent bills, the Accountant should check the vouchers and make out cheques from the relative funds in recoupment of imprest and submit them for signatures of the officer concerned along with the relative cashbooks.

(d) **Balancing of cash book:** - The Accountant will daily post, from the cash book all items of receipts and payments in the relative ledgers of each fund and at the end of each month reconcile the cash books with relative bank statements. He will prepare a monthly receipt and payment account together with progressive totals showing also the budget provision against each head of account. This shall then be submitted to the Honorary Treasurer through the Secretary General for his examination and approval. He will in particular scrutinize and verify the monthly and the progressive accounts and satisfy himself that the receipt and expenditure are progressing in accordance with the sanctioned budget.

(e) **Investment of money:** - The Accountant will keep a watch on the balances in the current accounts of the various funds and put up proposals to the Honorary Treasurer through the officers concerned for the investment of any surplus balances. The debit advice received from the bank in respect of such investments will be duly entered in the respective cashbooks and submitted to the officers concerned for initialing of the entry.

The investments of the funds of the various institutions shall be made in securities authorised by law for the investment of Trust Funds or in Short Term or Fixed Deposit

with the bankers or such other Govt./Public Sector undertakings/corporations/companies or concerns of the Society.

Investments shall only be realized under authority of a resolution of the Finance Committee or the Committee concerned. Investments may, however, be made or altered and money placed in or withdrawn from Short Term Deposits under the authority of the Honorary Treasurer and either the Chairman or the Vice-Chairman, the transactions being later reported to the Finance Committee or the Committee concerned.

All transfers, endorsements and discharge and communications to the bankers or such other Govt./Public Sector undertakings/corporations/companies or concerns and others concerned regarding investments and the placing and taking up of Short Term and Fixed Deposits, shall bear the signatures of both the Honorary Treasurer and the Chairman. All investment scrips and stock certificates shall be held by the State Bank of India on behalf of the Funds concerned and the relative safe custody receipts and short term deposit receipts will be kept by the Secretary General or officer authorised by him in this behalf who will be responsible for their safe custody.

The bankers of the Society and its allied Funds shall be the State Bank of India and/or such other scheduled banks, Govt./Public Sector undertakings/Corporations/ Companies or concerns as the Managing Body may name from time to time for the maintenance of the current account, Short Term or Fixed Deposits and Staff Provident Fund Account.

(f) **Preparations of budgets:** - The budget estimates of the various funds will be prepared by the Secretary General or the Section Officer concerned in consultation with the Honorary Treasurer for the approval of the Committee concerned. The Honorary Treasurer will also advise the Secretary General and in case of other Funds, the Director or Secretary concerned, on all matters relating to finance and accounts. No such matter should in fact be decided without reference to him, and in particular the Honorary Treasurer will be responsible for all action in regard to investments, that is to say, the purchase, the sale and the variation of Securities.

(g) **Hospital Services Section Accounts:** - As a large portion of the stores of this Section is issued free to military hospitals, the stores account shall be maintained separate from cash sales and cash purchases but in the Annual Accounts of the Society, all transactions in respect of stores of the Section shall be brought together to reflect the results in the balance sheet as well as in the stores account.

(h) **Compilation of Annual Accounts and Balance Sheets:** - The balance sheets of the various Funds shall be prepared at the end of each calendar year and shall, after audit, be presented by the Honorary Treasurer to the respective committees for their approval. They will thereafter be incorporated in the Annual Reports of the various organisations. To facilitate the preparation of balance sheets the Accountant shall obtain necessary lists of sundry liabilities, outstanding bills and stock lists from the various sections dealing with such items. These shall be incorporated on the basis of double entry system under the various heads of accounts necessary for the preparation of stores and income and expenditure accounts.

(i) **Audit of Accounts:** - The annual accounts of the various Funds shall be subjected to audit by a firm of Commercial Auditors whose appointment is confirmed at the Annual General Meeting.

(j) **Adjustments between Funds:** - In respect of certain items of expenditure on Management of the Society, e.g., pay and allowances, contributions to Provident Fund, maintenance of building and medical aid to the staff, the Society has, for the sake of convenience, undertaken to meet all expenditure on behalf of the various organisations, recoveries being made from the Funds concerned at fixed intervals.

(k) **Common Pay Roll:** - The Common Pay Roll is prepared with reference to the Audit Register where in all orders affecting pay, allowances and leave are entered from time to time. No change may be made in the rate of pay and allowances of the staff without reference to the Secretary General.

(l) All account books maintained in the Stores Depots at Headquarters including ledgers, bill books and stores registers, should be inspected by the Accountant quarterly and a report submitted to the Secretary General.

General instructions.

(m) **Receipt and payment of money.**

(i) Money received should not be utilised directly to meet expenditure but should be credited to the accounts concerned.

(ii) Formal receipts, stamped where necessary, must invariably be issued for all monies received. Duplicates or copies of receipts should never be issued. If any necessity arises for such a document a certificate containing particulars of the receipt may be given.

- (iii) Pies should be omitted from salary bills and acquaintance roll as also from the totals of the travelling allowance bills, six pies or more being treated as one whole annas and amounts of less than six pies omitted.
- (iv) All bills, vouchers and payment orders should be stamped "PAID" and so cancelled as not to be used a second time. Stamps affixed to vouchers should also be properly defaced.
- (v) Entries of receipts and payments in the cash book should never be erased or overwritten. If any correction is necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted, every such correction being authenticated by the officer authorised to sign cheques setting his dated initials against each.
- (vi) Amounts of undisbursed pay or other monies which cannot be sent to the bank during the course of the day for credit to the accounts concerned should be placed by the Accountant in the iron safe and shall remain in his custody till their remittance to the bank on the next working day.
- (n) **Books and forms:** - The following books and forms will be maintained by the Accountant. The procedure in this behalf may, however, be amended or supplemented by the Honorary Treasurer and Secretary General in consultation:-
1. Cash Book To contain a record of the transactions relating to receipts and payments.
 2. Journal To record adjustment entries in respect of transactions relating to the Hospitals Services Section.
 3. Ledger To post entries from the cash books and journal in accordance with various budget heads.
 4. Audit Register To keep record of appointments, pay and allowances and promotions.
 5. Investment Register To record all investments showing interest, due and received, from time to time.
 6. Provident Fund ledger To post amounts deducted from salaries and the Society's equivalent contribution and interest at the end of each year against the personal accounts of the subscribers.

7. Leave Accounts To show the amount of leave earned and availed of and the balance at credit of officers and staff.
8. Provident Fund Nomination Forms Maintained to facilitate payment of Fund money to the person or persons nominated by the subscribers in the event of their death.

SCHEDULE F**Detailed procedure for the maintenance of Store Depot accounts.**

(a) All letters should be opened by the Stores Officer personally and marked to the Store keeper concerned if containing orders for stores, or if otherwise, to Head-Clerk. The letters will then be registered by the Diarist and passed to the staff concerned for compliance.

(b) A Receipt Register shall be maintained for recording receipts of the articles of stores. On receipts the articles shall first be inspected by the Stores Officer and then checked by the Store Keeper. The entry in the register must be made by the Store Keeper in his own handwriting making reference in the proper column to the relevant invoice. An encasement must be made on the invoice by the Store Keeper to show that the articles have been duly entered in the Receipt Register. The entry in the register and the relative invoice must then be checked by the Head Clerk and attested by the Stores Officer. An intimation of the articles received into stock together with a sample thereof, where possible, must be forwarded to the Secretary General or the Sectional Director, who will arrange payment of the relative bill if in order and intimate the cost and selling prices of the articles to be issued on payment, or value basis.

On replenishment of stock of an article, its previous balance as shown in the Stock Ledger shall be added to the fresh stock. Any excess or shortage found should be properly adjusted after a thorough enquiry under proper authority. The Stores Officer should check stock continuously so that all items are checked yearly before submission of the Annual Stock Returns to Headquarters.

(c) All orders should be executed promptly. The requisite articles should be checked by the Store-Keeper and a percentage of the items also checked either by the Store-Keeper and a percentage of the items also checked either by the Store Officer or the Head-Clerk by way of test check. The packing should be done by the packer and this fact recorded by him on the invoice under his initial. The invoice or bill should be prepared by the Store-Keeper in his own handwriting. All invoices or bills shall be prepared by the Store-keeper, checked by the Head-Clerk and issued under the signature of the Stores Officer. The relative account should be recorded in the Bill Register by the stores clerk and checked by the Head-Clerk. This register should be inspected by the Stores Officer after closing of the account every month.

The Stock Ledger should be maintained by the Store-Keeper. A check of the ledger should be made by the Head-Clerk daily and a test check should be made by the Store Officer once a week.

(d) The Stores Officer is responsible for maintaining all accounts properly. He should receive all payments personally and bank them daily. All the cash voucher should be passed on to the Head-Clerk who will mark the payments in the Bill Register against the respective accounts. The cash book should be posted by the Head-Clerk and checked daily by the Stores Officer. The formal receipts for the remittance received should be prepared by the Stores Clerk and signed by the Store Officer. Reminders for outstanding payments should be issued to the defaulters monthly by the Head-Clerk after being checked and signed by the Stores Officer. A monthly cash statement of remittances paid into the Imperial Bank of India, New Delhi (by cash or cheques) should be forwarded to the Secretary General together with the relative counterfoil, pay-in-slips for record.

(e) The Stores Officer is responsible for keeping the Depot Imprest account and submitting it with all vouchers fortnightly to the Secretary General or the Sectional Director concerned for replenishment of imprest.

The postage account should be maintained by the Store clerk and daily checked by the Store Keeper with the relative postal receipts and despatch register. The accounts should be checked by the Head Clerk fortnightly and signed by the Store Officer.

(f) All account books including ledgers, bill books and store registers should be inspected by the Headquarters Accountant quarterly, who will submit his report to the Secretary General.

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