

**Indian Red Cross Society (IRCS); State/ UT Branch Leadership Meeting on  
22-23 September, 2022**

**Venue : Conference Hall, Ground Floor, Hotel Samrat, New Delhi**

**Day 1 – 22.09.2022**

<b><u>Sl.No.</u></b>	<b><u>Time</u></b>	<b><u>Activities</u></b>
1.	10:00 AM- 11:30 AM	Inaugural Session
2.	11:30 AM- 12:00 PM	Introduction of the agenda and ATR on the decision of the last meeting and Presentation by NHQ
3.	12:00 PM- 1:15 PM	<p>Discussion</p> <p><b>1. Management and Governance</b></p> <ul style="list-style-type: none"><li>• Proper election of Managing Committee</li><li>• Regular meeting of Managing Committee</li><li>• Regular meeting of Committees of Managing Committee</li><li>• Proper recording of minutes</li><li>• Regular Annual General Meeting (AGM)</li><li>• Review of functioning of District Branches.</li><li>• HR Policy/HR rules (R &amp; P rules, Leave rules, LTC rules, Conduct rules etc).</li><li>• Receipt and disposal of court cases.</li><li>• Receipt and disposal of VIP reference.</li><li>• RTI application and disposal</li><li>• Maintenance of personal records -leave account, service book, personal files etc.</li><li>• Training of Staff.</li><li>• Recovery of advances from staff.</li><li>• Scheme of incentives and penalties.</li><li>• Implementation of e- office.</li><li>• Digitisation and Video conferencing</li></ul> <p><b>2. Proper Accounting and Auditing</b></p> <ul style="list-style-type: none"><li>• Appointment of Statutory Auditor</li><li>• Regular audit of annual accounts</li><li>• Placing of audited statement of accounts in MC and AGM</li><li>• Action taken on observations of audit report</li></ul>

		<ul style="list-style-type: none"> <li>• System of Internal audit.</li> <li>• Consolidation of accounts of District and sub-districts at State/UT level</li> <li>• Sharing of consolidated accounts with Nhq.</li> <li>• Reconciliation with banks.</li> <li>• Following up the provisions under Income tax and GST.</li> <li>• Observations of Auditors who conducted special audit of few branches and Nhq.</li> <li>• Standard audit guidelines issued by Nhq.</li> </ul> <p><b>3. Transparency and streamlining</b></p> <ul style="list-style-type: none"> <li>• Rules for procurement</li> <li>• Procurement after following due procedure.</li> <li>• Proper tendering process</li> <li>• Proper maintenance of fixed asset register</li> <li>• Proper maintenance of Stock register in branch and warehouse</li> <li>• Details of expenditure and receipt on website.</li> <li>• Details of beneficiaries on website.</li> <li>• Maintenance and running of vehicles.</li> <li>• Monitoring of usage, maintenance, running, mileage, upkeep etc. of vehicle</li> <li>• Maintenance of cashbook.</li> <li>• Introduction of internal checks.</li> <li>• Sharing of information on social media.</li> <li>• Judicious investment.</li> </ul>
4.	1:15 PM- 2:15 PM	Lunch
5.	2:15 PM- 3:30 PM	<p>Discussion continued</p> <p><b>4. Estate and warehousing management</b></p> <ul style="list-style-type: none"> <li>• Maintenance of Property records, maps etc</li> <li>• Maintenance of building and other properties</li> <li>• Civil work from PWD or PSU or after following due process if adequate technical staff is available.</li> <li>• Disposal of scrap and unusable items.</li> <li>• Physical verification of store items and assets.</li> <li>• Managing the assets and properties.</li> </ul>

		<p><b>5. Projects and programs</b></p> <ul style="list-style-type: none"> <li>• SERV, TB, Livelihood and any other</li> <li>• Audit of project funds</li> <li>• Separate account for FCRA funds</li> <li>• Project money to be spent on project only.</li> <li>• Adjustment of advances taken from Nhq.</li> <li>• Sharing of best practices.</li> </ul> <p><b>6. First Aid Training</b></p> <ul style="list-style-type: none"> <li>• Training as per rules and regulations</li> <li>• Online examination to streamline the process.</li> <li>• To discuss ways and means to streamline First Aid.</li> </ul>
6.	3:30 PM- 3:45 PM	Tea/ Coffee
7.	3:45 PM- 5:45 PM	<p>Discussion Continued</p> <p><b>7. Fundraising and self sufficiency</b></p> <ul style="list-style-type: none"> <li>• State should become financially sustainable.</li> <li>• Enhancing the income of branches.</li> <li>• Strengthening JRC/YRC</li> <li>• Maintenance of membership details.</li> <li>• Regular review of the functioning and activities to enhance income.</li> <li>• Enhanced visibility.</li> <li>• CSR funding be enhanced.</li> </ul> <p><b>8. Disaster Response:</b></p> <ul style="list-style-type: none"> <li>• Prepositioning of relief material.</li> <li>• Basis of allocation of relief items.</li> <li>• Record at State/UT level for distribution of relief material.</li> <li>• Prepositioning of relief material other than 6 regional warehouses of Nhq.</li> <li>• Role of State Branches in the functioning of regional warehouses of Nhq.</li> </ul> <p><b>9. Blood Centre</b></p> <ul style="list-style-type: none"> <li>• Setting up new Blood centres at State/UT headquarters and improvement of the existing blood services.</li> </ul>

Day 2 – 23.09.2022

<u>Sl.No.</u>	<u>Time</u>	<u>Activities</u>
1.	9:30 AM- 11:00 AM	<p><b>10. Maintenance and consolidation of key parameters.</b></p> <ul style="list-style-type: none"><li>• No. of branches.</li><li>• Income &amp; expenditure with details of expenditure on establishment &amp; on programmes.</li><li>• Total membership, membership statistics of last year.</li><li>• No. of volunteers.</li><li>• Managing Committee meetings (last 3).</li><li>• People trained in First aid, SERV.</li><li>• Partnerships, name of major donors/ corporate.</li><li>• Website &amp; social media reach &amp; high lights, if any.</li><li>• Submit copies of the branch rules, volunteer policy (if any), HR Policy (if any).</li></ul> <p><b>11. Strategic Development Plan 2030</b></p> <ul style="list-style-type: none"><li>• Sharing of best practices.</li></ul>
2	11:00 AM- 11:15 AM	Tea/ Coffee
3	11:15 AM- 11:45 Noon	ICRC & IFRC presentation on face of Red Cross in 2050.
4	11:45 AM - 1:00 PM	Discussion continued: <p><b>12. Proper utilisation of donation in kinds</b></p> <ul style="list-style-type: none"><li>• Proper recording of donations received in kind.</li><li>• Status of utilization of Oxygen concentrators, Oxygen cylinders, Oxygen generation plants, vehicles under various categories and Annual maintenance Contract.</li></ul>
1.	1:00 PM- 2:00 PM	<b>Any issue with Nhq. and summing up</b>
2.	2:00 PM- 3:00 PM	Lunch and Departure