



THROUGH HUMANITY TO PEACE



Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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30th August 22

To

All State/UT Branches

Sub: Convening of IRCS State/UT Branch leadership meeting in New Delhi on 22- 23 September 2022

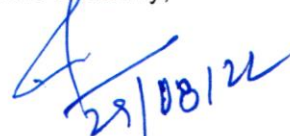
Dear Sir/Madam,

IRCS, National Headquarters is holding a two day State/UT leadership meeting at New Delhi on 22nd & 23rd September 2022. The agenda for the meeting is attached. Kindly send the information regarding agenda item no. 10 early, so that the same could be compiled and presented in the meeting. Information and material for other agenda items may also be prepared and brought along for further discussion.

Kindly book your tickets early and communicate your travel schedule. We would be happy to provide any further clarification, if required, at your end.

Thanking you,

Yours faithfully,



N K Singh

(Deputy Secretary)

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

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

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

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

Day 2 – 23.09.2022

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