



**INDIAN RED CROSS SOCIETY  
PUNJAB STATE BRANCH**

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**UNIFORM SERVICE RULES**

**FOR**

**DISTRICT BRANCHES OF PUNJAB STATE**

(As Approved By Managing Body of  
Indian Red Cross Society, Punjab State Branch  
On 14.06.2016)

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## **BACKGROUND**

### **ADOPTION OF UNIFORM RULES FOR DISTRICT RED CROSS BRANCHES AS PER MODEL CONSTITUTION**

In order to streamline the functioning of District Red Cross Branches, there is a need to formulate and adopt uniform rules for this purpose by all district branches.

2. Vide Agenda item No.9 of the Managing Body Meeting dated 11<sup>th</sup> April, 2013, it was decided that copy of State Branch Service Rules 1996 be circulated to all District Branches for favour of comments, as to whether they are willing to adopt these Rules. Thereafter, a committee may be constituted involving some major District Branches to decide applicability of Uniform Rules.

3. In compliance of Managing Body decision, the Service Rules of Indian Red Cross Society, Punjab State Branch was uploaded in the website of Punjab State Branch (i.e. [www.punjabredcross.com](http://www.punjabredcross.com)) for the information and further action in this regards. Some District Red Cross Branches submitted their proposal/acceptance for applicability of the Service Rules of the State Branch. Subsequently, a committee of the following officers was constituted for framing the Uniform Service Rules for the District Red Cross Branches of the Punjab State.

- (a) Sh. Kamal Kishor Yadav, IAS  
Deputy Commissioner, Jalandhar
- (b) Sh. Rajat Aggarwal, IAS ,  
Deputy Commissioner, Ludhiana
- (c) Sh. D.S.Mangat, IAS,  
Deputy Commissioner, Kapurthala
- (d) Sh. Ravi Bhagat, IAS  
Deputy Commissioner, Amritsar
- (e) Sh. A.L. Ashta  
the then Dy. Secy, Indian Red Cross Society, Punjab State Branch, Chd.

4. The aforesaid committee proposed the draft Rules and submitted to the State Branch. As per Rules 24(ii) under Penalties and Appeal Clause, it was recommended by the committee that appeal of the order of President shall lie with Commissioners of respective Divisions. Now, after reconsideration, it was recommended by the Committee vide letter No. 384/RC dated 12.1.2016 that "since Divisional Commissioners are not having direct role in the functioning of the District

Red Cross Branches, it is therefore suggested that the appellate power may be entrusted to Secretary, Indian Red Cross Society, Punjab State Branch, Chandigarh". These rules are submitted for approval under Section 35 of Model Constitution for District Red Cross Branches.

5. It was decided that the Divisional Commissioners have relatively less workload and they should be suitably associated with the Red Cross activities at district level. It was also observed that being more senior and experienced in such appellate related matters, they may be made the Appellate Authority under these Rules.

6. It was also decided that the Divisional Commissioners may be made ex-officio members of the Managing Body of State Branch.

7. Hence, the draft Uniform Service Rules framed by the Committee were approved.

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SERVICE RULES  
OF  
INDIAN RED CROSS SOCIETY DISTRICT BRANCHES  
(PUNJAB STATE)

Rules regarding, the recruitment and the conditions of service of persons appointed in connection with affairs of the Indian Red Cross Society, District Red Cross Branches.

1. **Short title, commencement and application :**

(i) These rules may be called the Indian Red Cross Society, District Red Cross Branches, District St. John Ambulance Association, District Red Cross Hospital Welfare Section Rules, 2015 and will Govern all the employees of the District Red Cross Branches, St. John Ambulance Centre, Red Cross Hospital Welfare Section and allied Institutions/ Project of Red Cross District Branches.

(ii) These Rules shall come into force from the date of adoption and will be applicable to all the employees working with the Society. All previous rules shall stand superseded.

2. **Definitions :**

In these rules, unless the context otherwise requires.

(a) **“Allied Institution”** means various institution run by District Red Cross Branches or under the aegis of Red Cross Branches.

(b) **“Association”** means the St. John Ambulance Association, District Red Cross Branches.



- (c) **"Executive Committee"** means the Executive Committee of District Red Cross Branches, St. John Ambulance Centre and its allied Institutions.
  - (d) **"Government"** means the Government of the State of Punjab.
  - (e) **"President"** means the Deputy Commissioner of the District.
  - (f) **"Senior Vice-President"** means the Additional Deputy Commissioner (General).
  - (g) **"Vice President"** means the Civil Surgeon of the District.
  - (h) **"Honorary Secretary"** means Assistant Commissioner (General ) or any other officer nominated by Deputy Commissioner.
  - (I) **"Secretary"** means the Secretary of the Indian Red Cross Society, District Branch.
  - (J) **"Service"** means the service of the Indian Red Cross Society, District Branch.
  - (k) **"Society"** means the Indian Red Cross Society, District Branch.
3. **Number, Character of Posts and Salaries/Honorarium thereof.**

- (a) The Society shall determine the number and classification of the Posts subject to the work load of the Indian Red Cross Society, District Branches. Provided that nothing in these Rules shall effect the inherent right of Society to add or reduce the number of such posts or to create new posts with different designation and scales of pay whether permanently or temporarily as per requirement/exigencies of service.
- (b) All Employees engaged by the Society shall be paid consolidated pay only and the President is empowered to revise the same from time to time keeping in view the performance of the concerned employee and the price rise, the financial health of Society.

(c) The revision in consolidated salary of all the employees may be reviewed by the Executive Committee of the Society after a block of every 5 years.

(d) The Employees engaged in the projects aided by State Govt. or Govt. of India shall be paid honorarium as per norms/ scheme of the Project.

(e) The salary/pay of the employees who are working with the Society on regular pay scale will keep getting the same pay scale as per previous pattern and now onwards the change if any in their pay scale shall be granted by the Executive Committee as per the norms/rules of Indian Red Cross Society, Punjab State Branch, keeping in view the financial condition of the Society.

(f) The Executive Committee may grant pay scale as per norms/rules of Indian Red Cross Society, Punjab State Branch considering the tenure of working and performance of the employees who are otherwise working on the consolidated pay. The grant of the pay scale shall be at the sole discretion of the President and Executive Committee and no employees can claim it as a matter of right.

4. Nationality, domicile and character of candidates appointed to the posts

(1) No candidate shall be appointed to the post unless he is

- a. A citizen of India preferably domicile of Punjab.
- b. A citizen of Nepal : or
- c. A subject of Bhutan : or
- d. A Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India : or
- e. A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India ; Provided that candidate belonging to categories (b),(c),(d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(ii) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Society and he may also provisionally be appointed subject to the necessary certificate duly checked by District Magistrate. Medical certificate will be produced by candidate duly signed by Civil Surgeon office.

(iii) No person shall be recruited to any post unless he produces certificate of character from Principal Academic Officer of the University, College, School or Institution last attended, if any: and similar certificates from two responsible persons not being his relatives who are well-acquainted with him in his private life and unconnected with his University, College, School or Institution.

(iv) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

(v) Police verification of employee will be got done.

5. **No person shall be eligible for appointment to any posts :**

(a) Who has entered into or contracted a marriage with a person having a spouse living.

Or

(b) Who having a spouse living has entered into or contracted a marriage with any person.

Provided that the Society may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

6. **Age :**

No person shall be recruited except the post of Secretary, District Red Cross Society if he is less than eighteen years or more than Forty five years of age. Upper age limit may be relaxed in special cases by the President, District Red Cross Branches and ratification by the Executive Committee of



the Society in the case of both non technical and technical posts. In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be 50 years. If any employee is re-employed in Red Cross Society after retirement of prescribed age of 60 years, he/she will only serve upto 65 years of age on fixed emoluments.

7. **Appointing Authority :**

(a) The appointment of all employees of the Society shall be made by the President, District Red Cross Branches.

(b) The Secretary of the Society shall either be elected biennially by the Executive Committee or there shall be whole time paid Secretary appointed by the President. In the event of whole time paid Secretary being appointed, the Executive Committee shall have the power to determine his tenure, pay or emoluments and other terms and conditions.

8. **Method of Appointment :**

(a) The appointment/engagement of the employees shall be made by the President.

- I. Direct Recruitment through advertisement/ employment exchange.
- II. Deputation for a person working with some other Govt./ Semi Govt. or other Association/ Institutions.
- III. From Ex-Army/ retired Civil Personnel.
- IV. Promotion of employees already in the service of the Society.

9. **Qualification for various posts:**

The Qualifications of respective post will be as per orders and instruction of Punjab Govt. and Rules of Punjab State Red Cross Branch Chandigarh for future employment.

10. **Salaries/ Honorarium:**

After the retirement of present incumbent no appointment will be made on regular basis and only contract appointment at DC Rate/ as decided by the President will be done on every post.

11 **Seniority**

The Seniority inter-se of persons appointed to posts in each cadre shall be determined by the length of continues service on such post in that cadre.

Provided that where there are different cadres, the seniority shall be determined separately.

In case of date/time of appointment of two employees, the date of birth of employee will be taken into account as per order of Punjab Government in vogue as outlined in Punjab Civil Services ( General and Common Conditions of Service ) Rules, 1994.

12 **Type of Leave**

i. **Casual leave:** Every Employees shall in each Calendar year be allowed Ten Days Causal Leave. This leaves is non-commutative. Application for such leave must be made in writing to the Secretary atleast one day in advance except in urgent circumstances for which full proof must be produced to the satisfaction of the Secretary.

ii. Casual leaves will not be ordinarily given for more than two consecutive days at a time and will not be allowed to be combined with any other kinds of leave/holidays except with the express permission of the Society.

iii. **Sick Leaves**

Every Employee shall in each calendar year be allowed sick leave for seven Days

13. **Maternity leave**

Maternity benefit leave shall be allowed as provided in the Maternity Benefit Act,1961

14. **Contributory Provident Fund Scheme**

The employees (Other than those engaged on daily wages basis and part time basis) on completion of one year service with the Society shall be entitled to Contributory Provident fund @ 10% of the earned wages/Basic pay. And an equal amount will be contributed by the Society.

15. **Transfer**

The Society shall have the right to transfer an employee within its establishments and other allied Projects.

16. **Retirement:**

A person in the service of the Society shall retire on attaining the age of 60 years. Provident that the date of retirement in all cases shall be the last day of the month (after noon) in which the concerned employees complete 60 years. This, however, will not apply to such employees who are appointed for a term exceeding 60 years. In case of date of birth, an employee falls on first of any month he/ she will retire on last date of previous month.

17. **Retirement Benefits :**

The following benefits will be provided to the Employees of the Society

:-

- I. Gratuity, if entitled too, as per the provisions of payment of Gratuity Act, 1972.
- II. Contributory Provident Fund at the credit of employee.

18. **Loans:**

a. The Employees of the Society shall be entitled to get refundable loan out of their Contributory Provident Fund account as under:-

- i. An amount equal to his/ her six month basic/ consolidated pay

OR

- ii. Half the credit amount of his/ her contributory provident fund account whichever is less.
- iii. President is empowered to give refundable loan to the employees of the District Red Cross Branches in emergency/ special cases.

19. **Annual Increment:**

10% Annual increment will be given to all contractual staff w.e.f. 1<sup>st</sup> April every year.

20. **Misconduct:**

Without being exhaustive and without prejudice to the general meaning of the term "MISCONDUCT" the following acts and/ or omission on the part of the employee shall amount to major misconduct.

- 1) Doing private or personal work during duty hours.
- 2) Making false, derogatory, defamatory, or malicious statements against the Society or its Officers, Members or any other employee of the Society.
- 3) Willful falsification, defacement or destruction or records of the Society or taking away stealthily or forcibly records of the Society with fraudulent intention.
- 4) Any other act, through not specified but which would constitute gross misconduct in general law or which is incompatible with the employment of the Employee.
- 5) Commitment or indulging in anti-social act or involvement in any act amounting to moral turpitude.
- 6) Threatening, intimidating, insulting, abusing, using abusive language or assaulting any superior or co-employee.
- 7) Drunkenness, intoxication, gambling or playing any sort of game while on duty.
- 8) Refusal to receive official communication
- 9) Willful absence from duty or making application for leaves on false grounds
- 10) Unauthorized occupation or use of Society's quarters, telephone, conveyance or other property.
- 11) Making false complaints, statements or representations to any body which is likely to bring the Society and its officers into disrepute or defamation in public or in the eyes of law.
- 12) Refusal to be transferred from one job to another.



- 13) Concealing or giving false information in respect of personal bio-data
- 14) Refusal to do special assigned work.
- 15) Theft, attempt to theft, fraud or dishonesty in connecting with the Society's Property.
- 16) Demanding, accepting or offering bribes or any illegal gratification.
- 17) Habitual absence or overstaying the sanctioned leave for more than one day.
- 18) Habitual late attendance.
- 19) Drunkenness, fighting, coercion assault or threat of assault, intimation riotous, disorderly, indecent behavior or use of abusive/un-parliamentary language against any of the superior or other co-employee or members of the Society.
- 20) Neglect of work, gross or habitual negligence towards work.
- 21) Breach on any of the rules duty notified.
- 22) Damage, whether willful or due to irresponsible action, or damage due to gross negligence or gross carelessness to the property of the Society.
- 23 Refusal to accept a charge-sheet, order or any other communication from the Society.
- 24 Engaging in another employment during the service of the Society.
25. Wrongful confinement/obstructing entry/exit of other for coming in and going work Place.
- 26 Preaching secession of any part of the country or generating ill-feeling or animosity against any person, community, religion, caste or race.

27. Spreading false rumors.
28. Any act of molestation or abetment to molestation or any other remark against female co- employee or any other employee.
29. False claims on the Boarding/Lodging like TA claims, reimbursement claims, etc..
- 30 Including in any act moral turpitude
31. Including in any action or behavior whether overt or covert which result in sexual harassment.
32. Sexual harassment including such unwelcome sexuality determined behavior (whether directly or by implication ) such as :-
  - a) Physical contact and advance
  - b) A demand or request for sexual favors.
  - c) Sexually colored remarks
  - d) Showing pornography and
  - e) Any other unwelcome physical, verbal or non-verbal conduct of Sexual Nature.

## 21 **Punishment**

If a employee is found committing any major misconduct as referred in the Service Rules.

Then any of the following punishment can be administered.

- 1) Dismissal or discharge from the service.
- 2) Warning, reprimand or censure or fine.
- 3) To compensate for loss or damage to the Society's property.
- 4) Recovery from his pay, the whole or part of any pecuniary loss caused by him to the employer by negligence or breach of orders.

22. **PROCEDURE FOR DEALING WITH CASE OF MAJOR MISCONDUCT**

In case a complaint of serious allegation is received the employee concern will be given an opportunity of heard in person as well as written explanation with in week's time. However in the deserving cases period of one week time may be extended for further week time at the discretion of the President. After considering the written explanation and hearing the President will pass and appropriate orders.

23) **Termination of Service and Resignation**

(a) Where Department Enquiry is not feasible and it becomes necessary to terminate the services of a permanent employee due to reasons to be recorded in writing, one month's notice in writing shall be given by the Society or salary in lieu thereof to the employee concerned along with others benefits.

(b) The service of a permanent Employees may be terminated by the President by one month's notice on ground of ill-health, loss of confidence or any bonafide reasons.

(c) If a permanent Employee or other Employee who has put in one year's service intends to leave the service of the Society, he shall give one month's notice of his intention to do so in writing to the Society or may, if he wants to be relived earlier, surrender in lieu thereof wages equivalent to the days for which the notice falls short of one month, but if the exigencies of work so require, the President may not relieve him earlier than the expiry if the entire notice period.

(d) In case where a Employee resigns and his resignation is accepted then it will be necessary for the President to send him letter of acceptance of the resignation. A resignation once submitted cannot be withdrawn

except with the consent of the President and giving reasons in support of the withdrawal before the acceptance.

(e) An order of terminate of service shall be in writing and shall be signed by the President or any other competent officer authorized by the President and a copy thereof shall be supplied to the employee concerned.

(f) No Employee employed on fixed term employment is discharged as a result of non renewal of contract of employment or on its expiry or as per terms and conditions of his employment, shall entitled to any notice or pay in lieu thereof.

(24) **Penalties and Appeals**

(i) The President shall be competent to impose penalty upon the employees of the Society of all categories.

(ii) Appeal shall lie against the order of the President with Commissioner of respective division.

**25 Record of Service**

(a) To record service particulars as well as the leave account of employee service book shall be maintained by clerk/staff under the direct supervision of the Secretary and the Secretary shall be responsible for maintenance of record its upkeep . All charges effect in rank, emoluments, transfer and other allied matters shall be noted in such record under the signature of the Secretary of the Society.

(b) The annual character roll shall be maintained for each employee of the Society. These shall be kept in the personal custody of the Secretary and shall be recorded every year by the Secretary, reviewed by the Senior Vice President and accepted by the President. The Character roll of Secretary shall be recorded by the Sr. Vice President/Honorary Secretary and accepted by the President.



(c) In case of an adverse entry, it shall be communicated to the concerned Employee, who will have a right of appeal to the President within one month from the date of its communication to the employee.

**(26) Interpretation of these Rules**

The President keeping in view the recommendation of the Executive Committee of the Society shall only be competent authority to interpret these rules. Any dispute arising out of application and interpretation of these rules order of the President shall be final. However the President will be at liberty to taken into confidence the Executive Committee on the question of interpretation of the these Rules.

**(27) Implementation of Rules**

The Secretary of the Society remain authorized to implement these rules and shall seek instructions from any higher authorities viz. President, Sr. Vice President, Honorary Secretary, in giving effect to these rules.

**(28) Amendments of Rules**

The Amendment in these Rules shall be carried by the Executive Committee only with the quorum of  $2/3^{\text{rd}}$  majority of the members of the Committee are present. In case quorum of meeting is not complete then that meeting shall be postponed and business the amendment of rules shall not be carried out.

An another meeting shall be called on the same subject within 15 days of meeting postponed earlier with 7 days prior notice to each member to ensure the presence of members of the Executive Committee and in case again required quorum of member are not present on such fixed day the amendment in rules be carried out

with 2/3<sup>rd</sup> of the members present, who give their assent to such Amendment.

**(29) CONCLUSION**

The points/query relating to appointment, qualification, seniority, promotion, punishment are any other service matter if any remained uncovered in above rules, the guidelines/guidance may be taken from Punjab Civil Services Rules 1970 as amendment from time to time and adopted by Punjab State Red Cross Branch. Any amendment to Punjab Civil Services Rule is not applicable automatically to the employees of the District Red Cross Society. If any specific/new Punjab Civil Services Rules has to be applied for giving benefit to the employees then special resolution has to be adopted by the Executive Committee of the District Red Cross Society and the approval President.

**Committee constituted by Indian Red Cross Society, Punjab State Branch Chandigarh vide letter No HQ/ESTT/MB/2014/1216 dated 2-7-2014 for frame of uniform rules for all**