



Indian Red Cross Society, Odisha State Branch

Working Committee Meeting

Venue:-Red Cross Bhavan, Bhubaneswar

Date: - 29th December 2017 (Friday), Time:-12.30 Pm

AGENDA POINTS

- Presentation of Flower Bouquet to the Chairman.
- Lighting of Lamp and flowering on the portrait of Sir. Jean Henry Dunant
- Welcome Address by the Honorary Secretary.
- **Brief Presentation of the activities of IRCS-OSB from January 2017-December 2017.**
- Detailed discussion on agenda items (1- 15).
- Any other points for discussion with the permission of the chair.
- Vote of Thanks by Honorary Joint Secretary.



50

Indian Red Cross Society, Odisha State Branch Meeting of the Working Committee

Place: Red Cross Bhavan

Date: 29.12.2017

Time: 12.30P.M.

AGENDA ITEMS

- ❖ Welcome to Hon'ble Minister, Health & F.W, Law, Govt. of Odisha and Chairman Working Committee IRCS-OSB, & esteemed members of the Working Committee, IRCS-OSB by the Honorary Secretary.
- ❖ Brief Presentation of the activities of IRCS-OSB conducted since last W.C meeting dated 05/01/2017 by the Honorary Secretary.
- With the permission of the Chair now I would request members to have a look at the brief presentation of the activities of the Branch and its allied units for the period January-2017 to November-2017.

Item No. 01 : Confirmation of the proceedings of the last W.C meeting held on 05.01.2017.

The proceedings of the last Working Committee meeting held on 05/01/2017 were provided to all the members of the Committee vide office letter **No.-361/RC, Dated/25.03.2017**. No comments or suggestions on the above proceeding have been received from any of the members. Hence the proceeding may be confirmed.

Item No. 02 : Review of the Action Taken Report on the proceeding of the Last W.C meeting held on 05/01/2017. – (Annexure-I) .

The action taken report on the proceedings of the last Working Committee meeting held on 05/01/2017 is enclosed at **Annexure-I** (Page 01 to 04). The Committee may kindly review the action taken report on the decisions of the last meeting.

Item No. 03 : Ratification of the proceedings of Finance standing Committee.

The last meeting of the Finance Standing Committee was held on 8th November 2017 under the Chairmanship of Executive Committee & Working Committee member, CA B.K.Sahoo. The Committee discussed the placed agendas in details including the

- i) Actual receipts and payments for 2016-2017 & budget estimate for 2017-2018 of IRCS-OSB, DPTC, CRCBB Cuttack etc.

Item No.08: Regularization of contractual employees who have served for more than 10 years in their respective unit as per the decision of the Executive Committee.

The Working Committee on its last meeting have decided and formed a four member Sub Committee to examine the cases for regularization keeping in mind the decisions of Executive Committee decision and to recommend the names of the employees who fulfills the criteria for the same. The report of Sub-Committee is placed at **Annexure- V** (Page- 23 to Page 24). This may please be approved. It may be noted here that regularization of employees will be only effective if the financial aspect can be taken care by the concern unit. IRCS-OSB will no way hold accountable for the same.

Item No.09: Support for construction of Red Cross Bhawan, Puri at Chandan Hajuri Pediatric Hospital Campus, Puri.

As per the Working Committee decision vide item no: 11 dated 11.09.2014, IRCS-OSB has written to the DRCB, Puri to submit us the proposal and the budget in respect of above construction. They have submitted the plan of the building and a tentative estimate of Rs.69.74 lacks. The matter was discussed in the Finance Standing Committee and a budgetary provision of RS. 15.00 lacks have been made this year. However it is proposed to release the above grant –in-aid to the branch after it fulfills the following conditions;

- a. Providing the original land document in name of IRCS-OSB
- b. Approval of the plan from PKDA
- c. Clearance of DRCB's State share till 2016-17.

Item No.10 Construction of Warehouse-cum-Resource Centre inside the Red Cross Building.

In order to meet the future financial requirements of the branch, it has been approved in principle by the Working Committee to build a Warehouse cum Resource centre in the place of existing ware house space of around 6000 sq. mt. The proposed building will be having a basement and additional 6/7 floors. Taking into consideration approximate cost of construction @ Rs. 16,600/- per sq. mt. it will have an estimated cost of around Rs. 10.00 crores.

The Finance Standing Committee has discussed the matter and agreed for earmarking of Rs. 6.5 crores, which is approximately 50% of the corpus fund of OSB and DPTC. We have requested NHQ for support of Rs. 1.00 crores and it is now proposed to request Govt. of Odisha through its three nodal agencies to make a grant in aid of Rs. 2.0 crores (Rs. 1.0 crores from H& F.W, Rs. 0.5 crores from Higher Education & Rs. 0.5 crores from School and Mass education). If there will be any additional requirement then that will be met out by collection of security from prospective tenants / or will be taken as housing loan from banks.

- 155
- ii) As per the direction of the last Working Committee gone through the Audited Statements of all units of IRCS-OSB till end of March 2016.
 - iii) The additional DA of 6% in favor of the regular employees and annual increment of 10% for contractual employees.
 - iv) Provision of funds in tune of Rs. 6.5 crores for construction of new Warehouse cum Resource centre.

The proceedings of the Finance standing Committee meeting of the IRCS-OSB is now placed before the Working Committee for their kind consideration and ratification vide **Annexure-II** (Page 05 to 09).

Item No. 04 : Ratification of the Managing Committee proceedings of Sahaya.

The proceedings of the Managing Committee meeting of the "SAHAYA", Mangalabag, Cuttack which was held on 09.05.2017 is now placed before the Working Committee for their kind consideration and ratification vide **Annexure-III**(Page 10 to Page 16).

Item No.05 : Ratification of the Managing Committee proceedings of CRCBB.

The proceedings of the Managing Committee meeting of the Central Red Cross Blood Bank , Cuttack which was held on 11/04/2017 is now placed before the Working Committee for their kind consideration and ratification vide **Annexure –IV** (Page 17 to Page 22).

Item No. 06 : Appointment of Auditors for audit of accounts of IRCS-OSB and its allied units for the year 2017-18.

M/S SRB Associates, Chartered Accountants, Bhubaneswar who have been auditing the accounts of the IRCS-OSB and its allied units/ projects may be appointed as the Auditors for the financial year 2017-18. The Audit Fees payable to M/S SRB Associates, Chartered Accountants, Bhubaneswar may remain the same as per the term and condition of last year.

Item No.07: Appointment of DPTC attendant as contractual basis and Extension of hardship allowance to the staff of DPTC during Extra-hours of work.

The Working Committee in its last meeting has approved appointing one attendant for DPTC through outsourcing. However engaging an attendant through outsourcing will not solve the purpose, which involves continuity, obligation and sincerity. SO it is proposed to employ one attendant in contractual basis.

As the present attendant is deployed till 10 pm of every booking nights which supports in generating revenue for the organization, so it is proposed to extend him hardship allowance of Rs. 60/- per night of every booking day till the second attendant is employed.

153

The construction as discussed in the Finance Standing Committee should be done through appointment of one consulting firm, either engaged with H&FW department or through open tender process. The construction work will be done through a limited national level tender process.

Item No.11: Providing roof top over the existing Red Cross Bhawan – DPTC pathway.

The existing path way connecting Red Cross Bhawan & DPTC building has been provided with a concrete foot path of 4 ft. wide to facilitate the day to day activities, it is found that during rains it becomes difficult for the staff for movement from one side to other as there is no roof over the path way. As such it is proposed to provide roof top over the existing path way with tubular truss, purling & cover with profile sheet including painting of Iron works. Approximate expenditure for the same is estimated around 5.00 lacks, which will be met out of the IRCS-OSB budget.

Item No.12: Repair and Renovation of existing IRCS-OSB quarters & Garages.

Since the existing two quarters and the garage located in the western side of the canteen are in a very bad shape & laying vacant & unused for a long time resulting damage of roof slab & other fittings & fixtures, which requires some additions and alterations including renovation and repair which can be utilized for the purpose of the dinning space for the guests & Staff of the IRCS-OSB as the existing canteen space is mostly used for the outside booking purpose. The approximate cost of repair will come around Rs. 6.00 lacks, which will be met out of the DPTC budget as extension of canteen space

Item No.13: Ratification/Adoption of the enhancement amount admissible for Festival Advance in the Staff of IRCS-OSB & its allied Units.

As per Finance Department, Govt. of Odisha's No.-30362(CS-IV-ADV-0003/2012) Dated/26.09.2013 & Office Memorandum No.-37224/F, Dated/26.08.2011 & No.-4474/F, Dated/02.02.2010 the admissibility and eligibility criteria for availing the festival advance enhance the same from Rs.10,000/- to Rs.15,000/- were fixed in the Staff of IRCS-OSB & its allied units. The Working Committee may approve this as post facto approval.

Item No.14: Amendment of Clause 28(a) of IRCS-OSB (R & CS) Rules, 2001.

As per the decision of the Hon'ble High Court, Orissa, dt. 15.03.2013 with regard to payment of Gratuity to the employees of IRCS-OSB, the Working Committee pleased to pass a resolution on its meeting held on 11.09.2014, where in it was unanimously resolved to pay Gratuity in principle to the retiring employees as per the payment of Gratuity Act.1972 hence forward. As of now the employees who have retired after 11.09.2014, but many employees retired from the date of the judgement are claiming and taking the revised gratuity with interest which is imposing a higher financial burden on resources of OSB.

52

Considering the same and as per the advice of Legal advisor, the Working Committee may take approve the effective date for applicability of new Gratuity from the date of judgement. of Hon'ble court.

Item No.15: Extension of Medi-Claim policy to the employee of IRCS-OSB & allied Units .

As per the approval of the Finance Standing Committee, the medi-claim policy now may be provided to all the employees of IRCS-OSB and its allied units serving as regular and contractual category. The coverage for this should be limited to Rs. 2.5 lacks per annum covering both the employees and their spouse. This will cease all present benefits provided like monthly medical allowance and cover under Nagarika Surakshya Yojana. The policy will be covered under group medi-claim policy to be managed at IRCS-OSB. The financial implication in this respect will be borne by each unit for the employees engaged by them.

Item No.16: Any other matter with the permission of the Chair.

- a. The present part time Laboratory Technician engaged for blood grouping activities is getting Rs. 100/- per working days only. Considering the present cost of living and market trend we may enhance the daily remuneration from Rs. 100/- to Rs. 175/- .
- b. Opening of one free legal aid / counselling service unit: As a humanitarian prospective it is now proposed to open a unit for free legal aid counselling to different persons who seek these help in different times.
- c. Creation of additional space over the roof of the Red Cross Bhavan and DPTC building and Renovation of Electrical wiring of the IRCS-OSB main building and partial electrical modification of DPTC building was made in last Working Committee meeting vide Item no: 10. The Working Committee suggested moving the proposal to IDCO through H & F.W department. However considering the requirement it is now proposed to do the work with own resources in next one or two years.
- d. Process for disposal of old vehicles: Presently the old vehicles which are mostly damaged beyond repair and crossed 15 years have been lying in the campus. We have initiated process and got upset rates from MVI, we will be shortly float advertisement for the same. If suitable rates are not available then the outdated vehicles will be sold through scrap method.
- e. Sahaya Hono. Secretary have requested for replacement of Smt. Leena Mishra with Smt. Ina Purohit to the Managing Committee of Sahaya as she is not traceable. This may be accepted.
- f. Presently Mr. Suvendu Roy, Jr. Accountant is looking after the accounts of the State Branch. He has been discharging his duties sincerely since 1993 in the same post in different units of IRCS-OSB especially in CRCBB Cuttack. Since April 2017 he has been working with IRCS-OSB. In OSB there is a post of accountant is lying vacant. Considering his long experience in the position without any promotion, it is proposed to sanction his promotion to the post of

Accountant once he completes the accounts training conducted by the Gopabandhu Academy.

Item No.17: Vote of thanks by Honorary Joint Secretary.

ACTION TAKEN REPORT

On the Proceedings of the Working Committee, IRCS-OSB held on 5th January, 2017

Item No.	Item	Briefly Decision / Observation or suggestion made	Action Taken
Action Taken Item No.4.		The Committee suggested taking up prompt action in the matter with immediate follow up with the H & F.W department. It was also suggested to do the needful within 15 days of this meeting.	The decision of the Working Committee was communicated with SBTC vide this office letter No.-870, dtd./28.6.2017 and the response is still awaited.
Action Taken Item 21		The Committee suggested to study the option of construction of new multi-storey structure by taking up the issue with IDCO through H & F.W department for sharing basis construction vis e vis the available financial resources of IRCS-OSB and other third party resources in consultation with Prof. Paul Fernandez, Director-cum-Vice Chairman, Xavier Institute of Management(XIMB), Bhubaneswar for undertaking such construction which will be placed before the next Financial Standing Committee and after that in next Working Committee for finalization.	The decision of the Working Committee was communicated to H & F.W. Deptt., vide this office letter No.-884, dtd./30.6.2017 and the response is still awaited. XIMB was also communicated for support and they have made one visit to OSB, however nothing concrete came up. Now the FSC has studied the financial position and approved a mechanism which is placed for discussion in this meeting Item no: 10
Agenda Item No.-1	Adoption of the Audited statement and the Auditors report for the year 2014-2015 in respect of IRCS-OSB & its allied units/ projects.	The Committee suggested to first place the concern Audited Reports in the Next Finance Standing Committee and then place same before the Working Committee for adoption.	The matter was placed in the Finance Standing Committee meeting held on dated 08.11.2017 the decisions were placed at Item No: 3 of this meeting for ratification.
Agenda Item No.-2	Adoption of the proceedings of the Maintenance Governance Board of MMU of IRCS-OSB.	The Committee after discussion has of the view that Maintenance Governance Board (MGB) is an independent body consisting of 15 members including six collectors and other eminent members. As the MGB is empowered to take a decision, MGB's decisions need not be placed before the Working Committee for further approval. However if the	No Action required

Granted in case of...

24

2

			decisions of the MGB will have a financial burden on the resources of IRCS-OSB , only then that decision needs to be discussed in the Financial Standing Committee of IRCS-OSB before being placed in the Working Committee for ratification. Accordingly the matter (Item No: V) may be placed before the Finance Standing Committee to the above effect.	
5	Agenda Item No.-6.	Appointment of Auditors for Audit of Accounts of IRCS-OSB and its allied units for the year 2015-16 & 2016-17.	The Working Committee approved the proposal to appoint Ms SRB Associates as Auditors for Audit of Accounts of IRCS-OSB and its allied units for the year 2015-16 & 2016-17.	As per the decision, M/s SRB & Associates was appointed to audit the accounts of IRCS-OSB for the year 2016-17.
6	Item No.7.	Regularization of Contractual employees as per Executive Committee decision.	The Working Committee decided that, a Sub-Committee may be formed by the Honorary Secretary, and the matter related to the issue be discussed with a detailed report, before taking appropriate decision.	A Sub –Committee was formed as per the approval of the Chairman and the Committee has already submitted a report which is placed vide Item no: 08 of this meeting and the report is annexed at –Annexure –V.
7	Item No.8.	Enhancement of Medical Allowance and extension of benefit to all categories of employees.	The Working Committee decided that the offers from different players providing group medi-claim coverage should be collected and the detailed proposal in this aspect may be placed before the Finance Standing Committee before being placed in the next Working Committee.	The matter was placed in the last FSC meeting which approved the proposal for extending medi-claim policy to the employees. The details of this is placed in this meeting vide agenda item no: 15
8	Item No.-9.	Requirement of additional hands of 01 (one) attendant and 01(one) sweeper for DPTC including extension of hardship allowance to the staff of the DPTC for holidays.	The Working Committee in principle approved the requirement and suggested to engage 1 sweeper and 1 attendant by outsourcing. The provision of hardship allowance to the staff of the DPTC for holidays was approved at par with the present IRCS-OSB norms.	Action already taken and two nos. Sweeper in daily wage basis was engaged. Regarding engaging one attendant the matter is placed in this meeting Agenda no : 07
9	Item No.10.	Creation of additional space over the roof of the Red Cross Bhavan and DPTC building and Renovation of Electrical wiring of the IRCS-OSB main building and partial electrical modification of DPTC building.	The Working Committee suggested to move the proposal to IDCO through H & F.W department.	The matter is now again placed before the Working Committee under any other matter for final decision.

148

3

Item No.11.	Reconstitution of Disaster Management Committee.	<p>The Working Committee approved the formation of Disaster Management Committee for two years from 5th January 2017, with the following members. It has also recommended that the committee members be nominated as ex-officio instead of name.</p> <ol style="list-style-type: none"> 1. Fr. P.T.Joseph, Director, XIMB, BBSR & Member of the E.C & W.C as Chairman 2. H onorary Secretary, IRCS-OSB- Member 3. C GM, OSDMA – Member 4. D y. Controller, Civil Defense, Khorda - Member 5. D y. Special Relief Commissioner – Member 6. D M Coordinator, IRCS-OSB – Member Convener 	The list was circulated among the members.
11	Item No.13.	Provision of Space to Canara Bank for ATM counter	<p>The Working Committee approved the proposal to set up one ATM counter by Canara Bank with additional rent.</p> <p>ATM counter is already opened.</p>
12	Item No.14.	Age relaxation of for the employees engaged in 89 days basis or daily wage basis.	<p>The Working Committee decided that a Sub-Committee may be formed by the Honorary Secretary, and the matter related to the issue be discussed, before taking appropriate decision.</p> <p>Action already been taken and placed at Annexure-"V"</p>
13	Item No.15.	Appointment of Enquiry Officer for enquiry of the disciplinary proceedings against Mr. Nihar Ranjan Mishra, Sr. Asst., IRCS-OSB.	<p>The Working Committee decided that Honorary Secretary being the DDO of the Organisation should appoint the enquiry committee, constituting of three members with one representation from Odisha State Bar Council.</p> <p>The enquiry committee was already formed with approval of the Chairman, and the Committee has already submitted its final report for adoption in this Working Committee. The report will be placed before the Committee for final decision.</p>
14	Item : Any other matter	<ol style="list-style-type: none"> 1. Engagement of Security Guards as per the minimum wage pattern as per Govt. of Odisha norms, which was approved and was decided to call for fresh bids to engage suitable firms for the job. 2. Major renovation of CCTV and intercom facilities was approved. 	<ol style="list-style-type: none"> 1. A tender was floated for selection of service providers, but due to technical ground the same will be advertised again. 2. CCTV renovation work was completed.

e granted in case there is a deficit fund as per the opinion above
 Approved Auditor

147

3. It was also decided to continue with the Present Caterer M/s Satapathy Caterers with same terms and conditions for next 2 years from the date of meeting i.e 05th January 2017.
4. Honorary Secretary will nominate a name for the Chairmanship of Health & Standing Committee.
5. Draft expenditure pattern for the funds generating from Disaster Preparedness Training Centre to be placed in the Finance Standing Committee for approval.
6. In principle the budgetary allocation for the surplus fund was approved which needs to be done in consultation with the Chairman Finance Standing Committee for saving Income tax benefits.
7. The Chair also suggested to obtain respective rules including the service condition rules, employment structure with type of employees engaged and their employment pattern including the salary structure of IRCS-state and Union territories . After obtaining the same a comprehensive report may be placed before the Working Committee in its next meeting.

3. Action was taken.
4. No action was initiated
5. It was already placed in the FSC and decisions in this regard already taken by the appropriate Committee.
6. The consultation with the Chairman was done during the FSC meeting and it was agreed to spend most of the funds in building the WcR building, which will serve the purpose
7. The process is continuing as we have communicated with other branches but still reply is awaited. Regarding service condition rules the Sub Committee will require some more time for finalization of the report.