

INDIAN RED CROSS SOCIETY, ODISHA STATE BRANCH, BHUBANESWAR

Meeting of the IRCS, OSB Working Committee on 16.04.2022

VENUE: - Red Cross Bhavan

Sl. No.	Agenda	Detailed agenda	Decision taken
1	Approval of the proceedings of the last Working Committee meeting held on 08.07.2021	The proceedings of the last Working Committee meeting held on 08.07.2021 was communicated to all concerned vide letter no. 858 / RC dated 20.07.2021. Till date No comments or suggestions on the above proceedings have been received. The proceedings may be confirmed.	The proceedings were confirmed by the Committee.
2	Action taken Report on the proceedings of the last working Committee meeting held on 08.07.2021	The Action Taken Report of the proceedings of the meeting held on 08.07.2021 is enclosed as <u>Annexure-1</u> . The committee may review and approve the same.	The Action Taken Report of the proceedings of the meeting held on 02.09.2020 was confirmed by the Committee.
3	Consideration and approval of the actual receipts and payments for the year 2021-'22 and Budget Estimate 2022-'23 of IRCS OSB and allied units.	The actual receipts and payments for the year 2021-'22 and the Budget estimate for the year 2022-'23 relating to IRCS, OSB and allied units are placed at <u>Annexure -2</u> for discussion and approval.	The actual receipts and payments for the year 2020-'21 was approved.
4	Ratification of the proceedings of the CRCBB Cuttack.	The proceedings of the Managing Committee meeting of the CRCBB Cuttack which was held on 23.11.2021 is placed before the Working Committee for discussion and ratification (<u>Annexure- 3</u>)	The proceedings were approved by the Committee. The Director, CRCBC appraised the Committee of the recent meeting of the Centre's Managing Committee on 12.04.2022; and, requested the Committee: 1. To approve the Budget for the year 2022 - '23. While approving the Budget, the Chairman advised the Blood Centre to improve its target to achieve the maximum potential of the Blood Centre. They further suggested that there should be a sizable increase in the number of Blood camps. The Director clarified that the Centre has fixed a target of 48, 000 with 80% voluntary donations. 2. To raise the financial ceiling fixed earlier at Rs 1.00 lakh. After a detailed discussion the Committee raised the limit to Rs 3.00 lakh.



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5	Ratification of the proceedings of the Management Committee meeting of the SAHAYA, Cuttack.	The proceeding of the Management Committee meeting of the SAHAYA, Cuttack which was held on 21.12.2019 is placed before the Working Committee for discussion and ratification, (Annexure-4)	The proceedings were approved by the Committee.
6	Ratification of the proceedings of the Maintenance Governance Board held on 24.11.2021 of the MMU, IRCS OSB	The proceeding of the Maintenance Governance Board held on 24.11.2021 of the MMU, IRCS OSB is placed before the Working Committee for discussion and ratification. (Annexure-5)	The proceedings were approved by the Committee.
7	Approval of the Internal Audit Report of M/s. Kejriwal & Co and appointment of Auditors and fixing of remuneration.	The Working Committee of 08.07.2021 had approved engagement of an Audit Firm. M/s. Kejriwal & Co was selected by the IRCS-OSB through a selection procedure inviting fresh application. They were engaged to Audit the accounts of IRCS-OSB and its allied units for the session 2020 - '21. The Audited statement for the Financial year 2020 - '21 is placed. (Annexure-6)	The Committee approved the engagement of the Firm.
8.	Constitution of Standing Committees in OSB to be formed by the Working Committee	<ol style="list-style-type: none">1. Finance Standing Committee2. Selection Committee3. Tender Committee4. Waste disposal committee	The Standing Committees were constituted with the following members; <u>Finance Standing Committee-</u> <ol style="list-style-type: none">1. Treasurer- Chairman2. FA/AFA of H & FW Department- Member3. Representative from FD - Member. <u>Selection Committee</u> <ol style="list-style-type: none">1. Honorary Secretary, IRCS-OSB- Chairperson2. Special Secretary, H & FW Department- Member3. Under Secretary, F & FW Department - member4. Treasurer, IRCS-OSB- Member <u>Tender Committee-</u> <ol style="list-style-type: none">1. Treasurer- Chairman2. Joint Secretary- Member3. JRCSO-Member

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			<p>4. Accountant- Member <u>Waste Disposal Committee</u></p> <ol style="list-style-type: none">1. ManasRanjan Swain – Chairperson2. GourimaniBiswal – Member3. Akshaya Kumar Dash- Member
9	<p>1. Establishment of Regional Blood Centre (RBC) in the premises of DPTC building in the First floor, with source of Funding, Plan and budget.</p> <p>2. Constitution of the Regional Blood Bank Management Committee.</p>	<p>1. The Regional blood bank has been set up in the first floor of the DPTC building.</p> <p>The renovation and electrical works were entrusted to the PWD & GE Departments. The Technical Committee members consisting of the Director, Health Services, Director SBTC and Drugs Controller and PWD officers are supervised the works at regular intervals. The works have been completed in all respects and the building has been handed over on 31.03.2022.</p> <p>Procurement of the minimum required equipment and Human Resources is underway. Review meetings of the members of the technical committee are being convened at regular intervals. The total estimate submitted was Rs.82,30,429/- of which we have paid Rs 34,41,240/- to PWD &Rs. 12,67,517/- to GED & Rs.2,56,500/- to GPH @ 60% of the estimated cost. The balance will be paid after the bills and completion certificates are received.</p> <p>2. The constitution of the two Committees are enclosed at Annexures: Basing on the letter No. 6016 /SG Dated 11.06.2021 from Hon Governor, Odisha a Committee for Management of Regional Blood Bank at Red Cross Bhawan, Bhubaneswar has been proposed for approval. (Copy</p>	<p>The Committee approved the action taken.</p> <p>2. The Committee approved the action taken. The Director Health Services suggested that the Director, Blood Safety should be incorporated as a member on the Management Committee suggested. The Hon Secretary sought the inclusion of the Treasurer, OSB in</p>

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	3. Constitution of the Technical evaluation Committee & tender evaluation committee	attached) (Annexure-7)	place of the Director, CRCBC. The JRCO will be a regular Member and not a Special invitee.
		3. A Technical Committee has also been constituted to oversee the all technical aspects while purchasing machineries etc., for Blood Bank and other technical advice with the following members: (i) Additional Drug Controller, (ii) Director, SBTC (iii) Medical Officer, CRCBC, Cuttack (iv) Quality Manager, CRCBC, Cuttack (v) Drug Inspector, Range-III, Bhubaneswar	3. The formation of the Technical Committee was approved.
10	Implementation of the 7 th pay for the employees of IRCS OSB and its allied units.	The 7 th pay structure has been implemented with the approval of the Finance and HFW Departments.	The Committee approved the action taken.
11	Regularization of Services of Contractual Employees who have completed ten years of service.	Working Committee in their decision dated 10.08.2018, have considered regularization of all employees of IRCS-OSB and allied Units, who have completed 10 years' service, till Financial Year 2018- '19. It was further decided that the next Working Committee	The Committee approved the action taken which would be in accordance with Executive Committee decision of 16 th April, 2008; with the following conditions: 1. The post should be a sanctioned



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		<p>shall take a fresh decision on regularization.</p> <p>Regularization of Services of Contractual Employees who have completed 10 years of service thereafter may be considered. (Annexure-8)</p>	<p>one; and,</p> <p>2. Against a prevailing vacancy</p> <p>3. 10 years continuous service or 50 years of age</p>
12	AMC of computerization in IRCS-OSB and implementation of computerization in CRCBB Cuttack	M/s. Silicon Tech Lab, Patia has been engaged as the Vendor for the purpose of development of ERP System at CRCBC, Cuttack and AMC for both IRCS-OSB & CRCBC, Cuttack.	The Committee approved the action taken.
13	Appointment of an Accountant in IRCS-OSB	<p>The post of Accountant has been approved by the Executive Committee and took effect in 2011. The instant post has been declared a promotional post. However, there are no accounts personnel in the feeder cadre to be promoted to the rank of senior Accountant.</p> <p>Yet another anomaly that has surfaced is the fact that the vacancy of the Accountant in OSB has been filled by a Junior Accountant in CRCBC based on the approval of the Working Committee on 29.12.2017. He, having cleared the Financial Management at Macro Level Exam. at MDRAFM, Bhubaneswar on 31.05.2018 has been absorbed as Accountant. (Annexure-9)</p> <p>It needs be mentioned here that there is a full-fledged accountant in CRCBC; whereas, there are no PERMANENT accounts personnel in OSB despite the fact that our financial transaction is far beyond Rs 10 crores. The services of an Accountant are an imminent requirement in IRCS, OSB.</p>	<p>Underlining the necessity to have a permanent Accountant in OSB, the Committee sought the reason behind the non-implementation of the selection held in 2021. The Hon Secretary clarified that the post of Accountant in OSB was filled up by a staff of CRCBC based on an earlier decision of the Working Committee mentioned in the detailed agenda.</p> <p>Emphasizing the need for an Accountant, Hon Secretary requested the Working Committee to accede to the creation of an additional post of an Accountant in the Rules of Business, which is silent over the number of posts sanctioned. This shall be placed for ratification by the Executive Committee.</p> <p>After a detailed discussion the Committee approved the engagement of the Accountant from the panel of names selected by the Selection Committee constituted for the purpose.</p>
14	Engagement of an OSD and driver in IRCS-OSB from retired Govt. employee	Sri Lingaraj Panda, Sr. Assistant will retire on 30 th June 2022. In the absence of any senior staff member besides two other senior Assistants, we need the assistance of an experienced hand that can assist in all administrative matters. OSB may be	



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		<p>permitted to avail the services of an OSD based on GENERAL ADMINISTRATION DEPARTMENT RESOLUTION no. 23750-GAD-SC-REMP-0002/2014/Gen, dated 27th August, 2014.</p> <p>It may be possible that retired Government Officers who have been receiving pension can be absorbed as OSD at the remuneration fixed by Finance Department. But other persons who have not been receiving pension may require additional amount over that of the amount fixed by FD. (Annexure-10)</p> <p>Besides, NHQ has allotted a mobile van for blood collection for the new Regional Blood Centre at Red Cross Bhavan. We would require the services of two additional drivers in place Sri Ashok Das driver who retired on 31.03.2022. We propose to engage drivers on contractual basis; or, where available, through service providers. The remuneration may be fixed at Rs. 25,000/- for Assistants and Rs. 20,000/- for drivers respectively.</p>	<p>The Committee <u>did not consider the engagement of an OSD.</u></p> <p>The proposal to engage two drivers on outsourcing basis was accepted and approved by the Committee. The rate fixed for the driver @ Rs 20, 000/- per month was approved.</p>
15	<p>Revision of the monthly consolidated remuneration for the contractual employees of IRCS-OSB</p>	<p>In the Working Committee Meeting held on 17.12.2019, the remuneration of Contractual Employees at IRCS-OSB was decided to be paid as per Government of Odisha GAD-SC-Rules-0037-2017/19574 /Gen of 12th September 2017 w.e.f 01.04.2019. (@10% annual increment upto Rs 20, 000/- 6% > 20K up to Rs 30, 000/- and so on). Many contractual employees have reached the maximum permissible limit of Rs 14, 500/- after completion of 6 years in service under each category of Grade Pay. (Annexure-11)</p> <p>Since the employees at IRCS-OSB and its allied Units cannot be covered under Odisha Group C & D posts (Contractual Appointment) Rules -2013 notified by GA & PG Department, the remuneration fixed by</p>	<p>The Committee approved the proposal.</p> <p>(Applicable with prospective effect)</p>



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		the Working Committee on 10.08.2018 @ stated above may be considered.	
6	Release of salary/retirement benefits	<ol style="list-style-type: none"> 1. Payment of the retirement benefit of late Sri NiharRanjan Mishra Ex- Sr. Asst. 2. Payment of salary of Sri Khirod Kumar Sethy (Contractual Pharmacist), during leave on account of his 3. Payment of salary of Sri SurendraNathSamal (Contractual Junior Asst. -cum -DEO) during leave on account of the funeral ceremony of his deceased brother 4. Payment of salary of Smt Rama Rani Senapati (Contractual Junior Asst - cum -DEO) during leave on account of her marriage. 	<p>1. Approved</p> <p><u>Sl. 2 to 4:</u></p> <p>Staff concerned should be permitted to avail the maximum leave to their credit; and, the remaining period shall be construed as loss of pay.</p>
17	Any other item with the permission of the Chair	<ol style="list-style-type: none"> 1. Construction of a Guest House inside the IRCS-OSB Campus. A fund to the tune of Rs. 1.20 crore has been earmarked in Budget of 2022-'23. 2. Engagement of peons at DPTC on outsourcing basis. 3. Ratification of the rent for Conference Hall, for In-house and Outsiders have been calculated @ <u>(Annexure-12)</u> 4. Conference Hall at the First Floor (Non-AC) 5. Fixation of Remuneration of FCC Counselor. 6. Fixation of remuneration of the Pharmacist of Jan Aushaudhi. 7. The Accountant of WASH Program is doing the accounting works in the absence of full time Accountant at IRCS, OSB. A monthly allowance @ 15% of his remuneration may be considered; and @ 10% for the other two accountants. The accountant dealing with Y/JRC shall be paid @ 50% each by the Units concerned. 8. As per sub rule (1) of Rule 27 of 	<p><u>Sl 01 to 06:</u></p> <p>The Committee approved the action taken on all counts. Besides, the Chairman desired that the conference hall in the DPTC building should be completed at the earliest.</p> <p><u>07.</u> The Committee <u>declined</u> to consider the proposal.</p>



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Service Rules for the Employees of Indian Red Cross Society, Odisha State Branch (Recruitment & Conditions of Services) Rules 2001, Working Committee may take a decision at its discretion for re-employment of any particular employee beyond the age of superannuation on the recommendation of a Sub Committee setup by the Chairman Working Committee.

Sri Lingaraj Panda, Sr. Assistant, Establishment Section is going to retire on 30.06.2022. Since the Establishment Section does the voluminous works at IRCS-OSB an experienced person like him is indispensable. IRCS-OSB proposes his name for re-employment after going through all formalities. (Annexure-13).

9. Association of blind- GIA.

Working Committee is requested to approve the proposal.

08. The Committee approved the proposal to extend the services of the Senior Assistant, Sri Lingaraj Panda for a period of one (01) year.

09. The Committee approved the proposal to provide ration for six months.

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