

Right to Information Act, 2005

Indian Red Cross Society, Andhra Pradesh State Branch

Sri V.L.Narasimha Rao, Manager, IRCS, A.P.State Branch is the designated Public Information Officer of the Indian Red Cross Society, A.P.State Branch.

17 items(manuals) prescribed in clause (b) sub-section 1 of Section 4 which every public authority is required to publish within one hundred and twenty days from the enactment of this Act.

4 (1) (b)	Publish within one hundred and twenty days from the enactment of this Act :-	
	(i)	the particulars of its organisation, functions and duties;
		<p>Constituted under an Act of Indian Legislative council in 1920 it is auxiliary to the state authorities and armed forces medical services as per statutes of the Red Cross Red Crescent Movement.</p> <p>When the first World War broke out in 1914, India had no machinery for organizing relief to those affected by the war, except a branch of the St. John Ambulance Association. Following the example of Britain where war relief services were being rendered by a Joint Committee of the British Red Cross, a branch of the same Committee was started to undertake the much needed relief services in collaboration with the St. John Ambulance Association in aid of the soldiers as well as civilian sufferers of the horrors of the war.</p> <p>A bill to constitute the Indian Red Cross Society, Independent of the British Red Cross, was introduced in the Indian Legislative Council on 3rd March 1920 by Sir Claud Hill, member of the Viceroy's Executive Council who was also the Chairman of the Joint War Committee in India . The Bill was passed on 17th March 1920 and became Act XV of 1920 with the assent of the Governor General on the 20th March 1920.</p> <p>On the 7th June 1920, fifty members were formally nominated to constitute the Indian Red Cross Society and the first Managing Body was elected from among them with Sir Malcolm Haily as Chairman. Thus, the Indian Red Cross Society was born in 1920.</p>

In the princely state of Hyderabad, under the rule of the Nizams, the Red Cross Society was established in 1920 in a small building in St. Mary's Road, Secunderabad as a Child Welfare Center. The British Resident at Hyderabad was its President at that time. Indian Red Cross Society, A.P.State Branch has come into existence in the year 1956.

The State Branch exercises jurisdiction over the entire territory included in the State of Andhra Pradesh and the State Branch shall have power to supervise and regulate the activities of all its branches in the state. It shall also facilitate the constitution and development of local branches to achieve its objectives.

Organisation/membership/activities

The Indian Red Cross Society, A.P.State Branch is located at 3-6-212, Street No.15, Himayatnagar, Hyderabad.

District Branches

23 District Branches of Andhra Pradesh

Activities

The activities of the A.P. Red Cross may be broadly grouped under the following categories:

1. Blood Banks and Blood Storage Centers
2. Old Age Homes & Orphanages
3. Maternity and Family Welfare Centers
4. Yoga and Nature cure institutes
5. Disaster management
6. Training of volunteers at community level
7. Junior and Youth Red Cross
8. Schools and Vocational training institutes
9. Home Nursing Service
10. Medicine Banks
11. First Aid training

Membership

Members of the Red Cross make the backbone of the Organisation. The Indian Red Cross Society has the following grades of members

Patron; Vice Patron; Life Member; Life Associate; Institutional Member; Annual Member; Annual Associate.

The membership subscriptions range from Rs.50/- to Rs.20,000/-.

Indian Red Cross Society

Governance Structure

- a) **President:** The Governor or its equivalent of the State shall be the President of the State/UT Branch.
- b) **Vice-President:** The Vice President shall be nominated by the President for a term of two years.
- c) **Chairman:** The Chairman of the Branch shall be elected by the State Managing Committee at the first meeting held after its composition or election from amongst its members for a period of three years;
- d) **Treasurer:** The Treasurer for the Branch shall be elected by the Managing Committee at its first meeting held after the Annual General Meeting.

Functions, Powers & Terms of Office Bearers

- (a) **President**
 - (i) Shall preside over the Annual General Meetings.
 - (ii) Shall approve the minutes of General Meetings.
 - (iii) Shall exercise other powers as provided under these rules.

The Vice President shall in the absence of the President, discharge the functions of the President.
- (b) **Chairman, Managing Committee**
 - (i) Shall preside over the meetings of the Managing Committee.
 - (ii) May subject to the availability of funds:-
 - (a) Approve to incur budgeted expenditure not covered within the powers of the General Secretary, subject to reporting to the Finance/Managing Committee in normal course.
 - (b) Approve to incur expenditure in concurrence with the Treasurer, up to Rs.1.00 lakh, on each occasion, on non-budgeted items in any emergency

arising between two meetings of Managing Committee, subject to reporting to the Finance/Managing Committee in normal course.

- (c) Shall decide such issues arising between two meetings of the Managing Committee the consideration of which cannot be postponed subject to reporting to the Managing Committee at its next meeting.

(c) **Honorary Treasurer**

The Honorary Treasurer shall

- i) Regulate the finances and accounts of the Branch.
 - ii) Advise the Managing Committee/Sub Committees in all matters related to Finance, Investments, Income, Expenditure and Budget provisions etc
 - iii) Regulate the maintenance of registers of investments and properties both moveable and immovable, in such form and manner as the Managing Committee desires and exercise periodical checks over them.
 - iv) Present Budget estimates of Receipts and Expenditure and Annual Audited Accounts of the Branch to the Finance Committee, Managing Committee and the Annual General Meeting.
- (a) The terms of the Managing Committee, its Chairman, Vice-Chairman and Treasurer shall be for three years.

Composition of the Managing committee

The Managing Committee of IRCS APSB shall comprise of the following:-

- (a) Chairman
- (b) Treasurer

c) The Vice Chairman shall be elected by the Managing Committee from amongst themselves at the first meeting held after its composition or election;

(d) Four members of the IRCS APSB from amongst the Patrons, Vice-Patrons and Life Members of the branch as decided by the Managing Committee

(e) One representative elected by each District Branch Committee;

(f) General Secretary of the IRCS APSB will be the Member-Secretary and non-voting member;

(g) The representative of the St. John Ambulance State Council

(h) The Managing Committee may co-opt up to 5 (five) members (e.g. representatives from the Ministry of Health, Education, Social Welfare etc.) having expertise in any part of the organizations functions.

All the members of the Committee shall be subscribing members and each one of them shall take Oath in the first meeting of the Managing Committee held after its election or composition to the effect to follow the seven Fundamental Principles of the Red Cross and agree to undertake the tasks and responsibilities assigned to him/her.

Powers and functions of the Managing Committee

The Managing Committee of the IRCS APSB has power -

(a) To grant recognition to the newly formed District Branches/sub District Branches, to exercise supervision and control over them and to withdraw recognition of Branches on the recommendation by the District Branch Committee or the State Managing Committee.

(b) To appoint General Secretary of the State/UT branch on such terms and conditions of service as it may deem fit.

(c) To constitute an Executive Committee, Finance Committee, Junior Red Cross and Youth Red Cross Committee, Disaster Mitigation Committee and other Committees, their functions, powers and duration as it may consider fit from time to time.

The proceedings of all the above Committees shall be placed before the Managing Committee at its next meeting for approval.

(d) In case of grave misconduct, the Managing Committee shall have the powers to remove the Chairman or Treasurer as the case may be. Grave misconduct for the purpose of removal is defined as the display of character or morality incompatible with the seven Fundamental Principles or engagement in activities which are detrimental to the reputation or the activities of the National Society.

e) To make rules for the management, functions, control and procedure of the IRCS APSB District Branch (including the Service Rules for the staff), conduct of Business.

Executive Committee

(i) **The Managing Committee** may at its first meeting after its Constitution appoint an Executive Committee for the transaction of the current business of the IRCS APSB. The transactions of such Committee shall be duly recorded and laid before the Managing Body at its next meeting.

(ii) **The Executive Committee shall consist of -**

(a) Chairman of the Managing Committee shall be the Chairman of the Committee. In his/her absence, the Vice Chairman or any member to be elected by members present who form the forum may chair the meeting.

(b) Five members elected by the Managing Committee from among its members

(c) Honorary Treasurer

(d) The General Secretary shall be an ex-officio member of the Executive Committee

(e) A representative having expertise in any field of the organizations functions

nominated by the President of the State Branch

(iii) **The Executive Committee shall ordinarily meet once in two months.** The Chairman of the Committee may however, convene a meeting of the Committee whenever in his opinion it is necessary. Four members shall form the quorum.

(iv) In case of an emergency arising, the Executive Committee may perform any duty laid on the Managing Committee by these Rules; but in such case it shall report any action so taken to the Managing Committee at the next meeting.

Powers

The Executive Committee shall be responsible for ensuring that the urgent Business of the branch is conducted and that the policies and decisions of the Managing Committee are executed/ implemented. The minutes of the meeting of the Executive Committee shall be placed before the Managing Committee for ratification.

Finance Committee

(a) The Managing Committee shall appoint a Finance Committee consisting of the Vice Chairman of the State/UT Branch as the Chairman of the Committee, **two members** of the Managing Committee, Honorary Legal Advisor, the Honorary Treasurer and the General Secretary of the IRCS APSB.

b) All matters relating to the finances of the IRCS APSB shall ordinarily be referred to the Finance Committee for advice and opinion before being determined by the

Executive Committee or the Managing Committee as the case may be.

(c) The Managing Committee may empower the Finance Committee to decide on matters of current financial business provided, such business does not involve any departure from the objectives of the Society and the money involved is included in the Budget estimates.

(d) The Finance Committee may likewise empower the General Secretary to incur expenditure of a routine nature involving no departure from the objectives of the Society, if the sum is included in the budget estimates.

(e) The General Secretary may also be empowered by the Finance Committee to incur, when necessary, the expenditure beyond the budget estimates up to a limit as may be determined by them.

(f) The Finance Committee may also empower the General Secretary to sanction Expenditure for specific purposes for which donations have been received in cash or in kind subject to subsequent report to the Managing/Finance Committee. The Finance Committee may likewise empower the General Secretary to incur expenditure in each ordinary case and in emergencies subject to reporting to the Managing/Finance Committee at its next meeting for ratification.

g) The Finance Committee shall consider the report of the auditors and scrutinize the annual accounts of the branch and shall prepare the annual budget of Receipts and Expenditure and submit the same along with its recommendations to the Executive Committee/Managing Committee, for consideration. The detailed report of the auditors shall be submitted to the Honorary Treasurer who will take necessary action on the report in consultation with the General Secretary.

(h) The Finance Committee shall ensure the compliance by the State/UT branch, the different provisions of Income Tax, Foreign Contributions Regulations and other Taxes applicable to the branch.

(i) The Finance Committee shall ensure that all the transactions, endorsements discharges and communications to the bankers/others regarding investments on fixed deposits or any other investment related to the branch are in accordance with the policy laid down by the National Headquarters and the Managing Committee of the branch.

(j) **The Finance Committee shall ordinarily meet once every three months.** Additional Meetings may be called when necessary. **Three members shall form the quorum.** The proceedings of the Finance Committee shall be placed before the Executive Committee and Managing Committee for approval.

(J) State Youth Red Cross Committee/ Junior Red Cross Committee

There shall be a sub-committee each for Youth Red Cross/ Junior Red Cross at State level for promotion and development of the Youth/Junior Red Cross activities.

The Managing Committee shall have the powers to form any other Committee/Committees according to the needs of the State Branch.

MEMBERS OF THE MANAGING COMMITTEE

1. Justice Dr.A.Lakshmana Rao-A.P.State Branch
2. Dr.N.Ramesh Kumar, I.A.S., -A.P.State Branch
3. Sri P.Basanth Kumar, I.A.S. -A.P.State Branch
4. Sri Vijay Kumar Dokwal - Adilabad
5. Dr.Y.Ramasubbaiah- Anantapur
6. Dr.P.Durga Raju - East Godavari
7. Dr.Ravi Vadlamani-Guntur
8. Dr.A.Sridhar Reddy-Krishna
9. Sri T.Radha Krishnaiah-Kurnool

10. Sri M.Bheem Reddy-Mahabubnagar
11. Smt.Vanaja Reddy-Medak
12. Sri P.Rammohan Rao-Nalgonda
13. Dr.Ch.Chalamaiah-Prakasam
14. Sri T.Sai Chowdary-Ranga Reddy
15. Sri P.Jaganmohan Rao-Srikakulam
16. Dr.P.Venugopal-Visakhapatnam
17. Sri A.Hemasunder-Vizianagaram
18. Dr.M.B.S.V.Prasad-West Godavari
19. Dr.Neeli Ram Chander-Nizamabad
20. Dr.P.Vijay Chander Reddy-Warangal
21. Dr.Vidyuth Kumar, representative of St.John Ambulance

EXECUTIVE COMMITTEE:

- I. **Dr.Y.Ramasubbaiah** [Representing-Anantapur District]
- II. **Dr.P.Durga Raju** [Representing-East Godavari District]
- III. **Sri P.Jagan Mohan Rao** [Representing - Srikakulam District]
- IV. **Sri P.Rammohan Rao** [Representing - Nalgonda District]
- V. **Sri P.Basanth Kumar** [Representing - A.P.State Branch]

FINANCE COMMITTEE:

- I. Dr.Ravi Vadlamani [Representing - Guntur District]

BLOOD BANKS AND BLOOD STORAGE CENTERS COMMITTEE:

- I. Dr.P.Durga Raju [Representing - East Godavari Dist]
- II. Dr.P.Venugopal [Representing - Visakhapatnam District]
- III. Dr.A.Sridhar Reddy [Representing - Krishna District]
- IV. Dr.M.B.S.V. Prasad [Representing - West Godavari District]

JUNIOR RED CROSS AND YOUTH RED CROSS COMMITTEE:

- I. Sri P.Jagan Mohan Rao, [Representing - Srikakulam District]
- II. Dr.P.Venugopal [Representing - Visakhapatnam District]
- III. Sri M.V.Kesava Reddy [Representing - Chittoor District]

		<p>IV. Smt.C.Vanaja Reddy [Representing - Medak District]</p> <p><u>DISASTER MITIGATION COMMITTEE:</u></p> <p>i. Dr.Ch.Chalamaiah [Representing - Prakasam District]</p> <p>ii. Dr.P.Durga Raju [Representing - East Godavari Dist]</p> <p>iii. Sri A.Hemasunder [Representing - Vizianagaram District]</p> <p><u>BLOOD BANKS AND BLOOD STORAGE CENTERS COMMITTEE:</u></p> <p>1. Dr.P.Durga Raju [Representing - East Godavari Dist]</p> <p>2. Dr.P.Venugopal [Representing - Visakhapatnam District]</p> <p>3. Dr.A.Sridhar Reddy [Representing - Krishna District]</p> <p>4. Dr.M.B.S.V. Prasad [Representing - West Godavari District]</p>
	(ii)	the powers and duties of its officers and employees;
		<p>General Secretary:-</p> <p>Functions of General Secretary</p> <p>Among others, s/he has the following functions:-</p> <p>(i) to implement the decisions of the Annual General Meeting, Managing Committee and its Committees and the mandates assigned to him/her ;</p> <p>(ii) To direct the State Branch Headquarters and be responsible for the execution of the work entrusted to it;</p> <p>(iii) To draft the budget estimates of Receipt and Expenditure and prepare financial reports;</p> <p>(iv) To organize the different services of the Headquarters in accordance with the decisions of the Managing Committee and its Committees/ appoint Competent staff to the Secretariat and if necessary to take disciplinary action against them, as per Rules;</p>

		<ul style="list-style-type: none">(v) To be the authorized representative of the State Branch in relation to third parties and Courts of Law for all transactions, whatsoever, including transactions executed in notarial form relating to the acquisition, administration and expenditure of the resources of the Branch;(vi) To direct the actions decided upon by the Annual General Meeting, Managing Committee and /or its Committees. In exceptional or urgent circumstances the General Secretary shall take all appropriate measures;(vii) To report on the annual activities of the State Branch to the Managing Committee and the Annual General Meeting;(viii) To participate in all the meetings of Managing Committee, its Committees and the Annual General Meeting as an ex-officio observer and to take minutes thereof;(ix) To sign all cheques, negotiable instruments and operate the Bank Accounts of the Society and its allied funds including payment orders and make payments on behalf of the State Branch and issue receipts in accordance with the procedure laid down by the Managing Committee from time to time;(x) To give notice of the meeting on behalf of the Committees and the Branch;(xi) To inspect District/Sub-district branches as the direct representative of the Managing Committee;(xii) To delegate administrative, financial and other powers to the officers' of the State Branch in his/her absence as he/she consider appropriate;
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(xiii) To regulate and approve all material for publicity for communication to the Press. No officer may be allowed to directly communicate with the press, press agencies or other publicity organization unless and until authorized by the General Secretary.

2. Senior Assistant/ Accountant / Cashier:-

- a) Shall be responsible in assisting the administration, correspondence, accounts, preparation of membership cards, affairs of district branches.
- b) Any other work assigned by the State Secretary and Executive Secretary.
- c) Cash transactions.
- d) Maintenance of Personal Register.

3. Junior Assistant/ Store keeper:-

- a) Shall be responsible in assisting the administration, correspondence, accounts, preparation of membership cards, affairs of district branches.
- b) Any other work assigned by the State Secretary and Executive Secretary.
- c) Maintenance of Personal Register.
- d) Shall take care of inward and outward correspondence.

4. Typist:-

- a) Shall be responsible to type all the required documents on a computer.
- b) Shall maintain record of typing activity.
- c) Any other work assigned by the State Secretary and Executive Secretary.

5. Record Assistant:-

- a) Shall be responsible in assisting the administration, correspondence, accounts, preparation of membership cards, affairs of district branches.
- b) Any other work assigned by the State Secretary and Executive Secretary.
- c) Safe custody of records.
- d) Maintenance of Register of Records.

6. Computer Operator:-

- a) Shall be responsible to type all the required documents on a computer.
- b) Shall maintain record of typing activity.
- c) Any other work assigned by the State Secretary and Executive Secretary.

7. Driver :-

- a) Driving of the vehicles and cleaning of the vehicles.
- b) Maintenance of log book.
- c) Any other work assigned by the State Secretary and Executive Secretary.

8. Sweeper :-

- a) Cleaning of the premises including the toilets.
- b) Gardening.
- c) Provision of drinking water supply
- d) To assist in catering of snacks and tea.
- e) Washing of the utensils.
- f) Shall act as watchman as and when need arises.
- g) Any other work assigned by the State Secretary and Executive Secretary.

9. Senior Blood bank Medical Officer:-

- a) Shall be the Chief Executive of the Blood Bank.
- b) Shall be responsible for conducting the blood donation camps.
- c) Shall teach the blood bank technician and para medical students.
- d) Shall coordinate with the state office.
- f) Shall be responsible for the supervision of the cash transactions.
- g) Shall be responsible for the grouping and cross matching and viral screening of the blood and blood products.
- h) Shall assist the Thalassemia Society in all their activities.
- i) To bring AIDS awareness.
- j) Any other work assigned by the State Secretary and Executive Secretary.

10. Junior Blood Bank Medical Officer :-

- a) Shall be responsible for conducting the blood donation camps.
- b) Shall teach the blood bank technician and para medical students.
- c) Shall coordinate with the state office.
- d) Shall be responsible for the supervision of the cash transactions.
- e) Shall be responsible for the grouping and cross matching and viral screening of the blood and blood products.
- f) Shall assist the Thalassemia Society in all their activities.
- g) To bring AIDS awareness.
- h) Any other work assigned by the State Secretary and Executive Secretary.

11. Allopathic doctors:-

- a) Shall be the Chief Executive of the hospital or dispensary.
- b) Shall run the out patient department and family welfare work.
- c) Shall supervise the cash transactions.
- d) Shall be responsible for the supervision of the subordinate staff.
- e) To bring AIDS awareness.
- f) Any other work assigned by the State Secretary and Executive Secretary.

12. Naturopathy Senior Doctor / Director :-

- a) Shall be responsible to look after out patient and in patients.
- b) Shall be the Chief Executive of the hospital or dispensary.
- c) Shall run the out patient department and family welfare work.
- d) Shall supervise the cash transactions.
- e) Shall be responsible for the supervision of the subordinate staff.
- f) To bring AIDS awareness.
- g) Any other work assigned by the State Secretary and Executive Secretary.

13. Lady Medical Officer /

- a) Shall assist the Director in the Red Cross Yoga Nature Cure institute.
- b) Shall run the out patient department and inpatient Department.
- c) Shall supervise the cash transactions.
- d) Shall be responsible for the supervision of the subordinate staff.
- e) To bring AIDS awareness.
- f) Any other work assigned by the State Secretary and Executive Secretary.

14. Medical Officer, UHP :-

- a) Shall run the out patient department and family welfare work.
- b) Shall supervise the cash transactions.
- c) Shall be responsible for the supervision of the subordinate staff.
- d) To bring AIDS awareness.
- e) Any other work assigned by the State Secretary and Executive Secretary.

15. Staff Nurse :-

	<p>a) To assist the maternity cases, dressings, distribution of drugs and in patient care.</p> <p>b) To draw the blood samples and to administer intra muscular and intra venus injections.</p> <p>c) Shall maintain the stock registers.</p> <p>d) Shall allot the duties to the Ayahs, ANMs and class IV staff.</p> <p>e) To bring AIDS awareness.</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>16. <u>Lab Technician :-</u></p> <p>a) Shall perform the lab tests.</p> <p>b) Shall draw the blood samples.</p> <p>c) To carry out all the required activities in the blood bank hospitals and dispensaries.</p> <p>d) To attend the blood donations camps.</p> <p>e) To perform night duties as and when required.</p> <p>f) To bring AIDS awareness.</p> <p>g) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>17. <u>ANM :-</u></p> <p>a) To attend the maternity cases, dressings.</p> <p>b) To draw blood samples and administer injections.</p> <p>c) To bring AIDS awareness.</p> <p>d) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>18. <u>Ayahs:-</u></p> <p>a) Shall attend to the out patients, in patients</p> <p>b) Shall carry out the sanitary activities like sweeping, cleaning of the toilets, cleaning of the wards, delivery rooms and operation theatres.</p> <p>c) To provide blood pans and urine cans to the patients.</p> <p>d) Transportation of patients.</p> <p>e) Disposal of biomedical waste.</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>19. <u>Sewing Centre Teachers / Instructors :-</u></p> <p>a) Shall be responsible for teaching and training the students in suing technician.</p> <p>b) Maintenance of sewing machines.</p> <p>c) Maintain a record of the teaching and training activities carried out every month.</p> <p>d) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>20. <u>Balwadi teacher / instructor :-</u></p>
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	<p>a) Shall be responsible for taking care of the children and teaching at pre-primary level.</p> <p>b) Shall be custodian of all the children and their safety.</p> <p>c) Shall take care of the toilet needs of the children.</p> <p>d) Shall be responsible for providing the drinking water and assist in feeding.</p> <p>e) Encourage the children with recreational activities like games.</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>21. Organiser/instructor</p> <p>a) Shall be the Chief Executive for the Balwadi centre.</p> <p>b) Shall be responsible for taking care of the children and teaching at pre-primary level.</p> <p>c) Shall be custodian of all the children and their safety.</p> <p>d) Shall take care of the toilet needs of the children.</p> <p>e) Shall be responsible for providing the drinking water and assist in feeding.</p> <p>f) Encourage the children with recreational activities like games.</p> <p>g) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>22. <u>Watchman :-</u></p> <p>a) Shall be responsible for the safety and security of all the property.</p> <p>b) Shall carry out both day and night duty as per the roster.</p> <p>c) Shall not leave the premises without handing over the charge to the reliever.</p> <p>d) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>23. <u>Matron / Warden :-</u></p> <p>a) Shall be the Chief Executive of the orphanage.</p> <p>b) Shall be responsible for the total welfare of the children including their health condition.</p> <p>c) Maintenance of the dining hall, kitchen.</p> <p>d) Maintenance of stock register.</p> <p>f) Purchase of the requirements for maintenance of the mess.</p> <p>g) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>24. <u>Cook :-</u></p> <p>a) Cooking of the food material, cleaning of utensils.</p> <p>b) Serving of the cooked food material.</p> <p>c) Maintenance of the cleanliness of the kitchen and dining hall.</p> <p>d) Sweeping and wet cleaning of kitchen, dining hall.</p>
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	<p>e) Storage of cooked as well as food material</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>25. <u>Assistant Cook :-</u></p> <p>a) Cooking of the food material, cleaning of utensils.</p> <p>b) Serving of the cooked food material.</p> <p>c) Maintenance of the cleanliness of the kitchen and dining hall.</p> <p>d) Sweeping and wet cleaning of kitchen, dining hall.</p> <p>e) Storage of cooked as well as food material</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>26. <u>Lab Attender :-</u></p> <p>a) Shall carry out all the work assigned by the Lab technician including cleaning of glassware and transportation and disposal of Biomedical waste.</p> <p>b) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>27. <u>Attender :-</u></p> <p>a) Shall act as a messenger for delivery of the records, letter.</p> <p>b) To assist in serving the snacks and tea.</p> <p>c) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>28. <u>Public Health Nurse :-</u></p> <p>a) To attend the maternity cases, dressings.</p> <p>b) To draw blood samples and administer injections.</p> <p>c) To bring AIDS awareness.</p> <p>d) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>e) Community survey and follow up with regard to vaccination and other family welfare measures.</p> <p>29. <u>Extension Educator:-</u></p> <p>a) Health education of the patients and pregnant women attending, hospitals and dispensaries.</p> <p>b) Household survey pertaining to family welfare.</p> <p>c) Immunisation of other required vital statistics.</p> <p>d) Counselling in respect of Tubectomy, Vasectomy, intra uterine devices.</p> <p>e) To bring AIDS awareness.</p> <p>f) Any other work assigned by the State Secretary and Executive Secretary.</p> <p>30. <u>Health Visitor :-</u></p> <p>a) Motivation of target couples for tubectomy, vasectomy.</p>
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- b) Vaccination of children.
- c) Household survey of the community for implementation of family welfare Programmes.
- d) To bring AIDS awareness.
- e) Any other work assigned by the State Secretary and Executive Secretary.

31. **Male Social Worker (MSW):-**

- a) Registration of out patients, counseling of patients.
- b) Health Education for patients.
- c) Motivation of target couples for Tubectomy and Vasectomy.
- d) To assist the maintenance of medical record.
- e) To bring AIDS awareness.
- f) Any other work assigned by the State Secretary and Executive Secretary.

32. **Yoga Instructor:-**

- a) To conduct classes for the Yoga participants.
- b) To coordinate Yoga with Nature cure.
- c) To bring AIDS awareness.
- d) Any other work assigned by the State Secretary and Executive Secretary.

33. **Treatment Attendant:-**

- a) To carry out the Nature Cure treatment as specified by the doctor.
- b) To bring AIDS awareness.
- c) Any other work assigned by the State Secretary and Executive Secretary.

34. **Massager :-**

- a) To carry out the massage treatment prescribed by the Naturopathy doctor.
- b) To bring AIDS awareness.
- c) Any other work assigned by the State Secretary and Executive Secretary.

SERVICE RULES OF I.R.C.S., A.P.STATE BRANCH, HYD. :-

The following service rules proposed for A.P. State Branch. The Punjab State Branch Service Rules have been taken as a guidelines, while framing the service rules.

A) **Short title, commencement and application:-**

- i) These rules may be called the Indian Red Cross Society, Andhra Pradesh Branch Rules.
- ii) These shall come into force from 1.1.2006.

		<p>iii) These shall apply to all the posts specified in above to these rules.</p> <p>B) <u>Definitions:-</u> In these rules, unless the context otherwise requires,</p> <p>i) “Society” means the India Red Cross Society, Andhra Pradesh State branch (State Headquarters).</p> <p>ii) “Managing Committee” means the Managing Body of the Indian Red Cross Society, Andhra Pradesh State Branch (State Headquarters)</p> <p>iii) “Executive Committee” means the Executive Committee of the State Red Cross.</p> <p>iv) “President” means His Excellency, the Governor of Andhra Pradesh and the President of Indian Red Cross Society, Andhra Pradesh State Branch.</p> <p>v) “Vice Chairman” means Secretary to Governor & the Vice Chairman of the Indian Red Cross Society, Andhra Pradesh State Branch.</p> <p>vi) “Secretary” means the State Secretary of the Indian Red Cross Society, Andhra Pradesh State Branch.</p> <p>NOTE:- The status of the Indian Red Cross Society, Andhra Pradesh State Branch would be as per the provisions of the Indian Red Cross Society Act XV of 1920.</p> <p>C) <u>Number of Character of posts:-</u> The number and the Character of posts are as shown in above to these rules:- Provided that nothing in these rules shall affect the inherent right of Society to add or reduce the number of such posts or to create new posts with different designates and scales of pay whether permanently or temporarily.</p> <p>D) <u>Nationality, domicile and character of candidates appointed to the posts:-</u></p> <p>i) No candidate shall be appointed to the posts unless he is a citizen of India;</p> <p>ii) No person shall be recruited to any post by appointment, unless he produces certificate of character from Principal Academic Officer of the University, College, School or Institution last attended, if any; and similar certificate from two responsible persons, not being his relatives who are well-acquainted with him in his private life and</p>
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are unconnected with his University, College, School or Institute.

- iii) 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.

E) No person shall be eligible for appointment to any posts:-

- i) Who has entered into or contracted a marriage with a person having a spouse living or
ii) Who having a spouse living, has entered into or contracted a marriage with any person.

Provided that 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.

F) Age:

No person shall be recruited if he is less than Eighteen years or is more than 40 years of age in the case of both Non-technical and technical posts. On the first day of January of the year immediately preceding the last date fixed for submission of application by the Society, or unless he is within such range of minimum & maximum age limits as may be specifically fixed by the Society from time to time. Provided that where different lower and upper age limits have been specifically prescribed for a post in the Rules, these limits shall be made applicable for appointment to such posts.

Provided further that the condition of upper age limit may be relaxed up to 50 years if the Executive Committee approves.

For contract employment the rule with regard to upper age limit is not applicable.

G) Appointing Authority:

1. The appointment to the post in the service of the Society shall be made by the Secretary and Vice-Chairman of the Society on the recommendations of the Selection Committee headed by the Secretary and three members to the posts mentioned at Annexure-A.

2. Appointments to the posts of Peon, Mali, Drivers, Sweepers etc. shall be made by the State Secretary of the Society.

3. Appointments to others posts of more than Rs.3,000/- the Vice-Chairman of the Society shall appoint on the recommendations of the State Secretary.

4. The appointment to the post of Secretary shall be made by the President of the Managing Body of the Society who will also determine the tenure, duties and fix the salary or emoluments.

For those posts where the gross salary is upto Rs.3,000/-, the appointing authority is State Secretary. The State Secretary shall constitute a selection committee for the purpose of filling up the vacant posts. The selection committee shall comprise of State Secretary, one Executive Committee member residing in the city and one special expert. In the event of non availability of Executive Committee member from the city, the State Secretary can invite one additional expert or any person who has rendered meritorious service to Red Cross Society.

Notification will be given in popular dailies and will also be displayed in the notice boards of Red Cross head office and Red Cross institutions.

Allotment of the employees for reimbursement posts:-

Based on the willingness given by the employee and the seniority candidates will be selected for allotment against the reimbursement scheme like Family Welfare posts provided they are in position of the required adequate qualification prescribed by the State Government.

H) Seniority:-

The seniority inter-se of persons appointed to posts in each category shall be determined by the length of continuous service on such post in that category.

Provided that where there are different categories, the seniority shall be determined separately for each category.

Provided further that in the case of two persons appointed on the same date, their seniority shall be determined as follows:-

Whoever is older by date of birth has become senior.

I) Liability to serve:-

An employee of the Society shall be liable to serve at any place under the jurisdiction of State branch.

J) Leave and other matters:-

In respect of pay, leave and all other matters not expressly provided for in these Rules the employee of the Society shall be governed by such Rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of the Society.

Leave eligibility:-

Casual leave:- Casual leaves 15, optional leaves 5, earned leaves, 20 days per annum can be accumulated up to 120 days. No encashment facility for earned leaves. Compensatory leaves 10 per annum.

K) Discipline, penalties and appeals:-

In respect of employees drawing less than Rs.3,000/- salary, the appointing authority and the State Secretary and the disciplinary authority. Secretary to Governor and Vice Chairman is the appellate authority. For those employees who are drawing more than Rs.3,000/- the disciplinary authority is Vice Chairman and Secretary to Governor who is the appointing authority. The appellate authority for employees who are drawing more than Rs.3,000/- is Chairperson / Lady Governor or President / His Excellency.

L) Power to make rules:-

The Executive Committee is the competent authority to make rules and such rules approved by the Executive Committee shall be circulated and approved by the President.

M) Retirement:-

The retirement age is 58 years for the regular employees and for contract employees as long as the person is physically fit and able to perform duties efficiently.

N) Contributory Provident Fund:-

Every employee of the Society / Association (other than those engaged on daily wage basis and contract basis) shall be entitled to the benefit of Contributory Provident Fund as per rules of the Society in accordance with P.F. Act.

O) Disciplinary procedures:-

The appointing authority shall constitute an Enquiry Officer or an Enquiry Committee depending upon the gravity of the commission or omission carried out by the employee. The Enquiry Officer/ Enquiry Committee shall give a show cause notice to the delinquent employee and if the employee fails to respond to the show cause notice, action will be initiated as per the material available on the record depending upon the gravity of the situation. The appointing authority can suspend the employee. During the period of the suspension the employee is entitled for subsistence allowance for a period of 1 year. The

		<p>subsistence allowance shall be 50% of the gross emoluments.</p> <p>The Enquiry Officer/ Enquiry Committee shall give adequate opportunity for the delinquent employee for producing support in his favour. The Enquiry Officer shall make a recommendation with regard to whether there is substance in the charges framed. The appointing authority shall take into account the report of enquiry officer / enquiry committee and take appropriate disciplinary action. The extreme end of severe punishment can be dismissal from service. The other types of punishment can be warning, stoppage of annual incentives (annual increments), transfer from the place where he is working.</p> <p>P) <u>Trade Union:-</u> As Red Cross is a service organization, formation of Trade Unions or opening up the branches of Trade Unions is prohibited. Any employee found to be involved in Trade Union activity either directly or indirectly will be dealt with accordingly and are liable for disciplinary action.</p> <p>Q) <u>Work hours:-</u> Work hours of the office is from 10.30 A.M. to 5.00 P.M. with half an hour lunch break. In the hospitals and medical institutions the working hours of the institute will be declared by the incharge institute. In extraordinary circumstances all the Red Cross employees shall work beyond the normal working hours and also on public holidays.</p>
	(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;
		Transaction of work at different levels is carried on in the organization in accordance with the Service Rules, Job Chart, Act and Rules framed there under as briefly mentioned at 2 above.
	(iv)	the norms set by it for the discharge of its functions;
		As per IRCS Act and Rules as briefly mentioned at 2 above.
	(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
		As per IRCS Act and Rules, Indian Red Cross Society is having its own rules framed by the Managing Body of the IRCS, National Headquarters and the decision taken by the Managing Body from time to time.
	(vi)	a statement of the categories of documents that are held by it or under its control;
		The documents held by the Society are annual report, annual accounts and budget and decisions taken by its Statutory Committees.

	(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
		Annual General Body meeting shall be held once annually. Elected members from the District societies are eligible to attend the meeting. There are opportunities for the participations of Red Cross members and individuals in its committees.
	(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
		General Body, Managing Committee, Executive Committee and other Statutory Committees. General Body is for delegates as per rules. Minutes of statutory committee meetings are maintained.
	(ix)	a directory of its officers and employees; Only volunteers are working in the organisation

Indian Red Cross Society, A.P.State Branch, Hyderabad		
Head Office		
Sl.No.	Name of the Volunteer	Designation of the volunteer
1	Sri J.Bhavani Shankar	General Secretary
2	Sri V.Laxmi Narasimha Rao	Manager
3	Smt. Radha S.Rao	Sr.Asst.
4	Sri A.Ramkishan Rao	MSW
5	Sri A.V.Kotaiah	Sr.Asst.
6	Sri S.Malleswar Rao	Sr.Asst-cum- cashier
7	Sri T.Srinivasa Rao	Clerk, Acct.-S. Keeper
8	Sri T.Srinivas	Jr.Asst., Jeevandhara
9	Sri S.Samuel	MSW
10	Sri P.Ramachandra	Jr.Asst. Cum Cashier
11	Sri Ch.Chandrasekhar Rao	Jr.Asst.
12	Smt. G.G.Swapna	Accounts Execu.
13	Dr.C.Sambasiva Rao	JRC/YRC State Co-ordinator
14	Smt. V.D.Bhavani	JRC/First Aid Trainer
15	Sri M.Laxma Reddy	Lab.Tech
16	Dr.D.Srinivasulu	Project Co-ordinator, RCH-II

17	Sri K.V. Krishna Rao	Asst Co-ordinator, RCH-II
18	Smt. I.Venkata Laxmi	Sr.Asst, RCH-II
19	Mrs. JAK Visalakshi	Accts. Asst, RCH-II
20	Ms. Vijaya Durga Devi	Sr.Asst.(Acct. & Admn.), RCH-II
21	Sri K.Krishna	Driver
22	Sri Md.Sujjat	Driver
23	Sri K.Satyanarayana	Driver
24	Sri G.Bhoomaiah	Driver
25	Sri M.Naga Raju	Driver
26	Smt T.Nagalaxmi	Sweeper
27	Smt A.Mahalaxmi	Sweeper
28	Md.Abdul Nayeem	Attender

Indian Red Cross Society, A.P.State Branch, Hyderabad

Lady Barton Maternity Centre

S.No.	Name of the Volunteer	Designation of the volunteer
29	Dr.Sudha Rani	Medical Officer
30	Smt M.Ratna Kumari	Health Visitor
31	Smt.L.Vijayalakshmi	ANM
32	Smt. P.Yadamma	ANM
33	Sri P.Pavan Kumar	Lab -Tech
34	Smt. Midityapalli.Jayamma	ANM
35	Smt. Madikuntla Jayamma	ANM
36	Smt. M. Shantha	ANM
37	Smt.G.Easther	Ayah/Sweeper
38	Smt.J.Devamma	Ayah/Sweeper
39	Smt.Syeeda Bee	Sweeper
40	Smt.P.Jayasree	Sweeper
41	Sri K.Narayana	Watchman
42	Smt.M.N.Chandra Mani	Sewing Teacher
43	Smt. M.Shamantha	Sewing Teacher

Indian Red Cross Society, A.P.State Branch, Hyderabad

Dr.Paul Doss Maternity & Family Welfare Center

S.No	Name of the Volunteer	Designation of the volunteer
44	Dr.J.Varalakshmi	Medical Officer
45	Sri N.V.Mallikarjuna Rao	Clerk-cum-SK-Acct.
46	Smt.M.Manikyamma	Health Visitor
47	Smt. B.D.Vijaya Lakshmi	ANM
48	Ms.J.Vijaya	ANM
49	Smt.V.Parimala Dali	Lab-Tech

50	Mrs.C.Pramila	ANM
51	Ms.K.P.Archana	ANM
52	Smt.S.Varalakshmi	Ayah
53	Smt. Aruna Bai	Ayah
54	Smt. K.Vijaya	Sweeper
55	Sri B.Laxman	Watchman
56	Smt Noorjahan Begum	Ayah

Indian Red Cross Society, A.P.State Branch, Hyderabad		
Red Cross Misrilal Mangilal Maternity Center, Bowenpally		
S.No.	Name of the Volunteer	Designation of the volunteer
57	Dr.S.Lakshmi	Medical Officer
58	Smt. P.Manorama	Lab-Tech
59	Smt.K.Mary Kumari	ANM
60	Ms. C.Sujatha	ANM
61	Smt. A.Swaroopaa	ANM
62	Smt. Latha	Ayah
63	Smt P.C.Vasanthi	Ayah/Sweeper
64	Smt Ajija Bee	Sweeper
65	Sri B.L.Narayana	Watchman
Indian Red Cross Society, A.P.State Branch, Hyderabad		
Red Cross Urban Health Post, Gaddiannaram		
S.No.	Name of the Volunteer	Designation of the volunteer
66	Dr.K.Krishna Veni	Medical Officer
67	Sri V.Prabhakar	Lab-Tech
68	Smt. E.Suramma	Ayah/Sweeper
69	Smt Laxmamma	Ayah/Sweeper
70	Smt A.Swarna Latha	Ayah/Sweeper
71	Smt. B.Lalitha	ANM-I
72	Ms.V.Manjula	ANM
73	Ms.Rambha Ramadevi	ANM
74	Mrs. C.Narsamma	ANM
75	Smt. B. Vimalamma	ANM
76	Smt. V.Renuka	ANM
77	Smt. R.V.N.Saraswathi	Matron
78	Sri.K.Anjaiah	Watchman

Indian Red Cross Society, A.P.State Branch, Hyderabad		
Red cross Institute of Yoga and Nature Cure, Banjara Hills, Hyderabad		
Sl.No.	Name of the Volunteer	Designation of the volunteer
79	Dr.N.Dinesh Raj	Director

80	Dr. T.Krishna Murthy	Superintendent
81	Dr.J.H.Pavithra	RMO
82	Dr.R.Gayathri	RMO
83	Sri S.V.Narayana Reddy	Clerk-cum-Computer Operator
84	Smt.Vasa Sali Parameshwari	Yoga Instructor, Part Time
85	Sri P.L.Narsing Rao	Yoga Instructor, Part Time
86	Sri M.Suresh	Yoga Instructor, Part Time
87	Sri M.Uma Shankar	Treatment Attendent
88	Sri T.Vijaya Kumar	Treatment Attendent
89	Smt B.Easther Rani	Treatment Attendent
90	Smt.Shobha Rani	Treatment Attendent
91	Sri S.Naga Raju	Treatment Attendent
92	Smt. M.Shobha	Treatment Attendent
93	Smt.Md.Ayeesha	Treatment Attendent
94	Sri T.Paramesha	Treatment Attendent
95	Smt K.Bharathi	Treatment Attendent
96	Smt. V.Kamala	Treatment Attendent
97	Sri Ch.Rama Babu	Treatment Attendent
98	Smt.Sumita Mhythi	Cook
99	Smt. K.Uma Maheswari	Asst.Cook
100	Smt. T.Aswini	Asst.Cook
101	Smt. K.Chennamma	Asst.Cook
102	Smt.N.Lakshmi	Sweeper
103	Smt.S.Pushpa	Sweeper
104	Smt.B.Lalitha	Sweeper
105	Sri B.S.Chandrasekhar	Attender

Indian Red Cross Society, A.P.State Branch, Hyderabad

Red Cross Blood Bank, Vidyanagar,

S.No.	Name of the Volunteer	Designation of the volunteer
106	Dr.Pitchi Reddy	Medical Officer
107	Dr.Komal Jagadish	Medical Officer
108	Dr.R.Shantha	Medical Officer
109	Sri B.Satyanarayana Rao	Office Incharge
110	Smt. B.Parameswari	Sr.Asst.
111	Sri V.Sambasiva Rao	Jr.Asst.Store Keeper
112	Mrs. RVN.Susheela Kumari	Receptionist-cum-comp.op
113	Smt.GDRV.Lakshmisri	Computer Operator
114	Sri Md.Anwar Basha	Technical Supervisor
115	Sri Moinuddin	Technical Supervisor

116	Smt.MNV.Laxmi	Staff Nurse
117	Smt.D.Shailaja	Staff Nurse
118	Ms.T.Dhana Lakshmi	Lab - Tech
119	Sri Jai Raj	Lab - Tech
120	Ms.K.Latha	Jr.Scientific Asst.
121	Mrs.K.Pallavi	Lab - Tech
122	Sri. N.Srinivas	Lab - Tech
123	Sri S.Ashok	Lab - Tech
124	Sri. D.Sunil Kumar	Lab - Tech
125	Ms.Suryanarayanamma	Lab - Tech
126	Sri D.Ravi	Lab - Tech
127	Ms.Anuradha	Lab - Tech
128	Mrs.B.Marthamma	ANM
129	Mrs.Vijayalakshmi	Pharmacist
130	Ms. Boini Rani	ANM
131	Mrs.Askarunnisa Begum	ANM
132	Md.Shafiq	Lab-Attender
133	sri Shibbu Mhythi	Attender
134	Sri .K.Praveen Kumar	Attender
135	Smt. P.Anasuya	Sweeper
136	Smt.K.Vajramma	Sweeper
137	Smt.B.Shivamma	Sweeper

Indian Red Cross Society, A.P.State Branch, Hyderabad

Red Cross Balwadi/ RCTCRVTI / SCR/Red Cross Yoga Pracruthi Kendra

s.No.	Name of the Volunteer	Designation of the volunteer
138	Smt Nazia	Teacher
139	Smt.K.Durga	Teacher
140	Smt.O.Anitha	Sweeper
141	Sri C.Gopal	watchman
142	Sri N.Pradeep Kumar	Watchman
143	Smt.N.Pushpalatha	Sweeper
144	Sri S.Narasimha	Watchman
145	Sri B.Gopal	Watchman
146	Sri D.Satyanarayana	Cook
147	Smt.D.Yadamma	Asst.Cook
148	Smt. J.S.Lakshmi	Yoga Instructor
149	Smt.Kanaka Tara	Yoga Instructor

Red Cross Pharmacy, Jeevandhara, Gandhi Hospital

S.No.	Name of the Volunteer	Designation of the volunteer
150	Sri C.P.Mola	Consultant
151	Smt. Noor Jahan	Pharmacist

152	Sri Mohd. Riaz Ahmed	Pharmacist
153	Sri Vijaya Durgam	Pharmacist
154	Ms. Srujana	Trainee Pharmacist
155	Mrs. Padma Kriplani	Pharmacist

(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
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Indian Red Cross Society, A.P.State Branch, Hyderabad			
Head Office			
Sl.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
1	J.Bhavani Shankar	General Secretary	20000
2	Sri V.Laxmi Narasimha Rao	Manager	20800
3	Smt. Radha S.Rao	Sr.Asst.	23595
4	Sri A.Ramkishan Rao	MSW	24960
5	Sri A.V.Kotaiah	Sr.Asst.	22990
6	Sri S.Malleswar Rao	Sr.Asst-cum- cashier	22990
7	Sri T.Srinivasa Rao	Clerk, Acct.-S.Keeper	22322
8	Sri T.Srinivas	Jr.Asst., Jeevandhara	21659
9	Sri S.Samuel	MSW	20530
10	Sri P.Ramachandra	Jr.Asst. Cum Cashier	14036
11	Sri Ch.Chandrasekhar Rao	Jr.Asst.	14036
12	Smt. G.G.Swapna	Accounts Execu.	12430
13	Dr.C.Sambasiva Rao	JRC/YRC State Co-ordinator	12000
14	Smt. V.D.Bhavani	JRC/First Aid Trainer	6500
15	Sri M.Laxma Reddy	Lab.Tech	12947
16	Dr.D.Srinivasulu	Project Co-ordinator, RCH-II	30000
17	Sri K.V. Krishna Rao	Asst Co-ordinator, RCH-II	12000
18	Smt. I.Venkata Laxmi	Sr.Asst, RCH-II	15675
19	Mrs. JAK Visalakshi	Accts. Asst, RCH-II	9900
20	Ms. Vijaya Durga Devi	Sr.Asst.(Acct. & Admn.), RCH-II	15180
21	Sri K.Krishna	Driver	19481
22	Sri Md.Sujjat	Driver	18392
23	Sri K.Satyanarayana	Driver	12403
24	Sri G.Bhoomaiah	Driver	9757
25	Sri M.Naga Raju	Driver	7986

26	Smt T.Nagalaxmi	Sweeper	10560
27	Smt A.Mahalaxmi	Sweeper	7216
28	Md.Abdul Nayeem	Attender	10032

Indian Red Cross Society, A.P.State Branch, Hyderabad

Lady Barton Maternity Centre

s.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
29	Dr.Sudha Rani	Medical Officer	41048
30	Smt M.Ratna Kumari	Health Visitor	16928
31	Smt.L.Vijayalakshmi	ANM	15136
32	Smt. P.Yadamma	ANM	15136
33	Sri P.Pavan Kumar	Lab -Tech	5335
34	Smt. Midityapalli.Jayamma	ANM	8217
35	Smt. Madikuntla Jayamma	ANM	5335
36	Smt. M. Shantha	ANM	4000
37	Smt.G.Easter	Ayah/Sweeper	9504
38	Smt.J.Devamma	Ayah/Sweeper	9504
39	Smt.Syeeda Bee	Sweeper	7717
40	Smt.P.Jayasree	Sweeper	4015
41	Sri K.Narayana	Watchman	7288
42	Smt.M.N.Chandra Mani	Sewing Teacher	7546
43	Smt. M.Shamantha	Sewing Teacher	7546

Indian Red Cross Society, A.P.State Branch, Hyderabad

Dr.Paul Doss Maternity & Family Welfare Center

S.No	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
44	Dr.J.Varalakshmi	Medical Officer	13000
45	Sri N.V.Mallikarjuna Rao	Clerk-cum-SK-Acct.	16928
46	Smt.M.Manikyamma	Health Visitor	17891
47	Smt. B.D.Vijaya Lakshmi	ANM	15568
48	Ms.J.Vijaya	ANM	15136
49	Smt.V.Parimala Dali	Lab-Tech	9801
50	Mrs.C.Pramila	ANM	7645
51	Ms.K.P.Archana	ANM	5665
52	Smt.S.Varalakshmi	Ayah	11088
53	Smt. Aruna Bai	Ayah	10560
54	Smt. K.Vijaya	Sweeper	4675
55	Sri B.Laxman	Watchman	6001
56	Smt Noorjahan Begum	Ayah	4015

Indian Red Cross Society, A.P.State Branch, Hyderabad			
Red Cross Misrilal Mangilal Maternity Center, Bowenpally			
S.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
57	Dr.S.Lakshmi	Medical Officer	20020
58	Smt. P.Manorama	Lab-Tech	10934
59	Smt.K.Mary Kumari	ANM	7645
60	Ms. C.Sujatha	ANM	5335
61	Smt. A.Swaroopaa	ANM	4750
62	Smt. Latha	Ayah	8415
63	Smt P.C.Vasanthi	Ayah/Sweeper	9504
64	Smt Ajija Bee	Sweeper	9504
65	Sri B.L.Narayana	Watchman	2820
Indian Red Cross Society, A.P.State Branch, Hyderabad			
Red Cross Urban Health Post, Gaddiannaram			
S.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
66	Dr.K.Krishna Veni	Medical Officer	10000
67	Sri V.Prabhakar	Lab-Tech	11528
68	Smt. E.Suramma	Ayah/Sweeper	9504
69	Smt Laxmamma	Ayah/Sweeper	9504
70	Smt A.Swarna Latha	Ayah/Sweeper	6974
71	Smt. B.Lalitha	ANM-I	9669
72	Ms.V.Manjula	ANM	6688
73	Ms.Rambha Ramadevi	ANM	5665
74	Mrs. C.Narsamma	ANM	5995
75	Smt. B. Vimalamma	ANM	4750
76	Smt. V.Renuka	ANM	4850
77	Smt. R.V.N.Saraswathi	Matron	8085
78	Sri.K.Anjaiah	Watchman	8415
Indian Red Cross Society, A.P.State Branch, Hyderabad			
Red cross Institute of Yoga and Nature Cure, Banjara Hills, Hyderabad			
S.No	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
79	Dr.N.Dinesh Raj	Director	31141
80	Dr. T.Krishna Murthy	Superintendent	17000
81	Dr.J.H.Pavithra	RMO	15389
82	Dr.R.Gayathri	RMO	11800
83	Sri S.V.Narayana Reddy	Clerk-cum-Computer Operator	11528
84	Smt.Vasa Sali Parameshwari	Yoga Instructor, Part Time	5000
85	Sri P.L.Narsing Rao	Yoga Instructor, Part Time	6500

86	Sri M.Suresh	Yoga Instructor, Part Time	5000
87	Sri M.Uma Shankar	Treatment Attendent	12947
88	Sri T.Vijaya Kumar	Treatment Attendent	12947
89	Smt B.Easther Rani	Treatment Attendent	12947
90	Smt.Shobha Rani	Treatment Attendent	12403
91	Sri S.Naga Raju	Treatment Attendent	10934
92	Smt. M.Shobha	Treatment Attendent	11330
93	Smt.Md.Ayeesha	Treatment Attendent	10934
94	Sri T.Paramesha	Treatment Attendent	10340
95	Smt K.Bharathi	Treatment Attendent	8525
96	Smt. V.Kamala	Treatment Attendent	7117
97	Sri Ch.Rama Babu	Treatment Attendent	5665
98	Smt.Sumita Mhythi	Cook	10340
99	Smt. K.Uma Maheswari	Asst.Cook	6688
100	Smt. T.Aswini	Asst.Cook	5335
101	Smt. K.Chennamma	Asst.Cook	5335
102	Smt.N.Lakshmi	Sweeper	8415
103	Smt.S.Pushpa	Sweeper	5033
104	Smt.B.Lalitha	Sweeper	3740
105	Sri B.S.Chandrasekhar	Attender	3740

Indian Red Cross Society, A.P.State Branch, Hyderabad

Red Cross Blood Bank, Vidyanagar,

S.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
106	Dr.Pitchi Reddy	Medical Officer	21000
107	Dr.Komal Jagadish	Medical Officer	28325
108	Dr.R.Shantha	Medical Officer	15000
109	Sri B.Satyanarayana Rao	Office Incharge	7714
110	Smt. B.Parameswari	Sr.Asst.	21120
111	Sri V.Sambasiva Rao	Jr.Asst.Store Keeper	10934
112	Mrs. RVN.Susheela Kumari	Receptionist-cum-comp.op	9757
113	Smt.GDRV.Lakshmisri	Computer Operator	8085
114	Sri Md.Anwar Basha	Technical Supervisor	15125
115	Sri Moinuddin	Technical Supervisor	16280
116	Smt.MNV.Laxmi	Staff Nurse	13530
117	Smt.D.Shailaja	Staff Nurse	9757
118	Ms.T.Dhana Lakshmi	Lab - Tech	12607
119	Sri Jai Raj	Lab - Tech	13442
120	Ms.K.Latha	Jr.Scientific Asst.	14168
121	Mrs.K.Pallavi	Lab - Tech	9801
122	Sri. N.Srinivas	Lab - Tech	10340
123	Sri S.Ashok	Lab - Tech	10340

124	Sri. D.Sunil Kumar	Lab - Tech	10340
125	Ms.Suryanarayanamma	Lab - Tech	7298
126	Sri D.Ravi	Lab - Tech	7535
127	Ms.Anuradha	Lab - Tech	7535
128	Mrs.B.Marthamma	ANM	8085
129	Mrs.Vijayalakshmi	Pharmacist	5000
130	Ms. Boini Rani	ANM	5000
131	Mrs.Askarunnisa Begum	ANM	8500
132	Md.Shafiq	Lab-Attender	8987
133	sri Shibbu Mhythi	Attender	10560
134	Sri .K.Praveen Kumar	Attender	5390
135	Smt. P.Anasuya	Sweeper	8415
136	Smt.K.Vajramma	Sweeper	3465
137	Smt.B.Shivamma	Sweeper	5033

Indian Red Cross Society, A.P.State Branch, Hyderabad

Red Cross Balwadi/ RCTCRVTI / SCR/Red Cross Yoga Prakruthi Kendra

	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
137			
138	Smt Nazia	Teacher	10340
139	Smt.K.Durga	Teacher	8085
140	Smt.O.Anitha	Sweeper	5033
141	Sri C.Gopal	watchman	7359
142	Sri N.Pradeep Kumar	Watchman	5033
143	Smt.N.Pushpalatha	Sweeper	3465
144	Sri S.Narasimha	Watchman	9504
145	Sri B.Gopal	Watchman	9631
146	Sri D.Satyanarayana	Cook	2000
147	Smt.D.Yadamma	Asst.Cook	1000
148	Smt. J.S.Lakshmi	Yoga Instructor	1000
149	Smt.Kanaka Tara	Yoga Instructor	1000

Red Cross Pharmacy, Jeevandhara, Gandhi Hospital

S.No.	Name of the Volunteer	Designation of the volunteer	Gross Honorarium
150	Sri C.P.Mola	Consultant	8500
151	Smt. Noor Jahan	Pharmacist	8500
152	Sri Mohd. Riaz Ahmed	Pharmacist	8000
153	Sri Vijaya Durgam	Pharmacist	6500
154	Ms. Srujana	Trainee Pharmacist	4000
155	Mrs. Padma Kriplani	Pharmacist	5000

	(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
		Budget is approved by Statutory Committees.

	(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
		Annual Report and Annual audited accounts.
	(xiii)	particulars of recipients of concessions, permits or authorisations granted by it;
		Not applicable.
	(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;
		All the details are available at the website.
	(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
		At the Reception of the Indian Red Cross Society, A.P.State Branch, 3-6-212, Street No.15, Himayatnagar, Hyderabad-500029. The working hours are 10:30 AM to 05:00 PM .
	(xvi)	the names, designations and other particulars of the Public Information Officers;
		Sri V.L.Narasimha Rao, Manager. Ph.No.040-23221748
	(xvii)	such other information as may be prescribed and thereafter update these publications every year;
		Annual Report