**INDIAN RED CROSS SOCIETY, PUNJAB STATE BRANCH,**

**CHANDIGARH**

Rules regulating the recruitment and the conditions of service of persons appointed in connection with the affairs of the Indian Red Cross Society, Punjab State Branch.

1. **Short title, commencement and application :**
2. These rules may be called the Indian Red Cross Society, Punjab State Branch, St. John Ambulance Association, Punjab State Centre, State Red Cross Hospital Welfare Section and Punjab Saket Rules, 1996 as amended from time to time (Managing Body Meeting held on 11th December 2008 and 11th April 2013).
3. These shall come into force from the date(s) the Managing Body approved it, and further if any amendments is carried out by the Managing Body from time to time.
4. These shall apply to all the posts specified in **Appendix ‘A’** to these rules.
5. **Definitions :**

In these rules, unless the context otherwise requires,

1. “**Society**” means the Indian Red Cross Society, Punjab State Branch (State Headquarters).
2. “**Association**” means the St. John Ambulance Association, Punjab State Centre (State Headquarters).
3. “**Managing Body**” means the Managing Body of Indian Red Cross Society, Punjab State Branch (State Headquarters).
4. “**Executive Committee**” means the Executive Committee of the St. John Ambulance Association, Punjab State Centre & State Red Cross Hospital Welfare Section (State Headquarters).
5. “**President**” means the President of the Indian Red Cross Society, Punjab State Branch, St. John Ambulance Association, Punjab State Centre, Punjab Saket and allied bodies (State Headquarters).
6. “**Vice-Chairman**” means the Vice-Chairman of the Indian Red Cross Society, Punjab State Branch/St. John Ambulance Association, Punjab State Centre, State Red Cross Hospital Welfare Section, Punjab Saket (State Headquarters).
7. “**Secretary**” means the Secretary of the Indian Red Cross Society, Punjab State Branch, St. John Ambulance Association, Punjab State Centre, State Hospital Welfare Section, Punjab Saket and allied bodies (State Headquarters).

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**NOTE :**

The status of the Indian Red Cross Society, Punjab State Branch would be as per provision of the Indian Red Cross Society Act XV of 1920 and that of the St. John Ambulance Association, Punjab State Centre, as decided upon by the National Headquarters of the Association, as it exists on the date of commencement of these rules or as it would exist after the commencement of these rules.

(h) ‘**Direct appointment**’ means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of Punjab or its Undertakings.

1. **Number and Character of posts** :

The number and Character of posts are as shown in **Appendix ‘A’** to these rules :-

Provided that nothing in these rules shall effect the inherent right of Society to add or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

1. **Nationality, domicile and character of candidates appointed to the posts in Appendix ‘A’.**

(i) No candidate shall be appointed to the posts unless he is :

 **a.** A citizen of India; or

 **b**. A citizen of Nepal; or

 **c**. A subject of Bhutan; or

 **d.** A Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or

**e.** A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganuika and Zanzibar) with the intention of permanently settling in India :

 Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

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**(ii)** A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Society and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of Punjab in the Department of Home Affairs and Justice.

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

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

1. **No person shall be eligible for appointment to any posts** :
2. Who has entered into or contracted a marriage with a person having a spouse living, or
3. Who having a spouse living, has entered into or contracted a marriage with any person,

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

1. **Age :**

No person shall be recruited by Direct appointment if he is less than Eighteen years or is more than Thirty five 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 applications 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 upto forty five years in the case of a person already in employment of the Society;

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Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category of persons;

Provided further that in case of candidates belonging to Scheduled Casts and Other Backward Classes, the upper age limit shall be such as may be fixed by the Society from time to time.

Provided further that in the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Society (as per Government notification issued from time to time).

1. **Appointing Authority :**

Appointing Authority for all the staff members of the Society except the post of Deputy Secretary would be the Secretary of the Society. Appointing Authority in respect of Deputy Secretary would be the Vice-Chairman of the Society. The appointment to the post of Secretary shall be made by the President of the Managing Body of the Society who will also determine his tenure, duties and fix his salary or emoluments as in **Appendix ‘A’**.

**(Authority :- Amendment issued vide Agenda Item No. 5 of the Proceedings of the Managing Body Meeting held on 11th December 2008)**

1. **Method of Appointment :**

Appointment to the posts shall be made as per **Appendix ‘A’** in relation to Rule-3 as per procedure laid down in **Rule 7**.

1. **Probation of Persons appointed to the posts shown in Appendix ‘A’ :**
2. Persons appointed to the posts shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise:

**Provided that** :-

a. Any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

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b. In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the post in the Society may in the discretion of the Appointing Authority, be allowed to count towards the period of probation;

c. Any period of officiating appointment to the post in the Society shall be reckoned as period spent on probation; and

d. Any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

1. If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may;

a. if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the post in the Society by direct appointment, and

b. if such person is appointed otherwise-

 (i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

1. On the completion of the period of probation of a person, the appointing authority may –
2. If his work and conduct has, in its opinion been satisfactory ---

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily if he/she is not already confirmed; or

(ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or

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1. If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental examination, if any, specified in the Service Rules –

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in the sub-rule

 Provided that the total, period of probation including extension, if any, shall not exceed three years.

1. **Seniority :**

The Seniority inter-se of person 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 persons recruited by direct appointment, the order of merit determined by the Selection Committee shall not be disturbed in fixing the seniority.

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

1. a person recruited by direct appointment shall be senior to a person recruited otherwise;
2. a person appointed by promotion shall be senior to a person appointed by transfer;
3. in the case of persons appointed by promotion or transfer seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and

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1. in the case of persons appointed by transfer from different categories their seniority shall be determined according to pay preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same; then by their length of service in those appointments; and if the length of such service is also the same, an older person shall be senior to a younger person.

**Note :**

Seniority of persons appointed on purely provisional basis, shall be determined as and when they are regularly appointed, keeping in view the dates of such regular appointment.

1. **Liability to serve :**

An employee of the Society shall be liable to serve at any place, whether within or out of the State of the Punjab on being ordered to do so by the Appointing Authority.

1. **Leave and other matters :**

In respect of pay, leave and all other matters not expressly provided for in these Rules, the employees 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.

1. **Discipline, penalties and Appeals :**
2. In the matter of discipline, punishment and appeals, employees in the service of the Society shall be governed by the Punjab Civil Services (Punishment & Appeal) Rules, 1970 as amended from time to time and endorsed by the Society from time to time.
3. The authority, empowered to impose penalties and the appellate authority in respect of the employees in the service of the Society shall be specified in **Appendix ‘B’** to these Rules.
4. **Liability for vaccination and re-vaccination :**

Every employee in the service of the Society shall get himself vaccinated or re-vaccinated when so directed by a special or general order by the Society for its employees.

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1. **Oath of allegiance :**

Every employee in the service of the Society, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

1. **Powers to relax :**

Where the Society is of the opinion that it is necessary or expedient so to do, it may by order for reason to be recorded in writing, relax any of the provisions of these Rules in respect of any class or category of persons.

1. **Repeal and Saving :**

The terms of appointments of the employees already in the service of the Society and the provisions of any general instructions governing their condition of service are hereby repealed, in so far as they are inconsistent with the provisions of these rules.

Provided that any order issued or any action taken under the terms of appointments or the instructions issued by the Society shall be deemed to have been issued or taken under the corresponding provision of these rules.

1. If any question arises as to the interpretation of the rules, the Managing Body shall decide the same on the advice of the Secretary.
2. **Retirement :**

A person in the service of the Society shall retire on attaining the age of 60 years provided that the date of retirement in all cases shall be the last day of the month (afternoon) in which the concerned employee completed 60 years. This however will not apply to such employees, who are appointed for a term exceeding 60 years.

1. **Contributory Provident Fund :**

Every employee of the Society/Association (other than those engaged on daily wage basis and part time basis) shall be entitled to the benefit of Contributory Provident Fund as per rules of the Society.

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1. **Interpretation of these Rules :**

The President, keeping in view the recommendation of the Managing Body of the Society shall be the only Competent Authority to interpret these rules, which shall also decide disputes arising out of applications and interpretation of these rules.

1. **Power of Implementation :**

The Secretary of the Society remains authorized to implement these rules and he may seek instructions from any higher authority viz Vice-Chairman or President, if and when considered necessary, in giving effect to these rules.

**INDIAN RED CROSS SOCIETY, PUNJAB STATE BRANCH, CHANDIGARH**

**RULES FOR HOUSE ALLOTMENT PASSED BY MANAGING BODY IN ITS MEETING HELD ON 20TH FEBRUARY 1996**

**PREAMBLE**

 Whereas there are no codified Rules of the Indian Red Cross Society, Punjab State Branch (Hereinafter called ‘**SOCIETY**’) for allotment of houses owned by it at Chandigarh and whereas some sort of discretion had been followed in the past in the matter of allotment of houses, it has been found expedient to lay down rules in this behalf. These Rules when approved by the Competent Authority would come into force prospectively from a date on which notification to this effect would be issued.

1. **SHORT TITLE SCOPE AND APPLICATION.**
2. These rules may be called the “**INDIAN RED CROSS SOCIETY, PUNJAB STATE BRANCH, HOUSE ALLOTMENT RULES, 1996”.**
3. They shall come into force on the date of their approval.
4. These Rules shall apply to the whole time regular paid employees only of the Society and those in the employment of Punjab State Centre of the St. John Ambulance Association and Punjab State Branch of the Hospital Welfare Section.
5. **DEFINITIONS.**
6. “**MANAGING BODY**” means Managing Body of the Society.
7. “**VICE- CHAIRMAN**” means the Vice- Chairman of the Society exercising powers as defined in its Constitution.
8. “**SECRETARY**” means Secretary of the Society exercising powers as defined in its Constitution.
9. “**EMPLOYEES**” means whole time regular paid employees of the Society, Punjab State Centre of the St. John Ambulance Association and Punjab State Branch of the Hospital Welfare Section (Hereinafter called allied organizations)
10. “**FAMILY**” means and includes the employee, his/her spouse, dependent children, parents, dependent brothers and sisters.

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1. “**HOUSE**” means houses of the Society constructed by it in Sector- 23 D (6 single storey 5 marla flats), in Sector- 15 C (6 houses double storey 10 marla flats), in Sector- 15 B (2 double storey 10 marla flats) and 13 on the premises of Punjab Red Cross Office in Sector- 16 A, Chandigarh (which also include 2 improvised dwellings) and those to be constructed by the Society in and around Chandigarh.
2. “**COMPETENT AUTHORITY**” means the Secretary of the Society.
3. **CATEGORIES OF HOUSES.**

The houses of the Society belong to the following categories :

Category - I Houses/flats in Sector - 15 B, Chandigarh.

Category - II Houses/flats in Sector - 15 C, Chandigarh.

Category – III Houses/flats in Sector – 23 C, Chandigarh.

Category – IV Houses in the premises of Punjab Red Cross building in Sector – 16 A, Chandigarh.

Chandigarh includes improvised existing and future dwellings.

1. **ELIGIBILITY.**
2. The Secretary and one of the Deputy Secretaries of the Society only shall be eligible for allotment of category I houses (flats in Sector – 15 B, Chandigarh)
3. All the officers falling in category II of the Society and allied bodies shall be eligible for allotment of houses/flats in Sector – 15 C, Chandigarh. The present cadre of such officers includes the Deputy Secretary, Publicity officer, Social Welfare officer, Sr. Field Officer, Stores officer, Accounts officer, State Trg. Supervisor, Superintendents, Relief officer and Field Officer etc.
4. Class III Ministerial and non Ministerial employees shall be eligible for the allotment of houses of category III in Sector – 23 D, Chandigarh.
5. Drivers and Class IV employees shall be eligible for allotment of houses in category IV in the Punjab Red Cross office premises.
6. Entitlement of houses under any category shall be available to employees who may be classified as belonging to that cadre in future subject to the restrictions as imposed from time to time by the Court or the Punjab Government.

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**NOTE.**

 In case where more units of residential accommodation for allotment purposes are available for the eligible employees, offer can be made by the Society to the senior most employees in the immediate lower category, provided that once offer has been made and accepted the allotment shall not be revocable subsequently.

1. **BASIS OF ALLOTMENT.**

The basis for allotment of houses/flats shall be length of service of the concerned employee in his/her category. (This date shall be the date on which he/she got promoted in the relevant classification and on which he/she entered the service in case of direct recruitment).

1. **MODE/PROCEDURE OF ALLOTMENT.**
2. As soon as a house/flat falls vacant the Competent Authority will allot the same to the eligible employee taking into account his/her seniority who shall be required to give acceptance of the offer within the 15 days and occupy the allotted accommodation within one month of the offer and inform the office in writing having occupied the house/flat on specifying date.
3. If he/she fails to accept the offer within the specified time, the Competent Authority shall be free to allot the accommodation to the next eligible employee without issuing any further notice to the first allottee. In that event the first allottee shall forfeit his/her claim for allotment of Society’s accommodation for one turn. In case the second allottee also makes a default his/her case will also be dealt with in accordance with the above provision.
4. If any employee dies in service and if his/her dependent is given employment in the service of the Society and allied organizations as per rules of the Society, the allotment of Society’s accommodation as per his/her entitlement may be considered to be made by the Competent Authority out of turn if a house/flat of that category is vacant on the date of such appointment or when falls vacant, provided that the family of the deceased employee does not own a house or would not own a house, as the case may be, in the city of Chandigarh or within its periphery or at urban estates of Mohali and Panchkula or in their neighbourhood.

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1. **RETENTION OF ACCOMMODATION.**
2. An employee who is in possession of Society’s house/flat shall be allowed to occupy it till his/her retirement (in case of death in Service provisions of the separate rule shall apply), unless he/she chooses to vacate the same earlier.
3. In the event of termination of or dismissal from service, accommodation shall be got vacated by the Society.
4. An employee on his/her retirement can retain Society’s accommodation for a period of two months which may be extended for four months and if under any circumstances the official is not in a position to vacate quarter, he may be allotted to retain the house charging fifty times of the license fee for further period of four months. After this period, he may not be allowed to retain the house under any circumstances and if he does not obey the orders, legal proceedings may be initiated against him for eviction of the house.

If a house is available with the Society and there is no eligible employee for allotment, the house may be allotted to the next below category to avoid loss of license fee to the Society. If the house is available and there is no willing official to get the house on rent, it may be allotted to any other official on regular role or on contract basis. The house may also be let out to some NGO on lease hold basis for specified period.

**(Authority : Para 7 (iii) has been amended vide Agenda Item No.\_\_\_\_\_\_\_ of Managing Body Meeting held on 11th December 2008).**

1. Provision of Rule 6 (III) shall also apply to cases of pre-mature retirement.
2. The family of the deceased employee may retain the accommodation for 12 months in the first instance on payment of normal rent, which may be extended by another 4 months by the Competent Authority under exceptional circumstances to be recorded in writing. After expiry of 16 months period it shall not be extended. Twice the normal rent shall be payable in respect of extended period of 4 months.
3. **REQUEST FOR CHANGE OF ACCOMMODATION.**
4. As a matter of policy request for change of accommodation within the same category shall not be entertained by the Competent Authority. However, request for change on the basis of medical and other humanitarian grounds may be considered, whenever any such accommodation falls vacant.
5. If an employee is entitled to a particular type of accommodation which is not vacant at the time of receiving the request the Competent Authority shall not allot him/her accommodation of lower category, if vacant or whenever falls vacant.
6. Request for change of accommodation within the same category may be considered by the Competent Authority on mutual agreement of the employees.
7. **EXCEPTIONS.**
8. Only the wholetime Chowkidar, mali, Two drivers (one for Funeral Van) shall be entitled for allotment of accommodation of his category out of turn if such an accommodation is available.
9. Those employees who are in occupation of improvised type of accommodation shall be entitled to allotment of regular accommodation of the eligible category whenever falls vacant as per their turn in seniority.
10. The existing composition of flats/house shall not be disturbed in any manner immediately or subsequently.
11. The Secretary may with the approval of Vice-Chairman allot accommodation to any other employee out of turn if such an accommodation is available and if the Society is satisfied that the presence of such an employee is essential near office premises in the interest of the Society.
12. **MISCELLANEOUS.**

Authority to interpret these rules shall vest in the Competent Authority. Amendment of these rules shall take place through the same procedure as was adopted while framing these rules.

**NOTE.**

Two ground floor flats in Sector- 15 C (one lower and one upper), two houses in Sector- 23 D and four houses in the Red Cross premises are under possession of employees belonging to Haryana State Red Cross Branch under an agreement reached at the time of bifurcation of the composite Punjab & Haryana State Red Cross Branches in June, 1971. This total accommodation or a part of it whenever vacated by the Haryana employees on termination of the agreement or otherwise shall be allotted to the employees of the Society and allied organization in the manner as provided in these rules.