

GUIDELINES FOR STATE AWARDS

I. Rule under which the Award sub-Committee is Constituted: -

The Constitution of Indian Red Cross Society, Haryana State Branch approved by the Managing Committee of the Indian Red Cross Society, Haryana State Branch, Chandigarh in its meeting held on 10-09-2016 vide resolution No. 21, which has been notified on 28th November, 2016. As per clause No. G (c) (Powers and Functions of the Managing Body) under Chapter No. III (Governance). The Managing Committee is empowered 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 from time to time. The proceedings of all the above Committees shall be placed before the Managing Committee at its next meeting for approval.

II. The Award sub-Committee will be constituted by the Managing Committee comprising of the following members: -

- (i) Chairperson: - The Chairperson will be nominated by the Hon'ble Governor.
- (ii) Member: - The Vice-Chairman of Indian Red Cross Society, Haryana State Branch.
- (iii) Member:- The General Secretary of Indian Red Cross Society, Haryana State Branch.
(Convener)
- (iv) Member: - Joint Secretary of Indian Red Cross Society, Haryana State Branch.

III. Term of Award Sub-Committee: - sub-Committee will be constituted for a period of three years.

IV. Types of Awards under Individual Category: -

- (i) For Gold Medal having 10 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 10 years ACRs should be 70% outstanding and 30% are to be very good.
- (ii) For Silver Medal having 8 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 8 years ACRs should be 70% outstanding and 30% are to be very good
- (iii) For Souvenir having 7 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 7 years ACRs should be 70% outstanding and 30% are to be very good.
- (iv) For Bronze Medal having 5 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 5 years ACRs should be 70% outstanding and 30% are to be very good.
- (v) For First Class Sanad having 3 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 3 years ACRs should be very good.
- (vi) For Second Class Sanad having 3 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 3 years ACRs should be very good.

- (vii) For Commendation Certificate having 3 years of regular service / association with Red Cross & St. John. In case of Red Cross & St. John employee last 3 years ACRs should be very good.

V. Awards applicable to the following with the under mentioned terms & conditions: -

a. Deputy Commissioner-cum-President, District Red Cross Branch.

- i. Maximum Fund Raising for the District Red Cross Branch
- ii. Maximum Membership subscription i.e. Red Cross Membership, St. John Membership and Hospital Welfare Services Membership .
- iii. Opening of new fund raising projects in the district for permanent and consistent income of Red Cross.
- iv. Maximum camps for assessment and distribution of artificial aids & appliances.
- v. Maximum collection from Corporate Social Responsibility (CSR).
- vi. Any Red Cross Award received earlier.

b. Awards for Officers / Officials of State Headquarters Employee: -

- (i) Performance of duties as per constitution of Red Cross.
- (ii) Any Red Cross Award received earlier.
- (iii) Employee should not be involved disciplinary action / departmental enquiry / criminal proceeding at the time of submission of application for award.
- (iv) Organizing and monitoring any project / work / Camp / Seminar etc. as per given norms by the authorities.
- (v) Any extra ordinary work / programme performed for the up-liftment of the organisation.

c. Award for Secretaries at District Red Cross Branches in Haryana: -

- (i) Performance of duties as per instructions issued by Red Cross authorities.
- (ii) Any Red Cross Award received earlier.
- (iii) Employee should not be involved disciplinary action / departmental enquiry / criminal proceeding at the time of submission of application for award.
- (iv) Performance of duties as per constitution of Red Cross i.e. conducting Executive Committee Meeting, Annual General Meeting, sub-committee meetings of Finance, Health, JRC, YRC, Disaster Mitigation and other.
- (v) Timely preparation of Financial Budgets and Financial Statements during the year.
- (vi) Minimum 500 Members of the different categories of Red Cross and St. John both are enrolled per year or not.
- (vii) The Status Report regarding to organised with ALIMCO assessment and distribution camps of Aids and Appliances for divyangs.
- (viii) Collection of Funds, Membership enrollment for both Red Cross and St. John Ambulance at their own level.
- (ix) Organizing and monitoring any project / work / Camp / Seminar etc. as per given norms by the authorities.
Successfully running of project being looking after by the District Red Cross Branch either they are managed through own sources or under grant-in-aid.
- (x) Performance in imparting First Aid and Home Nursing Training.
- (xi) Formation of Brigade Divisions in the District.

d. Award for Officers / Officials at District Red Cross Branches in Haryana: -

- (i) Performance of duties as per instructions issued by Red Cross authorities.
- (ii) Any Red Cross Award received earlier.

- (iii) Employee should not be involved disciplinary action / departmental enquiry / criminal proceeding at the time of submission of application for award.
- (iv) Additional motivational / creative work done in the field of Social Welfare activities.
- (v) Overall assistance / subornation assessment made by the authorities.
- e. **Red Cross & St. John Individual Volunteer, YRC & JRC Counsellor and Members:**
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 - (i) Individual should have good reputation with having moral rectitude. While submitting award case by an individual an affidavit shall be enclosed stating that there is no criminal history / background / case registered or pending against him / her.
 - (ii) Contribute to promote membership, donation and other fund raising activities, spread awareness related to voluntary blood donation (Hemophilia & Thalesimia), organ donation, medical health check-up camps, communicable disease, T.B., HIV/AIDS, open defecation, cleanliness drive, cochlear implantation, tree plantation, health & nutrition, misuse of Red Cross Emblem, First Aid Training and also contribution to provide assistance to physically and mentally and visually disabled (Divyangs).
 - (iii) The tenure of association will be applicable considered as mentioned in the para No. IV.
 - (iv) Award case of the individual may be sent directly to IRCS, Haryana State Branch or through recommendation of the The Deputy Commissioner-cum-President, District Red Cross Branch. In case of direct submission a letter of undertaking stating that whatever the information is provided is true and nothing has been concealed.

NOTE: -

1. Awardees of Gold Medal, Silver Medal, Souvenir, Bronze Medal will only be considered for regular extension in services as per the existing services rules of the Red Cross in the State of Haryana.
2. The 1st Class Sanad, 2nd Class Sanad, Commendation Certificate will be forwarded directly to the concerned District Red Branches for further distribution by the respective Deputy Commissioner-cum-President, District Red Cross Branches in Haryana and apart from these award other awards will be distributed by the Hon'ble Governor-cum-President, Indian Red Cross Society, Haryana State Branch in the Annual General Meeting of the State HQ.
3. The Award Committee is fully empowered for considering any award to individual on the basis of the above criteria.
4. The Award Committee is fully empowered for considering any award to individual on the ground of extra ordinary / exemplary / outstanding work done in the field of Humanitarian and fund-raising activities covered under the objective of Red Cross.
5. Lock in period for Gold Medal, Silver Medal, Souvenir and Bronze Medal will be for 3 years.
6. The criteria under Para IV will be specifically applicable for Individual Category Awards i.e. Red Cross & St. John Officers and officials, Volunteers of Red Cross & St. Johns, JRC/YRC Counsellors and Members.

VI. INSTITUTIONAL AWARD: -

The Award Committee is fully empowered for considering any award to any NGO, any Public Trust or any other Institution/Corporate Body provided funds through Corporate Social Responsibility (CSR) either in cash or kind for public welfare, natural calamity or in any other way as per the the objectives of Red Cross.

VII. VOLUNTARY BLOOD DONATION SERVICES (VBDS) AWARDS: -

1. Donors have been classified into two categories as: -
 - a) Donors responding to emergency calls.
 - b) Routine donors.
2. All donors with 10 donations may be recognized at the Distt. Level, while donors responding to emergency calls even 5 times should be recognized and considered at par with routine donors of 10 donations. A donor below 60 donations may be recognized at the district level whereas donors with more than 60 donations should be recommended to the State H.Q.'s for State awards, with authenticated documentary proof. The case for next award should be sent only after completion of 3 years on the receipt of previous State award.
 - i. Blood Donation On 100 and above donations. The case should be recommended after Gold Medal the gap of 3 years of previous State award)
 - ii. Blood Donation On 80 to 100 donations. The case should be recommended after the Silver Medal gap of 3 years of previous State award)
 - iii. Blood Donation On 60 and above up to 80 donations and the donors should have been Bronze Medal honoured at District Level also. The case should be recommended to State Headquarter after the gap of 3 years of previous State Award. Donors with donations below 60 should be awarded at District Level.
3. For Institutions which organize blood donation camps in district the following awards have been instituted: -
 - a) Educational Institutions (For Boys) : 2 Awards
(For Girls) : 2 Awards
 - b) Social Organisation / NGOs : 2 Awards
 - c) Industries / Factories : 2 Awards
 - d) Any other Institution : 2 Awards

The recommendations for these awards may be adjudged on the basis of: -

 - i) Maximum number of donors
 - ii) Highest percentage of donors, in relation to the total strength of a particular institution/organization.
4. **VBDS Institutional Awards (Only for District Red Cross Branches): -**
 - a. Voluntary Blood Donation To District Red Cross Branch for Maximum Blood Challenge Shield. (1st & 2nd) Collection.
 - b. Priya Grover Voluntary Blood To District Red Cross Branch for collecting Maximum Blood Donation Shield. (1st & 2nd) Units on Population Basis.
 - c. Special Plaque To District Red Cross Branches who achieve a minimum target of 5000 units of voluntary collection.

VIII. JUNIOR RED CROSS (JRC) AWARDS: -

JRC Shields: -

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| a. | JRC Counsellors Awards. (Merit Certificate) | On Performance |
| b. | Tikka Manjit Singh JRC (Girls) Challenge Shield | On performance |
| c. | Tikka Manjit Singh JRC (Girls) Runners Up Shield | On performance |
| d. | Ms. Pritam Takhat Singh JRC (Boys) Challenge Shield | On performance |
| e. | Ms. Pritam Takhat Singh JRC (Boys) Runners Up Shield | On performance |
| f. | Henry Dunant Challenge Shield for Co-educational High / Higher School. | JRC activities |

- g. Henry Dunant Runners Up Shield for Co-educational High / Higher School. JRC activities
- h. JRC Album Competition Award. At School Level
- IX. YOUTH RED CROSS (YRC) AWARDS: -**
- a. Awards for Universities (Received by the nominee of Vice-Chancellor) Already established criteria.
- b. Individual Award for Programme Coordinator YRC ---do---
- c. Awards for Colleges / Institutions ---do---
- d. Counsellor's Award (Individual Award for the Counsellors of Youth Red Cross at Universities & Colleges) ---do---

The criteria for Youth Red Cross awards is as under: -

- | Category | Criteria for Awards |
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| <p>1. For Universities (Institutional Awards)</p> <p>Vice-Chancellor or his/her nominee will receive award in AGM</p> | <p>a. First Aid Training in the Universities should be minimum of 10% of the total strength of students of University campus.</p> <p>b. Minimum one, One Day Youth Red Cross seminar and camp to be organized for the strength of 50 students.</p> <p>c. Minimum one Voluntary blood Donation camp be arranged during the financial year with minimum 50 donors.</p> <p>d. Celebration of World Red Cross Day on 8th May (Birth Anniversary of Sir Jean Henry Dunant, the founder of Red Cross should be celebrated on 8th May on any other convenient day during the year), 12th August as Fund Raising Day etc.</p> <p>e. Celebration of important days & weeks (14th June Blood Donors Day, 1st October All India Voluntary Blood Donation Day, 1st December, World AIDS Day.</p> <p>f. Awareness rally/rallies on Environment/tree plantation during the year.</p> <p>Youth Red Cross share should be cleared by 28th February of every year by the Universities for the same financial year.</p> |
| <p>2. Individual Award for Programme Coordinator, Youth Red Cross of the University)</p> | <p>This individual award will be given to those Programme Coordinators, Youth Red Cross of the Universities, whose University will be selected for the Institutional awards on the basis of their outstanding performance.</p> |
| <p>3. For Colleges/ Institutions (Institutional Awards)</p> <p>Principal of the College will receive award in AGM.</p> | <p>a. First Aid Training in the College should be minimum of 10% of the total strength of students of University campus.</p> <p>b. Minimum one, One Day Youth Red Cross seminar and camp to be organized for the strength of 50 students.</p> <p>c. Minimum one Voluntary blood Donation camp be arranged during the financial year with minimum 25 donors.</p> <p>d. Celebration of World Red Cross Day on 8th May (Birth Anniversary of Sir Jean Henry Dunant, the founder of Red Cross should be celebrated on 8th May on any other convenient day during the year), 12th August as Fund Raising Day etc.</p> |

- e. Celebration of important days & weeks (14th June Blood Donors Day, 1st October All India Voluntary Blood Donation Day, 1st December, World AIDS Day.
- f. Awareness rally/rallies on Environment/tree plantation during the year.

Youth Red Cross share should be cleared by the College / Institution by 30th November every year.

X. SPECIFIC SHIELDS AND PLAQUES FOR RED CROSS ACHIEVEMENTS: -

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| a. | Haryana Red Cross Membership Challenge Shield | Population Basis |
| b. | Haryana Red Cross Fund Raising Challenge Shield | Population Basis |
| c. | Haryana Red Cross Fund Raising Runners Up Shield | Population Basis |
| d. | Hospital Welfare Section Fund Raising Challenge Shield | Population Basis |
| e. | Hospital Welfare Section Overall Performance Shield | Outstanding Work |
| f. | Haryana Red Cross Disaster Relief Runner-up Shield | Collection Relief of Rs. 5 lac |
| g. | Haryana Red Cross Disaster Relief Runner-up Shield | Collection Relief of Rs. 3 lac |
| h. | Haryana Red Cross Disaster Relief 2 nd Runner-up Shield. | Collection Relief of Rs. 2 lac |
| i. | Award for Family Welfare Services | Performance basis |

XI. CRITERIA FOR ST. JOHN SHIELDS PRESENTED TO DISTRICT ST. JOHN CENTRES IN HARYANA

Sr. No.	<u>Name of Awards</u>	<u>Existing criteria of awarding shields</u>	<u>Proposed criteria of awarding shields</u>
1.	St. John Membership Challenge Shield	To be awarded to the District Branch which enrolls maximum members on population basis during the year provided the Branch has cleared its dues by 30 th June	To be awarded to the District Branch which enrolls maximum members during the year provided the Branch has cleared its dues of the last financial year by 30 th June of next year. The minimum membership of St. John during the financial year should be as under: - <ol style="list-style-type: none"> 1. Patron=15 2. Vice Patron=20 3. Institutional Members=15 4. Life members=200 5. Annual Members=5000 The shield will be received by the Deputy Commissioner-cum-President or any other person to be nominated by the Deputy Commissioner.
2.	St. John Membership Runner-up shield	To be awarded to district St. John Branch which stands second in enrolling members on population basis during year provided Branch has cleared its dues by 30 th June	To be awarded to district St. John Branch which stands second in enrolling members during year provided Branch has cleared its dues by 30 th June. The minimum membership of St. John during the financial year should be as under:- <ol style="list-style-type: none"> 1. Patron=10 2. Vice Patron=15 3. Institutional Members=10 4. Life members=150

5. Annual Members=4000

The shield will be received by the Deputy Commissioner-cum-President or any other person to be nominated by the Deputy Commissioner.

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| 3. | St. John Shield for collections | To be awarded to the District Branch on population basis which collected maximum amount provided Branch has cleared its dues by 30 th June | To be awarded to the District Branch, which collected maximum amount provided Branch has cleared its dues by 30 th June. The collection should not be less than 10 lacs during the financial year.

The shield will be received by the Deputy Commissioner-cum-President or any other person to be nominated by the Deputy Commissioner |
| 4. | Plaque for collections | To be awarded for collection of minimum membership for Rs. 50, 000/- by the District branch. | To be awarded for collection of minimum membership for Rs. 5 lacs by the District branch.

The shield will be received by the Deputy Commissioner-cum-President or any other person to be nominated by the Deputy Commissioner. |
| 5. | Training in First Aid and Home Nursing Challenge shield | To be awarded to the District St. John Branch which imparts maximum training in First Aid and Home Nursing on population basis during year provided branch cleared its dues by 30 th April. | To be awarded to the District St. John Branch which imparts maximum training in First Aid and Home Nursing on population basis during year provided branch cleared its dues by 30 th April. Training target should be 1% of total population as per existing criteria and out of 1% target, 20% training should be in Home Nursing. If any district achieve the total training target (1% of total population) and 20% training target in Home Nursing is not achieved, no shield will be awarded.

The shield will be received by the District Training Officer of the concerned District St. John Centre. |
| 6. | Training in first Aid and Home Nursing Runner-up-shield. | To be awarded to the District St. John Branch which stand second in imparting training in First Aid and Home Nursing on population basis provided Branch cleared its dues by 30 th June | To be awarded to the District St. John Branch which imparts maximum training in First Aid and Home Nursing on population basis during year provided branch cleared its dues by 30 th April. Training target should be 1% of total population as per existing criteria and out of 1% target, 20% training should be in Home Nursing. If any district achieve the total training target (1% of total population) and 20% training target in |

- Home Nursing is not achieved, no shield will be awarded.
- The shield will be received by the District Training Officer of the concerned District St. John Centre.
7. Special Plaque To be awarded to the District St. John Branch which achieved the target of First Aid and Home Nursing training fixed by the State Centre To be awarded to the District St. John Branch which achieve the target of First Aid and Home Nursing training fixed by the State Centre. The training target (1% of total population) should be completed including 20% of Home Nursing.
- The Special Plaque will be received by the District Training Officer of the concerned District St. John Centre.
8. Home Nursing challenge shield To be awarded to District Branch which imparts maximum training in Home Nursing on population basis but not less than 5,000. To be awarded to District Branch which impart maximum training in Home Nursing on population basis but not less than 5,000 during the year.
- The shield will be received by the District Training Officer of the concerned District St. John Centre.
9. Home Nursing Runner-up shield To be awarded to the centre, which stands second in imparting training in Home Nursing on population basis. To be awarded to the centre, which stand second in imparting training in Home Nursing on population basis.
- The shield will be received by the District Training Officer of the concerned District St. John Centre.
10. Home Nursing Special plaque To be awarded to District Branch those have achieved the targets fixed by the State for Home Nursing training. To be awarded to District Branch those have achieved the targets fixed by the State for Home Nursing training.
- The Special Plaque will be received by the District Training Officer of the concerned District St. John Centre.

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