

**RULES
OF
JUNIOR RED CROSS
ODISHA**



**INDIAN RED CROSS SOCIETY
ODISHA STATE BRANCH
JUNIOR RED CROSS
RED CROSS BHAVAN
BIR BANESWAR - 751022**

JUNIOR RED CROSS (ORISSA) RULES, 1994

CHAPTER : 1

1:1 Definition

This shall be called Junior Red Cross (Orissa) Rules, 1994.

1:2 Commencement.

This shall come into force on the date it obtains the assent of the president, Indian Red Cross Society, Orissa State Branch. Received assent of President on 7.12.94. Amended on 22.7.97

1:3 Title

The name of the Organisation shall be Junior Red Cross (Orissa) hereinafter referred to as JRC or Junior Red Cross (Orissa). This shall function as a wing of the India Red Cross Society (Orissa State Branch).

1:4 Headquarters

The Office of the Junior Red Cross (Orissa) shall be located at Red Cross Bhavan, Sachivalaya Marg, Bhubaneswar -751007.

1:5 Jurisdiction

The Junior Red Cross shall function in all the Primary, Up-graded, Upper Primary, M.E & High Schools (both Government & Private) where provisions exist for imparting education (i.e. from Class VI to X) under the purview of the Department of School and mass education and are affiliated to the Board of Secondary Education or the Indian Council of Secondary Education in the State of Orissa.

llc

The Junior Red Cross (Orissa) shall seek necessary co-operation from the department of School and Mass Education of Government of Orissa as and when necessary.

1.6 Aim The aims of JRC are:

- (a) Promotion of health and hygiene
- (b) Service to other
- (c) World friendliness

1.7 The Fundamental Principles

The Junior Red Cross shall function on the fundamental Principles (of the International Red Cross Movement) which are as follows.

- Humanity
- Impartiality
- Neutrality
- Independence
- Voluntary Service
- Unity
- Universality

1.8 Motto "To Serve"

1.9 Objective

The objectives of Junior Red Cross (Orissa) shall be to Motivate and train the 'Zealous' Juniors in the Fundamental principles of the Red Cross so that they may remain unperturbable, unwearied, unfaltering and develop in them the elements of quiet self-sacrifice when disasters strike

JUNIOR RED CROSS (ORISSA)
Annexure - E
(FEES REMITTANCE PROFORMA FOR JRC EDUCATIONAL DISTRICT)
REGARDING M.E. SCHOOLS (TO BE SENT TO THE CHAIRMAN JRC CIRCLE)

Name of the Educational District Circle Hdqrs
P.O. Revenue Std Code
Phone No.

Sl. No.	Name of the M.E./P. School	Amount remitted State share 5%	Circle share 5%	ARF Rs. 5/- per group	Total	Grand Total	Letter No. and date in which the state share and ARF remitted to the circle Hdqrs.	No. of B.D. Cheques / date	Remarks

Signature of the Secretary, JRC Education Dist. Signature of the Chairman, JRC Education Dist.
with seal / Date with seal / Date

JUNIOR RED CROSS (JONSSA)

Annexure - F

(FEES REMITTANCE PROFORMA FOR JRC JRC CIRCLE)

Regarding remittance from M.E./U.P. Schools (Class VI and VII) only

to be sent to the Secretary, JRC (Orissa) Red Cross Bhavan, Bhutaneswar - 751007

Name of the Circle

Hdquers

P.O. Revenue District

Slid Code

Phone No.

No.	Name of the M.E./U.P. School	Educational District	State share 5%	Amount remitted ARF Rs. 5/- per group	Total	Grand Total	Letter No. and date in which the state share and ARF remitted to the state Hdqrs.	No. of B.D. Cheque / date	Remarks
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Signature of the Secretary, JRC Circle
with seal / Date

Signature of the Chairman, JRC Circle
with seal / Date

CHAPTER - II

Functionaries & Funds

II:1 President

His excellency the Governor of Orissa Shall be the president of Junior Red Cross (Orissa)

II:2 Vice President

Minister, School and Mass Education shall be the Vice-president of Junior Red Cross (Orissa).

II:3 Secretary

The Hon. Secretary, Indian Red Cross Society (Orissa State Branch) shall function as the Secretary, Junior Red Cross (Orissa).

II:4 Power and Functions of the Secretary

- (a) He shall be responsible for the administration and management of finance of State - Headquarters of JRC.
- (b) He shall prepare the Annual Report and the Annual Budget.
- (c) He shall fix the date of the meeting of State Working Committee in consultation with the Chairman and communicate the date, time and venue of the meeting at least 15 days before to the members.
- (d) He shall prepare the agenda of the meeting of the State Working Committee and issue notice of the meeting alongwith agenda notes.

- (e) He shall submit the annual budget estimate and statement of accounts in the JRC State Working Committee.
- (f) He shall plan, organize and implement or cause to be implemented the work and activities of the State Headquarters of JRC.
- (g) He shall exercise such other powers and perform such other duties as may be assigned by the JRC State Working Committee
- (h) He shall appoint all office staff on the approval of Working Committee.
- (i) He shall sign legal documents and authorization on behalf of the JRC in all legal matters and sue or be sued on behalf of the JRC (Orissa) and for that purpose appoint an advocate or counsel to sign the Vakalatanama, pleadings, petitions, affidavits etc. to conduct or defend the action

2:5 Joint Secretary

Deputy Director in charge of JRC in the Directorate of Secondary Education, School and Mass Education shall the ex-officio Joint Secretary, Junior Red Cross.

- (a) He shall liaise with the State Government for furtherance of the objectives of Junior Red Cross
- (b) He shall discharge the duties as will be assigned by the Secretary from time to time.

**APPOINTMENT, POWERS AND FUNCTIONS OF
JUNIOR RED CROSS OFFICER CUM ASSISTANT
SECRETARY, JRC STATE WORKING COMMITTEE**

- (a) There shall be a junior Red Cross Officer deputed by the Department of School & Mass Education, Govt. of Orissa from amongst the trained Graduate teachers working in Govt. Aided Secondary Schools having ten years of experience as JRC Counsellor. His emoluments etc. shall however be borne by the Dept. of School & Mass Education. Besides this he shall also be entitled to an honorarium to be fixed by the JRC State Working Committee.

In case services of an officer of the Education Deptt. is not available, any retired. Asst. Director physical Edn/Inspector of Physical Education may be appointed as Junior Red Cross Officer on terms and conditions as would be fixed by the Working Committee. (Ammended W.e.f from 22.7.97)

- (b) The terms of deputation shall be for a period of 3 years and may be extended for one year only.
- (c) He shall assist the Secretary, JRC in implementing various programmes of the junior Red Cross, Orissa
- (d) He shall function as the Assistant Secretary, of the JCR State Working Committee.
- (e) He shall make all financial transactions with the approval of the Secretary, JRC.

- (f) He shall remain in charge of the establishment of the JRC Headquarters.
- (g) He shall co-ordinate and implement various programmes of JRC.
- (h) He shall perform such other duties as would be assigned to him from time to time in the interest of JRC.
- (i) He shall function as Drawing and disbursing officer and shall remain in charge of Accounts of JRC Headquarters.
- (j) He shall jointly operate the JRC Fund of the State headquarters with the Secretary.

II.7(a) STATE JRC FUNDS

The JRC shall have funds called "State JRC Fund" which should be collected in the following manner.

- (i) Annual Registration fee of the JRC Groups of the schools.
- (ii) State share from the Schools. The percentage of such share shall be decided by the Working Committee on the recommendations of the Secretary.
- (iii) All kinds of donations to the JRC (Orissa).
- (iv) Contributions which may be made by the IRCS, Orissa State Branch.
- (v) Contributions or grant which may be made by the State Government.
- (vi) Contributions which may be made by the National Headquarters of the Indian Red Cross Society.

(vii) Sale proceeds, rent and aids from different sources.

(viii) Income from any other source.

II.7 (b) CUSTODY & INVESTMENT OF STATE JRC FUND.

All money of the JRC State Headquarters shall be deposited in an account to be opened in a Nationalised Bank to be operated Jointly by the Secretary, JRC and J.R.C.O.

II:7 (c) APPLICATION OF STATE JRC FUND

The State JRC fund shall be utilized only for JRC activities & shall not be diverted to any other purpose.

CHAPTER III :

JRC WORKING COMMITTEE

III:1 JRC STATE WORKING COMMITTEE

The General management and control of the business of affairs of the JRC (Orissa) shall be vested in a Committee called the JRC State Working Committee.

III:1 (a) MEMBERSHIP OF THE JRC STATE WORKING COMMITTEE

Chairman: Hon'ble Minister, School & mass Education

Vice-Chairman:

Secretary, School & mass Education

Secretary : Secretary, Junior Red Cross.

Joint Secretary: Joint

Deputy Director in the Directorate of Secondary Education in charge of JRC shall be ex-officio joint Secretary

Asst Secretary :

Junior Red Cross Officer.

III:1 (b) EX-OFFICIO MEMBERS

- ✓ Director, Secondary Education
- ✓ Director, Elementary Education, Orissa
- ✓ President, Board of Secondary Education, Orissa
- ✓ Dy. Secretary in charge of JRC in the Deptt of School & mass Education.
- ✓ Director, Health Services

III:1 (c) NOMINATED MEMBERS.

- i) Three C.I of Schools to be nominated by the Director of Secondary Education for a period of three years on rotation (One C.I from each Revenue Division)
- ✓ ii) Three D.I of Schools to be nominated by the Director of Elementary Education for a period of three years.
- ✓ iii) Three Headmaster/Headmistress to be nominated by the Director of Secondary Education from among the Govt, or Private high schools (Boys & Girls) for a period of three years.
- ✓ iv) Three Headmaster/Headmistress to be nominated by the Director Elementary Education keeping in view Government and nongovernmental M.E Schools on rotation basis for a period of three years.

- ✓ vi) Three JRC Counsellors by rotation for three years to be nominated by the Director Secondary Education from amongst M.E and High Schools (Govt. & Private) *
- ✓ vii) Three JRC Circle Secretaries to be nominated by the Director, Secondary Education for a period of three years
- vii) One member of the Executive Committee IRCS, Orissa State Branch (to be nominated by the President)
- viii) Two JRC Educational Dist. Secretaries to be nominated by the Director Secondary Education for a period of three years.

III:1(d) SPECIAL INVITEES

The Secretary, JRC may invite not exceeding three persons to attend any meeting of the JRC State Working committee as Special invitees. These shall have no voting right in the meeting.

III:1(e) PERMANENT INVITEES

- i) Joint Secretary, YRC
- ii) YRCO-cum-Deputy Secretary

III:2 TERM OF OFFICE OF MEMBERS AND FILLING OF VACANCIES

The nominated members shall function for a period of three years. Three months prior to the completion of their term the Secretary JRC shall propose to the nominating authorities to nominate members in their place in case nomination could not be made for some reason or the other in time.

the State JRC Working Committee shall function as before and the decision taken by the JRC State Working Committee shall not be invalidated on that ground.

III:3 CANCELLATION OF MEMBERSHIP

if any nominated member fails to attend two consecutive meetings of the JRC State Working Committee without prior intimation in writing his or her membership of the committee shall lapse. if any member wishes to place a proposal to further the objectives of JRC State Working Committee he shall give notice thereof and send a copy so as to reach the Secretary at least seven days before the date of the meeting

III:4 POWERS AND FUNCTIONS OF STATE WORKING COMMITTEE

- a) To consider and approve the budget of JRC (Orissa).
- b) To consider the Annual Report and Annual Audited statement of accounts and place before the Executive Committee/ AGM of the Indian Red Cross Society, Orissa State Branch.
- c) To consider amendments to JRC (Orissa) Rules.
- d) To review the activities and take proper steps for the furtherance of the objectives of the JRC.
- e) To revise JRC camp rules/ syllabus for training of JRC volunteers/Counsellors for the furtherance of the objectives of JRC.

- f) To institute awards for the deserving JRC volunteers/ Counsellors, JRC Group.
- g) To approve proposal for State level competitions and to institute awards for the winner.
- h) To meet atleast twice in a year with 15 days notice preferably to consider and approve the annual plan of activities.
- i) To constitute such Sub-Committee as and when necessary for furtherance of the objectives of the JRC Orissa.
- j) To approve the appointment of necessary staff of the JRC Hdqrs and their scales of pay/honorarium etc. and the conditions of services.
- k) To appoint auditors and fix their remuneration.
- l) To nominate two experienced JRC Counsellors to the Executive Committee of the IRCS.

III: 5 QUORUM

The quorum of the meeting shall be 1/3rd (one third of its total members). In the case of a meeting adjourned for want of quorum the meeting may be postponed. For the adjourned meeting which may be held next day same time, no quorum would be necessary.

III:6 POWERS & FUNCTIONS OF THE CHAIRMAN JRC STATE WORKING COMMITTEE.

- a) The Chairman shall preside over the meetings of the JRC State Working Committee
- b) when any emergency arising out of the administrative business of the JRC State Working Committee requires in the opinion of the chairman that immediate action should be taken, the chairman shall take such action as deems necessary and intimate his action to the State Working Committee for ratification in its next meeting.
- c) Subject to such conditions as may be prescribed the Chairman may at any time by a written order delegate all powers or any part thereof conferred upon him to the Vice-Chairman which may at any time be withdrawn in the like manner.

III:7 THE POWERS AND FUNCTIONS OF THE VICE - CHAIRMAN, JRC STATE WORKING COMMITTEE.

- (a) The Secretary School & Mass Education shall function as the vice-Chairman of the JRC State Working Committee and shall preside over the meeting in the absence of the Chairman.
- (b) He shall discharge such other responsibilities as assigned to him by the Chairman from time to time.

CHAPTER IV

IV: 1 JRC CIRCLE COMMITTEE

There shall be a Circle Committee of Junior Red Cross comprising the following members:

IV : 1 (a) CHAIRMAN (EX-Officio)

C.I of Schools of the Education Circle.

IV: 1 (b) VICE-CHAIRMAN

Senior most Headmaster of the High School under his Educational Circle.

IV : 1 (c) SECRETARY

The I.P.E. will work as Circle Secretary. In absence of the I.P.E. the Circle Inspector will nominate one of the Headmaster/Headmistress to act as Circle Secretary.

IV : 1 (d) JOINT SECRETARY

Joint Secretary to be nominated by the C.I from among the active Counselors under his jurisdiction on the basis of experience, ability for organizing JRC activities. He shall consult the Chairman and the Secretary of the JRC Educational Circle at least once a week for the furtherance of JRC activities.

IV : 1 (e) MEMBERS

- i) All D.I. of Schools under the Educational Circle.
- ii) Four Headmasters from among Govt./non-Govt. high Schools to be nominated by the C.I. of Schools for a period of 3 years. (at least one of them be a headmistress)

- iii) Two Headmasters of M.E. Schools to be nominated by C.I. of the Circle.
- iv) Four JRC Counsellors from Boys & Girls High School.
- v) Two JRC Counsellors from M.E. Schools.

IV : 1 (f) SPECIAL INVITEES

- i) The officer in-charge of the Fire Station at the District Headquarters.
- ii) The District Social Welfare Officer.
- iii) A.D.M.O. Public Health.
- iv) Secretary, IRCS District Branch.

IV : 2 POWERS AND FUNCTIONS OF THE CHAIRMAN JRC CIRCLE COMMITTEE

It shall be the duty of the Chairman to remit the JRC State share received from the Schools to the JRC Headquarters by the 30th November, every year.

IV : 3 POWERS AND FUNCTIONS OF THE JRC CIRCLE COMMITTEE

- a) The Chairman shall be the custodian of the JRC Circle Office.
- b) The Secretary of the Circle Committee shall convene the meeting of the JRC circle twice a year preferably in the month of May & November. Such meetings may be convened within 15 days notice.
- c) The Circle Committee shall prepare the plan for activities of the JRC circle which shall include special camps for the M.E. and High Schools.

- d) The funds of the JRC circle shall be kept in a S.B. Account in a Nationalised Bank to be jointly operated by the Chairman and the Secretary of the JRC Circle Committee.
- e) The JRC Circle funds shall be comprised of the Circle share and Annual Registration fees received from the M.E. and High Schools and shall be utilized for JRC activities only. The Circle Convenor shall make all financial transactions with the approval of the Chairman.
- f) The JRC Circle Committee shall implement the programme as directed by the JRC Headquarters from time to time.
- g) The JRC Circle shall remit the State share received from High Schools & the Annual Registration fees of Rs. 10/- per institution in a consolidated form to the Secretary, Junior Red Cross, Red Cross Bhawan, Bhubaneswar - 22.
- h) The JRC Circle shall remit 50% of the total collection of the share received from the M.E. Schools alongwith the total Annual Registration fees to the Secretary, JRC in a consolidated form by filling up the Fees Remittance Proforma at Annexure - 'F'.
- i) The JRC Circle shall submit the annual budget & Calendar of activities (approved in their Working Committee) to the Secretary, JRC, Red Cross Bhawan, Bhubaneswar - 22 every year.

CHAPTER - V
JRC EDUCATIONAL DISTRICT COMMITTEE

V : 1 JRC EDUCATIONAL DISTRICT COMMITTEE

a) Chairman :

District Inspector of Schools.

b) JRC Educational Dist. Secretary :

S.I. at the Educational Dist. Headquarters (Ex-officio)

c) JRC Educational Dist. Joint Secretary :

Counsellors to be nominated by the C.I. of Schools in consultation with the Circle Secretary and Circle Joint Secretary on the basis of experience and organizing ability for JRC activities. He shall consult the Chairman and the Secretary of the JRC Educational District at least once a week for the furtherance of JRC activities.

d) Members :

- i) Two S.I. of Schools to be nominated by the C.I. of Schools.
- ii) Two Headmasters (One from M.E. / U.P. Schools of the Educational District to be nominated by the D.I. of Schools).
- iii) One lady JRC counsellor of the Educational District to be nominated by the D.I. of Schools.
- iv) Two JRC Counsellors to be nominated by the D.I. of Schools.
- v) A Medical Officer to be nominated by the A.D.M.I.O. (General).

V. 2 FINANCE

- a) There shall be a S.B. Account in the Nationalised Bank to be jointly operated by the Chairman and the JRC Educational District Secretary.
- b) The JRC Educational District Secretary shall be the D.D.O.

V. 3 POWERS AND FUNCTIONS OF THE JRC EDUCATIONAL DISTRICT COMMITTEE

- a) The Chairman shall be the custodian of the JRC Educational District Committee.
- b) The Secretary of the Educational District Committee shall convene a meeting of the JRC Educational Dist. atleast twice a year preferably in the month of May & November. A meeting may be convened with 15 days notice.
- c) Educational District Committee shall prepare the plan for activities of the JRC Educational District which shall include special camps for M.E. Schools (Class - VI-VII) only.
- d) JRC Educational District fees shall be comprised of the Educational District share received from the M.E. Schools and shall be utilized for JRC Educational District activities only.
- e) The JRC Educational District Committee shall implement the programmes as directed by the JRC Headquarters from time to time.

- f) Educational Dist. JRC shall remit 10% of the total collection of the Schools i.e. (5% towards State share & 5% towards circle share along with an Annual Registration fees i.e. Rs. 5/- per school received from the M.E. Schools.) to the Chairman, JRC Circle i.e. C.I. of Schools.

CHAPTER - VI
JRC, M.E. / HIGH SCHOOL WORKING
COMMITTEE.

VI : 1 JRC M.E. / HIGH SCHOOL WORKING COMMITTEE.

There shall be a Working Committee of the Junior Red Cross at the High School level. It shall be comprised of the following.

- Chairman :** The Headmaster / Headmistress
- Secretary :** The JRC Counsellor
- Members :** The other JRC Counsellor (in the absence of which another Assistant Teacher)
- Students :** Two Juniors (JRC volunteers one boy and one girl in case of institution where co-education is in practice)

VI : 2 POWERS AND FUNCTIONS OF THE JRC WORKING COMMITTEE OF THE M.E. / HIGH SCHOOLS.

- a) It shall prepare and approve the budget for the academic session for implementation of various programmes of JRC preferably by August 31st every year.
- b) The budget provisions may be made according to availability of JRC Funds at the

disposal of the session i.e. after deducting the state share, circle share and educational District share as the case may be and the Annual Registration fees (*to be remitted to the JRC Edn. District/Circle) from the total collection of JRC fees from the students during the session.

- c) The JRC M.E. / High School Committee shall supervise the implementation of the JRC activities from time to time.

VI : 3 JRC GROUP

There shall be a group of Juniors (JRC Volunteers) formed in the M.E. / High School comprising minimum 30 students who should be zealous and talented but primarily committed to the service of the needy and the distressed (enrolment proforma at Annexure - B may be used). If more no. of students are found enthusiastic, another similar group of Juniors (30 nos.) may be formed and another JRC Counsellors appointed for the same.

VI : 4 JRC COUNSELLOR

- a) An Assistant teacher other than the teacher in charge of N.C.C. / Scouts & Guides enthusiastic and committed to the Services of the needy should be appointed as the Junior Red Cross Counsellor of the School. Preference should be given to those teachers who have received Counsellors training, training in First-Aid, Braille etc. gained experience in Organisation of Blood Grouping camps etc. in the appointment of JRC Counsellors in a School.

- b) JRC Lady Counsellor :- In case of Schools where girls are recruited as Juniors (JRC volunteers).

One Lady Assistant teacher having similar aptitude (as described above in case of JRC Counsellors) shall be appointed as JRC Lady Counsellor who shall remain in charge of the Girl Juniors.

- c) The JRC counsellors shall be eligible for usual T.A. & D.A. out of the JRC fund of the School for JRC activities.

VI : 5 FINANCE

- a) Each M.E. / High School shall have a fund called JRC School fund.
- b) The Headmaster of the M.E. / High School shall collect from every student a uniform JRC fees of Rs. 2/- (or as would be fixed by the JRC Headquarters from time to time with the approval of State Govt.) at the time of admission every year.
- c) The Headmaster of the High School shall remit (i) 20% State share and 15% circle share respectively of the total collection of JRC fee every year and (ii) Annual Registration fees of Rs. 10/- (Rupees ten) per group to the Chairman, Junior Red Cross of the Circle and obtain receipt for the same.
- d) The Headmaster of the M.E. School shall remit 20% of the total collection of JRC fees from the students (5% as state share plus 5% as circle share plus 10% as Educational

Dist. share) along with Annual Registration fees @ Rs. 5/- (Rupees five) per group of Juniors to the Chairman, Educational District i.e. the D.I. of Schools.

- e) The Headmaster of the M.E. / High School shall remit the State share and the Annual Registration fee collected from the students up to date by filling up the prescribed Fees Remittance Proforma as to reach the Chairman, of the Educational District / Circle as the case may be by 31st August every year.
- f) The Headmaster of the M.E. / High School shall remit the balance of the State share of the JRC fees to be updated by 31st May every year so as to reach the Secretary, JRC by 30th June, every year.
- g) The JRC fund shall consist of :
 - i) The annual fees collected from the students.
 - ii) Contribution made by Government.
 - iii) Collection of donations for relief work.

VI : 6 CUSTODY OF JRC FUNDS

The Headmaster shall be the custodian of JRC Fund of the School.

VI : 7 UTILISATION OF JRC FUND

- a) The JRC fund of the School shall be utilized as per the budget prepared by the JRC Working Committee of the School and approved by the Headmaster/Headmistress.

- b) The JRC fund cannot be diverted for any other purpose. No temporary loan or advance can be given from the JRC Fund.
- c) Annual report of the JRC activities of the School shall be sent to the JRC Hdqrs.

CLEAR VII
GENERAL INSTRUCTIONS

VII : 1 SUGGESTED PROGRAMMES OF JUNIOR RED CROSS AT SCHOOL LEVEL.

i) **HEALTH AND SANITATION**

Organisation of training course in First Aid for the JRC volunteers / Counsellors and other students and members of the staff as per the guidelines issued by the JRC Hdqrs. If regular First Aid training courses are not conducted, short courses in first aid may be conducted.

ii) Organise health games, health exhibitions, lectures, demonstrations on health education to promote the cause of good health among the Juniors. The Headmaster / Headmistress will make the arrangements to assist the JRC Counsellor in this regard.

iii) Organise various health camps such as drive for inoculations, vaccination, mass immunization, health awareness etc. The C.D.M.Os and doctors in the locality may be consulted in this regard as and when necessary.

iv) Disinfection of drinking water source.

v) Anti epidemic measures (Malaria, Cholera etc.).

- vi) Child care, especially to check child mortality rate.
- vii) Motivating people towards nutritional food.
- viii) Prevention of blindness.
- ix) Anti - T.B measures (if properly trained).
- x) Leprosy control measures (if properly trained)
- xi) Maintaining sanitary condition and cleanliness in the School.
- xii) Arrangement of spittoons and dustbins in the Schools.
- xiii) Hospital service (learning the techniques of preparation of bandages and assisting in the dressing of wounds, assisting in hospital, dispensaries taking care of the sick etc.)
- xiv) Save the environment from pollution.
- xv) Education on pollution control.
- xvi) Observance of World Health Day, Blood Donation Day, Anti-Smoking Day, World Disabled Day etc. or as would be instructed by the JRC Headquarters.

VII : 1 (b) HUMANITARIAN SERVICES

- i) Organisation of Blood Grouping / Donation Camps. The JRC Counsellors may consult the C.D.M.Os / Blood Bank Officers of the locality for the Organisation of Blood Grouping / Donation camps.
- ii) Organise demonstration of fire fighting in consultation with the Fire Station near the School.

- iii) Organise demonstration in Braille to learn and produce literature in Braille.
- iv) Render help and assistance to the needy and handicapped students (such as the blind) of the Schools. Braille watches, walking canes may be supplied to the needy blind students by making a provision in the budget depending upon the availability of JRC fund.
- v) Organise Disaster service camps during natural or manmade disasters such as flood, drought, famine, earthquakes, fire accidents and ethnic violence etc. Special service camps with the reach of the school as would be decided by the Headmaster/ Headmistress on the recommendation of the JRC Counsellor of the School.
- vi) Organise 5 days' or 10 days training camps of Junior Red Cross near the School in the Puja-holidays, X-Mass holidays and summer vacation on the guidelines to be issued by the JRC Headquarters.
- vii) Organise short duration (one day, two days or three days) special service programme / camps during local fairs and festivals. Taking care of the sick and wounded persons (especially children).
- viii) Organisation of non-formal, adult education, literacy campaigns, sewing and handicrafts training programmes ect.
- ix) Construction of roads tanks / drains channels for water management in the school / nearby villages.

- x) Digging of compost pits, sokage pits, garbage pits etc.
- xi) Tree plantation and afforestation.
- xii) Development of fruit orchard / kitchen garden and nurseries.
- xiii) Drives for small savings and co-operatives.
- xiv) identification of the needy poors (aged persons' widows etc.)
- xv) Create awareness for development of diary, poultry, piggery, fishery, bee-keeping, mushroom cultivation etc.
- xvi) Take emergency relief measures to the victims of natural disaster such as flood, fire, famine, drought, cyclone, tornado, earthquakes, epidemic etc. and man made disasters such as accidents etc. within reach of the school on priority basis with available funds and intimate the local authorities about it immediately and JRC Headquarters soon. Such operations must be conducted under the direct supervision of the JRC Counsellor.
- xvii) Supply of medicines, fruits etc. to sick children.
- xviii) Extending financial and material aid to the disabled and needy students of the school.
- xix) Provide garments to the needy patients, especially children in the hospitals.
- xx) Visit Anganbadi, Orphanage, School for the blind, institutions for the Physically handicapped with gifts.

VII : (c) PROMOTION OF FRIENDSHIP

- i) Goodwill and cultural exchange visit to different educational institutions within the Block / Circle / Education Dist.
- ii) Make pen friends.
- iii) Preparation of albums (on disasters and national integration etc. paintings, doll and other handicrafts for inter institutional goodwill exchanges.
- iv) Cycling expeditions.
- v) Development of the sense of integration.

VII : (d) PROMOTION OF CULTURAL ACTIVITIES.

- i) Encourage the JRC volunteers to develop qualities and to adopt various hobbies like Philately, Calligraphy, pen friendship, numismatics, photography etc. and to tune themselves for an aptitude for service to the needy.
- ii) Organisation of cultural programmes in the schools, nearby facility to promote a refined taste for cultural affairs.
- iii) Organisation of exhibition on JRC activities.
- iv) Organisation of library in the hospitals.
- v) Observance of World Red Cross Day and other important days.
- vi) Organise talent oriented competitions among the students of the school.

VII : 1 (e) FUND RAISING

Collection of materials and donations for
Organisation of relief for the victims of disasters.

VII : 1 (f) OTHER ACTIVITIES

- i) Depute JRC volunteers / Counsellors as and when instructed by the JRC headquarters.

- ii) issue certificates of proficiency to the JRC volunteers and prize to the winners of the competitions, (literature on Red Cross ideals, its history, materials of First-Aid may be included as prizes.)
- iii) Purchase uniform materials, vis. Scarf, wogle, badge, block or emblem and other articles on availability from the JRC Headquarters.
- iv) Prepare banner, posters etc. procure letter heads (for correspondence of JRC) files, registers, (any rubber stamp carrying the Red Cross emblem should be used in Red ink pad.
- v) The headmaster / headmistress may make necessary arrangements of staff to maintain the stock and stores and accounts of the JRC in the school in the proper manner. All articles purchased from JRC fund should be reflected in the stock register of JRC.

VII :2 SUGGESTED PROGRAMMES OF JRC AT CIRCLE / EDUCATIONAL DISTRICT LEVEL.

- a) To organise camps at circle level for M.E. Schools / High Schools.
- b) Educational District to organise camps / JRC activities for M.E. Schools.
- c) To organise such other competitions as would be decided by the JRC Headquarters / JRC circle.
- d) To carry out activities of JRC as would be instructed by the JRC headquarters.

VII.3 SUGGESTED PROGRAMMES OF THE JRC AT THE STATE LEVEL TO BE CONDUCTED BY THE JRC HDQRS.

- a) To organize zonal and state level camps of JRC volunteers / counsellors.
- b) To organize training / orientation / refresher camps of JRC Counsellors.
- c) To organize different state level competitions (viz. essay, debate, quiz, slogan, story telling on Red Cross ideals, painting, origami, philately, numismatics etc. and as would be decided by the JRC headquarters among the juniors.
- d) To organize state level cycling, trekking expeditions / exhibitions etc.
- e) To institute awards for encouraging the JRC Volunteers / Counsellors and JRC groups in Schools in the field of training in First Aid / Home Nursing, Braille, Fire fighting and Rescue operation, Disaster operations, Blood Donations and such aspects of JRC activities as would be decided by the JRC Headquarters. Separate awards may be instituted for best Schools for JRC activities during the academic session.
- f) To organize fund raising campaigns.
- g) To observe different days at the State Hdqrs.
- h) To organize State level seminars / Workshops etc.
- i) To co-ordinate JRC activities among different districts.
- j) To Organise State level Disaster relief centre.

- k) To publish literature / pamphlets / bulletins etc. for spreading the JRC messages.
- i) To visit schools / camp site for monitoring and evaluating JRC activities and guide them.
- m) To keep liaison with different departments of the State Govt. and Govt. of India for promotion of JRC activities.
- n) To co-ordinate with Orissa State Branch, other State Branches and the National headquarters of Indian Red Cross Society.
- o) To co-ordinate with the International Hqrs. of ICRC and other countries of the World to promote the objectives of Junior Red Cross.
- p) To promote inter school / inter district / inter circle / inter State / inter national friendship.
- q) To organize state level and inter state study tours and study visits to places of interest in the state and within the country to promote national international friendship among the juniors in the state and among other states as well.
- r) To sponsor delegates for and organize inter state and international programmes, such as camps / Workshops / Seminars etc.

VII : 4 UNIFORM ARTICLES OF JRC

- a) The Volunteers / Counsellors badge (pin) should be prominently displayed on the left upper side of the front chest during all JRC operations only by the enrolled JRC volunteers and duly appointed JRC Counsellors. The JRC Scarf issued by the

JRC Headquarters should be used with the sides on the shoulders Point. The Red Cross emblem should also be prominently exhibited upwards at the necktie point.

- b) The JRC Volunteers and Counsellors should Preferably be in white uniform (White trousers, white shirt and white canvas for boys and white shalwar kameez and white canvas for girls) during JRC operations, specifically during camp and parades.
- c) On all occasions while using the JRC uniform articles the enrolled member of JRC, should show proper respect to the uniform articles and conduct in such manner as would not amount to any dishonour to the JRC organization.

VII : 5 PLEDGE POSITION

The JRC Volunteers / Counsellors shall take the JRC pledge in attention position with the right palm up to the elbow remaining in 'V' position with the arm down wards. The palm must be facing flat frontward fingers closed.

VII : 6 JRC CLAP

To utter (Health, Service and Friendship, Key words of the Motto) along with rhythmic repetition of two fillips and two claps made alternately as in practice.

ANNEXURES

RED CROSS EMBLEM

Construction : 5 Equal Squares

Example : a : 42 mm

b : 42 mm

Example : a : 12 mm

b : 12 mm

The emblem is always displayed on a white background. Red Cross red is produced in a four colour process "by combining 100 percent process yellow and 100 percent process magenta. PANTONE 485 is also used for the colour red. When only black ink is available (i.e. newspapers and magazines) a 60 percent black screen can be used for the symbol.

Annexure - B

**JUNIOR RED CROSS (ORISSA)
ENROLMENT PROFORMA**

APPLICATION FOR JUNIOR RED CROSS GROUP

..... School, Place Educational Dist.....
Circle Revenue District

1. Name
2. Date of birth
3. Class Roll No.
4. What is your Blood Group ?
5. Father's / Guardian's Name
6. Permanent Address

Passport
size
Photograph

7. Present Address

8. Did you join Junior Red Cross earlier (M. E. School) Yes/No
9. What are your extra-curricular talents ? (Answer should be specific and supported by certificates).

- a) Music : Vocal/Instrumental
- b) Dance
- c) Drama
- d) Elocution
- e) Story telling
- f) Essay Writing
- g) Numismatics
- h) Travelling
- i) Drawing & painting
- j) Games and sports
- k) Philately
- l) Any other

10. Are you interested in Social work ? Any experience in social work may be narrated in a separate sheet, if necessary.

Signature of the Student

Date

Annexure - C

**JUNIOR RED CROSS (GRISSA)
(FEES REMITTANCE PROFORMA FOR THE M.E. SCHOOL)**

Name of the M.E. / UPS Place Edn. Dist
 Circle Revenue District

Year	Total strength	Rate of subscription	Total collection	State share 5%	Circle share 5%	Edn. dist. share 10%	Annual Reg. fee Rs. 5/-	Letter No. and date	D.D. Cheque No. and date	Total Remarks

N.B. All remittances shall be addressed to the Chairman, JRC Educational Dist. i.e. D.I. of the Educational District to which the School belongs.
 Signature of the JRC Counsellor _____
 Signature of the Headmaster / Headmistress with seal / Date _____

Annexure - D

JUNIOR RED CROSS (ORISSA)
(FEES REMITTANCE PROFORMA FOR THE HIGH SCHOOL)

(Class to Place Dist
 Name of the High School Circle

Year	Total strength	Rate of subscription	Total collection	State share 20%	Circle share 15%	Annual Regd. fee Rs. 10/-	Letter No. and date	D.D. Cheque No. and date	Total amount remitted	Remarks

N.B. All remittances shall be addressed to the Chairjman, JRC Circle i.e. the C.I. of school of the Circle to which the School belongs.
 Signature of the JRC Counsellor with seal / Date
 Signature of the headmaster / Headmistress with seal / Date

humanity. Keeping this in view the JRC shall endeavour as follows for :

- (a) Promotion of potentialities of juniors to enable them to render skilled philanthropic service toned up by a sense of self-sacrifice, for the mitigation of suffering of the needy and the distressed as far as possible.
- (b) Promotion of health, hygiene and sanitation and cognate subjects among the members of the community for prevention of diseases and mitigation of suffering.
- (c) Promotion of motivation among the Juniors for fostering friendship and fraternity (the spirit of 'Tutti Fratelli') at the national and international level.
- (d) Promotion of qualities of leadership and traits of personality among the juniors.
- (e) Promotion of spirit of self reliance and dignity of labour among the Juniors.
- (f) Promotion of training in various skills to render qualified service to the needy.
- (g) Promotion of factors which may contribute to the establishment of peace at the national and international level.

1:10 Pledge

"I pledge myself to care for my own health and that of others to help the sick and suffering especially children and to look upon other children all over the world as my friends".

1:11 Emblem

(a) The Red Cross emblem as in usage by the Indian Red Cross Society, the Orissa State Branch of the Indian Red Cross Society shall be the emblem of the Junior Red Cross.

(b) Description :

Construction : Five equal squares

(Please see Annexure-A)

1:12 Identifying Title

"Junior" shall be the indentifying title of Orissa JRC (Orissa)

1:13 Signature

(a) The Red Cross emblem of above descriptions alongwith the indentifying title "Junior" written below shall constitute Orissa the signature of Junior Red Cross (Orissa).

(b) The Schools may use the Red Cross emblem on the right and the emblem of their institution on the left side of their JRC letter heads/Certificates.

1:14 Flag The flag of Junior Red Cross (Orissa) Shall be prepared in 3:2 ratio as per the specifications of the National Headquarters of Indian Red Cross Society.

1:15 Financial Year

For the purpose of Accounts the financial year of the JRC (Orissa) shall be from April to March as per practice in the Govt. of Orissa.

JUNIOR RED CROSS (ORISSA)
(FEES REMITTANCE PROFORMA FOR JRC CIRCLE)

Annexure - G

Regarding High Schools to be sent to the Secretary
 JRC (Orissa) Red Cross Bhavan, Bhubaneswar - 751 007

Name of the Circle P.O.
 Revenue District Hdqrs Ph. No.
 Std Code

Sl. No.	Name of the High School	State share 20%	Amount remitted ARF Rs. 10/-	Total	Grand Total	Letter No. and date in which the state share and ARF remitted to the state hdqrs.	No. of B.D. Cheque / date	Remarks

Signature of the Secretary
 JRC Circle, with seal / Date

Signature of the Chairman, JRC
 JRC Circle, with seal / Date

PROFORMA OF FEES/STATE SHARE / CIRCLE SHARE
Annexure - H
/Edn. Dist. Share for JRC (Orissa)

Sl. No.	Categories of School	School Share	Educational Dist. Share	Educational Circle Share	State Share	Registration fees	Remarks
1.	High School	55%		15%	20%	10/-	
2.	M.E. School VI & VII UPS VI & VII	80%	10%	5%	5%	5/-	

1. High School shall remit 35% of the total collection and R.F. of Rs. 10/- to the Chairman, JRC Circle i.e. to the C.I. of the Schools of their Educational District.
2. M.E. / U.P.S. shall remit 10% of the total collection and Rs. 5/- to the Chairman, JRC Educational District i.e. to the D.I. of the Schools of their Circle.
3. Each student shall pay Rs. 2/- towards JRC fee at their respective M.E. / JPS / High Schools at the time of admission / Subsidiary collection every year.