



ہلالِ احمر پاکستان
پنجاب برانچ

**PAKISTAN RED
CRESCENT SOCIETY
PUNJAB PROVINCIAL BRANCH
AND DISTRICT BRANCHES
(MANAGEMENT, CONTROL AND PROCEDURE)
REGULATIONS 2020**

PRCS PUNJAB, 2 SHAHRAH-E-FATIMA JINNAH, LAHORE.

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PART-1

THE PAKISTAN RED CRESCENT SOCIETY ACT

(As amended by Act No XIV of 1974)

An Act to constitute a Pakistan Red Crescent Society.

WHEREAS it is expedient to provide for the future administration of the various moneys and gifts received from the public for the purposes of medical and other aid to the sick and wounded and other purposes of alike nature, and more especially for the administration of the moneys and properties which may be allotted to Pakistan out of the assets on partition in 1947.

It is hereby enacted as follows:

1. Short title and extent

- (1) This act may be called the Pakistan Red Crescent, Society Act:
- (2) It extends to all the territories of Pakistan.

2. Constitution of Pakistan Red Crescent Society

There shall be constituted a Society to be known as the Pakistan Red Crescent Society (hereafter called the Society).

The first members of the Society shall be such persons as were members of the Indian Red Cross Society immediately before the appointed day and are resident in Pakistan.

3. Appointment of Managing Body

- (i) Until Such Time as a Managing Body of the Society is elected under the provisions of sub-section the Managing Body shall consist of (a) such persons as were members of the Managing Body of the Indian Red Cross Society immediately before the appointed day and are resident in Pakistan; and (b) such other persons not exceeding 30 in number as may be nominated by the President of Pakistan.
- (ii) The President of Pakistan shall be the President of the Society.
- (iii) The President of Pakistan may nominate as office bearers of the first Managing Body such persons as he may select for the purpose.
- (iv) Before the expiry of 6 months from the date of constitution of the first Managing Body a new Managing Body shall be elected by the members of the Society in accordance with the Rules made under section 5 until such Rules are made, the Rules made by the Indian Red Cross Society shall be followed with such

adaptations as may be necessary.

4. **Incorporation**

The first members of the Society and all persons who may hereafter become members thereof so long as they continue so to be are hereby constituted a body corporate under the name of Pakistan Red Crescent Society, and the said body shall have perpetual succession and a common seal with power to hold and acquire property, moveable and immovable, and shall sue and be sued by the said name.

5. **Power to make Rules**

The Managing Body shall within 6 months of its constitution make Rules for the Management, Control and Procedure of the Society. The Rules may provide among other matters for the following namely: -

- (a) The conditions of membership of the Society;
- (b) The appointment and term of office of members of the Managing Body;
- (c) The choice of representatives of international and other Committees;
- (d) Representation on the Managing Body of Provincial and State; Branch Committees and affiliated societies and bodies;
- (e) The constitution of Finance, Medical and other Committees and the delegation of powers to them, and
- (f) The regulation of the procedure generally of the Society and Managing Body.

6. **Dissolution and transfer of property of Joint War Committee**

The following property shall vest in the Society: -

- (a) All property moveable or immovable which may be allotted to the Society out of the assets held immediately before the appointed day by the Indian Red Cross Society : and
- (b) All gifts made to the Society for purposes which are purposes of the Society.

7. **Purposes to which funds of Society may be applied**

Notwithstanding anything contained in any appeal for subscription or gifts to or for the purposes of the Committee, the Managing Body may in its discretion apply

- (a) either the corpus or the income or any part of such corpus or income of any property vested in it under clause (a) of section 6 for the relief of sickness, suffering or distress caused by the operation of war in Pakistan or in any other country in which

Expeditionary Forces from Pakistan may, from time to time, be employed and for purposes cognate to that object and in maintaining Red Crescent Depots for military purposes:

- (b) In accordance with the provision of section 8 the income only of any such Property but not the corpus or any part thereof for the relief of sickness or suffering in Pakistan, whether due to the operation of war or not, or in pursuance of any of the objects set forth in the First Schedule.

8. Constitution of Branch Committees

(1) All Branch Committees of the Indian Red Cross Society which immediately before the appointed day had their headquarters at any place which has thereafter been included in Pakistan, shall be deemed to have been constituted under this Act and all property vested in them before the coming into force of the Pakistan Red Crescent Society Order in 1947 shall continue to be so vested:-

(1A) There shall be a Branch Committee for the Capital of Federation which shall consist of such persons, one of whom shall be the Chairman, as the President may appoint.

(1B) There shall be Branch Committee for each of the Provinces of Baluchistan, the North West Frontier, Sindh and the Punjab (excluding the Islamabad Capital Territory) constituted in accordance with the provisions of sub-section (1D), and all property vested in the Branch Committee for the province of Pakistan functioning immediately before the commencement of the Pakistan Red Crescent Society (Amendment) Act, 1972, shall upon the constitution of the Branch Committee for each such Province, vest in that Committee in such manner, and to such extent, as may be determined by the President.

(1C) All property vested in the Branch Committee for the Karachi Division functioning immediately before the commencement of the Pakistan Red Crescent Society (Amendment) Act, 1972, shall vest in the Branch Committee constituted under subsection (1B) for the Province of Sindh.

(1D) The first Branch Committee for each of the Province referred to in sub-section (1B) shall consist of such persons, not exceeding ten in number, one of whom shall be the Chairman, as may be appointed by the Governor of the Province concerned.

(1E) Regulations shall be made in pursuance of section 12 by the first Committee for

each of the Province referred to in subsection (1B) and, until regulations are so made, the procedure provided for the Branch Committee for the Province, of Pakistan functioning immediately before the commencement of the Pakistan Red Crescent Society (Amendment) Act, 1972, shall be followed with such adaptation as may be necessary.

(2) & (3) Omitted

- (4) Subject to the requirements of the Managing Body for the purposes of clause (a) of section 7 and any provision for expenses of management, the income or any property which vests in the Society under the provisions of Clause (a) of section 6 shall be distributed annually among the Branch Committees according to the percentages specified in the second schedule, to be expended by them and at their discretion upon-all or any of the object referred to in clause (b) of section 7.
- (5) The President of Pakistan may by notification in the official Gazette, direct that any Branch Committee specified in the Second Schedule shall be excluded there from or that any newly constituted Branch Committee not specified therein shall be included therein and that the percentages specified in that Schedule shall be varied as required by any such exclusion or inclusion.
- (6) On the issue of a notification under sub section (5) the Second Schedule shall be deemed to be amended in accordance with such notification.
- (7) No notification under sub-section (5) shall be made without the consent of every Branch, Committee which is for the time being included in the Second Schedule.

Affiliation of other Societies

The Managing Body may also affiliate to the Society any other society or body having all or any of the objects and purposes referred to in section 7, and may provide for the allocation and distribution of funds , through such society or body, to or any such objects or purposes .

10. Decision of Managing Body as to purposes final

The Managing Body shall have authority to determine in all cases what matters properly fall within the scope of clause (b) of Section 7, and its decision in all such matters shall be binding on all Branch Committees and affiliated societies or bodies.

11. Receipt and use of gifts

The Managing Body may also receive and hold gifts of whatsoever description either for the

general purposes of the Society or for any, particular purpose for which the corpus or income of the property vested in it under clause (b) of section 6 may be applied under the provisions of section 7 , and on receipt of such gifts may, subject to the provisions of Rules made under section 5, apply the same to such purposes, either directly or through Branch Committees , or societies or bodies affiliated under section 9.

12. Powers of Branch Committee

Subject to the provisions of Rules made under section 5, each Branch Committee shall have all power to regulate its own procedure and constitution, to receive gifts and expend all moneys received by it for its purposes, either directly or through other societies or bodies.

Provided that ten percent of all cash donations received by any Branch Committee for any of the general objects set out in the First Schedule shall be placed at the disposal of the Managing Body to be applied by it for the general purpose of the Society.

FIRST SCHEDULE

(See section 7)

Objects to which the funds of the Society may be applied.

- (1) The care of the sick and wounded who are or were members of the Pakistan Forces, or who were members of the Forces of India as constituted immediately before the appointed day and are resident in Pakistan.
- (2) The care of those suffering from tuberculosis , having regard in the first place to soldiers and sailors , whether they have contracted the disease on active service or not.
- (3) Child Welfare.
- (4) Work parties to provide the necessary garments, etc., for hospitals and health institutions in need of them.
- (5) Assistance required in all branches of nursing health and welfare work, ancillary to any organizations which have or may come into being in Pakistan and which are recognized by the Society.
- (6) Home Service Ambulance Work.
- (7) Provision of comforts and assistance to persons who are or were members of the Pakistan Forces or who were members of the Forces of India as constituted immediately before the appointed day and are resident in Pakistan.
- (8) Such other cognate objects as may, from time to time be approved by the Society.
- (9) The expenses of management of the Society and its branches and affiliated societies and bodies.
- (10) The representation of the Society on or at international or other Committees formed for furthering objects similar to those of the Society.

SECOND SCHEDULE

(See section 8)

Name of Branch Committee	Approximate Percentage of Claim
Federal Branch	Percentage to be decided later
Punjab Branch	
Sindh Branch	
NWFP Branch	
Baluchistan Branch	

PART II

INTRODUCTION AND GENERAL PRINCIPLES OF THE PAKISTAN RED CRESCENT SOCIETY

Statutory Authority

1. This Constitution has been adopted pursuant to Pakistan Red Crescent Society Act No. XV of 1920, as amended up to February 1974.

Name

2. The name of the Society shall be "The Pakistan Red Crescent Society" hereinafter referred to as "the Society".

Emblem

3. The Emblem of the Society shall be bright red on white background and the position will always be of the letter "C".

Legal Status

4. The Society is a legally constituted association. It possesses legal status. Its term of existence is unlimited.

Headquarters

5. The National Headquarters of the Society shall be located at Rawalpindi/Islamabad.

General Provision

6. The Society was founded on 20th December 1947. Its constitution is based on the Geneva Convention, to which the Society is a Party, and on the fundamental principles of the Red Crescent namely: -

(i) **Humanity** The Red Crescent born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors - in its international and national capacity - to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

(ii) **Impartiality** It makes no discrimination as to nationality, race, religion, beliefs, class or political opinions, endeavors to relieve the suffering

individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

(iii) Neutrality In order to continue to enjoy the confidence of all, the Red Crescent may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

(iv) Independence The Red Crescent is independent. The Society, while auxiliary in the humanitarian services of its government and subject to the laws of the country must always maintain its autonomy so that it may be able at all times to act in accordance with Red Crescent principles.

(v) Voluntary Service The Red Crescent is a voluntary relief organization not promoted in any manner by desire for gain.

(vi) Unity There can be only one Red Crescent Society in any one country. It must be opened to all. It must carry on its humanitarian work throughout its territory.

(vii) Universality The Red Crescent is a world-wide institution in which all Societies have equal status and share equal responsibilities and duties in helping each other.

National and International Character

7. (i) The Society is officially recognized by the Government as a voluntary relief Society, auxiliary to the public authorities and particularly to the Medical Services of the Armed Forces in accordance with provisions of the First Geneva Convention, and as the only National Society which may carry out its activities in Pakistan territory.

(ii) In relation to the public authorities the Society maintains an autonomy which allows it to act at all times in accordance with the fundamental principles of the Red Crescent.

(iii) The Society was recognized by the international Committee of the Red Cross on 21st July 1948. And was admitted as a member of the League of Red Cross Societies on 13th August 1948.

Structure

8. The Pakistan Red Crescent which ensures the extension of Red Crescent

activities throughout Pakistan, comprises:

- (i) A Central Organization consisting of:-
 - (a) A General Body.
 - (b) A Managing Body, and
 - (c) An Executive Committee.
- (ii) A Branch Committee in each Province.
- (iii) A District Committee in every District of each Province.

General Object and Principal Aims

9. The general, object of the Society is to prevent and alleviate suffering with complete, impartiality, making no discrimination as to the nationality, race, sex, religious beliefs class or political opinions both at national and international level, and particular the furtherance of the following aims and object:-
 - (i) To render voluntary aid to the sick and wounded of the Armed Forces in time of war in accordance with the spirit and conditions of the Conference of Geneva of October 1863, and also the Treaties of the Red Cross or the Treaties of Geneva of August 1964, and subsequent Treaties or Conventions to which Pakistan has given its adhesion, and also any other Treaty or Convention similar in purpose to which Pakistan may hereafter give its adhesion.
 - (ii) In time of peace or war to carry out and assist in work for the improvement of health, the prevention of disease and the mitigation of suffering in Pakistan as well as in other countries of the world.
 - (iii) To act in case of armed conflict, and in peace prepare to act, in all the fields covered by the Geneva Conventions and on behalf of all war victims, both civilian and military.
 - (iv) To contribute to the improvement of health, the prevention of diseases and the mitigation of suffering by programs, of training and services for the benefit of the, community, adapted to national and local needs and circumstances.
 - (v) To act as a recognized auxiliary to the Medical Service of the Pakistan Armed Forces under the Geneva Convention.
 - (vi) To train-nurses and other personnel to render medical and other forms of supplementary assistance to the public both during war and peace
 - (vii) In accordance with its Constitution and with the National Disaster Plan, to

assume the following responsibilities in respect to emergency assistance:

(a) At the preparatory phase:

- (1) To build up stock of relief supplies and reserves in cash.
- (2) To recruit and train the personnel who will be in charge of rescue and relief operations.
- (3) To make other suitable preparations which may be relevant.

(b) At the disaster or execution phase:-

- (1) To extend first aid, medical and nursing care, food, clothing, shelter, services for the prevention of epidemics and other forms of emergency assistance to the disaster victims.
 - (2) To set up local stores for relief supplies.
- (viii) To encourage the Junior Red Crescent movement amongst boys and girls with a view to promote the participation of children and young people in the work of the Society.
- (ix) To disseminate the humanitarian principles of the Red Crescent in order to develop among the population, and in particular among children and youth, the ideals of peace, mutual respect and understanding among all men and all peoples.
- (x) To carry out in keeping with the spirit of the Red Crescent those humanitarian activities as it may find most useful according to the conditions prevailing in the country and such other cognate objects as may, from time to time, be approved by the Society.
- (xi) To assist in tracing the missing.
- (xii) To perform all other duties devolving upon a national Red Crescent Society by virtue of the various conventions and agreements to which Pakistan may be a signatory.
- (xiii) To mobilize financial and other assistance for the purpose of the Society.
- (xiv) To succeed to and take over all the monies and properties which may be allotted to Pakistan out of the assets of the Indian Red Cross Society held by it on the 14th August 1947.
- (xv) To affiliate to itself any other Society or body having similar objects and purposes, and to seek and gain affiliation to other international Societies engaged in work similar to its own.

- (xvi) To receive and hold gifts of whatsoever description either for the general purpose of the Society or for any particular purpose, and on receipt of such gifts may apply the same to such purposes, either directly or through Branch Committees or Bodies affiliated to the Society.
- (xvii) To carry out such other functions as the Government of Pakistan may from time to time direct.

PAKISTAN RED CRESCENT SOCIETY

PUNJAB PROVINCIAL BRANCH

AND DISTRICT BRANCHES

(MANAGEMENT, CONTROL AND PROCEDURE) REGULATIONS 2020

In exercise of the powers conferred under Section 12 read with Sections 5 of the Pakistan Red Crescent Society Act as amended by Act No XIV of 1974, the Managing Committee of the Punjab Provincial Branch of the Pakistan Red Crescent Society in its meeting held on 29-10-2020 has approved the following regulations for Management, Control and Procedure of the Punjab Provincial Branch and District Branches.

Chapter I

1. Short Title and Commencement

1. These regulations may be cited as the Pakistan Red Crescent Society Punjab Provincial Branch and District Branches (Management, Control and Procedure) Regulations, 2020.
2. These shall come into force at once.

CHAPTER II

Membership and subscriptions

2. Categories of Members and rates of subscriptions

S No	Category of Members	Rate of subscription Rs.	Remarks
1	Patrons	20,000/-	One- time payment
2	Life Member	10,000/-	One -time payment
3	Triennial Member	6,000/-	For three years, renewable at the same rate of subscription.
4	Annual Associate member	200/-	One-year payment
5	Ex-Officio Member	-	Honorary

3. Eligibility for Membership

1. Every person who is not less than eighteen years of age and domiciled in Punjab may become a Member, without any discrimination on the basis of race, religion, cast, gender, political affiliation, social background or any other similar ground.
2. The qualification of age mentioned in sub-regulation(1) shall not apply in case of an Associate Member, who could be less than eighteen years of age.
3. All existing Patron Members and life members of the Punjab Provincial Branch shall continue to be the Members in their respective category.
4. All existing Annual Members of the Punjab Provincial Branch shall continue to serve as Triennial Members for a period of three years from commencement of these Regulations subject to payment of subscription.
5. The President shall be an ex-officio Member.
6. All other existing categories and grades of members shall stand abolished.

4. Procedure for membership

1. A person who desires to become a Member may submit an application on the prescribed form along with his/her CNIC and photograph.
2. The applicant must sign to abide by the code of conduct printed at the back of the application form.

3. Each application shall be placed before the Chairman for consideration and approval.
4. The Secretary shall maintain a membership register.

5. Duties of a Member

A Member shall;

- a) adhere to, protect, disseminate and promote the fundamental principles, policies and objectives of the Pakistan Red Crescent Society, Red Cross and Red Crescent Movement, International Committee of the Red Cross (ICRC) , International Federation of Red Cross and Red Crescent Societies(IFRC) and International Humanitarian Law;
- b) pay the required subscription;
- c) act honestly and fairly in all transactions and dealings entrusted to him on behalf of the Punjab Provincial Branch;
- d) treat the public at large with dignity and respect;
- e) refrain from doing any act which is in conflict with aims and objectives of the Society; and
- f) Perform such other duties as may be required by any authority of the Punjab Provincial Branch.

6. Rights of Members

1. A Member may participate in a program, campaign, function or any activity organized by the Punjab Provincial Branch.
2. Only Patron, Life and Triennial Members may attend and cast vote in a meeting of the General Body.
3. A Patron, Life and Triennial Member may contest the election for the membership of the Managing Committee.

7. Resignation and Removal of a Member

1. A Member other than an Ex-officio Member may resign by giving a notice in writing to the Secretary.
2. A Triennial Member, who fails to pay the renewal subscription within six months from the due date, shall cease to be a Member.
3. The Chairman may, after providing an opportunity of being heard, cancel membership of a Member other than an Ex-Officio Member, if the Member has been convicted of an offence which involves moral turpitude or violates the approved code

of conduct or violates the fundamental objectives and principles of the Society.

4. A person whose application for membership is declined or whose membership is canceled may, within thirty days from the decision, file an appeal before the Managing Committee, whose decision thereupon shall be final.

8. Allocation of subscription

1. Subscriptions may be paid either to the Punjab Provincial Branch or to a District Branch. The subscriptions received by these branches shall be apportioned as follows:
 - a. All subscriptions and income received by any Department or Agency of the Government of the Punjab, from the Red Crescent Weeks, Meena Bazars and sale of Red Crescent donation tickets shall be forwarded by the concerned Department or Agency to the Punjab Provincial Branch.
 - b. The Provincial Branch shall retain 90% of the subscriptions received directly and through any department or agency of Government of Punjab and remit remaining 10 % to the National Headquarters.
 - c. The District Branches shall retain 80% of all subscriptions collected by them directly or through sale of Red Crescent Society Donation Tickets and forward the remaining 20 % to the Punjab Provincial Branch.
 - d. The Punjab Provincial Branch may provide grant in aid on the request of any District Branch for a charitable purpose with the approval of the Managing Committee of Punjab Provincial Branch out of the subscriptions / donations received by it.

Chapter III

Governance and Management

9. President and his powers

1. The Governor of the Punjab shall be the President of the Punjab Provincial Branch.
2. The President may chair the meetings of the General Body.
3. The President may appoint a Chairman of the Managing Committee from amongst the elected members of the Managing Committee.

10. General Body

Composition of the General Body

The registered Patron, Life Members, Triennial Members and Chairman or Vice Chairman of the District Branch Committees of the Punjab shall constitute the General Body of the Punjab Provincial Branch.

11. Managing Committee

Composition of Managing Committee

1. The Managing Committee shall consist of the Chairman, Vice- Chairman and the following members;
 - a) Five ex-officio members from amongst the Secretaries of Higher Education department, School Education department, Finance Department and Health Department of Government of the Punjab and Deputy Commissioner Lahore to be appointed by the Governor of the Punjab.
 - b) fifteen elected members including Chairman and the Vice-Chairman;
 - c) maximum of five members co-opted by the Managing Committee from affiliated District Branches, societies, minorities; volunteers, women and other personalities renowned for their philanthropist activities and having specific qualifications or expertise in some field related to the aims and objectives of the Pakistan Red Crescent Society.
2. Patron Members, Life Members, Triennial Members and Chairman or Vice Chairman of the District Branch Committees of the Punjab shall be the Electoral College for election of the members of the Managing Committee.
3. The Managing Committee may fill a vacancy from amongst the elected and co-opted

members, if fall vacant due to any reason for the remaining period of the Managing Committee.

12. Term of Office of Managing Committee, Chairman and Vice Chairman

1. The Managing Committee shall have a term of 3 years:
Provided that ex-officio members of the Managing Committee shall continue to hold office till replaced in accordance with these Regulations.
2. The Chairman and Vice Chairman shall hold office for a term of three years from the day they enter upon their office:
Provided that the Chairman shall, notwithstanding the expiration of his term continue to hold the office until his successor assume the charge of the office.
3. No person shall be eligible to become a Member of Managing Committee for more than three terms:
Provided that the Managing Committee may permit an eligible member to contest for the membership of the Managing Committee for more than three terms, on account of his meritorious services or philanthropist activities rendered for achieving the principles and objectives of the Pakistan Red Crescent Society;
4. The Chairman may, by writing under his hand, addressed to the President, resign from his office;
5. The Vice Chairman may, by writing under his hand, addressed to the Chairman, resign from his office;
6. In case Chairman resigns before completing his tenure or office of the Chairman falls vacant due to any other reason, the President shall appoint a new Chairman from amongst the elected members of the Managing Committee for the remaining tenure of the Managing Committee;
7. Upon resignation of the Vice Chairman, the Managing Committee shall elect a new Vice Chairman for the remaining tenure of the Managing Committee.

13. Powers and Functions of the Managing Committee

1. The Managing Committee shall be the principal policy making, executive body empowered to make decisions and take all steps and measures necessary for performing the functions and duties of the Punjab Provincial Branch.
2. After the Triennial General Meeting, the Managing Committee in its first meeting shall elect Vice Chairman and Honorary Treasurer from the elected members of the

Managing Committee.

3. Without prejudice to generality of clauses(1) & (2), the Managing Committee shall have the following powers;-
- a) To constitute, from amongst its members, an Executive Committee, Finance Committee or any other committee, assign duties and functions and confirm / approve their decisions;
 - b) To establish, manage, run or shift Pak Red Crescent Medical & Dental College and Teaching hospital (PRCMDC/TH) or any other Diagnostic / Dialysis Center or dispensary or a welfare institute or any other activity connected with Punjab Provincial branch;
 - c) To approve the annual budget / supplementary budget and annual audit reports of Punjab Provincial Branch and PRCMC/TH and all other institutions;
 - d) To make appointment of External Auditors for three years;
 - e) To co-opt up to five members of the Managing Committee;
 - f) To appoint the Secretary of PRCS Punjab Branch;
 - g) To hear and adjudicate appeals against the decision of the Chairman regarding refusal or cancellation of membership of Punjab Provincial Branch;
 - h) To constitute an Election Committee comprising of at least two members preferably from amongst the retired Judicial / Executive Officer not below BS-21;
 - i) To determine and fix the privileges and allowances of the Chairman, and all office bearers and members of the Managing Committee of the Punjab Provincial Branch;
 - j) To appoint Legal Advisor, on such terms and conditions as it may deems appropriate;
 - k) To make, amend, revise or approve new regulations for the Management, Control and Procedure of the Punjab Provincial Branch and District Branches;
 - l) To make, amend, revise, approve and relax the Staff Service Rules for the employees of the Punjab Provincial Branch and its institutions.
 - m) To hear appeal or representation of a salaried employee of PRCS Punjab / PRCMC/TH or any other institute, which has been filed within 30 days, against the order of his removal, dismissal or termination of the services of

- an employee passed by the Competent Authorities;
- n) To consider and approve on the recommendation of the Chairman, extension or re-employment of superannuated employee, where his services are beneficial to the Society;
 - o) To devise mechanism and policy for regulating the services of the youth and volunteers.
 - p) To raise funds / loans for the purpose of financing projects of the Punjab Provincial Branch and for this purpose, determine borrowing limits on accounts of such projects, separately or collectively, keeping in view requisite finances for such projects, and may for the purpose of seeking such loans, execute documents, issue debentures or pledge, mortgage or hypothecate the property of the Punjab Provincial Branch;
 - q) To purchase, acquire, mortgage, sell and lease any moveable or immoveable property;
 - r) To set-up an institution for education, training and promotion of humanitarian services of Red Cross Red Crescent Movement;
 - s) To approve opening and management of all Bank Accounts and authorize joint operation thereof either by the Chairman or Honorary Treasurer and Secretary and determine alternative arrangements in the absence of any of the afore-said office-bearers;
 - t) To accord consent and concurrence of investment / discontinuation of funds of PRCS Punjab Branch;
 - u) To delegate any of its functions and powers to the Chairman, any Committee or Board of Governors constituted by it;
 - v) To call for periodical or special reports from a District Branch in respect of its affairs including enrolment of members, collection of funds, utilization of funds and distribution of relief supplies as well as carrying out the inspection of its accounts and projects;
 - w) To constitute a Board of Governors for supervising and managing the affairs of Pak Red Crescent Medical and Dental College & Teaching Hospital Dina Nath, Kasur or any other affiliated institute;
 - x) To invoke emergency provision on account of any disaster or pandemic;

- y) To permit an eligible member to contest for the membership of Managing Committee for more than three terms; and
- z) To approve the termination of the membership of any member of the Managing Committee who fails to attend four consecutive ordinary and extra ordinary meetings of the MC without any plausible reason and prior intimation in writing thereof.

14. Office Bearers

Following shall be the principal office-bearers of the Punjab Provincial Branch:

1. Chairman;
2. Vice chairman;
3. Honorary Treasurer; and
4. Secretary.

15. Powers and Duties of Chairman

1. The Chairman shall be the Chief Executive of Pakistan Red Crescent Society Punjab Provincial Branch and Head of its Managing Committee.
2. The Chairman shall preside over all the meetings of the Managing Committee and Executive Committee and shall have a casting vote in case of a tie.
3. The Chairman may; -
 - a) Supervise all the affairs and activities of PRCS Punjab Provincial Branch;
 - b) Appoint any employee against a sanctioned post on contract or permanently in accordance with Staff Service Rules, except the Secretary;
 - c) Suspend, dismiss and award any punishment to a salaried employee;
 - d) Convene an ordinary and extra ordinary meetings of the Managing Committee, Executive Committee or any other Committee constituted by the Managing Committee;
 - e) Within the budgetary allocation, sanction up-to Ten Lac, on one item of expenditure under any head of the accounts without prior approval of the Finance Committee. Prior approval of the Finance Committee shall be mandatory for sanctioning beyond the above limit;
 - f) Make nomination for attending an international conference or a meeting abroad and authorizing incurring of necessary expenditure for this purpose;
 - g) Supervise and control all affairs of the Pak Red Crescent Medical College and

Teaching Hospital, Dina Nath, Kasur;

- h) Make appointment of Chairman Board of Governors PRCMC/TH or any other institute, COO/Principal, Vice Principal, Members of Teaching Faculty, Medical Superintendent and all other staff members above the administrative powers delegated to the COO/Principal etc;
- i) Order and review Internal / External / Special Audit of any activity relating to the management of PRCS Punjab Branch / PRCMC/TH;
- j) Perform any other function delegated by the Managing Committee; and
- k) Authorize the Vice-Chairman to exercise any of his functions and powers.

16. Powers and Duties of the Vice Chairman

- 1. In the absence of the Chairman due to any reason, the Vice chairman may exercise all powers and perform the duties of the Chairman except the powers specially delegated to the Chairman by the Managing Committee.
- 2. The Vice-Chairman may exercise any function as per authorization of the Chairman.

17. Powers and Duties of the Honorary Treasurer

- 1. The Managing Committee in its first meeting shall elect an Honorary Treasurer from amongst its elected members.
- 2. The Honorary Treasure shall be the custodian of the exchequer, financial and accounting matters of the Punjab Provincial Branch and all other institutions.
- 3. The Honorary Treasurer shall:-
 - a. Monitor the matters of receipts and payments relating to PRCS Punjab Branch;
 - b. Recommend the investment / disinvestment of funds of PRCS Punjab Branch;
 - c. Examine and recommend the cases of purchase, acquire, mortgage, sell and lease any moveable or immoveable property of PRCS Punjab Branch;
 - d. Convene and chair the meetings of the Finance Committee on quarterly basis to review budget, income, expenditure and all financial matters;
 - e. Present a quarterly report on accounts in the meetings of the Managing Committee;
 - f. Arrange audit (Internal and External) through respective forums and present audited accounts in the Meeting of Managing Committee; and
 - g. Present annual budget before the Managing Committee for its approval.

18. Powers and Duties of the Secretary

1. There shall be a Secretary of the Punjab Provincial Branch to be appointed by the Managing Committee on the terms and conditions to be determined by it.
2. The Secretary shall;
 - a) Be the Chief Operating Officer and Principal Accounting Officer of PRCS PHQ;
 - b) Be responsible for execution of policies and programs of the Punjab Provincial Branch;
 - c) Be the Drawing and Disbursing officer of the Punjab Provincial Branch;
 - d) Issue notices and agendas of all meetings and prepare minutes and maintain record thereof;
 - e) look after routine affairs of the administration and staff of the Punjab Provincial Branch under intimation to the Chairman;
 - f) maintain, operate and monitor day-to-day accounts of all departments or Institution of the Punjab Provincial Branch; and
 - g) Operate bank accounts of the Punjab Provincial Branch jointly with the Chairman or the Honorary Treasurer.
3. The Secretary may;
 - a) Incur expenditure up-to rupees twenty thousand on a single item, subject to the availability of the budget provision under intimation to the Chairman; and
 - b) Initiate and defend all legal proceedings by or against the Punjab Provincial Branch and represent the Punjab Provincial Branch in all other forums.

19. Board of Governors of PRCM&DC/TH

1. There shall be a Board of Governors for the Pak Red Crescent Medical & Dental College and Teaching Hospital, Dina Nath, Kasur, to be constituted by the Managing Committee to supervise and manage all its affairs within the delegated Administrative and Financial powers.
2. The Board of Governors shall consist of not more than ten members including the Chairman who shall be appointed by the Chairman PRCS Punjab as follows:
 - a) Maximum six members to be appointed by the Managing Committee from amongst its members;
 - b) One member from the legal community to be appointed by the Managing

Committee;

- c) The Secretary of the Punjab Provincial Branch;
 - d) The COO/Principal of the Pak Red Crescent Medical College and Teaching Hospital, Dina Nath, Kasur; and
 - e) The members mentioned at clauses (c, d) shall be the permanent members of the Board.
- 3.
1. The Board of Governors may Co-opt not more than five persons as Co-opted Members of the Board including DG Finance & Accounts PRCMDC/TH Dina Nath, Kasur.
 2. The Medical Superintendent PRCMDC/TH Dina Nath, Kasur shall be the Secretary of the Board of Governors.
 3. All decisions taken by the Board of Governors shall be laid before Managing Committee for confirmation.

20. Powers and Functions of Board of Governors

1. The Board of Governor shall:-
 - a) Supervise and manage all the affairs of PRCMC/TH Dina Nath, Kasur within the Administrative and Financial powers delegated by the Managing Committee;
 - b) Arrange for the quality medical education and patient care and running of PRCMC/TH as per the requirements of PMC or any other Regulatory Authority including the Punjab Health Care Commission;
 - c) Develop a sustainable educational, administrative and financial plan;
 - d) Monitor and supervise the income and expenditures of PRCMC/TH;
 - e) Ensure prudent efficient and effective utilization of the resources of PRCMC/TH; and
 - f) Frame regulations and SOPs for recruitment of teaching faculty and other staff, accounting, finance, procurement of medical equipment/ machinery/ medicine and construction work etc.

Chapter IV

MEETINGS AND BUSINESS

21. Meeting of the General Body

1. Meetings of the General Body of the Punjab Provincial Branch shall be of the following kinds;
 - i. Triennial General Meeting; and
 - ii. Extra ordinary General Meeting.
2. A Triennial General Meeting shall be held after every three years at Lahore on a date to be fixed by the Managing Committee and shall be attended by members of the General Body.
 - i. Notice of the meeting shall be given to the members of General Body at least fourteen days before the date fixed, by an official circular and by publication in at least one national newspaper, specifying date, time and place of the meeting and the business to be transacted.
 - ii. One third members of General Body shall constitute quorum.
3. The following business shall be transacted in the Triennial General Meeting; -
 - a) confirmation of minutes of the previous meeting;
 - b) presentation of the Triennial Report;
 - c) election of members of the Managing Committee; and
 - d) any other business with the permission of the chair.
4. **Extra Ordinary General Meeting**

The President or the Chairman may convene an Extraordinary General Meeting of the General Body at Lahore to discuss matter of urgent nature connected with the affairs of the Punjab Provincial Branch.

- i. Notice of this meeting shall be given to the members of General Body, at least seven days before the date fixed, by an official circular through courier and by publication in at least one national newspaper, specifying the date and time of the meeting and the business to be transacted.
- ii. One-third members of the General Body may, through a signed requisition require the President or the Chairman to convene an Extraordinary General Meeting to discuss the matter specified therein.

- iii. The President or the Chairman, as the case may be, shall within seven days of receipt of requisition, convene such meeting at Lahore, at the date and time to be fixed by him.

22. Procedure of General Body Meeting

1. All Triennial General Meetings or Extraordinary General Meetings shall be presided over by the President and in his absence, by the Chairman. If the Chairman is absent or unable to act due to any reason, the Vice Chairman shall preside. If the Vice Chairman is also absent or unable to attend, a member chosen by the house shall preside.
2. All decisions in meetings of the General Body shall be made by simple majority of the voters present and voting by show of hands. In case of an equality of votes, the person presiding shall have a casting vote.

23. Conduct of election

1. Thirty days prior to a Triennial General Meeting of General Body in which election of new Managing Committee is to take place, existing Managing Committee shall constitute an Election Committee comprising of two members preferably from amongst the retired judicial / executive officer not below Grade-21.
2. The Secretary of the Punjab Provincial Branch shall act as a Secretary of the Election Committee.
3. All elections under these Regulations shall be by show of hands.

24. Emergency Provision

If in the opinion of the Managing Committee, it has become impossible to convene Triennial General Meeting of the General Body due to any national emergency on account of disaster or pandemic, the existing Managing Committee may continue to perform its functions till the emergency is over or holding of the next Triennial General Meeting whichever is earlier.

25. Meetings of Managing Committee

1. Meetings of the Managing Committee shall be of two kinds, viz:
 - i. Ordinary Meeting; and
 - ii. Extra Ordinary Meeting.
2. An ordinary meeting of the Managing Committee shall be held at least once in three months of a financial year at such time and place as may be fixed by the Chairman.

3. Extra Ordinary Meeting.

- i. The Chairman may convene an Extra Ordinary Meeting of the Managing Committee at Lahore to discuss any matter of urgent nature connected with the affairs of the Punjab Provincial Branch.
 - ii. One-third members of the Managing Committee may, through a signed requisition, require the Chairman to convene an Extraordinary Meeting to discuss the matter specified therein.
 - iii. The Chairman shall, within seven days of receipt of requisition, convene such meeting at Lahore at the date and time to be fixed by him.
4. A notice of at least seven days for an ordinary meeting and notice of at least three days for an Extra Ordinary Meeting, specifying the date, time and place of the meeting and the business to be transacted, shall be given to all members of the Managing Committee by courier or delivered by hand.
5. One third of the members of the Managing Committee including the Chairman shall constitute quorum of all meetings of the Managing Committee.
6. If quorum is incomplete, the person presiding may suspend meeting to await the completion of quorum for at least an hour only. Thereafter, no quorum shall be necessary for the meeting.
7. All decision of the Managing Committee shall be taken by majority of the members present and voting by show of hands. The presiding person shall not cast vote except in case of equality of votes.

CHAPTER V

26. Executive, Finance and other Committees

1. The Managing Committee may, for transacting day to day and current business of the Punjab Provincial Branch or performing any delegated function, constitute an Executive Committee comprising of the following;
 - i) Chairman;
 - ii) Vice-Chairman;
 - iii) Honorary Treasurer;
 - iv) Three members of the Managing Committee to be nominated by the MC ; and
 - v) One member having specific qualification or expertise in any field may be co-opted by the Executive Committee.

27. Functions of the Executive Committee

1. The Executive Committee shall take decisions of urgent nature regarding operational and financial matters on behalf of the Managing Committee.
2. All business transacted and decisions taken by the Executive Committee in ordinary meetings, emergent meetings or meetings during National Emergency on account of any disaster and pandemic shall be laid before the Managing Committee for confirmation.
3. The Executive Committee shall meet at least once in two months at such time and place as may be fixed by the Chairman.
4. Notice of the meeting shall be served to the members at least three days before this meeting.
5. The Chairman may, on a notice of one day, convene an emergent meeting of the Executive Committee whenever considered necessary by him.
6. In case of National Emergency or disaster or pandemic, the Executive Committee may perform all the functions and powers of Managing Committee either by holding an urgent meeting or virtual meeting where physical attendance of the members of the Managing Committee is impossible.
7. Four members including the Chairman shall constitute a quorum.
8. All decisions shall be taken by simple majority of the members present by show of hand.

28. Finance Committee

1. The Managing Committee may, for the purpose of seeking advice on financial matters, constitute a Finance Committee comprising of an Honorary Treasurer and three members chosen by it from amongst its members.
2. Honorary Treasurer shall be a convener of the Finance committee and shall preside all its meetings.
3. The functions of the Finance committee shall be to; -
 - a) Supervise all financial matters pertaining to the Punjab Provincial Branch and the Pak Red Crescent Medical & Dental College and Teaching Hospital and any other institute;
 - b) Approve financial report and budget proposals drawn up by the Secretary;
 - c) Advise the Management Committee for investment or reinvestment of available surplus funds or its withdrawal to ensure its safety and security;
 - d) Make recommendations to the Managing Committee on financial management of the Punjab Provincial Branch;
 - e) No new bank account will be opened without the prior approval of the Finance Committee;
 - f) No re-appropriation of budget under any head of account will be allowed, without the prior approval of the Finance Committee; and
 - g) Perform any of the function delegated by the Managing Committee.

CHAPTER VI

RAISING, OPERATION, MAINTENANCE AND AUDIT OF ACCOUNTS:

29.1 .Finance, Accounts and Audit

The Punjab Provincial Branch may;

- (a) Raise and receive subscriptions and donations from the Federal Government, Provincial Government or any other public and private organization or philanthropist or any other lawful source , for a purpose consistent with aims and objects of the Society; and
 - (b) Administer its funds for achieving aims and objects of the Punjab Provincial Branch.
2. The Secretary, in consultation with the Honorary Treasurer, shall maintain regular accounts of PRCS Punjab and its institutions, which will be subject to annual audit by a firm of Chartered Accountant to be appointed by the Managing Committee for three years.
 3. All funds of the Punjab Provincial Branch shall be kept in the name of the Pakistan Red Crescent Society Punjab Provincial Branch in one or more Scheduled Banks approved by the Managing Committee in the manner prescribed.
 4. All books of accounts and other relevant papers, registers and books shall be kept properly and maintained by the Manager Finance / Secretary and shall be open for inspection by the Honorary Treasurer at any time.
 5. The expenditure beyond financial powers of COO /Principal PRCMC/TH and BOG and any other committee shall be incurred with the prior approval of the Managing Committee.
 6. No expenditure will be incurred by any authority until it is specifically provided in the Annual/ Supplementary budget and approved/ sanctioned by the authorities as per delegation of powers.
 7. In case of any ambiguity on the question of Financial or Administrative powers, the matter will be referred to the competent authority viz management Committee / Executive Committee / BOG etc. as the case may be, prior to taking any action by the

- concerned authority.
8. No authority will split the expenditure to bring it within the competence of lower authority, in such cases the financial sanction of higher authorities will be sought in whom the competency lies as per Regulations.
 9. No advance payment to any vendor / supplier will be allowed by any authority; without the approval of Chairman PRCS Punjab.
 10. All stores purchase must be inspected for quality and quantity before handing over to the user departments.
 11. All stores must be taken on charge and due entries may be made in inventory records by the supervisory officers duly endorsed by the controlling officers.
 12. PRCMC/TH and any other Institution will render a monthly progress report on 10th day of each succeeding calendar month to the Secretary Provincial Branch regarding Income and expenditure, bank balances, receivable and payable.
 13. No Financial liability will be created by any committee or BOG PRCMC/TH without the prior approval of Management Committee. All such cases involving financial liability will be processed by the concerned authority / BOG PRCMC/TH, and forwarded for the approval of the Managing Committee through Finance Committee.
 14. The Internal audit will be arranged independent of the finance department and its reports will be processed for compliance under intimation to the Secretary PRCS Punjab.

30. Financial Year

The financial year of the Punjab Provincial Branch shall commence on the first day of January and shall end on thirty first day of December each year.

CHAPTER VII

Youth and Volunteer

31. Youth and Volunteer

1. "Youth" means a period during which a person prepares himself /herself to be an active and fully responsible member of the society. It is a period of transformation from family dependent childhood to independent adulthood and integration in the society as a responsible citizen.
2. "Volunteer" means a person, irrespective of his/her age, nationality, race, religious beliefs, cast, gender, political affiliation and social background, who carries out humanitarian activities on behalf of Pakistan Red Crescent Society occasionally or regularly without expectation of monetary compensation to prevent, reduce vulnerability and alleviate human sufferings.
3. The Youth and Volunteering Policy, Strategies, Code of Conduct and Manual of Instructions issued by the Pakistan Red Crescent Society National Headquarters in 2014 shall mutatis mutandis apply to all youth and volunteers registered at PRCS Punjab Branch.

Miscellaneous

32. Junior Red Crescent Movement

Pakistan Red Crescent Society Punjab Provincial Branch and District Branches shall promote, encourage and finance the Junior Red Crescent movement amongst the boys and girls through creation of District Junior Red Crescent Committees to ensure the participation of young people in the work of society.

33. Code of Conduct for Employees

1. No employee of the Punjab Provincial Branch shall take part in politics.
2. All employees shall be governed by the Regulations, Staff Service Rules and code of conduct issued by the Managing Committee.

34. Amendment /Repeal /Approval of New Regulations

These Regulations may be amended / revised/ repealed or new Regulations may be made and approved by the Managing Committee in the ordinary or extra ordinary meeting provided that notice containing the general effect and intent of proposed

exercise is given to the members, by courier or delivered by hand, at least seven days prior to the meeting, specifying the date, time and place of the meeting.

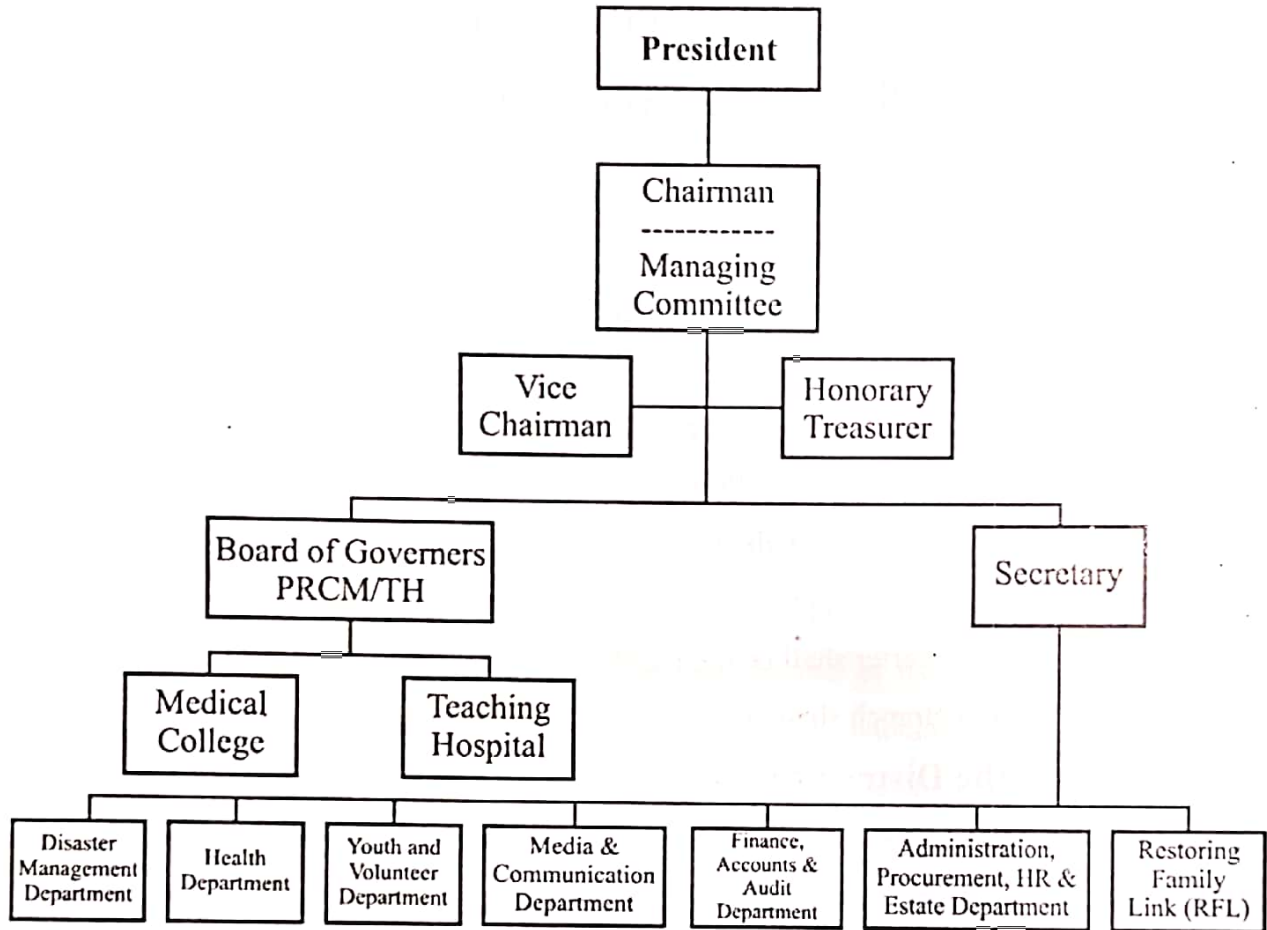
35. Repeal and Savings

1. The Regulations for the Management, Control and Procedure of Punjab Provincial Branch and District Branches (amended up to June 2012) made by the Managing Committee of the Punjab Provincial Branch are hereby repealed.
2. Notwithstanding the repeal of Regulations for the Management, Control and Procedure of Punjab Provincial Branch and District Branches (amended up to June 2012), the existing Managing Committee, incumbent Chairman, Vice-Chairman, and Office bearers of the Punjab Provincial Branch, existing District Branch Committees of the District Red Crescent Branches, Chairmen, Vice-Chairmen, and Office bearers of the District Red Crescent Branches, appointed, nominated, elected and working under the repealed Regulations shall be deemed to have a tenure of three years from the date of their constitution, election and assumption of their respective offices as such, and continue to perform their functions and duties until the election / constitution of the new Managing Committee of the Punjab Provincial Branch and District Branch Committees of the District Red Crescent Branches, in accordance with the Regulations 2020.

36. ORGANOGRAM

PRCS Punjab Provincial Branch

1. The organogram of PRCS Punjab Provincial Branch shall be as under:



PAKISTAN RED CRESCENT SOCIETY
DISTRICT BRANCHES
(MANAGEMENT, CONTROL AND PROCEDURE)
REGULATIONS 2020

CHAPTER -VIII

District Red Crescent Branches

37. Formation of District Branches

1. There shall be a District Red Crescent Branch in every district of the Punjab Province except Lahore district.
2. All the functions and activities of the Pakistan Red Crescent Society shall be performed by PRCS Punjab Provincial Branch in District Lahore.
3. The District Branches shall work under the overall control and supervision of the Punjab Provincial Branch.
4. District Headquarter shall be the Headquarter of the District Branch.
5. Each District Branch shall be designated by the name of the district.

38. Functions of the District Branch

1. The District Branch shall; -
 - a) promote interest of Red Cross and Red Crescent Movement amongst the general public;
 - b) carryout humanitarian and charitable activities, establish and administer hospitals/ dispensaries, and render first aid services to the community during natural and manmade disaster and pandemic;
 - c) support the Pakistan Red Crescent Society and Punjab Provincial Branch in carrying out their aims and objects; and
 - d) furnish to the Punjab Provincial Branch reports of its functions, activities, income and overall performance.
2. The District Branch may receive subscriptions and financial aid from any government or legally recognized organization or philanthropist for achieving the aims and objects

of Society.

Provided the District Branch would remit the prescribed share of the subscriptions of Punjab Provincial Branch according to relevant regulation.

3. The District Branch shall not raise loan.
4. The District Branch may form sub branch in a Tehsil in accordance with these Regulations.

39. Duties of a District Branch

1. The accounts of every District Branch shall be audited annually by qualified auditors appointed by the District Branch Committee. The annual audit report shall be transmitted by the District Branch to the Punjab Provincial Branch before 31st March of every year. In addition thereto, the Punjab Provincial Branch may get a special audit of any District Branch conducted, if deemed essential.
2. Every District Branch shall prepare a performance report on annual basis which shall include the details of the programs and activities conducted by it and shall be submitted to the Punjab Provincial Branch regularly.
3. Every District Branch shall keep proper books of accounts and stores.
4. Every District Branch shall maintain proper record of its assets and liabilities and annually forward a report in this respect to Punjab Provincial Branch.
5. The Secretary / Honorary Secretary of the District Branch shall be the drawing and disbursing officer of the District Branch.
6. Every District Branch shall abide by the directions issued by the Punjab Provincial Branch in relation to conduct of its affairs including utilization of budget and maintenance of accounts.

40. General House of the District Branch

The Patrons, Life Members and Triennial Members, who are residents and registered in the concerned district shall constitute the General Body of the District Branch.

41. District Branch Committee

1. There shall be a District Branch Committee of each District Branch for managing its affairs and activities.
2. District Branch Committee shall consist of the Chairman, Vice- Chairman and the following members;
 - a) three ex-officio members from amongst the officers of District

Administration, nominated by the Deputy Commissioner of the district;

- b) ten elected members; and
- c) maximum of five co-opted members to be nominated by the District Branch Committee from affiliated Tehsil Branches, societies and other personalities renowned for their philanthropist activities or having specific qualifications or expertise in some field related to aims and objectives of Pakistan Red Crescent Society.

42. Tenure of District Branch Committee and Vice Chairman

The tenure of the Vice Chairman and the elected members of the District Branch Committee shall be three years.

1. General House of the District Branch shall be the Electoral College for election of the members of the District Branch Committee. The election of District Branch Committee shall take place in the Triennial General Meeting of the District Branch.
2. The District Branch Committee may fill vacancies amongst elected and co-opted members, if fall vacant for any reason, for the remaining period of the District Branch Committee.

43. Powers of the District Branch Committee

1. District Branch Committee shall be the principal policy making and executive body of the District Branch. The District branch Committee shall be responsible for performing all the functions and duties of district branch in addition to exercising overall control of its affairs and activities.
2. The District Branch Committee may;
 - a) nominate the Honorary Treasurer;
 - b) appoint Secretary and Legal Advisor on such terms and conditions as deemed appropriate;
 - c) open Bank Account of the Branch in a Scheduled Bank;
 - d) pass annual budget of the District Branch;
 - e) form a Sub Branch and call for periodical or special report and carry out inspection of the accounts and projects of a said Branch;
 - f) co-opt up-to five members; and
 - g) constitute any committee for its assistance.

44. Chairman of the District Branch

1. Deputy Commissioner of the District shall be the Chairman of the District Branch.
2. The Deputy Commissioner / Chairman of District Red Crescent Branch may appoint a Vice Chairman of the District Branch Committee from amongst its elected members.
3. The Chairman / Vice Chairman shall be responsible for implementation of the directions issued by the Punjab Provincial Branch in relation to all affairs, activities and proper utilization of funds of the District Branch.
4. The Chairman may; -
 - a) convene the Ordinary and Extra-Ordinary meetings of the District Branch Committee after every three months or whenever necessary in accordance with these regulations at a notified place and time;
 - b) within the budgetary allocation, sanction up-to Rs. 50,000/-, on one item of expenditure under any head of the accounts. Sanction beyond said limit shall require prior approval of the District Branch Committee;
 - c) supervise overall affairs of the District Branch; and
 - d) nominate a member of the District Branch Committee to attend meeting of the General Body Punjab Provincial Branch in the absence of the Chairman and Vice Chairman.

45. Meetings of the General House

1. Meetings of the General House of the District Branch shall be of two kinds, viz:
 - i. Triennial General Meeting; and
 - ii. Extra-ordinary Meeting.
2. A Triennial General Meeting shall be convened after every three years by the Chairman at district headquarter on a date and time to be fixed by him.
3. The following business shall be conducted in the meeting; -
 - a) confirmation of the minutes of the previous meeting; and
 - b) presentation of the Triennial Report;
 - c) election of 10 members of the District Branch Committee;
 - d) any other business with the permission of the person presiding.

4. Extra ordinary general meeting

- i. The Chairman may convene an Extraordinary General Meeting of the General House at any time at the district headquarter to discuss any matter of urgent nature connected with the affairs of the District Branch.
- ii. One-third members of General House may, through a signed requisition require the Chairman to convene an Extraordinary General Meeting to discuss the matter specified therein.
- iii. The Chairman shall, within seven days of receipt of requisition, convene such meeting at district headquarter at the date and time to be fixed by him.

46. Meetings of the District Branch Committee

1. Meetings of the District Branch Committee shall be of two kinds, viz:

- i. Ordinary Meeting; and
- ii. Extra ordinary Meeting.

2. An ordinary meeting of the District Branch Committee shall be held at least once in a quarter of a financial year at such time and place as may be fixed by the Chairman.

3. Extra Ordinary Meeting.

- i. The Chairman may convene an Extra Ordinary Meeting of the District Branch Committee at district head quarter to discuss any matter of urgent nature connected with the affairs of the District Branch.
- ii. One-third members of the District Branch Committee may, through a signed requisition require the Chairman to convene an Extraordinary Meeting to discuss the matter specified therein.
- iii. The Chairman shall, within seven days of receipt of requisition, convene such meeting at district headquarter at the date and time to be fixed by him.

47. Quorum

1. One third of the total registered Patron, life and triennial members of the District Branch shall constitute a quorum for the Triennial General Meeting or Extra Ordinary General Meeting of the District.
2. One third of the total members of the District Branch Committee shall constitute a

quorum for the Ordinary and Extra-Ordinary meetings of the District Branch Committee

48. Secretary / Honorary Secretary of the District Branch

1. There shall be a Secretary / Honorary Secretary of the District Branch to be appointed by the Chairman in consultation with the District Branch Committee to serve as its Chief Operating Officer (COO).
2. The Secretary / Honorary Secretary shall maintain and operate day to day accounts of the District Branch and keep record of its total affairs.
3. The Secretary / Honorary Secretary may in a month sanction expenditure up-to a limit of Rs.20,000/-.
4. The Secretary / Honorary Secretary may initiate or defend legal proceedings by or against the District Branch.
5. The Secretary / Honorary Secretary shall be the Drawing and Disbursing Officer of the District Branch.

49. Liabilities

Every District Branch shall be self-sustainable and under no circumstances, Pakistan Red Crescent Society Punjab Branch shall be liable to pay any debt incurred by or on account of any District Branch.

50. Sub-Branches

1. A District Branch may form a Sub-Branch at a Tehsil level.
2. At the time of the formation, District and a Sub-Division Branch shall devise a plan for collection and distribution of subscriptions, donations and gifts.
3. The provisions relating to the functioning of the District Branch shall, mutatis mutandis, apply to Sub-Branch at tehsil level.

1. Non-Compliance of Regulations by a District Branch

1. The Managing Committee of PRCS Punjab, may after providing an opportunity to the concerned District Branch, suspend or stop providing subscriptions or prohibit sale of Red Crescent Donation Tickets or carrying out any other activity in the name of Pakistan Red Crescent Society, if it comes to the conclusion that the District Branch has;
 - a) Committed grave financial irregularity;

- b) Violated any provision of the Pakistan Red Crescent Society Punjab Provincial Branch and District Branches (Management, Control and Procedures) Regulations 2020 or any other direction issued by the Punjab Provincial Branch.
- c) Failed to pay the share of subscriptions of Punjab Provincial Branch and account for proper utilization of funds and distribution of relief supplies;
- d) Failed to transmit the Annual Audit Report to the Punjab Provincial Branch within specified time.
- e) Involved in any activity prejudicial to the aims and objectives of the Pakistan Red Crescent Society.

52. General

The Punjab Provincial Branch may convene an annual conference of the Chairmen, Vice-Chairmen and Secretaries / Honorary Secretaries of the District Red Crescent Branches and Sub Divisional Branch, if any, at the Provincial Headquarters to evaluate their performance, annual audit reports and Income & expenditures in addition to providing guidelines for taking new initiatives and necessary measures for achieving the objects and aims of Pakistan Red Crescent Society.



ہلالِ احمرِ پاکستان
پنجاب برانچ

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