

Responsibilities of DRCS & St. John Faridabad :-

	NAME	SH. Ishank Kaushik
	DESIGNATION	District Training Officer
01		All official drafting & noting of St. John to be submitted to Hony. Secretary.
02		First Aid Training for Conductors and D.L. Holder.
03		First Aid Training for professional, factory, schools, colleges and other through Lecturers.
04		Refresher Training Course.
05		Depute lecturer for camp at State level.
06		Meeting of lecturer on every 6 months.
07		Prepare Medallion Holders for attend lecturer training camp.
08		Prepare Volunteers in different fields i.e. Disaster Management, First Aiders Etc.
09		To Complete all target of First Aid & Home Nursing fixed by State Headquarter.
10		Organize Distt. Level Ambulance Competition.
11		Organize State Level Ambulance Competition.
12		Rally of School students for different functions.
13		Coordinate with DEO, Principal of Colleges and schools and Social Organization for Rally.
14		Coordinate with Social organization, colleges for Blood Donation Camps.
15		Prepare Brigade in Schools & Colleges.
16		Coordinate with Principal of Colleges for YRC Camps & its activities
17		Coordinate with Principal of Schools for JRC Camps & its activities
18		Look after the work of proper stock entry and distribution of Jackets, Scarves, Caps & Vogel's received from Haryana State Branch at Distt. Education Office and Distt. Elementary Education Office, Faridabad.
19		Look after the work of proper stock entry and distribution of Water Campers received from Haryana State Branch at Distt. Education Office and Distt. Elementary Education Office, Faridabad.
20		Collect Blood Donation Camps's report & send to State H.Q & Panchkula.
21		Prepare list of Multipal Blood Donor & Prepare list of Blood Camp organizers, Motivators and Blood Donors.
22		Onward submission of Forms and other documents to Haryana State Branch, Chandigarh.
23		Update MIS Report of First Aid Training & Blood Donation Programmes
23		Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad.

SUBORDINATE STAFF FOR ST. JOHN	
NAME	SH. HITESH KUMAR,
DESIGNATION	CLERK,
01	FAB receipts, issue of Form No 8 & FAB slips
02	FAB collection & issue receipts
03	Prepare records of slips and certificate etc.
04	Any other work assigned by Secretary & D.T.O Distt. Red Cross Society, Faridabad
NAME	SH. ARVIND SHARMA,
DESIGNATION	CLERK CUM DRIVER, ST. JOHN, FARIDABAD.
01	Issue of First Aid Certificate
02	Issue of Home Nursing Certificate
03	Admission for F.A Training
04	Issue of Receipt of fees collected
05	Work of receiving register
06	Emergency Driver on Ambulance
07	Work of dispatch register
08	Any other work assigned by Secretary, Distt. Red Cross Society & D.T.O. Faridabad
NAME	SH. GOPI M.V,
DESIGNATION	ACCOUNTANT, RED CROSS FARIDABAD.
01	Audit of all the accounts of Red Cross and Projects.
02	Responsibility of service book and increment of the staff of DRCS and its Projects
03	Responsibility of Personal File of the staff of DRCS and its Projects
04	Maintaining the Cash Book, Ledger, vouchers and prepares Income & Expenditure, Budget etc. of all accounts of Red Cross and Projects.
05	Record of Earned Leaves claimed and balance.
06	Record of Retirement and benefits (Gratuity & Leave Encashment) of the staff on regular scale and on fixed rates including projects.
07	TDS deduction from salary of staff and filing of income tax return and loan recovery of the DRCS staff.
08	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad
NAME	SH. PURSHOTTAM SAINI

DESIGNATION	ASSISTANT, RED CROSS FARIDABAD.
01	Attend the Court Cases which are pending in Hon'ble High Court Chandigarh.
02	Attend the Court Cases which are pending in Hon'ble District Court.
03	Look after the working of staff and projects.
04	Look After the Stitching & Embroidery Center and Beautician Training Centre, Faridabad.
05	Food & Tent arrangement in all Red Cross functions.
06	Membership raising.
07	Donations.
08	Recovery of Loan and advances
09	Ratri Therav (Night Stay Program)
10	All kind of Mela
11	Red cross Institute of Computer Technology (RICT)
12	Awareness and motivational camps
13	Field work
14	Responsibilities of Red Cross Building & Project buildings and lease extensions.
15	Bharat Mata Kust Ashram
16	Receive Mortal remains in India on its arrival.
17	Supervision of the file sales counter in SDM office Faridabad.
18	Supervision of the medical project in SDM office Faridabad.
19	Complaint & Enquiry.
20	Polythine Free Faridabad Campaign .
21	Maintaining Log book
22	Rectify and onward submission of all the noting, proposal and vouchers of all Red Cross and its projects to Secretary.
23	Income and purchase for DDAC .
24	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad.
NAME	SH. JITIN SHARMA,
DESIGNATION	P.A. CUM CLERK, RED CROSS FARIDABAD.
01	Responsibilities of P.A.
02	Right to Information (RTI) .
03	Cases at C.M. Window.
04	Press Note.
05	Annual Report & Quarterly Report of Red Cross and its All projects
06	Responsibilities of Agenda & Proceeding of All type of meetings.
07	Medical Help of Heart, Cancer & Kidney Patients from C.M. Relief Fund.
08	Award Cases (National, State & District)
09	Condemnation of Red Cross Vehicles.

10	Insurance of the Diving Team called for search of drowned persons.
11	Responsibilities of Rain Basera.
12	Drafting of Letters.
13	Noting work (WWH, FCC, Rain Basera, E-vidhya vahini, Ration, St. John etc.)
14	Rectify and onward submission of all the noting, proposal and vouchers of all Red Cross and its projects to Secretary.
15	All official Drafting and Noting of Red Cross & Projects.
16	Maintenance of Red Cross website 'www.redcrossfaridabad.org'
17	Reply and receive all the E-mail on official e-mail id 'drcsfaridabad@gmail.com'
18	Prepare all notings, letters & Proposed of all official work & Project.
19	Apply for all Grant-in-Aid Projects.
20	Details of Daks submitted and received.
21	All Financial Help
22	MIS Report
23	Look after the Treatment of BPL card holders, weaker section, grade IV employees from 5 Hospitals on HUDA Land.
24	Cochlear Implant
25	Rehabilitation Center
26	Physiotherapy Center.
27	Organizing of Camps for PWD's
27	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant, Red Cross, Faridabad.
NAME	SH. VISHVNATH SHARMA
DESIGNATION	CLERK, RED CROSS FARIDABAD.
01	Responsibilities of Medical Project & Sale Counter
02	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad.
NAME	SMT. POONAM PAHWA
DESIGNATION	CLERK, RED CROSS FARIDABAD.
01	All Diary & Dispatch work.
02	Stock Entries of all official items (Assets & Consumable).
03	Stock Entries & issue of receipts books of all projects.
04	Maintain the details of new Life Member. Application forms of Life Membership and Issue of certificates.
05	Visit with the committee of ICDS, Fbd
06	Responsibilities & additional charge of Warden of Working Women Hostel.
07	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad.

NAME	SH. MANOJ JYOTI KAPIL
DESIGNATION	CLERK, RED CROSS FARIDABAD.
01	Responsibilities of Training, Jobs, aid & appliances, pension of PWD's.
02	Prepare ash books, Ledger of St. John.
03	Blind Master Trainers.
04	Sugamay Bharat Abhiyan.
05	Family Counselling Center.
06	All Stationary of Office & Projects.
07	Maintenance & repairing work of buildings of Red Cross Office, Hostel, DDAC, Nari Niketan Etc.
08	Polythene Free Campaign- Sector 29
09	To collect donation from different offices for Republic Day & Independence Day.
10	Arrangements of Refreshment for Blood Donation Camps.
11	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad.
NAME	SH. JAGANNATH ATRI
DESIGNATION	ACCOUNTS CLERK, RED CROSS FARIDABAD.
01	Writing of cash book, ledger etc.
02	Preparation of vouchers of DRCS and projects
03	Coordination with C.A team for Audit formalities for completion
04	Help in all kind of work assigned to Accountant.
05	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant, Red Cross, Faridabad.
NAME	SH. MUKESH KHENDALWAL
DESIGNATION	CLERK, RED CROSS FARIDABAD.
01	Responsibilities of Medical Project.
02	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant, Red Cross, Faridabad.
NAME	SH. KULDEEP KUMAR
DESIGNATION	CLERK, RED CROSS FARIDABAD.
01	Responsibilities of Sale Counter.
02	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad.
NAME	SH. KESHAV KUMAR
DESIGNATION	DRIVER, RED CROSS FARIDABAD.
01	Repair & maintenance of HR-51-H-0009.
02	Driver on official vehicle of Secretary.
03	Maintain Logbook and submit monthly report of vehicle.

04	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad.
NAME	SH. RAM BARAN YADAV
DESIGNATION	PEON, RED CROSS FARIDABAD.
01	Cleaning of all tables of Head Office.
02	Dak service inside Head Office.
03	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad, P.A. to Secretary & Assistant, Red Cross, Faridabad.
NAME	SH. KAMAL KUMAR
DESIGNATION	PEON, RED CROSS FARIDABAD.
01	Cleaning of all tables of Head Office.
02	Dak distribution.
03	Field work
04	Maintain Peon Book
05	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad, P.A. to Secretary & Assistant, Red Cross, Faridabad.
NAME	SH. LAXMAN KUMAR
DESIGNATION	DRIVER CUM PEON, RED CROSS FARIDABAD.
01	Driving alongwith Repair & maintenance of Official vehicles.
02	Dak distribution.
03	Field work
04	Maintain Logbook and submit monthly report of vehicle.
05	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad & P.A. to Secretary
NAME	SH. ARJUN SINGH
DESIGNATION	CHOWKIDAR, RED CROSS FARIDABAD.
01	Security of Red Cross Office and movable property.
02	Night duty at Working Women Hostel, Sector-16, Fbd.
03	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad & P.A. to Secretary
NAME	SH. RAJESH KUMAR
DESIGNATION	SWEEPER, RED CROSS FARIDABAD.
01	Complete cleaning of Red Cross building.
02	Maintain cleanliness and proper greenery of the park area.
03	Any other work assigned by Secretary, Distt. Red Cross Society, Faridabad & Assistant Red Cross, Faridabad & P.A. to Secretary