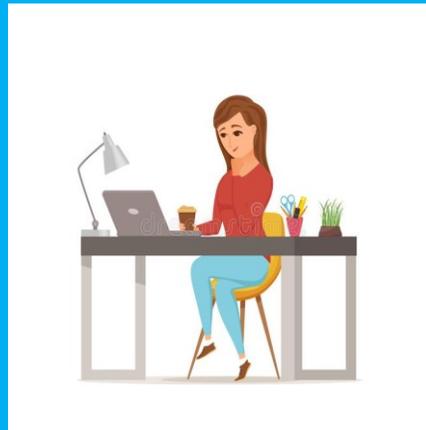


# Standard Operating Manual

Grama Mahila Samrakshana Kaaryadarsi (Mahila Police)



# BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies

Functionaries & Volunteers




Service Requests Received

Since Inception ( 26-01-2020)




Service Requests Closed

Till Date




Grievances Raised




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	GSWS Services Register
4	Tappal Register	9	Meeseva Register
5	SPANDANA Grievances Register	10	Visitors Register

## DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Volunteers Attached:




Service Requests Raised




Service Requests Closed:  
From                      Till Date




Grievances Raised  
From                      Till date




Grievances Resolved:




Registers Maintained by the Functionary

1	General Statistical Register
2	Petitions & Complaints Register
3	Awareness & Counseling Register
4	Media Coverage register
5	Superior & Official Visit Register

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



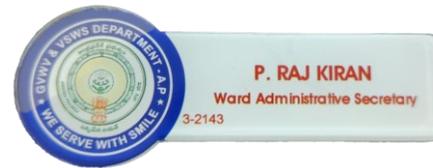
Remain at Secretariat  
for SPANDANA From:  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Compulsory participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- Facilitate **safety and security measures** for **Women & Children**
- Supervise **timely opening, cleanliness, pre-school attendance, quality of the food** at Anganwadi Centers
- Identify underweight and malnourished children and **prevent child marriages**
- Brief major **Law and Order issues** to Station House Officer promptly, assist in lodging petitions
- **Attend** general duties and **duties of other Functional Assistants** as and when required.
- Act as **potential informer** to **Local Police** or CDPO on **unauthorized institutions**
- **Report Missing Women & Children** to Women & Child Welfare Department and Police
- Create awareness on **domestic violence, sexual abuse, eve teasing, self-defense techniques**, farmer suicide
- Report **Drugs and anti social activity spots** in secretariat limits
- Educate students on road safety, cybercrime, women safety etc.
- Educate and **encourage pregnant & lactating women, mothers** of below 6 years children **to avail nutrition services, healthcare counselling** at Anganwadi
- Encourage mothers of 3-6 years children to avail preschool services at Anganwadi

# FUNCTIONAL ASPECTS

## Responsibilities

Mahila Police shall

- Create awareness on the prevention of alcoholism, drug abuse.
- Create awareness about gender-based violence.
- Assist local police in service of Non Bailable Warrants/ summons wherever requested.
- Obtain copies of First information Report (FIR) from the Station Head Officer (SHO) and inform the complainants regarding the stage of the case.
- Watch illegal constructions and safeguard public properties.
- Maintain register covering all their activities on daily basis including visits and movements.

**For Women and Children care, Protection and welfare programs related activities,** Mahila Police shall

- Facilitate, create awareness and to educate the villages on the acts for protection and welfare of women and children such as:
  - Prevent child marriages, educate the villagers on provisions under of Prohibition of Child Marriage Act, 2006.
  - Act as potential informer to the child marriage prohibition officers (Village Revenue Officer, Village Secretary, Tahsildhar & ICDS Supervisor) to prevent child marriages.

# FUNCTIONAL ASPECTS

## Responsibilities

**For Women and Children care, Protection and welfare programs related activities, Mahila Police shall**

- Control domestic violence against women, educate the ward members on the provisions under the protection of women against Domestic Violence Act, 2005.
- Refer the children (who need care and protection) to Child Welfare Committee/District Child Protection Unit (DCPU), and to help them in getting required services.
- Educate the villagers on the provisions of Protection of Children from Sexual Offences (POCSO) Act, 2012 to protect the children from sexual offenses.
- Educate the villagers on provisions under Dowry Prohibition Act, 1961 and try to control dowry system in the Community

**Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication
- All the other functions described with the reference to GO. MS No: 129, Dated: 10-10-2019 Issued by: Home Department  
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/14\\_GO\\_Ms.129-Home-Mahila\\_Samrakshana\\_Karyadarsi\\_jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/14_GO_Ms.129-Home-Mahila_Samrakshana_Karyadarsi_jobchart.pdf)
- Also Refer GSWS Employee Corner for Mahila Police Calendar Activity  
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/GRAMA%20MAHILA%20SAMRAKSHANA%20KARYADARSHI%20Engli%20sh%20version.pdf>

# FUNCTIONAL ASPECTS

## Key Services Handled

- Missing & Lost Documents
- Event Permissions for Bandobasth
- LHMS (Lock Home Monitor System)
- Disha Application installation
- Missing/ Kidnapping Person Search
- Unidentified Dead Body Search
- Passport Verification Status
- NOC for passport application
- FIR file copy download
- Payment of e-Challan