

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Home Department - Establishment of Village Secretariat System in the State – Job Chart of Grama Mahila Samrakshna Karyadarshi Grade.III / Ward Mahila Samrakshna Karyadarshi Grade.III and Training Programme - Orders - Issued.

HOME (LEGAL-II) DEPARTMENT

G.O. Ms. No.129

Dated:10.10.2019.

Read the following:

- 1) G.O. Ms.No.110, PR&RD (MDL.I) Dept., dated 19.07.2019.
- 2) G.O. Ms. No.217, MA&UD Dept., dated 19.07.2019.
- 3) From the Director General of Police, Andhra Pradesh, Mangalagiri Letter Rc.No.64/Plg.1/2019, date:1.08.2019 and Job chart dated 01.10.2019.
- 4) G.O. Ms. No.126, Home (Legal.II) Department, dated:01.10.2019.

ORDER:

In the G.O. 1st read above orders have been issued for establishing Village Secretariats in the State of Andhra Pradesh in view of the following aspects:

- (1) Restructuring the delivery systems to function as an effective mechanism to deliver services.
- (2) A strong & workable channel for implementation of NAVARATNALU.
- (3) Transparency and accountability in delivery of Government services to the citizens.
- (4) Ensure convergence among Departments providing services at village level.

2. To ensure effective implementation, 14,944 Grama Mahila Samrakshna Karyadarsi Grade.III and Ward Mahila Samrakshana Karyadarsh Grade.III posts sanctioned in A.P. Police Department.

3. The Director General of Police, Andhra Pradesh, Mangalagiri vide letter 3rd read above has furnished the proposal for formation of the Special Rules for Andhra Pradesh (Grama Mahila Samrakshna Karyadarsi Grade.III / Ward Mahila Samrakshana Karyadarsh Grade.III) Subordinate Service Rules, 2019, Job Chart and Training Programme to the post of Grama Mahila Samrakshna Karyadarsi Grade.III and Ward Mahila Samrakshna Karyadarsi Grade.III in A.P. Village Secretariats and requested the Government to issued orders at an early date.

4. In the G.O. 4th read above, Government have issued the Special Rules for Andhra Pradesh (Grama Mahila Samrakshna Karyadarsi Grade.III / Ward Mahila Samrakshana Karyadarsh Grade.III) Subordinate Service Rules, 2019, pending issue of Job Chart and Training Programme.

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5. The Director General of Police, AP, Mangalagiri has now requested to issued the Job Chart of the Grama Mahila Samrakshna Karyadarsi Grade.III / Ward Mahila Samrakshana Karyadarsh Grade.III.

6. In the circumstances explained by the Director General of Police, A.P., Mangalagiri, Government after careful consideration, hereby approve the following Job Chart of the Grama Mahila Samrakshna Karyadarsi Grade.III / Ward Mahila Samrakshana Karyadarsh Grade.III and also Training Programme attached as Annexure:

Immediate reporting Officer : Station House Officer/Assistant Sub-Inspector of Police.

Working in Coordination with Dept : Home, Women & Child Welfare, Excise Department & Municipal Administration Department.

Functions : Law & order, Atrocities against Women and weaker sections, relates services, Prohibition of Liquor etc.

Role :

1. Law & Order
2. Atrocities against women
3. Atrocities against SCs
4. Atrocities against STs
5. Civil rights protection
6. Untouchability
7. Sensitization of Communities
8. Awareness as proposed by line Department of village functionaries

Responsibilities (Home Department):

1. She shall report to Panchayat Secretary /Station House Officer daily and brief the Law and Order issues in their respective area;
2. Weekly report shall be submitted to the SHO, Panchayat Secretary, Tahsildhar and Mandal Parishad Development Officer on the following activities:
 - a. Law & order issues in their area.
 - b. Caste conflicts, Civil disputes, agrarian issues, water sharing issues and action taken to avert major L&O issues due to above reasons.
 - c. Visits to schools, colleges at village level and educating students regarding road safety, Cyber Crime, women safety etc.
 - d. Information on social vices and anti-social activities.
 - e. Counselling sessions to farmers against suicide, stress management with help of stakeholders.
 - f. Information gathered from village volunteers on the important related issues.

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3. She shall visit schools and verify its functioning including mid-day meal system, stock position and maintain constant vigil over implementation of Governmental schemes.
4. She shall assist the Station House Officer in investigation of cases wherever necessary;
5. She shall protect the scene of offence before the visit of IO to the scene.
6. She shall create awareness among the targeted beneficiaries, pregnant women, lactating mothers, children etc., about various Government programmes.
7. She shall report and monitor of missing women and children, child marriages etc.
8. She shall bring to the notice of local Police about any irregularities in the orphanages, old age homes, destitute homes, hostels, shelters etc.
9. She shall guide the differently abled persons and transgenders for admissions in hostels, homes, shelters, residential schools for their care and education.
10. She shall create awareness on the prevention of alcoholism, drug abuse.
11. She shall create awareness about gender based violence.
12. She shall assist local police in service of NBWs/ summons wherever requested for.
13. She shall obtain copies of FIRs from the SHOs and inform the complainants regarding the stage of the case.
14. She shall watch illegal constructions and also safeguard public properties.
15. She shall maintain register covering all their activities on daily basis including visits and movements.

Responsibilities (Women Development & Child Welfare Department)

Monitor and to support the activities for welfare of Women, Children, Differently Abled, Senior Citizens and Transgender at village level

A. Women and Children care, Protection and welfare programs

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 / ward members on the provisions under of Prohibition of Child Marriage Act, 2006.

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- act as potential informer to the child marriage prohibition officers (Village Revenue Officer, Village Secretary, Tahsildhar & ICDS Supervisor) to prevent child marriages.
- control domestic violence against women, educate the villagers / ward members on the provisions under the protection of women against Domestic Violence Act, 2005.
- refer the children (who are in need of care and protection) to Child Welfare Committee/District Child Protection Unit (DCPU), and to help them in getting required services.
- educate the villagers / ward members on the provisions of Protection of Children from Sexual Offences (POCSO) Act, 2012 to protect the children from sexual offenses.
- educate the villagers / ward members on provisions under Dowry Prohibition Act, 1961 and try to control dowry system in the community.
- educate the village youth / ward youth (working in an organized sector) on the provisions under the Protection of Women against Sexual Harassment at work place Act, 2013.
- educate the women on the provisions of registration of marriage under Compulsory Marriage Registration Act, 2002, to protect their rights.
- educate the villagers / ward members on the institutions working for providing shelter to women, children, juveniles, differently abled persons and senior citizens.
- educate the villagers / ward members on legal adoption and advise the needy couple to make use of the legal adoption process.
- refer needy women to 'Sakhi One Stop Center' to get Police, Legal, Medical and Counselling service.
- assist the victims of atrocities to avail compensation from the 'Relief and Rehabilitation' fund
- facilitate safety & security measures of women and children in the village / ward.
- educate 'Balika Sanghas' (9 to 16 years of age group) and make them aware of their rights to work as peer groups to solve the issues around child marriages, sexual abuse, trafficking and other offenses against girl children.
- report the Women Development & Child Welfare and Police department for missing women, children.
- be the member of the Village / ward Level Child Protection Committee, to ensure child friendly village (a village / ward free from trafficking, child marriage, child abuse, sale of child and child labour).

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- act as potential informer to report local Police or CDPO on presence of any unauthorized institution housing the children, orphans, abandoned and runaway children.
- create awareness on prevention of alcoholism.
- Facilitate for admission of substance (drug) addicted to nearest de-addiction centers.

B. Anganwadi Services

- monitor, ensure Anganwadi Center be opened in time on all working days.
- educate, encourage the pregnant and lactating women, mothers of below 6 years children to avail nutrition services, health care counselling at Anganwadi.
- encourage mothers of 3-6 years children to avail pre-school services at Anganwadi monitor and ensure Anganwadi carryout regular growth monitoring, nutrition services and health education

7. The Director General of Police, AP, Mangalagiri shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**K.R.M.KISHORE KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director General of Police, Andhra Pradesh, Mangalagiri.

The Commissioner/Director of Women, Child, Disabled & Senior Citizen
Department, AP, Vijayawada.

The Commissioner / Director of Municipal Administration, A.P., Vijayawada.

All the District Collectors in the State.

Copy to:

All the Line Departments.

The OSD to Minister for Home.

The PS to Prl. Secretary to Chief Minister.

The PS to Chief Secretary.

The PS to Principal Secretary to Govt.(Home).

SF/SC.

//Forwarded::By Order//

Section Officer

Annexure to G.O. Ms. No.129, Home (Legal.II) Department, dated: 10.10.2019.

Grama/Ward Mahila Samrakshana Karyadarsi
TRAINING PROGRAMME (INDOOR)

SL.No.	Subject	No.of Periods
1.	Criminal Laws (Important sections in I.P.C., Cr.P.C.& I.E.A.)	20
2.	Important Acts relating to Crime against Women	8
3.	Training on Protection of Child from Sexual Offences Act ,	8
4.	Training on Integrated child development service schemes - ICDS (<i>Supervision and vigilance role on AWC and AWW - Quality of Food - Create awareness among pregnant women, lactating Mother, Adolescent Girl</i>)	8
5.	Women and children care, Protection and Welfare Programmes (<i>Missing Girls/Women - Pregnant women to avoid female feticide,infanticide and child mortality</i>)	10
6.	Care and protection of children - Juvenile Justice Act (<i>Trafficked children - child labor, begging, child marriages, orphan homes - abandoned, run away children and child rights</i>)	10
7.	Basic Computers - Cyber Crime against girls and women and social media apps relating to women	10
8.	Functioning of Police stations and court related issues - Serving summons, warrants etc. - Victim women and victim Girl (<i>Passing information to police station</i>)	10
9.	Duties of PC/HC/ASI/SI and CI relating to crime against women and children	9
10.	Knowledge on protection of crime scene	10
11.	Knowledge in laws relating to SC/ST/Women/Children	10
12.	Collection of Intelligence over anti-social elements and law-breakers	10
13.	Training on un-natural deaths - reporting	5
14.	Training on Govt. Schemes - women empowerment	5
15.	Dealing with Differently abled, transgender and senior citizens	5
16.	Communication Skills and Media Management	10
17.	Introduction to Intelligence & Internal security and Traffic management	15
18.	Conducting awareness camps (<i>Youths - school going children - women employees - MahilaMitra-Dwacra Groups and other women Committees</i>)	5
Total		168

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TRAINING PROGRAMME (OUTDOOR)

SL.No.	Subject
1.	Course Inauguration
2.	Physical Training
3.	Yoga and Meditation
4.	First Aid, Health & Hygiene Management
5.	Visit to Police Stations, MRO Office, Panchayat Office and other Govt. Offices.
6.	Self Defence Techniques
7.	Disaster Management / Case Studies

ABSTRACT

Sl.No.	No. of weeks	Subject	Remarks
1.	1 week	Introduction about duties and responsibilities	42 Periods
2.	4 weeks	Training - Indoor and outdoor	168 Periods
3.	2 weeks	Visit to Police Stations and all other Government Offices	

K.R.M.KISHORE KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

