

BASIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Served:



Households Served:



Clusters Mapped:



Functionaries Attached



Volunteers Attached:



Secretariat Vacancies



Functionaries & Volunteers :

Service Requests Raised



Service Requests Closed



Since Inception 26-01-20202

Till Date

Grievances Raised



Grievances Resolved:



1902 / Register

Registers Maintained at the Secretariat

1	Attendance Register	6	Stock Register
2	Movement Register	7	Cash Balance Register
3	Casual Leaves Register	8	Property Tax Register
4	Tappal Register	9	Title Transfer Register
5	SPANDANA Grievances Register	10	Visitors Register

DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached
COP



Service Requests Received



Service Requests Closed
Till Date



Grievances Raised
From Till Date



Grievances Resolved:



Registers Maintained by the Functionary

1	General Statistics Register
2	Petitions & Complaints Register
3	Awareness & Counselling Register
4	Media Coverage Register
5	Superior Officials Visitor 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



Always display
Volunteers contact
details & the cluster
number attached to

FUNCTIONAL ASPECTS

Key Responsibilities

- Facilitate **safety and security measures** for **Women & Children**
- Keep surveillance and vigilance over Anganwadi Centres and ongoing Programs
- Inform and **prevent child marriages**
- Brief major **Law and Order issues** to Station House Officer promptly, assist in lodging petitions
- Facilitate and assist citizens in **report missing or lost documents and electronic gadgets**
- **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 and farmer suicide
- Report Drugs and anti social activity spots in secretariat limits and protect the scene of offence
- Educate students on road safety, cybercrime, women safety etc.
- Create awareness on prevention of alcoholism

FUNCTIONAL ASPECTS

Responsibilities

Ward Women Protection Secretary shall:

- Report Station House Officer daily and brief the Law-and-Order issues in their respective area.
- Submit Weekly report to the SHO 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) Visit schools and colleges at ward level and educate students regarding road safety, Cyber Crime, women safety etc.
 - d) Inform on social vices and anti-social activities.
 - e) Counsel respective sessions to farmers against suicide and stress management with help of stakeholders.
 - f) Information gathered from ward volunteers on the field related issues/problems.
- Visit schools and verify its functioning including mid-day meal system, stock position and maintain constant vigil over implementation of Governmental schemes.

FUNCTIONAL ASPECTS

Responsibilities

Ward Women Protection Secretary shall:

- Assist the Station House Officer in investigation of cases wherever necessary.
- Create awareness among the targeted beneficiaries, pregnant women, lactating mothers, children etc., about various Government programs.
- Report and monitor missing women and children, child marriages etc. Bring notice of local Police about any irregularities in the orphanages, old age homes, destitute homes, hostels, WWPS shelters etc.
- Guide the differently abled persons and transgenders for admissions in hostels, homes, WWPS shelters, residential schools for their care and education.
- Create awareness on the prevention of alcoholism, drug abuse and gender-based violence.
- Assist local police in service of Non Bailable Warrants/ summons wherever requested for.
- Obtain copies of FIRs from the Station Head Office (SHOs) 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.

FUNCTIONAL ASPECTS

Responsibilities

For Women Development & Child Welfare Department, Ward Women Protection Secretary shall:

- Monitor and support the activities for welfare of Women, Children, Differently Abled, Senior Citizens and Transgender
- Be responsible for Women and Children care, Protection and welfare programs
- Facilitate, create awareness and to educate on the acts for protection and welfare of women and children such as
 - prevent child marriages, educate the ward members on the provisions under of Prohibition of Child Marriage Act, 2006.
 - Act as potential informer to the child marriage prohibition officers (Ward Revenue Officer, Ward Secretary, Tahsildar & ICDS Supervisor) to prevent child marriages.
 - Control domestic violence against women, educate the Ward citizens 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 ward members on the provisions of Protection of Children from Sexual Offences (POCSO) Act, 2012 to protect the children from sexual offenses.

FUNCTIONAL ASPECTS

Responsibilities

For Women Development & Child Welfare Department, Ward Women Protection Secretary shall:

- Educate the ward members on provisions under Dowry Prohibition Act, 1961 and try to control dowry system in the community. Educate the ward youth (working in unorganized sector) on the provisions under the Protection of Women against Sexual Harassment at workplace Act, 2013.
- Educate the women on the provisions of registration of marriage under Compulsory Marriage Registration Act, 2002, to protect their rights.
- Educate the ward members on the institutions working for providing WWPS shelter to women, children, juveniles, differently abled persons and senior citizens.
- Educate the 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 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.

FUNCTIONAL ASPECTS

Responsibilities

For Women Development & Child Welfare Department, Ward Women Protection Secretary shall:

- Report the Women Development & Child Welfare and Police department for missing women, children.
- Register the member of the ward Level Child Protection Committee, to ensure child friendly (a ward free from trafficking, child marriage, child abuse, sale of child and child labour)

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: 201, Dated: 23-06-2019 Issued by: MAUD
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 Ward Woman Protection Secretary Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/WARD%20MAHILA%20SAMRAKSHANA%20KARYADARSHI%20ENGLISH%20VERSION.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Missing & Lost Documents
- Fresh & Renewal License
- Event Permissions for Bando bath
- LHMS (Lock Home Monitor System)
- Disha Application installation
- Payment of e-Challan,
- Awareness Program for Women & Children
- Prevention of child marriages
- Missing/ Kidnapping Person Search
- Unidentified Dead Body Search
- Passport Verification Status
- NOC & FIR Download