

WEC1-12440/18

വനിതാശിശു വികസന ഡയറക്ടറേറ്റ്
പൂജപ്പുര, തിരുവനന്തപുരം.
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വനിതാ ശിശു വികസന ഡയറക്ടർ.

എല്ലാ വിമൻ പ്രൊട്ടക്ഷൻ ഓഫീസർമാർക്കും.

സർ,

വിഷയം: വനിതാ ശിശു വികസന വകുപ്പ് - ഡയറക്ടറേറ്റ് - മഹിളാ പോലീസ് വോളന്റിയർ പദ്ധതി നടപ്പാക്കുന്നത്-സംബന്ധിച്ച്.

സൂചന : 1) 10-6-2018 തീയതിയിലെ സാനീവ B3/173/2018/ സാനീവ നമ്പർ സർക്കാർ കത്ത്.

2) മഹിളാപോലീസ് വോളന്റിയർ ഗൈഡ് ലൈൻ

വനിത

സൂചന (1)യുടെ കേന്ദ്ര ശിശു വികസന മന്ത്രാലയം ആവിഷ്കരിച്ചിട്ടുള്ള മഹിളാ പോലീസ് വോളന്റിയർ പദ്ധതി (പകർപ്പ് ഉള്ളടക്കം ചെയ്യുന്നു). കേരളത്തിലും നടപ്പാക്കാവുന്നതാണെങ്കിൽ ആയതിന്റെ അടിസ്ഥാനത്തിൽ വനിതാ ശിശു വികസന വകുപ്പിന്റെ നിലവിലുള്ള ഏതെങ്കിലും പദ്ധതി മഹിളാ പോലീസ് വോളന്റിയർ പദ്ധതിയുമായി ചേർക്കാവുന്നതാണോ എന്ന് ആരാഞ്ഞിരിക്കുന്നു.

ഈ സാഹചര്യത്തിൽ പൈലറ്റ് അടിസ്ഥാനത്തിൽ നടപ്പിലാക്കിയ 'കൈത്താങ്' പദ്ധതി മഹിളാ പോലീസ് വോളന്റിയർ (MPV) പദ്ധതിയുമായി ചേർക്കുവാൻ കഴിയുമോയെന്ന് പരിശോധിച്ച് ഇത് എപ്രകാരം നടത്തുവാൻ കഴിയുമെന്ന് സംബന്ധിച്ച് വിശദമായ റിപ്പോർട്ട് 4-8-18നകം ഈ ഓഫീസിൽ നൽകേണ്ടതാണെന്ന വിവരം അറിയിക്കുന്നു. സർക്കാരിന് മറുപടി നൽകേണ്ടതിനാൽ സമയ പരിധി പാലിക്കുവാൻ ശ്രദ്ധിക്കേണ്ടതാണ്.

വിശ്വസ്തതയോടെ

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വനിതാ ശിശു വികസന ഡയറക്ടർക്കുവേണ്ടി

ഉള്ളടക്കം
ഗൈഡ് ലൈൻ

ജികെ/

MAHILA POLICE VOLUNTEERS (MPVs)

SECTION – 1: INTRODUCTION

1.1 Gender-Based Violence (GBV), faced by women both in public and private spaces, including domestic violence, sexual assault, rape, voyeurism, stalking etc is a major threat to women equality and empowerment. A gender responsive police service requires specific training, increased presence of female personnel and community outreach to integrate gender issues into policies, protocols and operational procedures.

1.2 In recent years, various legislations regarding GBV have been enacted viz., the Criminal Law Amendment Act, 2013, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Protection of Women From Domestic Violence Act, 2005 and provide an opportunity to women facing violence to take recourse to the law. According to the latest National Crime Records Bureau data, during the year 2014, 3,37,922 incidences of crime against women (both under Indian Penal Code and other laws) were reported as against the 3,09,546 cases reported during 2013.

As observed by the Working Group on Women's Agency and Empowerment,¹ *these numbers have to be viewed keeping in mind that not all crimes against women are reported. The actual numbers may give even greater cause for concern.*

1.3 The Role of Police is pivotal in ensuring the safety and security of citizens in general and women in particular. To increase the visibility of women in the police force, Home Ministry has carried forward the initiative to give 33% reservation to women in police force by implementing it in UTs and propagating in the States. There has been an increasing emphasis on the gender sensitivity of police force through training programmes, performance appraisal and women police stations to tackle crime against women. A recent advisory dated 12th May, 2015 by the Home Ministry stresses on the need for sensitivity in handling women's issues.

¹Report Of The Working Group On Women's Agency And Empowerment, 12th Five Year Plan

1.4 However, it is a matter of common knowledge that women who are victim of violence or harassment may not find it easy to approach the police or other authorities for getting help or support. It would, therefore, be desirable to provide an effective alternative for getting help and support.

1.5 In order to promote these objectives and increase focused community outreach, Government of India envisages engagement/ nomination of Mahila Police Volunteers (MPVs) in all States and UTs who will act as a link between police and the community and facilitate women in distress. This will be implemented in a phased manner.

SECTION – 2:

2.1 VISION

MPVs are envisaged as empowered, responsible, socially aware women for fostering leadership in local settings to facilitate police outreach on gender concerns. They will be an interface between society and the police.

2.2 OBJECTIVES

2.2.1 An MPV will serve as a public-police interface in order to fight crime against women. The broad mandate of MPVs is to report incidences of violence against women such as domestic violence, child marriage, dowry harassment and violence faced by women in public spaces. She will act as a role model for the community.

2.2.2 An MPV is an honorary position.

2.3 COVERAGE

In the first phase, the scheme will be implemented on a pilot basis in all States and UTs. In the first phase, two districts from every state and one district from every UT shall be chosen on the basis of the following criteria:-

- i. Child Sex Ratio (CSR)
- ii. Crime against Women

The final selection of the district/districts would be the responsibility of the concerned State/UT.

2.4 FUNCTIONS OF MPVs

An MPV could be any woman who is socially and voluntarily committed towards empowerment of women and girls, willing to raise her voice against gender based violence and support the police in creating a gender just society free from violence.

The MPVs will be chosen by the Home Department of the concerned State/UT through the Superintendent of Police of the district. The MPV will directly report to the Circle Inspector in the Police Thana.

A woman nominated as an MPV shall be entrusted with the task of acting as a facilitating link between the police and the society on gender concerns.

During the course of her work, she shall undertake the following activities:

- i. Create awareness of the existing services available for women and children for example, One Stop Centers (OSC), Short Stay Homes, Shelters, Police Helpline 100, Women's Helpline 181, Childline 1098, Mobile Application for Emergency (*Himmat App*).
- ii. Inform the police personnel about any unpleasant behavior or untoward incidences against women and girls in the community.
- iii. Act as an additional intelligence collection unit of the area regarding all issues pertaining to women in that area--spotting of new and suspicious arrivals in the village; information about missing women or children of the area; substance abuse and deviant behaviour among school children and college students.
- iv. Report incidences of missing children, violence against women such as domestic violence, child marriage, dowry harassment, trafficking and any other form of violence faced by women in both public and private spaces. In case of missing children, or child abuse cases, MPV shall immediately call up 1098 and inform police.

- v. Mobilize and facilitate *Mahila aur Shishu Rakshak Dal* (MASRD) preferably of 10-12 members (similar to "Shaurya Dal" - A community led initiative to curb violence against women and girls in Madhya Pradesh). *MASRDs* may comprise of local leader, Sarpanch/ward member/Resident Welfare Association member, Teacher, Social Worker, SHG member, Counsellor, Local Media representative, Frontline Workers (ASHA, AWW)/ Community /Youth volunteers to act as Community Watch Groups. The concept of MASRD and procedure for formation of these groups is given at **Annexure I**. In addition, the existing groups working in the community on women empowerment issues may be integrated with MASRDs.
- vi. Mandatory visit of the local Anganwadi Centre once in a week on the day when the ANMs and ASHA workers also visit the Anganwadi. This will facilitate building partnerships and provide a platform to meet women.
- vii. Familiarize herself with the existing awareness generating websites/portals such as www.wcd.nic.in and resources related to informational/educational material for sensitizing women/girls and children.
- viii. Conduct one-to-one meetings, home visits, community meetings, Focus Group discussions to build confidence among women, families and peer groups to approach the Local Police, Women Helpline and One Stop Center in times of need.
- ix. Establish linkages with Protection Officers under "The Protection of Women from Domestic Violence Act, 2005" at district/ block level for convergence and coordination.
- x. Tie -up and be in constant touch with the other stakeholders on women's and children's issues--the police station concerned especially the women police personnel posted there, ANMs, ASHA workers, women homeguards, NSS, NCC, Mahila mandal workers, women's collectives, SHGs, Mahila Samakhya (wherever available).
- xi. Participate in the meetings of Village Health Sanitation Nutrition Committee (VHSNC), Gram Sabhas, Special Gram Sabha, Mahila Gram Sabha on regular basis and raise issues affecting women in these forums.
- xii. Engage and provide suggestions and feedback to the local administration and police about improving access to services and other related information.

2.5 ELIGIBILITY CRITERIA

- i. MPV should be a female.
- ii. She should not be less than 21 years of age.
- iii. The incumbent must possess at least 12th pass certificate.
- iv. She should be from the same geographical area and conversant with the local dialects.
- v. She must not have been convicted or imprisoned for the violation of any criminal law.
- vi. No criminal proceedings must have been instituted against her.
- vii. She should not be a member of any political party.

2.6 SELECTION PROCESS

An MPV shall be selected by the Superintendent of Police (SP) of the respective districts.

At least 1 MPV shall be engaged in each and every Panchayat/ Ward. Bigger villages can have more than 1 MPV depending upon the area/ requirement.

2.6.1 Suggestive Process of selection of MPVs

The process of selection of MPVs at district level should be done by the Senior Superintendant of Police in consultation with the Director General of Police of the State.

The suggestive selection process is as follows:

- i. Issue of notice in Local Thana/Police Chowki/Panchayat Office/ Municipal Office, publicity through Tehsildar/ Block Development Officer/ AWWs/ANMs/ASHAs/PS/OP/DySP/SP Office/ DM Office.
- ii. Applications from suitable candidates shall be invited giving time of at least 1 month. A model application form is placed at **Annexure II**.
- iii. Applications shall be received by Superintendent of Police (SP) of the area. An appropriate mechanism shall be worked out at district level with the criteria for selection and rejection of candidates.

- iv. Short-listing of eligible candidates shall be done by a Screening Committee.
- v. After verification of the credentials of the shortlisted candidates, 'Applicants' can be called by the Senior Superintendent of Police heading the committee for interview and selection.
- vi. SP will issue Appointment Orders to the selected candidates.

Members from the existing groups which are working at the grassroots for combating violence against women in different may be encouraged to apply for MPV.

During the course of appointment, selected candidate will submit a "Self-Declaration" that she has no criminal proceeding against her and has no political affiliation.

2.6.2 Screening Committee and its composition

The Screening Committee shall be headed by District SP and shall have the following composition:

- | | | | |
|----|---|---|-----------------|
| 1. | Deputy Superintendent of Police of Division | : | Member |
| 2. | Circle Inspector | : | Member |
| 3. | District Panchayat Officer | : | Member |
| 4. | Program Officer, ICDS | : | Member |
| 5. | 1 member from Civil Society Organization | : | Co-opted Member |

At least one member shall be a woman or a lady officer.

2.7 TERM OF THE MPVs

The initial term of an MPV will be for two years only and will be reviewed every six months. The termination of an MPV can be done any time based on the review of her performance.

The reasons for termination would be duly communicated in writing to the MPV. Termination orders can only be given by the SP.

Re-selection of an MPV could be done from the pool of waitlisted candidates drawn at the time of selection by the Committee.

2.8 PERFORMANCE EVALUATION

Quarterly report will be submitted by Dy. SP to SP on the performance of an MPV.

2.9 TERMINATION

The termination/removal of the MPV may be done by the SP concerned keeping in view the performance and misconduct, if any. The conditions in which the termination can happen:

- i. If the person so appointed is found to have concealed any criminal record either in past or present, or presented any forged or false document, she shall be terminated with immediate effect.
- ii. Conviction by the court of law.

However, MPVs can also tender resignation voluntarily for which at least 1 month notice should be given. No prosecution or legal proceedings will be initiated against MPVs for any bonafide activity undertaken in good faith.

SECTION 3: IDENTITY CARDS TO MPVs

MPVs will be an honorary position comprising of a trained cadre of women who shall be given an Identity Card to authenticate their identity, engagement with the public and the activities they undertake to ensure their mandate. A sample Identity Card and "Do's and Don'ts" related to it is placed at **Annexure III**.

SECTION 4: REWARD AND RECOGNITION

The Minutes of the Meeting and contribution of the MPVs is to be maintained and outstanding performers are to be rewarded at annual functions---both at the district as well as at the State level. The three outstanding performers shall be chosen from all the MPVs in the district and would be given a cash reward.

SECTION 5: MONTHLY ALLOWANCE, TRAINING, REWARD AND RECOGNITION OF MPVS

There will be provision of Monthly Allowance, Training, Reward and Recognition of MPVs and other ancillary expenses.

A lumpsum amount upto Rs. 1000/- per month shall be paid to MPV to cover her "out of pocket expenses" related to mobile phone and local transportation.

A three day training shall be imparted to the MPVs and TA/DA for training @ Rs. 400 per day will be provided to MPVs as one- time expenses.

For Reward and Recognition of MPVs a cash reward of Rs. 10,000/-, Rs. 5,000/- and Rs. 3000/- respectively would be given to the three outstanding performers chosen from all the MPVs in the district in the order of merit.

SECTION 6 : FUNDING PATTERN

For implementing the initiative of Mahila Police Volunteer, fund will be released out of Nirbhaya Fund to the States at 60:40 cost sharing ratio except in case of North Eastern States, Uttarakhand, Himachal Pradesh and Jammu and Kashmir where the share of Centre and State/UTs will be in the ratio of 90:10. In the case of Union Territories there will be 100% Central Assistance.

SECTION 9: TRAINING & CAPACITY BUILDING

- i. A Model Training Module will be prepared by Bureau of Police Research and Development (BPR&D) with support from Training Division. ADG, BPR&D will coordinate this process by constituting a committee which would include nominees from WCD, TISS and reputed Experts/NGOs.
- ii. A multi-layer model of training would be used to induct, orient and sensitize the MPVs in districts. The Master Trainers (five from each state, two from each UT) would be selected and trained by BP&RD, who will in turn train the MPVs in the districts.
- iii. Training programmes shall be organized by the Superintendent of Police to equip MPVs with adequate knowledge and capabilities to execute the responsibilities assigned to them
- iv. A three day training capsule for MPVs would be developed comprising of classroom training, lectures and practical training on self defence and induction training, women related laws/legislations, police procedures and field visits to preventive authorities established to combat violence within the district i.e. Local Police Thana/Prison, One Stop Center, Short Stay Homes/Swadhar Homes, AWC, PHC and other service delivery institutions at the grassroot level.
- v. The Induction training shall focus on making them aware about women related laws, police procedures, preventive authorities established to combat violence within the district i.e. police, Women Helpline, One Stop Center and other related subjects.
- vi. The State authorities will also organize periodical refresher training for MPVs to keep them in tune with latest development in policies and procedures.

SECTION 7 : FUND FLOW

The MWCD will be responsible for the budgetary regulation and administration of the scheme at the Central level. The MWCD will transfer the funds to the consolidated funds of the State Government after obtaining due appraisal from the empowered committee constituted for considering the proposal under Nirbhaya Fund and approval. The State Government will operate a separate bank account for Mahila Police Volunteers initiative. The State Department will transfer the funds to the concerned Superintendent of Police who will operate a separate bank account in the name of the initiatives.

SECTION 8: REPORTING AND MONITORING

- i. A list of all the MPVs engaged in a particular district along with their contact details and verification status shall be maintained with the SP's Office.
- ii. The list of all the selected MPVs within the district shall be available at the office of District Superintendent of Police/ SDPO/ PS/ OPs, Program Officer (ICDS) and the office of Collector/ SDO/ BDO/ Tehsildar.
- iii. While working as MPVs, they will submit periodical reports on the issues of violence against women/ gender concerns within their local area. A Monitoring* and reporting template is placed as **Annexure IV**.
- iv. It will also include summary of all cases reported by them to the local authorities, their outcomes and the challenges faced by them during case intervention.
- v. The Police Stations (SHOs Circle Officers) concerned must convene a monthly meeting which must be attended by these MPVs. If something emergent occurs she must definitely meet the police officers concerned immediately. The minutes of the meeting must be properly maintained.
- vi. No sub-judice matter or those under investigation is to be discussed in the meetings of MPVs.
- vii. In case the MPV is facing any difficulty in performing her duties, the SP should personally intervene to resolve the same.

SECTION 10: ADVOCACY, COMMUNITY MOBILIZATION & AWARENESS GENERATION

The Home Department at State/District level may widely publicize the MPV initiative to inform the target group about presence of MPV in a given GP/Ward. All women from her geographical domain need to know that in times of crisis, they can reach out to the MPVs. This may be done through mass awareness efforts such as the following:

i. Informing women (target group of MPV) about deployment of Mahila Police Volunteers:

- Issue of notifications about MPVs with their contact details, phone numbers etc. and displaying the notice prominently in key public places/offices/locations where people congregate for work including local Police Stations, office of the Gram Panchayat/ Sarpanch, Anganwadi Centres, Municipal/Ward Offices, Govt. Hospitals, Local Courts, Offices of BDO, DC/DM, SP etc. This notification should to include Names, Phone numbers and GP/Municipal Ward details of all MPVs within a Sub-Division.
- Local AWWs and ASHAs may also be shared the list so that while working with local women they can further disseminate the information.
- Local Community Radio Stations to publicise their names, wherever possible.
- State Govt. could run a short but high intensity radio campaign to inform the target group of women about the MPV initiative and encourage them to take their help and support in times of need or crisis.
- The same campaign may be run through Social Media too without any cost.

ii. Staying Connected: In order to make the MPVs effective and to keep them connected with each other and to the concerned Police officials, they should be provided with mobile connections with monthly data packs (fixed) so that they can use the cell phone for the purpose of their work.

- MPVs may stay connected with each other to the local SHO through social networking applications.

- Through such a group such as WhatsApp, photos, audio, video etc can be easily shared by the victims.
- In case any MPV is faced with a threat/crisis, it may be shared in the group also so that others may become more alert and cautious and avert possible threats.



ANNEXURE II

APPLICATION FORM FOR ENGAGEMENT AS AN MPV

1. Name : _____
2. Date of Birth : DDMMYYYY
3. State/ UT : _____
4. District : _____
5. Residential address : _____

Photograph of the
Applicant

Signature of the
Applicant

6. Nearest Police Station : _____
7. Mobile No : _____
8. Email Address : _____
9. Aadhaar Card No/Any other Govt. ID Proof: _____
10. Educational Qualification: _____
11. Why do you want to become an MPV? (not more than 100 words)

Formation of *Mahila aur Shishu Rakshak Dals* (MASRDs)- A best practice from Madhya Pradesh's *Shaurya Dal* Initiative

Mahila aur Shishu Rakshak Dal (MASRD) is a socially conscious, highly empowered and motivated group of men and women who volunteer to curb violence against women/girls and children in their community. MASRD is preferably a group of 10-12 members, both men and women who are motivated, proactive and have a say over the community. MASRDs may comprise of local leader, Sarpanch/ Ward member/ Resident Welfare Association member, Teacher, Social Worker, SHG member, Counsellor, Local Media representative, Frontline Workers (ASHA, AWW)/ Community / Youth volunteers to act as Community Watch Groups.

Mahila Police Volunteer (MPV) will have the responsibility to motivate and mobilize individuals to form themselves into MASRDs. The MASRD will work in close coordination with the MPV to support women in distress.

MASRD will function on the principle of Community Partnership and Action and will act as Community Watch Groups to curb violence against women/girls and report any untoward incidence in the community. These groups will also work on the preventive aspects of sensitizing and educating the community about the existing laws, legislations, schemes and programmes for women and children. It will encourage community members to be responsible for creating a safe environment for women/girls and children.

12. List your previous achievements, if any:

13. Please tell us about any background work or volunteering experience in school/college/community/NGO etc. where you have demonstrated leadership skills relevant to the role you are applying for:

14. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law? _____ If yes, give details: _____

15. Are you a member of any political party? _____

16. Any other information: _____

*Please attach valid Identity Proof with this form

I certify that the above particulars are true, complete and correct to the best of my knowledge and belief and no material has been concealed therefrom.

Signature of Applicant

ANNEXURE III

Sample Identity Card

MPV Badge	Name of the State: Address: Telephone Email:	Logo of State
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MAHILA POLICE VOLUNTEER	
<div style="border: 1px solid black; height: 100px; width: 100%; display: flex; align-items: center; justify-content: center;"> Photograph (Passport size) </div>	<div style="text-align: right; margin-bottom: 10px;"> S.No.: </div> Name : _____ Date of Birth: _____ Address : _____ _____ Valid from : _____ to _____

<p style="text-align: center;"> Identity Card No.: _____/_____/_____ </p> <ol style="list-style-type: none"> 1. Possession of I-Card is mandatory while on Duty. 2. Identity Card is to be shown only when asked. 3. This I-card is non-transferable. 4. State Police force will not be liable or responsible for misuse of the I-Card. 5. Report loss/theft of card immediately to the Police and lodge an FIR. 6. This card must be returned when directed and surrendered on Termination of tenure.
<div> Date of Issue: </div> <div> Stamp </div>

ANNEXURE IV

REPORTING FORMAT FOR MPV

Name of the MPV :

Reporting Period :

State: _____

District: _____

Local Police Station: _____

1. Number of cases reported:

Age Group (in years)	Nature of crime	Referred to			
		Police	Helpline	OSC	Any other
	Domestic Violence				
	Rape				
	Sexual Offence/ Harassment (such as Rape, Stalking, Voyeurism etc.)				
	Acid attack				
	Child Sexual Abuse				
	Child Marriage				
	Missing/ Kidnapping				
	Dowry				
	Any other crime/ grievance (please specify):				
	Any Counselling done by MPVs – details be given				

2. No. of formation of *Mahila aur Shishu Rakshak Dals* facilitated:

3. No. of awareness generation/sensitization meetings held:

4. Initiatives taken on Women Empowerment:

5. Any other information:

(Signature of MPV)