

**Police Order No. 301/2005**  
**For Setting up of 'Women and Child Desks' in**  
**Different Police Stations of the State**

To facilitate integrated approach towards "Crime against Women" and "Children", it has been decided to set up a 'Women and Child Desks' in 40 Police Stations of the State as per list attached in the first phase. The Desk Officer for such desk will receive all complaints of/relating to women victims and children, listen to their grievances with empathy and ensure proper legal action.

**CONSTITUTION:**

A woman officer of the rank of SI/ ASI available in the said 40 major Police Stations of the state shall be designated as Desk Officer of the 'Women and Child Desk'. She will be assisted by at least one lady constable. Where no woman officer of the rank of SI / ASI is available in the said 40 Police Stations, a Junior SI should be designated as the Desk Officer of such Desk. In absence of any woman officer, at least two lady constables should be attached to such Desk. The District SP will select personnel from the existing strength of the Police Stations and attach them to such Desk by issuing formal orders, which should be published as DO and a copy sent to the concerned Police Station. The 'Women and Child Desk' shall function under the over all control and supervision of the Officer-in-Charge of the Police Station.

**DUTIES AND RESPONSIBILITIES:**

The Desk Officer of the 'Women and Child Desk' shall be responsible for receiving all complaints either lodged at the Police Stations by woman and child victims or relating to them

1. If the complaint reveals a cognizable case, it shall be her/his duty to have the case registered immediately and ensure that a copy of the FIR is made over to the complainant free of cost. The acknowledgement of the complainant should be retained for record.
2. If the complaint does not reveal any cognizable case she or he shall enter the fact in the Station Diary and advise the victim suitably to take other recourse available.
3. The Officer-in-Charge of the Police Station, the Desk Officer of the 'Women and Child Desk' as well as the staff attached to such Desk should be conversant with laws in force relating to Women and Child as well as various judicial pronouncements and guidelines of the Apex Court and different High Courts and ensure that these are implemented in letter and spirit.
4. They will ensure that the guidelines prescribed under various laws and by the Apex Court relating to arrest and treatment of Women and Child while at the Police Stations are meticulously followed.

5. The Traumatized women victims as well as women and juvenile accused of any offence while at Police Stations shall be segregated from others, and examined and interrogated separately in a separate room of the PS with due regard to their privacy and in accordance with law.
6. The women victims/accused persons shall be dealt with all decency and due regard to their honour and dignity, so that they do not feel harassed at the hands of the police on the plea of examination or interrogation.
7. Similarly, the child victims and juveniles in conflict with law shall be taken care of and dealt with sympathy in accordance with provisions of law relating to children.
8. The traumatized women victims and children may require counselling and temporary shelter before they are accepted back in the families or otherwise rehabilitated. The Desk Officer of the desk shall refer such cases to the Short Stay Home, Destitute Home and Children's Home etc as the case may be. To facilitate this, such Desk Officer shall maintain a list of Family Centres, Short Stay Homes, Swadhar Homes for Women and Child etc with the names and addresses of the functionaries as well as their telephone numbers to contact them at the time of need. A detailed district wise list has already been circulated to all District SsP/Range DIsG by the woman and Child Development Department, Bhubaneswar.
9. Several NGOs at the District and State level are working for the cause of Women and Child. The Officer-in-Charge of the Police Station and the Desk Officer should be accessible to such NGOs and co-ordinate such efforts to improve the condition of Women and Child within the legal frame work. To facilitate this, the Desk Officer shall maintain a list of such NGOs functioning in the PS area and the District, with names, addresses of the functionaries and telephone numbers of contact them as and when necessary.
10. The traumatized women victims and children may require medical attention for their medico-legal examination and treatment. The Desk Officer of such Desk shall maintain a list of lady doctors available in the PS jurisdiction, Sub-Division and District Headquarters for referring the cases of Women and Child victims.
11. Trafficking in Women and Child is another major area which the officers and men attached to such Desk will be required to focus their attention. The Officers and men attached to the Desk shall collect information regarding trafficking in 'Women' and 'Children' on false promises of marriage, providing employment etc and their subsequent exploitation. Regular liaison with the NGOs working in the field and people's representatives, particularly of Panchayati Raj Institutions will help in collection of such intelligence. On receipt of such intelligence it should be duly verified, and the Desk officer should ensure raids on the lodging Houses, Hotels, Brothels, Bars and Pubs, Dhabas and Red Light Areas by the special Police Officer under the ITP Act, 1986, if any, and take appropriate legal action against the traffickers. The victims of such trafficking should be handled with due honour and



- dignity and steps taken for restoring them to their parents/guardians or rehabilitating them through NGOs or other Government agencies.
12. It has been observed that Police officers during interviews to the media allow women and child victims to be photographed after raids on brothels etc. While briefing the media, the Women and Child Desk personnel should bear in mind that law prohibits revelation of name of victims of offences under Sections 376, 376A, 376B, 376C and 337D IPC, and child participants in offences under the ITP Act are often victims of crime. This aspect may be borne in mind while allowing media coverage of such offences.
  13. The Desk Officer shall initiate legal action against sale and circulation of obscene literature, pornographic materials and indecent representation of women at public places. They shall also identify places frequently by large number of women and girls either regularly or occasionally during fairs and festivals and take proactive measures by way of patrolling and deployment of women police officers to prevent eve-teasing, kidnapping, abduction and molestation etc. In addition to the aforesaid duties, the officers and constables attached to such Desk shall perform normal duties of the Police Station assigned to them by the Officer-in-Charge.
  14. **Training:** A 'Sensitization Training Course' for Officers and Constables attached to such Desk, OsIC/ IsIC/CIs/SDPOs and Headquarters Dy SsP shall be organised at the Range level. The District SsP will ensure that all officers and Constables attached to such Desk attend the training course. Suitable entry to that effect may be made in their Service books.
  15. **Nodal Authority:** The District HRPC will act as the Nodal agency in such matters within the district.

**(B. B. MISHRA)**  
**DG & IG of Police**  
**Orissa, Cuttack**

*List of Police Stations of the State where Nehila and Sishu Desk will be set up in the 1st phase.*

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<i>Name of the Districts</i>	<i>Name of Police Stations</i>
1. Angul	Angul P. S. Talcher P. S.
2. Balasore	Balasore P. S.
3. Berhampur	Gopalpur P. S.
4. Bargarh	Bargarh P. S.
5. Boudh	Boudh P. S.
6. Bhadrak	Town P. S.
7. Bolangir	Bolangir Town P. S.
8. Cuttack	Salapur P. S. Sader P. S.
9. Deogarh	Deogarh P. S.
10. Dhenkanal	Town P. S.
11. Ganjam	Ghatrapur P. S. Bhanjanagar P. S.
12. Gajapati	Paralakhemundi P. S.
13. Jajpur	Jajpur P. S.
14. Jagatsinghpur	Jagatsinghpur P. S. Paradeep P. S.
15. Jharsuguda	Jharsuguda P. S.
16. Kalahandi	Town P. S.
17. Keonjhar	Town P. S. Ghasipura P. S.
18. Kandhamal	Town P. S.
19. Khurda	Jatni P. S. Khurda P. S.
20. Koraput	Town P. S.
21. Kendrapara	Kendrapara P. S. Rajnagar P. S.
22. Mayurbhanj	Baripada Town P. S.
23. Nayagarh	Nayagarh P. S.
24. Nawarangpur	Nawarangpur P. S.
25. Puri	Puri Town P. S. Pipil P. S.

<u>Name of the Districts</u>	<u>Name of Police Stations</u>
26. Rourkela	Lathikata P. S.
27. Rayagada	Rayagada P. S.
28. Sambalpur	Burla P. S.
29. Sonapur	Sonapur Town P. S.
30. Sundargarh	Town P. S.
31. Nuapada	Nuapada P. S.
32. Malkanagiri	Malkanagiri P. S.

31/3/15  
 18/3/15  
 ( B. B. Mishra )  
 D. G. & I. G. of Police,  
 Orissa, Cuttack.