



MANUAL FOR SAANJH COMMITTEE AND ADVISORY BOARD



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Pramod Kumar
Assisted by : Harsh Chopra



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Sector 38A, Chandigarh - 160014, India

Tel: 0172-2625941
Fax: 0172-2625942
Email: idcindia@idcindia.org

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Abbreviations

ACP	Assistant Commissioner of Police
BDPO	Block Development and Panchayat Officer
CAD	Community Affairs Division
CDPO	Child Development Project Officer
CPMEU	Community Police Monitoring and Evaluation Unit
CPMU	Community Police Monitoring Unit
DIG	Deputy Inspector General
DCPO	District Community Policing Officer
DSP	Deputy Superintendent of Police
GO	Gazetted Officer
IG	Inspector General
SSP	Senior Superintendent of Police
SP	Superintendent of Police
SDM	Sub-Divisional Magistrate
SMO	Senior Medical Officer
SHO	Station House Officer



SAANJH COMMITTEE, ADVISORY BOARD MANUAL

For constituting committees/advisory boards, selection of members and their roles and functions

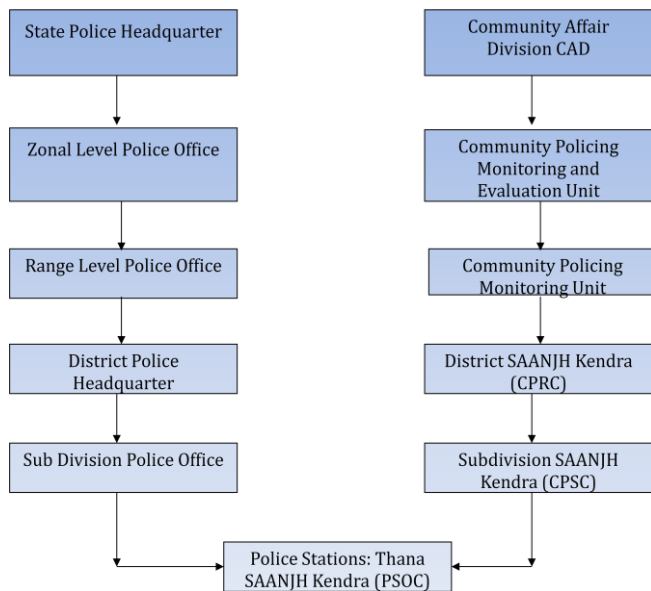
Institutionalized public participation in the form of SAANJH committees and advisory boards are the most important and unique feature of SAANJH programme. The mandate of these committees and advisory boards, selection criterion of members and their role has been scripted in this manual for the ready reference of community police officers and committee, advisory board members.

This document provided detailed guidelines for the formation of SAANJH committees and advisory boards at all administrative levels of the police department under the SAANJH programme.

GLIMPSE ABOUT SAANJH

SAANJH is a six-tier body having Community Affairs Division at the top. It provides policy guidelines, support for capacity building and strengthens systems of planning, management, participatory and integrity mechanism.

Institutional Structure of SAANJH Programme



SAANJH has been implemented as a philosophy and not as a programme

“In this philosophy the police and community collaborates with each other with a view to identify the needs and problems of community and jointly work towards finding solutions to the community problems while meeting the aspirations of the community”

Functions and Services

- These centres provide services which include delivery of copies of FIRs and untraced reports, no objection certificates for armed licences, permission for religious and political processions, verification of tenants, registration of servants etc.
- These centres also provide counselling services to resolve disputes relating to domestic violence, dowry and various other crimes against women. It will also have police on call facility for women in distress due to domestic violence, social atrocities, other violations and criminal offences.
- These have facility for lodging complaints against the working of the police personnel and transparent disposal of complaints so lodged.
- There is victim relief centre which shall include first-aid facility and free legal aid for the poor.
- These centres to be run in partnership with the representatives of the community.

Community-Police Interface

Institutional, Spatial and Service-Delivery Features

- Easy and dignified access to police services
- To break the spatial disconnect – people don’t connect with the police station
- Collectively managed: An autonomous registered society.
- Pool of community and police resources
- It has been modelled as a platform for community – police partnership to deliver police services;
- To function as a non-formal forum for resolution of conflicts, domestic disputes, economic discords and social unrest;
- To provide a transparent institutional mechanism to hold police accountable for their misconduct.

I. DEFINITIONS



1.1 | SAANJH KENDRAS

SAANJH Kendras are community policing units established at different levels of the police department such as district, subdivision and police station (thana) level. These SAANJH Kendras are registered under the Society Act and have official and non-official public members in their governing committee. These centres deliver varied non-crime related police services to the citizens; provide a platform for the public to participate in policing in a consultative capacity and evaluate the performance and manage different community policing programmes.

1.2 | DISTRICT SAANJH KENDRA

SAANJH Kendra at district level is District SAANJH Kendra.

1.3 | SUBDIVISION SAANJH KENDRA

SAANJH Kendra at subdivision level is Subdivision SAANJH Kendra .

1.4 | THANA SAANJH KENDRA

SAANJH Kendra at police station level is Thana SAANJH Kendra.

1.5 | SAANJH KENDRA COMMITTEES

SAANJH Kendra Committees are the committees with representation of official and non-official persons as members. The number of non-official members at District level Committees and Sub-division level committees is 12 whereas the number of non-official members at Police Station level is 10.

1.6 | DISTRICT SAANJH COMMITTEE

District level SAANJH committee is constituted at the District level SAANJH Kendra to perform certain roles and responsibilities that are explained in this document.



1.7 | SUBDIVISION SAANJH COMMITTEE

Subdivision level SAANJH committee is constituted at the Subdivision level SAANJH Kendra to perform certain roles and responsibilities, which are explained in this document.

1.8 | THANA SAANJH COMMITTEE

Thana level SAANJH committee is constituted at the Police station level SAANJH Kendra to perform certain roles and responsibilities, which are explained in this document.

1.9 | OFFICIAL MEMBERS

Official members are those who will be members of these committees in their ex-officio capacity presently incumbent in different government departments.

1.10 | NON - OFFICIAL MEMBERS

Non-Official members will be the persons with non-political affiliation having expertise in different discipline such as law, academics, social welfare, human rights and finances etc.

1.11 | CONVENER

Convener is the official member of the committee whose job is to call meetings of the committee and to perform different roles as per the mandate of these committees.

1.12 | CO-CONVENER

Co-Convener is non-official member of the committee whose job is to coordinate with the convener and calling community members for the meetings and to perform different roles as per the mandate of these committees.

1.13 | EX-OFFICIO

A person who is in some position in an office/institution and represents that office/institution by virtue of his/her position or status.



1.14 | COMMUNITY AFFAIRS DIVISION (CAD)

A Division at the headquarters level in state capital to look into the SAANJH community Policing program.

1.15 | COMMUNITY POLICING MONITORING AND EVALUATION UNIT (ZONAL LEVEL) (CPMEU)

These are the units established at the zonal level police offices under the supervision of IG Zones to monitor and evaluate the community policing programme.

1.16 | COMMUNITY POLICING MONITORING UNIT (RANGE LEVEL)(CPMU)

These units under the supervision of DIG ranges are to monitor the community policing programme and submit the report to the zone level community policing monitoring and evaluation unit for perusal after getting the same from SSP/Commissioners of the different districts fall under its range.

1.17 | DISTRICT COMMUNITY POLICING OFFICER (DCPO)

In major districts SP rank officers and in minor districts DSP rank officers are deputed to look into the affairs of community policing in the district. These officers are designated as District Community Policing Officers (DCPO).

1.18 | SAANJH ADVISORY BOARD

'SAANJH Advisory Boards' are community liaisoning groups and an extended arm of the SAANJH Committees nominated by the non-official members of SAANJH Committees.

1.19 | MEMBERS OF SAANJH ADVISORY BOARD

Members of SAANJH Advisory Board are those members who are identified and nominated by members of SAANJH Committees for the purpose of community liaisoning.

1.20 | CHAIRPERSON

Chairperson of the SAANJH Advisory Board is the SSP, DSP Div., SHO Police Station in their ex-officio capacity at district, sub-division and police station (thana) level respectively.



II.DISTRICT SAANJH COMMITTEES



2. NUMBER OF MEMBERS IN DISTRICT SAANJH COMMITTEE

- **Number of Official Members:**

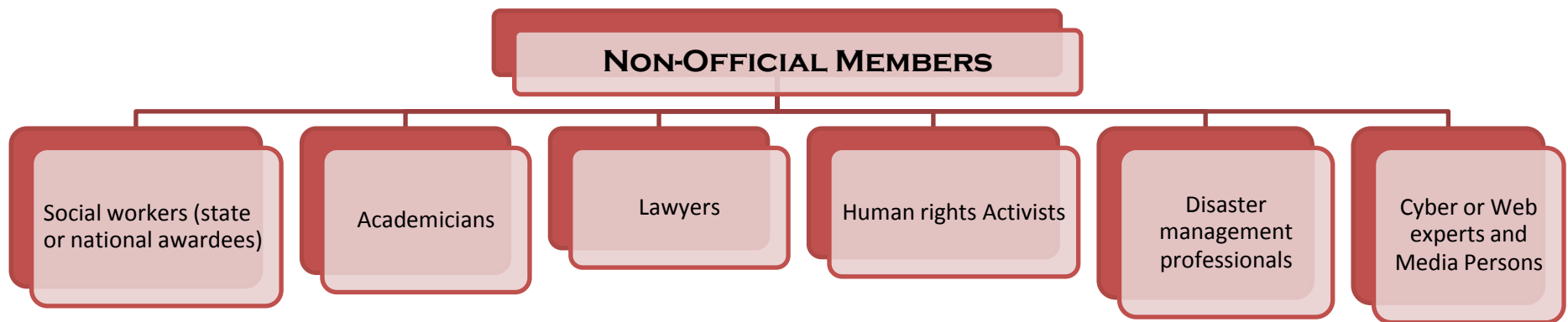
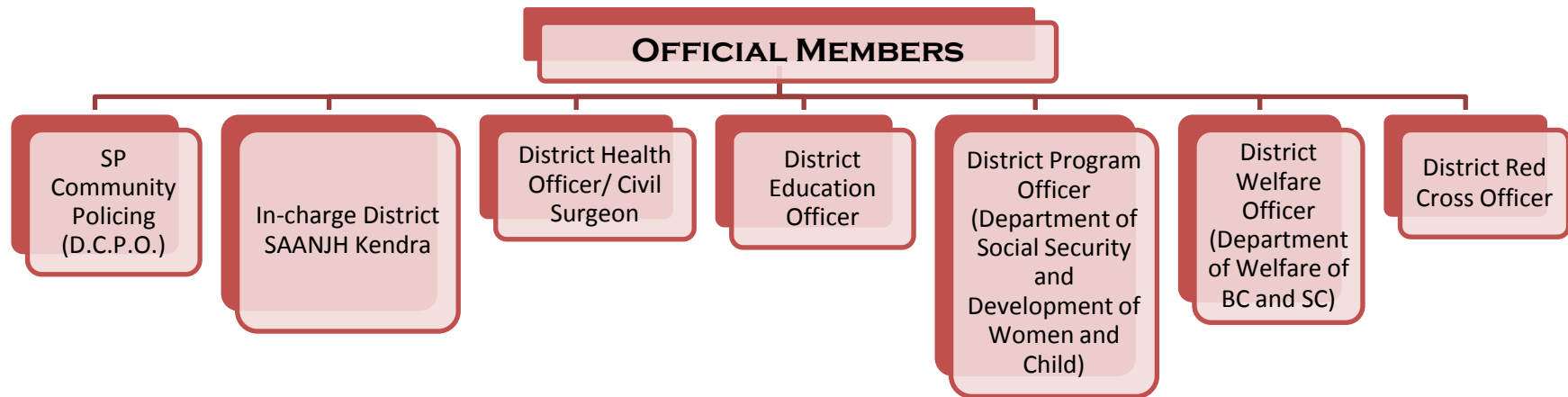
- Number of Official Members of District Level SAANJH committee shall be 7.

- **Number of Non-official Members:**

- Number of Non-official Members of District Level SAANJH committee shall be 12.
- 4 members shall be women

3. OFFICIAL AND NON-OFFICIAL MEMBERS OF DISTRICT SAANJH COMMITTEE





4.1 PROCEDURE FOR SELECTION OF OFFICIAL AND NON-OFFICIAL MEMBERS OF DISTRICT SAANJH COMMITTEE

Chairperson

- SSP / Commissioner of Police will be the ex-officio Chairperson of the SAANJH committee.

Convener

- SP Community Policing D.C.P.O. shall be the convener of SAANJH committee in ex-officio capacity.

Co-Convener

- The non-official members from amongst themselves shall select the co-convener preferably unanimously.
- A resolution shall be proposed in the committee in presence of all the Non-Official members in case of contest and Co-Convener shall be chosen with majority vote.

Official Member

- Officers of different departments would be the Official-Members of the committee in their ex-officio capacity.
- SSP shall hold meeting with the District Deputy Commissioner to issue an official circular to these officers to cooperate and participate in the meetings and programmes of District SAANJH Kendra as Official Members.

Non-Official Members (When Selecting All New Members)

- District SSP, SP Community Policing and in-charge District SAANJH Kendras shall call a meeting of persons of above mentioned (See No.3, p.7) profile from the district.



- After explaining the objectives of the committee and role expected from them they shall be asked for their voluntary consent.
- Those members who give their consent shall be nominated as the non-official members and after character and criminal verification a membership card may be issued to these members.
- Name of non-official members shall be documented along with their police verification, date of selection, tenure of membership, and contact details to the offices of SSP, SP Community Policing and District SAANJH Kendras. The same shall be sent to Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU for their intimation and records.
- List of District level SAANJH Committee shall be circulated to the Subdivision and Police Station level SAANJH Kendras also for their record and information and for future co-ordination among Members of committees at all three administrative levels.
- In-charge SAANJH Kendra shall timely update the list of non-official members and inform at least 30 days before the date of completion of membership to the office of zonal level CPMEU, range level CPMU, Community Affairs Division, SSP, SP Community Policing and subdivision and police station level SAANJH Kendras.



5. TENURE, CANCELANATION OF MEMBERSHIP OF DISTRICT SAANJH COMMITTEE

5.1 Tenure of Non-Official members

- Non-official members shall be selected for the tenure of at least 2 years.
- Tenure of a member with efficient and active participation may be prolonged with the consensus among non-official members and approval of District SSP.
- In case membership is not extended it would be considered terminated.

5.2 Cancellation of non-official membership prior completion of tenure

- Membership of the non-official member shall be treated cancelled in case of his/her demise shift in residence outside the jurisdiction of the SAANJH Kendra
- Membership of the non-official member may be cancelled on his/her own request.
- Membership of the non-official member may be cancelled if the member remains absent in two or more consecutive meetings without prior intimation.
- Membership of the non-official member may be cancelled if the member found involved in some sort of illegal activity.
- Membership of the non-official member may be cancelled if the member is found misusing his/her capacity and identity as a member for his/her personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. come under the ambit of misuse of capacity.

5.3 Procedure for the Cancellation of non-official membership prior completion of tenure

- SP Community Policing shall call meeting of all non-official members along with prior information citing reasons for cancelation of membership.
- During meeting the cancellation shall be proposed among the members and decision shall be taken with majority vote of members and put on record and forwarded to the office of SSP for the final approval and then sent to the Community Affairs Division, zonal level CPMEU and range level CPMU.
- Quorum of 70 percent of non-official members shall be present and sign the same resolution. In the case of lack of quorum, the meeting will be re-convened.



5.4 Procedure for the selection of a new non-official member/s in lieu of membership/s cancelled

SP Community Policing and In-charge District SAANJH Kendras shall call a meeting of non-official members.

New name/s of person/s may be proposed by District SSP, SP Community Policing or by any non-official member for the new membership/s in lieu of membership/s cancelled.

Name/s which is/are consented by the majority of non-official members shall be nominated as the new non-official member/s in lieu of membership/s cancelled and after character and criminal verification a membership card may be issued to these member/s.

Name of new non-official members shall be documented along with their, police verification, date of selection, tenure of membership, and contact details in the offices of SSP, SP Community Policing and District SAANJH Kendras. The same shall be sent to Community Affairs Division at Punjab police headquarters, zonal level CPMEU for their intimation and records.

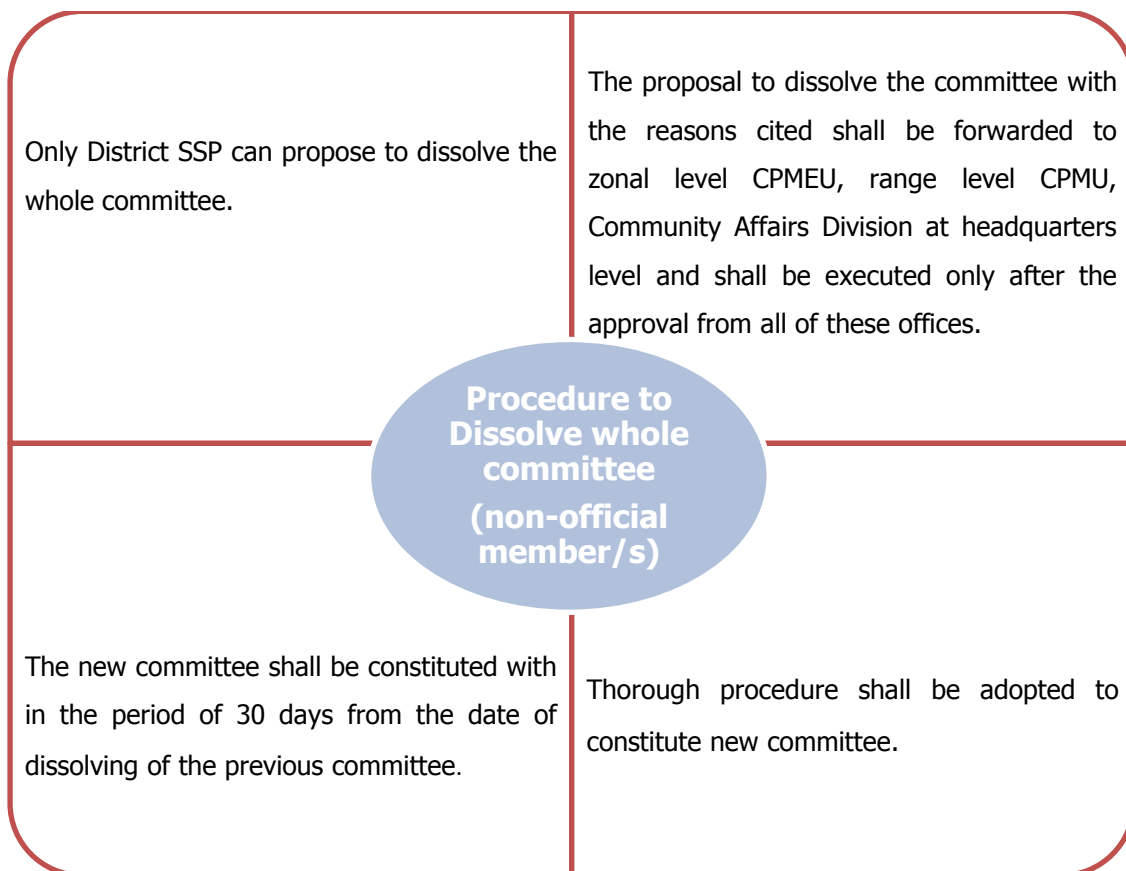
The updated list of District level SAANJH Committee shall be circulated to the Subdivision and Police Station level SAANJH Kendras also for their record and information and for future co-ordination among Members of committees at all three administrative levels.

In-charge SAANJH Kendra shall timely update the list of non-official members and inform the date of completion of membership in 30 days advance period or cancelation of membership to the office of zonal level CPMEU, range level CPMU, Community Affairs Division, SSP, SP Community Policing and subdivision and police station level SAANJH Kendras.



6.1 DISSOLVING DISTRICT SAANJH COMMITTEE

6.1. Procedure to dissolve whole committee (non-official member/s)



6.2 When to Dissolve whole Committee

Whole committee may be dissolved in case majority of non-official members remain absent in two or more consecutive meetings without prior intimation and are not active.

Committee of non-official members may be dissolved if members found involved in some sort of illegal activity.

Committee of non-official members may be dissolved if members found misusing their capacity and identity as a member for their personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. comes under the ambit of misuse of capacity.

If committee members found indulging in instigating public against police department.



7.1 MEETINGS OF DISTRICT SAANJH COMMITTEES

7.1. Meeting for Evaluation and Audit

- QUARTERLY PERFORMANCE ALONG WITH PENDENCY IN TERMS OF NUMBER OF SERVICES DELIVERED UNIT -WISE
- AMOUNT OF FUNDS COLLECTED
- UTILIZATION OF FUNDS RELEASED EARLIER
- DIFFICULTIES FACED IN ADMINISTRATION AND MANAGEMENT OF SAANJH KENDRAS
- COMMUNITY POLICING ACTIVITIES: CHALLENGES IN ONGOING ACTIVITIES
- RELEASE OF NEW FUNDS

- ➔ The DCPO of the district shall chair these meetings.
- ➔ There shall be 4 mandatory evaluation and audit meetings (once in three month) in a year.
- ➔ In-charge District SAANJH KENDRA shall be responsible to decide the date and time to call meetings of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, CAD, zonal level CPMEU and range level CPMU for information.
- ➔ Resolution on funds release shall be passed and signed by Convener, Co-Convener, in-charge SAANJH Kendras and all the non-official members of the committee present. Copy of the same shall be forwarded to District SSP, CAD, zonal level CPMEU and range level CPMU for information only.



7.2. Meeting for Community Agendas

- CURRENT LAW AND ORDER PROBLEMS AND COMMUNITY CONCERNS
- COMMUNITY POLICING NEW INITIATIVES REQUIRED
- PLANNING AWARENESS PROGRAMS ON SAANJH KENDRAS
- FOCUS AREAS FOR AWARENESS, CAMPAIGNING AND SENSITIZATION FOR NEXT SIX MONTHS
 - ✓ GENDER SENSITIZATION
 - ✓ CRIME AGAINST WOMEN
 - ✓ CRIME PRONE AREAS AND SAFETY MEASURE
 - ✓ TRAFFIC RULES AND PROBLEMS
 - ✓ DRUG ABUSE

- ➔ The DCPO of the district shall chair these meetings.
- ➔ There shall be 2 meetings in a year (once in six months).
- ➔ In-charge District SAANJH KENDRA shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, CAD, zonal level CPMEU and range level CPMU for information.
- ➔ Official members other than police department may be invited only if there is any matter pertaining to their department.



7.3 Emergency Meetings

- FOR THE SELECTION OF NEW NON-OFFICIAL MEMBER
- FOR THE CANCELATION OF EXISTING MEMBERSHIP OF NON-OFFICIAL MEMBER
- FOR ANY EMERGENCY FUNDS REQUIREMENT
- OTHER EMERGENCIES
 - ✓ THREAT TO NATIONAL SECURITY
 - ✓ DISASTER RELIEF
 - ✓ NEW CRIME THREAT
 - ✓ HIGH ALERTS

- ➔ The DCPO of the district shall chair these meetings.
- ➔ Number of meeting as per requirement.
- ➔ In-charge District SAANJH KENDRA shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting shall be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, CAD, zonal level CPMEU and range level CPMU for information.



III. SUBDIVISION SAANJH COMMITTEES



8. NUMBER OF MEMBERS IN SUBDIVISION SAANJH COMMITTEE

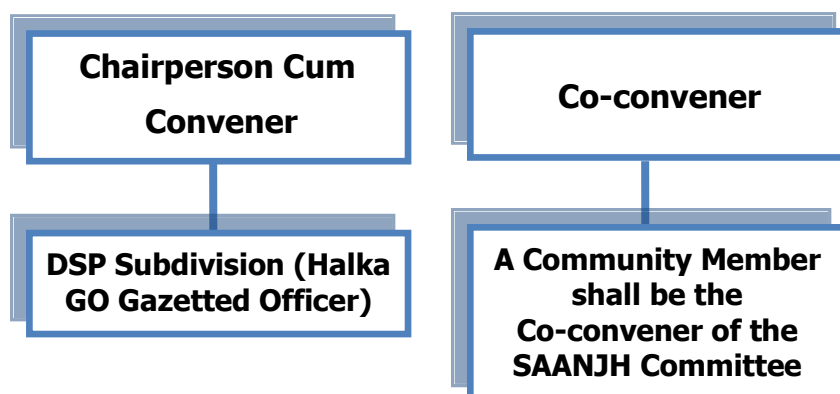
- **Number of Official Members:**

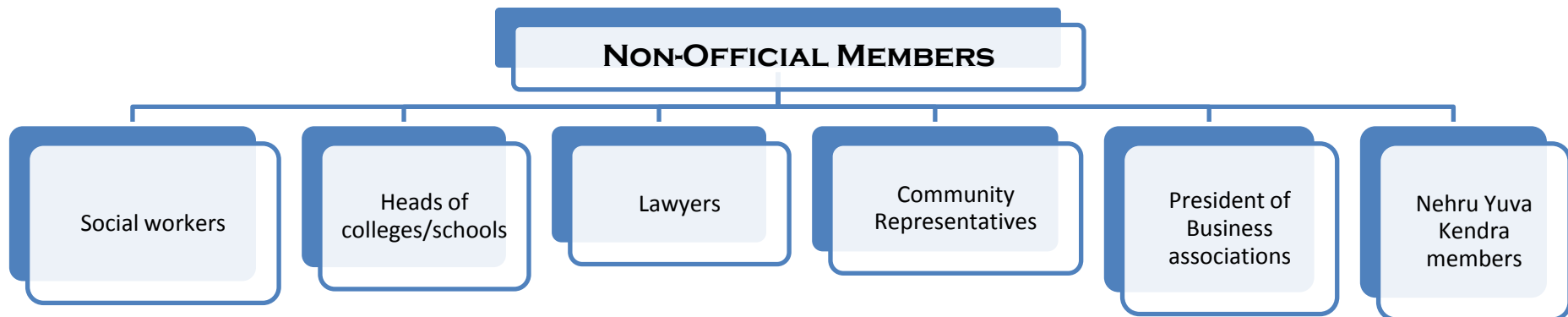
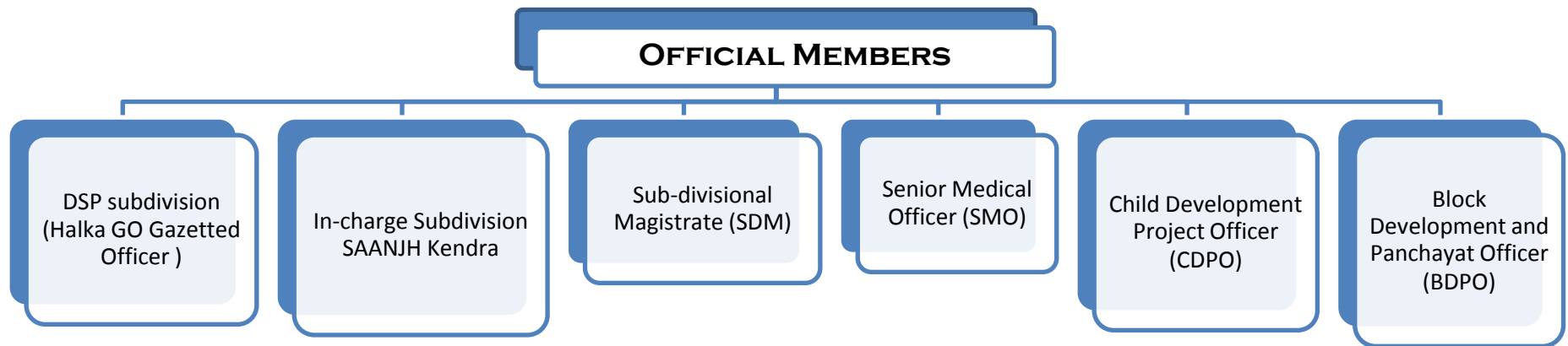
- Number of Official Members of Subdivision Level SAANJH committee shall be 6.

- **Number of Non-official Members:**

- Number of non-official Members of Subdivision Level SAANJH committee shall be 12.
- 4 members of total non-official members shall be women.

9. OFFICIAL AND NON-OFFICIAL MEMBERS OF SUBDIVISION SAANJH COMMITTEE





10.] PROCEDURE FOR SELECTION OF OFFICIAL AND NON-OFFICIAL MEMBERS OF SUBDIVISION SAANJH COMMITTEE

- **Chairperson-cum-Convener**

- DSP subdivision (Halka GO Gazetted Officer) shall be the ex-officio Chairperson cum convener of SAANJH committee.

- **Co-Convener**

- The non-official members from amongst themselves shall select the co-convener preferably unanimously.
- A resolution shall be proposed in the committee in presence of all the Non-Official members in case of contest and Co-Convener shall be chosen with majority vote.

- **Official Members**

- Officers of different departments would be the Official-Members of the committee in their ex-officio capacity.
- DSP/ACP subdivision shall hold meeting with the sub-divisional magistrate (SDM) to issue an official circular to these officers to cooperate and participate in the meetings and programmes of Subdivision SAANJH Kendra as Official Member.

- **Non-Official Members (when selecting all new members)**

- DSP/ACP subdivision and in-charge subdivision SAANJH Kendras shall call a meeting of persons of above-mentioned profile from the subdivision.
- After explaining the objectives of the committee and role expected from them they shall be asked for their voluntary consent for participation in written.



- Those members who give their consent shall be nominated as the non-official members and after character and criminal verification a membership card may be issued to these members.
- Name of non-official members shall be documented along with their, police verification, date of selection, tenure of membership and contact details in the office of DSP/ACP subdivision and in-charge subdivision SAANJH Kendras. The same shall be sent to SSP, SP Community Policing and District SAANJH Kendras for their information and records.
- In-charge District SAANJH Kendras shall compile this information from all subdivision and forward the same to the Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU.
- List of subdivision SAANJH Committee shall be circulated to the Thana SAANJH Kendras which fall under the subdivision for their record and information and for future co-ordination among Members of committees at all three administrative levels.
- In-charge subdivision SAANJH Kendra shall timely update the list of non-official members and inform at least 30 days before completion of the membership tenure to the office of DSP/ACP subdivision, SSP, SP Community Policing, in-charge District SAANJH Kendras for notice and required action and to police station level SAANJH Kendras for information.



11. TENURE, CANCELANATION OF MEMBERSHIP OF SUBDIVISION SAANJH COMMITTEE

11.1 Tenure of Non-Official members

- Non-official members shall be selected for the tenure of at least 2 years.
- Tenure of a member with efficient and active participation may be prolonged with the consensus among non-official members and approval of DSP/ACP subdivision.
- In case membership is not extended it would be considered terminated.

11.2 Cancellation of non-official membership prior completion of tenure

- Membership of the non-official member shall be treated cancelled in case of his/her shift in residence outside the jurisdiction of the SAANJH Kendra.
- Membership of the non-official member may be cancelled on his/her own request.
- Membership of the non-official member may be cancelled if the member remains absent in two or more consecutive meetings without prior intimation.
- Membership of the non-official member may be cancelled if the member found involved in some sort of illegal activity.
- Membership of the non-official member may be cancelled if the member is found misusing his/her capacity and identity as a member for his/her personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. come under the ambit of misuse of capacity.

11.3 Procedure for the Cancellation of non-official membership prior completion of tenure

- DSP/ACP subdivision shall call meeting of all non-official members along with prior agenda citing reasons for cancellation of membership.
- During meeting the cancellation shall be proposed among the members and decision shall be taken with majority vote of members and put on record and forwarded to the office of SSP, SP Community Policing, in-charge District SAANJH Kendras for record and to police station level SAANJH Kendras for information.
- Quorum of 70 percent of non-official members shall be present and sign the same resolution. In the case of lack of quorum, the meeting will be re-convened.



11.4 Procedure for the selection of a new non-official member/s in lieu of membership/s cancelled

DSP/ACP subdivision and In-charge subdivision SAANJH Kendras shall call a meeting of non-official members.

New name/s of person/s may be proposed by DSP/ACP subdivision or In-charge subdivision SAANJH Kendras or by any non-official member for the new membership/s in lieu of membership/s cancelled.

Name/s which is/are consented by the majority of non-official members shall be nominated as the new non-official member/s in lieu of membership/s cancelled and after character and criminal verification a membership card may be issued to these member/s.

Name of new non-official members shall be documented along with their, police verification, date of selection, tenure of membership and contact details in the office of DSP/ACP subdivision and In-charge subdivision SAANJH Kendras.

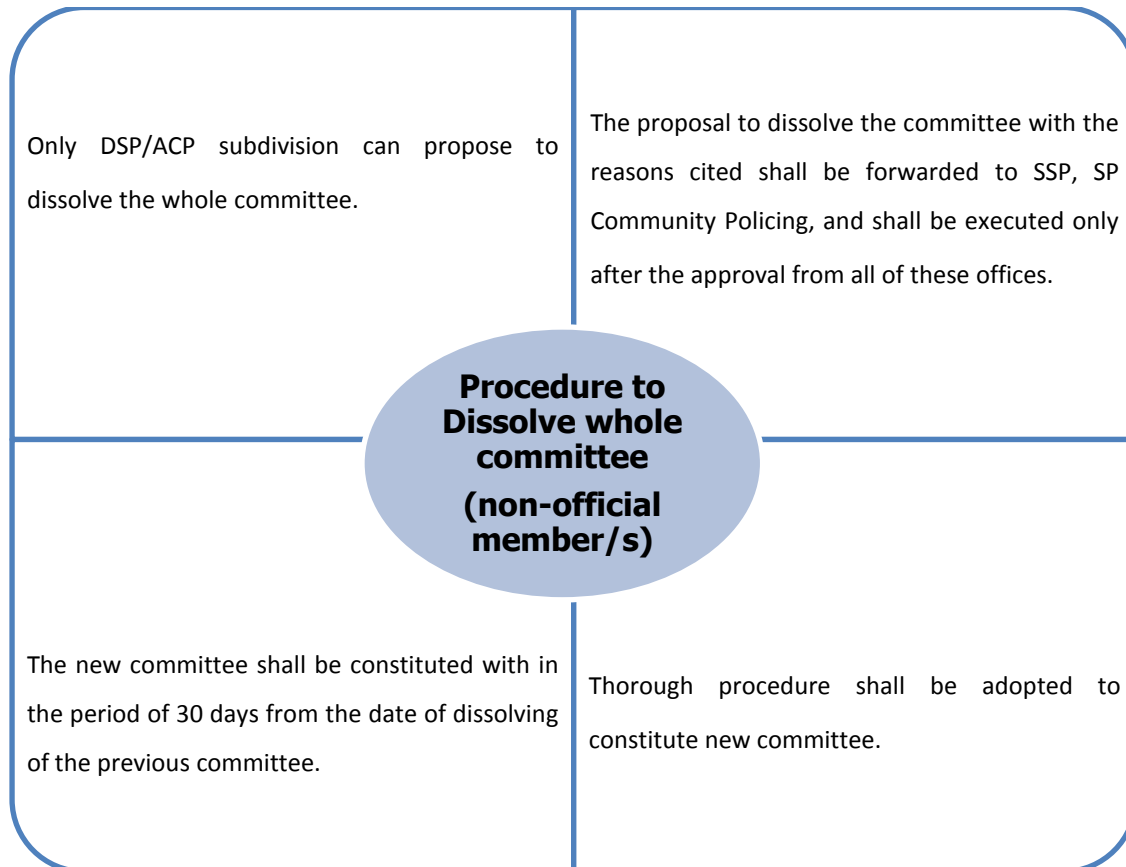
The updated list of subdivision SAANJH Committee shall be circulated to the Thana SAANJH Kendras which fall under the subdivision for their record and information and for future co-ordination among Members of committees at all three administrative levels.

In-charge subdivision SAANJH Kendra shall timely update the list of non-official members and inform at least 30 days before the completion of membership to the office of DSP/ACP subdivision, SSP, SP Community Policing, in-charge District SAANJH Kendras for notice and required action and to police station level SAANJH Kendras for information.



12. DISSOLVING SUBDIVISION SAANJH COMMITTEE

12.1. Procedure to dissolve whole committee (non-official member/s)



12.2 When to Dissolve whole committee

Whole committee may be dissolved in case majority of non-official members remain absent in two or more consecutive meetings without prior intimation and/or are not active.

Committee of non-official members may be dissolved if members found involved in some sort of illegal activity.

Committee of non-official members may be dissolved if members found misusing their capacity and identity as a member for their personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. comes under the ambit of misuse of capacity.

If committee members found indulging in instigating public against police department.



13. MEETINGS OF SUBDIVISION SAANJH COMMITTEES

13.1 Meeting for Evaluation and Audit

- QUARTERLY PERFORMANCE ALONG WITH PENDENCY IN TERMS OF NUMBER OF SERVICES DELIVERED UNIT -WISE
- AMOUNT OF FUNDS COLLECTED
- UTILIZATION OF FUNDS RELEASED EARLIER
- DIFFICULTIES FACED IN ADMINISTRATION AND MANAGEMENT OF SAANJH KENDRAS
- COMMUNITY POLICING ACTIVITIES: CHALLENGES IN ONGOING ACTIVITIES
- RELEASE OF NEW FUNDS

- ➔ These meetings shall be chaired by the DSP/ACP subdivision.
- ➔ There shall be 4 mandatory evaluation and audit meetings (once in three month) in a year.
- ➔ In-charge subdivision SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, SP Community Policing, in-charge District SAANJH Kendras.
- ➔ Resolution on funds release shall be passed and signed by Convener, Co-Convener, in-charge subdivision SAANJH. Kendras and all the non-official members of the committee present. Copy of the same shall be forwarded to District SSP, SP Community Policing, and in-charge District SAANJH Kendras for information only.



13.2 Meeting for Community Agendas

- CURRENT LAW AND ORDER PROBLEMS AND COMMUNITY CONCERNS
- COMMUNITY POLICING NEW INITIATIVES REQUIRED
- PLANNING AWARENESS PROGRAMS ON SAANJH KENDRAS
- FOCUS AREAS FOR AWARENESS, CAMPAIGNING AND SENSITIZATION FOR NEXT SIX MONTHS
 - ✓ GENDER SENSITIZATION
 - ✓ CRIME AGAINST WOMEN
 - ✓ CRIME PRONE AREAS AND SAFETY MEASURE
 - ✓ TRAFFIC RULES AND PROBLEMS
 - ✓ DRUG ABUSE

- ➔ These meetings shall be chaired by the DSP/ACP subdivision.
- ➔ There shall be 2 meetings in a year (once in six months).
- ➔ In-charge subdivision SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence in the meeting and minimum quorum of 70 percent of non-official members shall be there.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, SP Community Policing, in-charge District SAANJH Kendras.
- ➔ Official members other than police department may only be invited only if there is any matter pertaining to their department.



13.3 Emergency Meetings

- FOR THE SELECTION OF NEW NON-OFFICIAL MEMBER
- FOR THE CANCELATION OF EXISTING MEMBERSHIP OF NON-OFFICIAL MEMBER
- FOR ANY EMERGENCY FUNDS REQUIREMENT
- OTHER EMERGENCIES
 - ✓ THREAT TO NATIONAL SECURITY
 - ✓ DISASTER RELIEF
 - ✓ NEW CRIME THREAT
 - ✓ HIGH ALERTS

- ➔ These meetings shall be chaired by the DSP/ACP subdivision.
- ➔ Number of meeting as per requirement.
- ➔ In-charge subdivision SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting shall be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to District SSP, SP Community Policing, in-charge District SAANJH Kendras.



IV. THANA SAANJH COMMITTEES



14. NUMBER OF MEMBERS IN THANA SAANJH COMMITTEE

- **Number of Official Members**

- Number of Official Members of Thana Level SAANJH committee shall be 5.

- **Number of Non-Official Members**

- Number of Non-official Members of Thana Level SAANJH committee shall be 10.
- 3 members shall be women.

15. OFFICIAL AND NON-OFFICIAL MEMBERS OF THANA SAANJH COMMITTEE

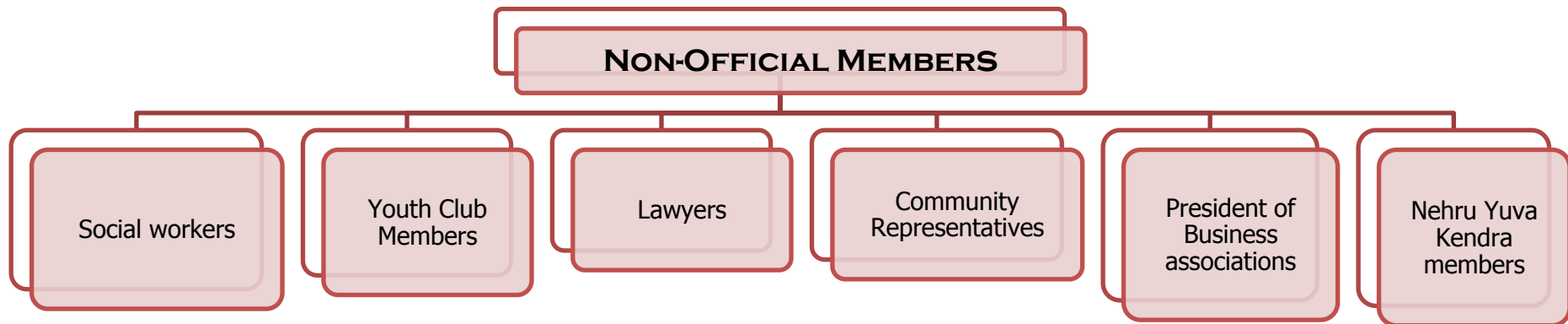
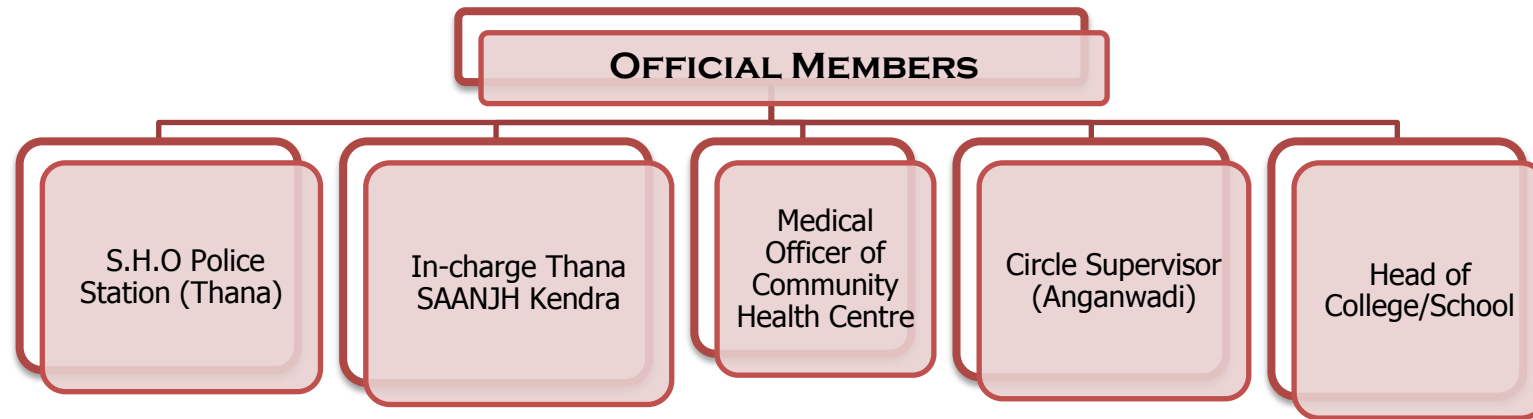
**Chairperson Cum
Convener**

Co-convener

**Station House Officer
(SHO)**

**A Community Member
shall be the
Co-convener of the
SAANJH Committee**





16.] PROCEDURE FOR SELECTION OF OFFICIAL AND NON-OFFICIAL MEMBERS OF THANA SAANJH COMMITTEE

- **Chairperson-cum-Convener**

- S.H.O Police Station (Thana) shall be the ex-officio Chairperson cum convener of SAANJH committee.

- **Co-Convener**

- The Non-official members from amongst themselves shall select the co-convener preferably unanimously.
- A resolution shall be proposed in the committee in presence of all the Non-Official members in case of contest and Co-Convener shall be chosen with majority vote.

- **Official Members**

- Officers of different departments would be the Official-Members of the committee in their ex-officio capacity.
- SHO shall invite these officers to co-operate and participate in meetings and programmes of Thana SAANJH Kendra as Official members.

- **Non-Official Members (when selecting all new members)**

- SHO and in-charge Thana SAANJH Kendras shall call a meeting of persons of above-mentioned profile from the Thana jurisdiction.
- After explaining the objectives of the committee and role expected from them they shall be asked for their voluntary consent for participation in written.
- Those members who give their consent shall be nominated as the non-official members and after character and criminal verification a membership card may be issued to these members.



- Name of non-official members shall be documented along with their, police verification, date of selection, tenure of membership and contact details in the office of SHO and in-charge Thana SAANJH Kendras.
- The same shall be sent to DSP/ACP Subdivision, SSP, SP Community Policing, District SAANJH Kendras and Subdivision SAANJH Kendras for their information and records.
- In-charge District SAANJH Kendras shall compile this information from all subdivision and forward the same to the Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU.
- In-charge subdivision SAANJH Kendra shall timely update the list of non-official members and inform at least 30 days before the completion of membership to the office of SHO, DSP/ACP subdivision, SSP, SP Community Policing, in-charge District SAANJH Kendras and in-charge Subdivision SAANJH Kendras for notice and required action.



17. TENURE, CANCELLATION OF MEMBERSHIP OF THANA SAANJH COMMITTEE

17.1 Tenure of Non-Official members

- Non-official members shall be selected for the tenure of at least 2 years.
- Tenure of a member with efficient and active participation may be prolonged with the consensus among non-official members and approval of SHO Thana.
- In case membership is not extended it would be considered terminated.

17.2 Cancellation of non-official membership prior completion of tenure

- Membership of the non-official member shall be treated cancelled in case of his/her shift in residence outside the jurisdiction of the SAANJH Kendra.
- Membership of the non-official member may be cancelled on his/her own request.
- Membership of the non-official member may be cancelled if the member remains absent in two or more consecutive meetings without prior intimation.
- Membership of the non-official member may be cancelled if the member found involved in some sort of illegal activity.
- Membership of the non-official member may be cancelled if the member is found misusing his/her capacity and identity as a member for his/her personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. come under the ambit of misuse of capacity.

17.3 Procedure for the Cancellation of non-official membership prior completion of tenure

- SHO of Thana shall call meeting of all non-official members along with prior agenda citing reasons to cancel the membership of the member.
- During meeting the cancellation shall be proposed among the members and decision shall be taken with majority vote of members and put on record and forwarded to the office of, DSP/ACP subdivision, SSP, SP Community Policing, in-charge District SAANJH Kendras for and in-charge Subdivision SAANJH Kendras for record and information.
- Quorum of 70 percent of non-official members shall be present and sign the same resolution. In the case of lack of quorum, the meeting will be re-convened.



17.4 Procedure for the selection of a new non-official member/s in lieu of membership/s cancelled

SHO of Thana shall call meeting of all non-official members along with prior agenda citing reasons to cancel the membership of the member.

New name/s of person/s may be proposed by SHO Thana, In-charge Thana SAANJH Kendras or by any non-official member for the new membership/s in lieu of membership/s cancelled.

Name/s which is/are consented by the majority of non-official members shall be nominated as the new non-official member/s in lieu of membership/s cancelled and after character and criminal verification a membership card may be issued to these member/s.

Name of new non-official members shall be documented along with their, police verification, date of selection, tenure of membership and contact details in the office of SHO Thana and In-charge subdivision SAANJH Kendras.

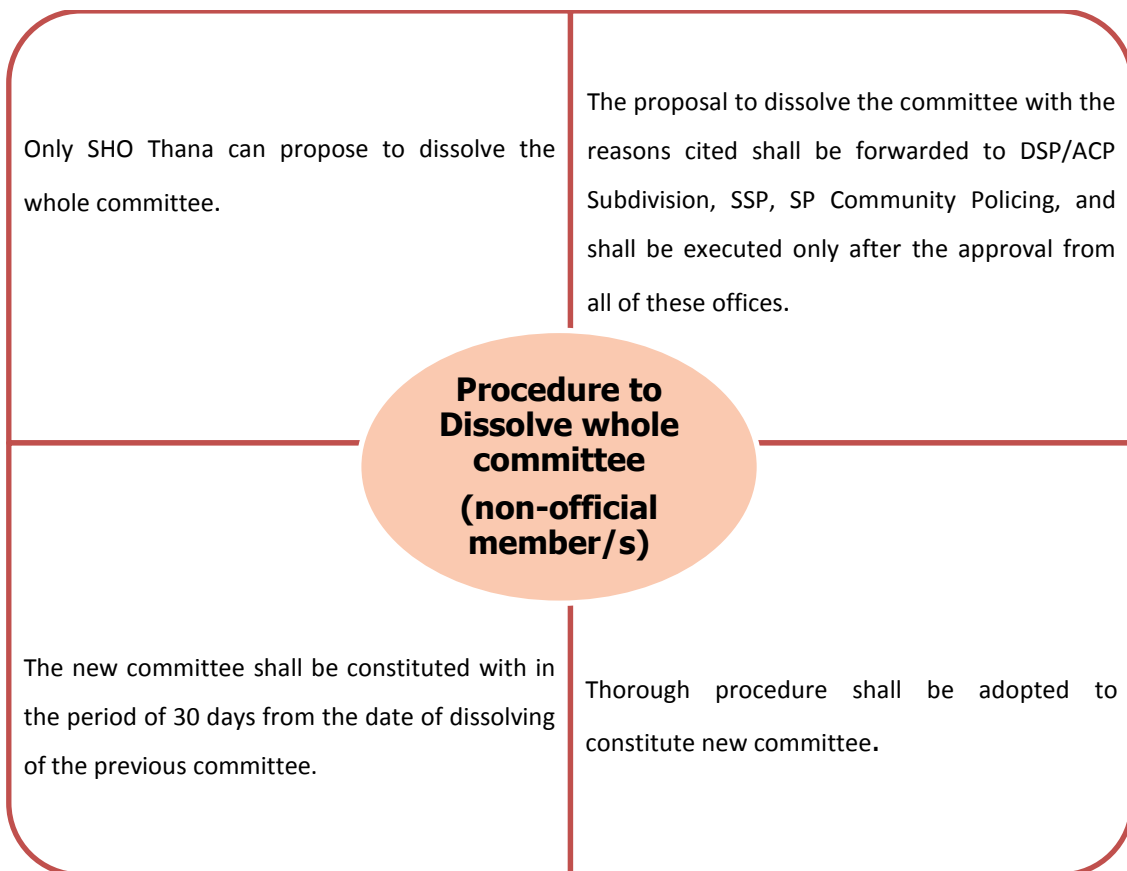
The same shall be forwarded to the office of DSP/ACP subdivision, SSP, SP Community Policing and in-charge District SAANJH Kendras for record.

In-charge Thana SAANJH Kendra shall timely update the list of non-official members and inform at least 30 days before the completion of membership to the office of SHO Thana, DSP/ACP subdivision, SSP, SP Community Policing, in-charge District SAANJH Kendras and in-charge Subdivision SAANJH Kendra for notice and required action.



18.1 DISSOLVING THANA SAANJH COMMITTEE

18.1 Procedure to dissolve whole committee (non-official member/s)



18.2 When to Dissolve whole committee

- Whole committee may be dissolved in case majority of non-official members remain absent in two or more consecutive meetings without prior intimation and/or are not active.
- Committee of non-official members may be dissolved if members found involved in some sort of illegal activity.
- Committee of non-official members may be dissolved if members found misusing their capacity and identity as a member for their personal interest. Using membership card to influence police personnel for biased decision making in criminal or other cases at any level such as police station or women cells, for avoiding challan in case of traffic rule violation or to avoid paying taxes at toll plazas etc. comes under the ambit of misuse of capacity.
- If committee members found indulging in instigating public against police department.

19. MEETINGS OF THANA SAANJH COMMITTEES

19.1 Meeting for Evaluation and Audit

- QUARTERLY PERFORMANCE ALONG WITH PENDENCY IN TERMS OF NUMBER OF SERVICES DELIVERED UNIT-WISE
- AMOUNT OF FUNDS COLLECTED
- UTILIZATION OF FUNDS RELEASED EARLIER
- DIFFICULTIES FACED IN ADMINISTRATION AND MANAGEMENT OF SAANJH KENDRAS
- COMMUNITY POLICING ACTIVITIES: CHALLENGES IN ONGOING ACTIVITIES
- RELEASE OF NEW FUNDS

- ➔ The SHO Thana shall chair these meetings.
- ➔ There shall be 4 mandatory evaluation and audit meetings (once in three months) in a year.
- ➔ In-charge Thana SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to DSP/ACP Subdivision, District SSP, SP Community Policing, in-charge District SAANJH Kendras and in-charge Subdivision SAANJH Kendras.
- ➔ Resolution on funds release shall be passed and signed by Convener, Co-Convener, in-charge Thana SAANJH Kendras and all the non-official members of the committee present. Copy of the same shall be forwarded to DSP/ACP Subdivision, District SSP, SP Community Policing, in-charge District SAANJH Kendra, and in-charge Subdivision SAANJH Kendras for information only.



19.2 Meeting for Community Agendas

- CURRENT LAW AND ORDER PROBLEMS AND COMMUNITY CONCERNS
- COMMUNITY POLICING NEW INITIATIVES REQUIRED
- PLANNING AWARENESS PROGRAMS ON SAANJH KENDRAS
- FOCUS AREAS FOR AWARENESS, CAMPAIGNING AND SENSITIZATION FOR NEXT SIX MONTHS
 - ✓ GENDER SENSITIZATION
 - ✓ CRIME AGAINST WOMEN
 - ✓ CRIME PRONE AREAS AND SAFETY MEASURE
 - ✓ TRAFFIC RULES AND PROBLEMS
 - ✓ DRUG ABUSE

- ➔ The SHO Thana shall chair these meetings.
- ➔ There shall be 2 community agenda meetings (once in six months) in a year.
- ➔ In-charge Thana SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting and copy of minutes of last meetings and action taken shall also be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to DSP/ACP Subdivision, District SSP, SP Community Policing, in-charge District SAANJH Kendras and in-charge Subdivision SAANJH Kendras.



19.3 Emergency Meetings

- FOR THE SELECTION OF NEW NON-OFFICIAL MEMBER
- FOR THE CANCELATION OF EXISTING MEMBERSHIP OF NON-OFFICIAL MEMBER
- FOR ANY EMERGENCY FUNDS REQUIREMENT
- OTHER EMERGENCIES
 - ✓ THREAT TO NATIONAL SECURITY
 - ✓ DISASTER RELIEF
 - ✓ NEW CRIME THREAT
 - ✓ HIGH ALERTS

- ➔ These meetings shall be chaired by SHO Thana.
- ➔ Number of meetings as per requirement.
- ➔ In-charge Thana SAANJH Kendra shall be responsible to decide the date and time to call meeting of the committee in consultation with the Convener, Co-Convener and members of the committee. He will also ensure their availability before deciding the date of the meeting.
- ➔ Invitation shall be signed by the Convener and Co-Convener and sent to all official and non-official members.
- ➔ Agenda of meeting shall be enclosed.
- ➔ Convener and Co-conveners shall ensure their own presence and minimum quorum of 70 percent of non-official members in the meeting.
- ➔ Proceedings of the meeting and decision taken shall be properly documented and signed by Convener, Co-Convener and members of the committee present and copy of the same shall be forwarded to DSP/ACP Subdivision, District SSP, SP Community Policing, in-charge District SAANJH Kendras and in-charge Subdivision SAANJH Kendras.



20.] MATTERS WHICH DO NOT COME UNDER THE PURVIEW OF SAANJH PROGRAMME OR SAANJH COMMITTEES

SAANJH is a community policing programme for the active participation between the police and public in non-criminal matters. Any incidence/case, which is cognizable offence under Indian Penal Code or under any Special or Local Law of the land, is an exclusive matter to be tackled by the police department only. SAANJH members or its committees shall not interfere or influence in any of such matter in anyways.

21.] ROLE OF OFFICIAL MEMBERS OF THE SAANJH KENDRAS COMMITTEES

Official members who represent different government departments are involved in SAANJH to establish a network between police, public and government agencies. These officers may be intricate in problem solving if any aspect of that problem comes under the purview of their department and causative in nature in deteriorating law and order situation.

- ❖ DISTRICT HEALTH OFFICER/ CIVIL SURGEON
 - If community have concerns regarding the adulterated food, quacks, spurious medicine, drug addiction etc.

- ❖ DISTRICT EDUCATION OFFICER
 - To launch any awareness campaign through education institutions.
 - If there is any sort of violation by school authorities which is causing law and order problems.
 - If any traffic rules violation reported by the students or some guidelines regarding that is required to circulate.



- ❖ DISTRICT PROGRAM OFFICER (DEPARTMENT OF SOCIAL SECURITY AND DEVELOPMENT OF WOMEN AND CHILD)
 - If some programme is to be launched for the relief and rehabilitation of women and child in distress.

- ❖ DISTRICT WELFARE OFFICER (DEPARTMENT OF WELFARE OF BC AND SC)
 - If some programme is to be launched for the relief and rehabilitation of SCs/BCs in distress.

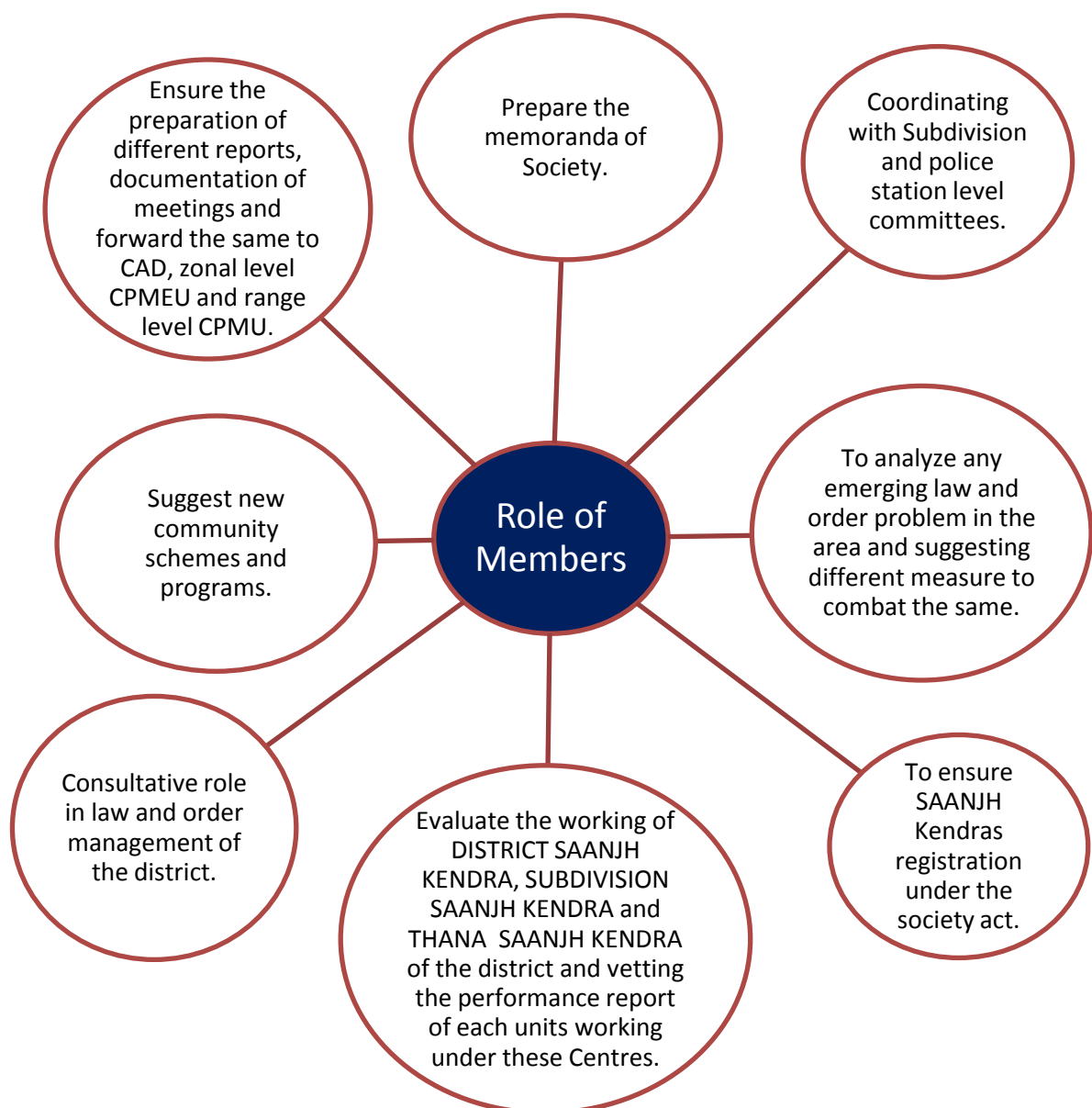
- ❖ DISTRICT RED CROSS OFFICER
 - In case of relief resources (like ambulances, first aids, blood and medical facilities etc.) are required for any emergency scenario.

- ❖ ***Note: Official members at the Subdivision and Thana Level may subsume similar roles in their respective administrative jurisdiction***



22. ROLE OF NON-OFFICIAL MEMBERS OF THE DISTRICT SAANJH KENDRAS COMMITTEES

Non-official members, before acknowledging their membership, should keep in mind that their membership does not put them above the rule of law. They are not expected to police the police. No undue privileges and powers shall be expected by virtue of being a non-official member. They only play a consultative role in the law and order matters and smooth functioning of SAANJH Kendras.



❖ **Note: Non-Official members at the Subdivision and Thana Level may subsume similar roles in their respective SAANJH Kendras**



DISSEMINATION OF INFORMATION

REGISTRATION OF FIR, DDR AND COMPLAINTS WITH THE POLICE

- Online system of complaints at SAANJH Kendra.
- All complaints cognisable and non-cognisable can be lodged online from SAANJH Kendras.
- Issuance of Unique ID number for follow up status of progress online/SMS/visitors enquiry counters. No need to go to *Munshi* in the police station.
- The enquiry officer shall be bound under the Right to Service Act to take suitable action on these complaints within three weeks.
- The status of complaints shall be uploaded periodically given sufficient justification for action.
- Non-action shall attract penalty under the Right to Service Act.

×CAUTION×

- Members are entitled for the respect and honor by police department.
- Member shall put the interest and concerns of the community first.
- There is no scope to address the individual agenda.
- Members are not expected to approach any other office of police department such as police station or women cell etc. and try to influence the decision making of any officer.
- Members cannot interfere in any crime related matter and investigation process.
- Members of SAANJH Kendra's committees will be provided with an identity card (See specimen in Annexure) which shall not be put into any unfair use. In such scenario the same may be confiscated and membership can be terminated.



**V. INTRODUCTION TO THE
SAANJH KENDRA ADVISORY
BOARDS**



The SAANJH Kendra Advisory Board is an alliance/union of civilians of non-political affiliation and non-criminal background. The District SAANJH Kendra Advisory Board will function under the ex-officio chairpersonship of the Commissioner of Police/SSP of the respective police district. Similarly, the Sub-division SAANJH Kendra Advisory Board will function under the ex-officio chairpersonship of ACP/DSP Division and the Police Station SAANJH Kendra Advisory Board will function under the ex-officio chairpersonship of the Station House Officer.

23. OBJECTIVES TO FORM SAANJH KENDRA ADVISORY BOARDS →

The Advisory Boards are formulated to liaison and bridge communication between police and community at the grass root level. They have not been formed to exercise policing powers or merely informers for the police. Rather, the board will have specific roles in disseminating information, spreading awareness, resolving community disputes, collecting community concerns. They will also provide feedback for strategising law and order maintenance and crime prevention. These groups will be constituted at all the three levels of the SAANJH community policing programme in Punjab i.e. District SAANJH Kendra (CPRC), Sub-division SAANJH Kendra (CPSC) and Thana SAANJH Kendra (PSOC) level.

The goal of forming the Advisory Boards is to aid the community and shed their fears and inhibitions about the police. They will act as motivators for the public to become willing partners in policing since every citizen is a stakeholder not only for his/her own security but security of the community and the nation.



VI. FORMATION OF THE SAANJH KENDRA ADVISORY BOARDS



The number of members in the SAANJH Kendra Advisory Board shall be 120 at district and sub-division level each and 100 at police station level. Non-official members of SAANJH committees will also be the members of these SAANJH advisory boards.

The maximum strength of SAANJH Committee members is 12 for District SAANJH Kendra (Community Policing Resource Centre-CPRC); 12 for Sub-division SAANJH Kendra (Community Policing Suvidha Centre-CPSC) and 10 for the Thana SAANJH Kendra (Police Station Outreach Centre-PSOC). Following is the distribution of number of SAANJH Committee and Advisory Board members.

<input type="checkbox"/> NUMBER OF MEMBERS IN THE SAANJH COMMITTEE AND ADVISORY BOARDS					
District SAANJH Kendra (CPRC)		Sub-division SAANJH Kendra (CPSC)		Thana SAANJH Kendra (PSOC)	
Committee Members	Advisory Board Members	Committee Members	Advisory Board Members	Committee Members	Advisory Board Members
12	120	12	120	10	100

24. SELECTION OF THE ADVISORY BOARD MEMBERS→

The selection of Advisory Board Members is to be done by the SAANJH Committee Members. The Chairpersons (SSP, DSP Div., SHO Police Station) of their respective Advisory Boards will instruct the Committee Members to identify members from the public. Each Committee member shall identify and nominate 10 persons from the community to be a part of the Advisory Board including themselves.

24.1 PROCEDURE TO SELECT ADVISORY BOARD MEMBERS→

For selecting the Advisory Board Members, the in-charges of the respective SAANJH Kendras should follow a standardized protocol. The procedure for selection of the Advisory Board Members shall be same for all three levels i.e. district, sub-division and thana level.



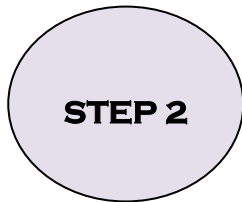
□ STEPS TO CONSTITUTE THE SAANJH ADVISORY BOARD

STEP 1

Explaining the objectives for the formation of Advisory Boards to Committee Members

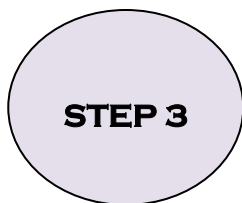
- Before formation of Advisory Board, in-charge of the SAANJH Kendra shall call a meeting of the Committee Members;
- Explain to them the need and objectives to form the Advisory Boards;
- The Committee Members shall be authorized from amongst citizen residing within in the jurisdiction of SAANJH Kendra. It is obligatory to provide forum to non-political members of the community to participate in the decision making for insuring safety and security of area, community and country. The members so selected must not have criminal background;
- The Committee Members shall prepare a list of identified members and their contact details and hand it over to the SAANJH Kendra in-charge; and,
- The in-charge of the SAANJH Kendra shall forward the same to the concerned Police Station for their Character Verification.





Call meeting of the volunteers and explain the need to form the Advisory Board

- After character verification, consent of the selected members have to be obtained and thereafter they will be called for a meeting; and,
- The objectives to form the Advisory Boards and assigned roles to the members shall be disseminated and area specific programmes shall also be revisited.



Record keeping

- Name of the members shall be documented along with their police verification certificate, date of selection, tenure of membership and contact details in the office of Chairperson i.e., Commissioner of Police/SSP at district level, ACP/DSP at sub-division level and SHO at police station level;
- The record of the police station level advisory board members shall be compiled by the in-charge of sub-division SAANJH Kendra and the record of all the sub-divisions and police station shall be compiled at district SAANJH Kendra by District Community Policing Officer; and,
- The similar shall be forwarded to the Headquarter level (CAD), Zone level (CPMEU) and Range level (CPMU).



In charge SAANJH Kendras are responsible for compilation and timely update the list of advisory board members. In-charge Thana SAANJH Kendra shall inform the SHO of the concerned Thana; In-charge Sub division SAANJH Kendra shall inform the ACP/DSP Division; and, in-charge of the District SAANJH Kendra shall inform SP Community Policing and office of SSP/Commissioner of Police about the cancellation of membership and a 30 day advance notice of the completion of membership of the advisory board members.

24.2 TENURE OF MEMBERSHIP →

Tenure of the Advisory Board members shall be for a period of 2 years.

24.3 CANCELATION OF MEMBERSHIP →

- Membership of the Advisory Board Member shall be ceased in case of his/her shift in residence outside the jurisdiction of the SAANJH Kendra;
- Membership of Advisory Board Member may be cancelled on his/her own request;
- Membership of the Advisory Board Member may be cancelled if the member remains absent in two or more consecutive meetings without prior intimation;
- Membership of the Advisory Board Member may be cancelled if he/she is found involved in any illegal activity;
- Membership of the Advisory Board Member may be cancelled if the member found misusing his/her capacity and identity as a member for his/her personal interest;
- Chairperson(s) of the SAANJH Kendra vest power to terminate membership of the advisory board member. The chairperson in the monthly meeting of all the Advisory Board Members shall propose a resolution citing the reasons for the cancellation of the membership; and,
- Quorum of 70 percent of the Advisory Members shall be present and sign the same resolution.



24.4 SELECTION OF NEW ADVISORY BOARD MEMBER →

- New name of a member shall be proposed in the monthly meeting; and,
- Selection process shall remain same as in the case of new membership.

24.5 DISSOLVING THE ADVISORY BOARD →

- Only the Chairperson can propose to dissolve the advisory board;
- The proposal to dissolve the board with the reasons cited shall be forwarded to Community Affairs Division at Headquarter level, Zone level CPMEU, Range level CPMU;
- The new Advisory Board shall be constituted within a period of 30 days from the date of dissolving the previous board; and,
- Thorough procedure shall be adopted to constitute new Advisory Board.

24.6 WHEN TO DISSOLVE THE ADVISORY BOARD →

- The whole Advisory Board may be dissolved in case majority of the board members remain absent in two or more consecutive meetings without prior intimation;
- The Advisory Board may be dissolved if the members are found involved in illegal activities;
- Advisory Board may be dissolved if members found misusing their capacity and identity as a member for their personal interest. Using membership to influence police personnel for biased decision making in criminal or other cases at any level, for avoiding challan for traffic rule violation, to avoid paying taxes at toll plazas etc.;
- If Advisory Board Members are found indulging in instigating public against the police department.



VII. MEETINGS OF THE SAANJH ADVISORY BOARDS



The members of the advisory boards shall conduct monthly meetings in the first week of every month on different issues and concerns of community pertaining to police in general and law and order, safety in specific.

25. PROCEDURE TO CONDUCT ADVISORY BOARD MEETINGS

District SAANJH Advisory Board

- ✓ Meeting of district SAANJH advisory board shall be presided by the chairperson **Commissioner of Police/SSP**.
- ✓ In this meeting apart from district advisory board members, along with the co-convenor of the sub-divisional Advisory Board, three or four members of sub-division advisory boards shall also be included.
- ✓ In-charge District SAANJH Kendra shall fix the date of meeting in consultation with Chairperson and non-official members of District SAANJH Committee.
- ✓ In these meetings, after discussion with members of SAANJH advisory board, issues and problems related to the community shall be identified.
- ✓ In-charge District SAANJH Kendra shall be responsible for proper documentation of minutes of the meeting and matters and concerns raised by the advisory board members.
- ✓ In-charge District SAANJH Kendra shall also prepare an action taken report and present the same in next meeting.
- ✓ Reports shall be signed by the Chairperson, District Community Policing Officer of the District SAANJH Kendra and non-official members of the SAANJH committee.
- ✓ Out of these matters and problems whichever can be resolved at the district level efforts for the same shall be done.
- ✓ Those problems in which policy intervention at the higher level is required or issues which are affected by inter-district jurisdictional conflicts shall be forwarded to the Chairperson and/or higher authorities such as Community Affairs Division (CAD) and the office of DGP/ADGP Community Policing.



Sub-Division SAANJH Advisory Board

- ✓ Meeting of sub-division SAANJH advisory board shall be presided by the chairperson **ACP/DSP Division.**
- ✓ In this meeting, apart from the sub-division advisory board members, along with the co-convener of the Thana Advisory Board, three or four members of thana advisory boards falling under the jurisdiction of sub-division shall also be included.
- ✓ In-charge Sub-division SAANJH Kendra shall fix the date of meeting in consultation with Chairperson and non-official members of Sub-division SAANJH Committee.
- ✓ In these meetings, after discussion with members of SAANJH advisory board, issues and problems related to the community shall be identified.
- ✓ In-charge Sub-division SAANJH Kendra shall be responsible for proper documentation of minutes of the meeting and matters and concerns raised by the advisory board members.
- ✓ In-charge Sub-division SAANJH Kendra shall also prepare an action taken report and present the same in next meeting.
- ✓ Reports shall be signed by the Chairperson of the Sub-division SAANJH Kendra and non-official members of the SAANJH committee.
- ✓ Out of these matters and problems whichever can be resolved at the sub-division level efforts for the same shall be done. Those matters which are to be resolved at the district level, a list of those shall be sent to the in-charge District SAANJH Kendra for further action.
- ✓ If policy intervention at the higher level is required those shall be forwarded to the higher authorities such as Chairperson and/or District Community Policing Officer for further action.



Thana SAANJH Advisory Board

- ✓ Meeting of district SAANJH advisory board shall be presided by the chairperson **Station House Officer (SHO)**.
- ✓ In this meeting all the Thana advisory board members shall be included.
- ✓ In-charge Thana SAANJH Kendra shall fix the date of meeting in consultation with Chairperson and non-official members of Thana SAANJH Committee.
- ✓ In these meetings, after discussion with members of SAANJH advisory board, issues and problems related to the community shall be identified.
- ✓ In-charge Thana SAANJH Kendra shall be responsible for proper documentation of minutes of the meeting and matters and concerns raised by the advisory board members.
- ✓ In-charge Thana SAANJH Kendra shall also prepare an action taken report and present the same in next meeting.
- ✓ Reports shall be signed by the Chairperson, Thana SAANJH Kendra and non-official members of the SAANJH committee.
- ✓ Out of these matters and problems whichever can be resolved at the thana level efforts for the same shall be done. Those matters which are to be resolved at the Sub-division level, a list of those shall be sent to the in-charge sub-division SAANJH Kendra for further action.
- ✓ If in any matter policy intervention at the higher level is required those shall be forwarded to the higher authorities such as Chairperson and/or ACP/DSP Division for further action.



**VIII. ROLES AND DUTIES
OF THE SAANJH ADVISORY
BOARD MEMBERS**



26. ROLE OF THE ADVISORY BOARD MEMBERS

- ❖ Primary role of advisory board member is to disseminate information regarding the different policing initiatives for public welfare and to gather feedback from the public and present it during advisory board meetings;
- ❖ Advisory board members are supposed to bring-forth different community concerns pertaining to law and order and crime, and, provide suggestions on the behalf of public to combat these;
- ❖ Advisory board members shall spread awareness on different police initiatives among public and try to evaluate the effectiveness of these initiatives;
- ❖ Advisory board members can point out any emerging issue which may potentially cause a communal or societal conflict. In this situation, the member may suggest consulting those persons representing the groups involved in conflict. This is to be done in order to form a solution and take preemptive measures to alleviate the dispute in an attempt to prevent a major potential violent conflict;
- ❖ Advisory board members may take up issues such as rising drug addiction, drug trade, thefts, traffic congestions, encroachments etc. in the meeting and also suggest measures for the redressal;
- ❖ Advisory board member shall also take up issues of social importance specifically those that have an acceptance in society but are in conflict with the rule of law such as- dowry, domestic violence, sex selection and determination etc.; and,
- ❖ Advisory board members shall also generate awareness regarding SAANJH Programme.



Annexure I

REGISTERING A SAANJH Kendra

Specimen of memorandum of association to register a District SAANJH Kendra
Under the Societies Registration Act, 1860

**MEMORANDUM OF ASSOCIATION OF THE “SAANJH Kendra, (NAME OF CITY) (NAME
OF DISTRICT)”**

Name of the Society:

The name of the society shall be “**SAANJH Kendra**, (Name of City) (Name of District)”

[Hereinafter referred to as the “**SAANJH Kendra** (Name of City)”]

Location of the Office:

The registered office of the **SAANJH Kendra** (Name of City) shall be situated at (Full Address)

Area of operation

The area of Jurisdiction for **SAANJH Kendra** (Name of City) (Name of District)” shall be limited to (Area of Jurisdiction).

Management Body

We the undersigned are desirous of forming a society namely “**SAANJH Kendra**, (Name of City) (Name of District)” in accordance with the rules prescribed in the societies Registration Act, 1860, and in pursuance of the purpose of this Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge.

[Write here the name, address, designation, occupation and signature of the members of District Committee along with their position in the committee]

Witness:

Name and Address:

Signature:

[Number of witnesses should not be less than three]



**SAANJH Kendra,
(Name of City) (Name of District)**

Rules and Regulations

- REGISTRATION OF FEES:** For every registration a fee of fifty rupees, or such smaller fees to be paid at the time of registration.
- RULES AND REGULATION OF THE SOCIETY:** A copy of rules and regulation of society, certified, to be a correct copy by not less than three of the members of the governing body, shall be filed with the memorandum of association.
- SHORT TITLE:** These rules shall be called the “Rules and Regulations of **SAANJH Kendra** (Name of City) (Name of District)”
- ADDRESS:** [Write complete address]
- DEFINITIONS:** In these rules, unless the context otherwise requires.
 - “The SAANJH Kendra (name of city)” means the **SAANJH Kendra** (name of city) (name of district)
 - “The NGO means the Non-Government Organisation”
 - **SAANJH Committee.**
- OBJECTIVES:**

The specific objectives for which the **SAANJH Kendra** (name of city) is established are:

 - i) To set up **SAANJH Kendra** for providing continuity and sustainability to ad-hoc initiatives.
 - ii) To ensure greater community participation in police work.
 - iii) To implement community oriented schemes in partnership with NGOs, grassroot organisations and other government departments.



Functions and activities of the **SAANJH Kendra** (name of city) can be classified in the following four categories, which are performed by the different units.

- 1) **Grievance Redressal Unit**
- 2) **Community Services cum Information Unit**
 - a. **NRIs & Foreign counter**
 - b. **Crime Prevention Counter**
 - c. **Verification and Permission counter**
 - d. **RTI counter**
 - e. **Traffic Management and Information Counter**
- 3) **Legal Aid and Victim Relief Unit**
- 4) **Sensitisation and Dispute Resolution Unit**
 - a. **Gender Dispute Resolution Cell**
 - b. **Economic Dispute Resolution Cell**
 - c. **Social and Political Conflict Resolution Cell**

Any other relevant functions or activities to promote the objectives can be undertaken by the **SAANJH Kendra** (name of city) from time to time.

□ SAANJH COMMITTEE

The affairs of SAANJH Kendra (name of city) shall be managed by a District Level SAANJH committee.

OFFICIAL MEMBERS

The Convener will be the head of the police in the district Officials from the Health, Rural Development Education, Social Security and Women and Child Development Departments.

UNOFFICIAL MEMBERS

The Co-Convener will be the community representative. Representative of NGOs, Social workers (state or national awardees), Academicians, Principals of Colleges, Lawyers, Human rights professionals, Disaster management professionals, Cyber or Web experts, Media Persons.



❑ **SIGNBOARD, LOGO, LETTERHEADS**

SAANJH Kendra (name of city) has its own signboard, logo, letterheads as enclosed in annexure. It is mandatory that all the **SAANJH Kendra** adopt them without alteration.

SAANJH Kendra (Name of City)



❑ **FUNDING AND RESOURCE MOBILISATION**

- Recurring expenditure shall be met out of the police budget.
- SAANJH KENDRA will open a separate account for donations and project funding from external organizations.
- This account shall be jointly operated by the convener and Co-convener of the SAANJH Kendra.

This account shall be audited annually and approved by the district level SAANJH Kendra committee and forwarded to the Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU for their intimation and records



MEMBERSHIP ROLL

The committee shall meet at least four times in a year i.e. once in three months. The committee shall keep a roll of its members and every member of the committee shall sign the roll and shall state there, their rank or occupation and address.

[a list shall be filed with the registrar of the names, addresses and occupations of the members, then entrusted with the management of the affairs of society within fourteen days succeeding the day on which first meeting of the year is held.]

PROPERTY:

The property, movable and immovable belonging to **SAANJH Kendra** (name of city) shall be deemed to be vested in the district committee and in all proceedings, civil and criminal, may be described as the property of the district committee for their proper title.

SUITS BY AND AGAINST SAANJH Kendra (name of city)

SAANJH Kendra (name of city) may sue or be sued in the name of the convener, co-convener of the district committee or may be in the name of person appointed by the district committee for the purpose.

ENFORCEMENT OF JUDGMENT AGAINST SAANJH Kendra (name of city)

If a judgment shall be recovered against the person or officer on behalf of the **SAANJH Kendra** (name of city) such judgment shall be put in force against the property, movable or immovable of the **SAANJH Kendra** (name of city).

CHANGE IN RULES AND ADDITION OF BYE LAWS:

For the purpose of changing any existing rule or making any bye-law for the **SAANJH Kendra** (name of city) concurrent votes of three-fifths of the members present at such meeting shall be necessary and after that the resolution should be sent to the **Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU for their intimation and records.**

ALTERATION, EXTENSION OF PURPOSES:

The District committee can alter, extend or abridge the purposes of SAANJH KENDRA (name of city) with the vote of three-fifths of the members and after that the resolution should be sent to the **Community Affairs Division at Punjab police headquarters, zonal level CPMEU and range level CPMU for their intimation and records.**

PROVISIONS FOR DISSOLUTION OF SAANJH KENDRA (name of city)

Any number not less than three-fifths of the members of SAANJH Committee determine that the **SAANJH Kendra** (name of city) shall be dissolved and could determine through vote, the property of the **SAANJH Kendra** (name of city) should be given to which society or trust.





Annexure II



Identity Card

Each non-official member from a District, Sub-division or Thana Saanjh Kendra may be issued an ID card. The format, design and colour coding of these cards for all respective Saanjh Kendras across the state shall be the same.

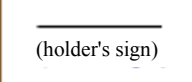

Specimen of ID card for District Level Non-official members

DISTRICT SAANJH COMMITTEE : AMRITSAR	
NON-OFFICIAL MEMBER	
	NAME :
	ADDRESS :
	PHONE :
	FAX :
	E-MAIL :
	Tenure : Jan 2015 - Dec 2017
<hr/> <p>(holder's sign)</p> <hr/> <p>(Signature & Seal of In-charge Saanjh Kendra)</p>	

Specimen of ID card for Sub-Division Level Non-official members

SUB-DIVISION SAANJH COMMITTEE : AMRITSAR (2) DISTRICT AMRITSAR	
NON-OFFICIAL MEMBER	
	NAME :
	ADDRESS :
	PHONE :
	FAX :
	E-MAIL :
	Tenure : Jan 2015 - Dec 2017
<hr/> <p>(holder's sign)</p> <hr/> <p>(Signature & Seal of In-charge Saanjh Kendra)</p>	

Specimen of ID card for Thana Level Non-official members

THANA SAANJH COMMITTEE : SADAR SUB-DIVISION AMRITSAR (2) , DISTRICT AMRITSAR	
NON-OFFICIAL MEMBER	
	NAME :
	ADDRESS :
	PHONE :
	FAX :
	E-MAIL :
 (holder's sign)	 Tenure : Jan 2015 - Dec 2017
<hr/> (Signature & Seal of In-charge Saanjh Kendra)	