

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

MANUAL -1

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Delhi state legal services authority constituted under Legal Services Authorities Act, 1987 (as amended in 2002) is working vigorously and is rendering immense invaluable services in providing free legal aid and advice specially to the poor, down trodden, women, Scheduled Castes and Scheduled Tribes, handicapped, children labour/factory workers and other backward section of the society. The authority is striving hard to contribute its best towards achieving the motto “JUSTICE FOR ALL”. The Legal Services Authority has been holding programmes to promote the legal awareness amongst women and children by reason of their physical and mental immaturity, safeguard and care including appropriate legal protection.

The object of the Act is to provide free, efficient and satisfactory legal services to the weaker sections of society to ensure that opportunity for securing justice is not denied to any citizen by reason of economic or other disabilities; and to organize Lok Adalats to secure quick justice at cheaper costs.

The Act among other things conceives three functions by the Legal Services Authorities, they are (1) Organizing the legal literacy programmes so that the people may be made aware of their legal rights and the process by which they can have access to justice. (2) to provide free legal assistance. (3) to organize Lok Adalats for settlement of disputes both pending before the Courts and also for settlement of disputes (other pre-court litigation) before the parties go to court so that there may be harmony and peace among the people with whom there is conflict of interest and the pressure on the courts on account of overburdening of litigation is reduced.

It is absolutely necessary that the people should know their rights, as it serves two purposes:

(1) any inroad or invasion of the rights of the people could be prevented, if they are aware of their rights by having access to justice; (2) more particularly, the persons who tend to invade or threaten the rights of others are made aware that others are fully conscious of their rights and any invasion of their rights would be resisted by others and there is a strong judiciary created to protect their rights, then the tendency to violate rights of others will be minimized.

It is, therefore, essential that the people at large and particularly those who deserve legal aid are made aware of their rights and benefits, which are available to them under the Act.

FUNCTIONS OF THE AUTHORITY:

- (1) It shall be the duty of the State Authority to give effect to the policy and directions of the Central Authority.
- (2) Without prejudice to the generality of the functions referred to in subsection (1), the State Authority shall perform all or any of the following functions, namely:-
 - (a) give legal service to persons who satisfy the criteria laid down under this Act;
 - (b) conduct {Lok Adalats; including Lok Adalats for High Court cases}
 - (c) undertake preventive and strategic legal aid programmes; and
 - (d) perform such other functions as the State Authority may, in consultation with the [Central Authority], fix by regulations.

OTHER FUNCTIONS OF THE AUTHORITY:

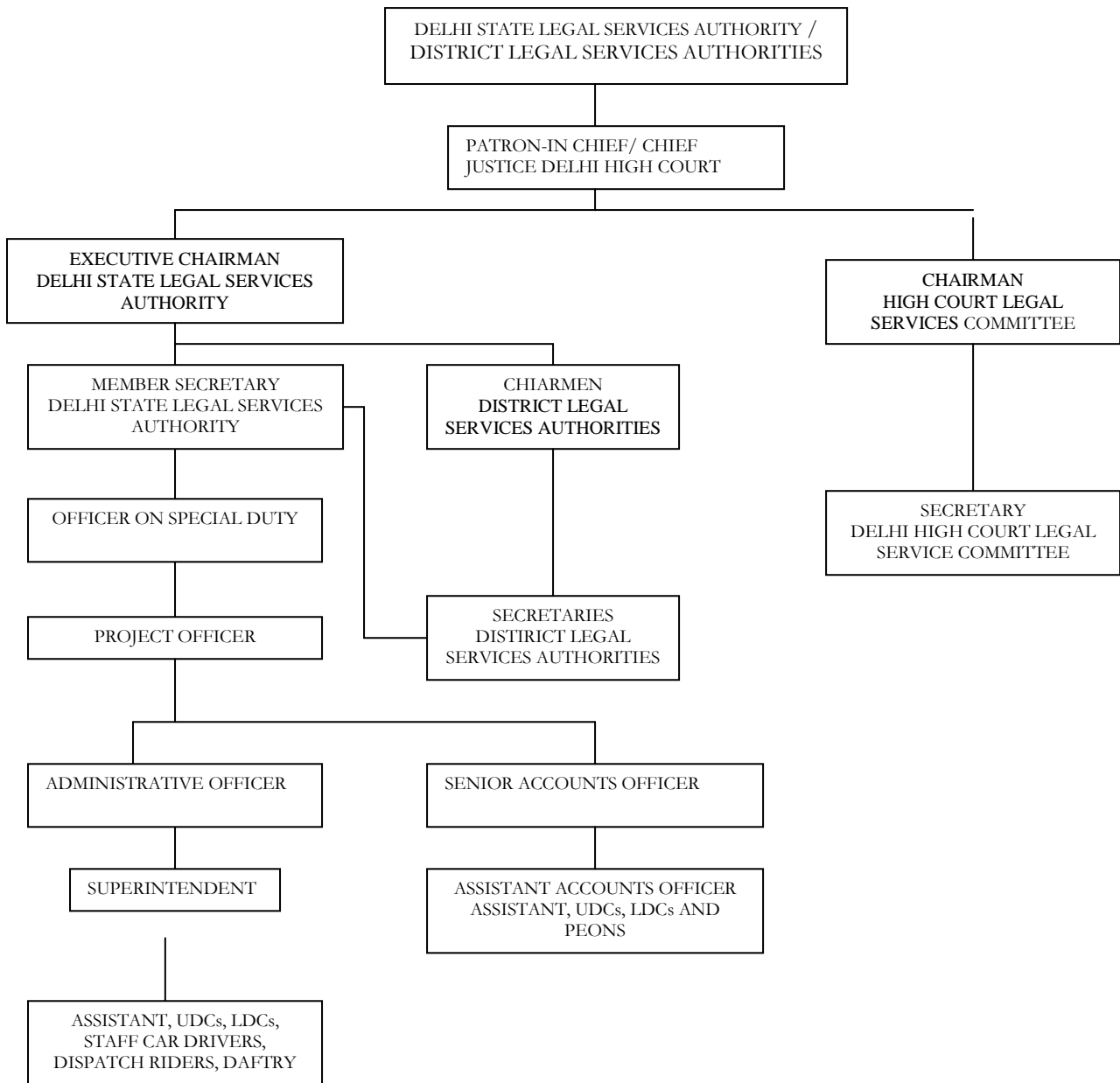
- (1) The Authority may conduct legal literacy camps in different parts of the State with a view to transmitting knowledge about the legal aid schemes conducted in the State or with a view to spreading consciousness about the legal rights and duties of citizens with special reference to the tribal and rural populations, women, children, disabled, handicapped and the weaker sections of the society.
- (2) The Authority may itself file Public Interest Litigation or may finance Public Interest Litigation before appropriate Courts in the State if it is satisfied that such litigations are for the general benefit of a large body or class of persons who cannot by themselves take recourse to law due to penury, illiteracy or other similar reasons.

- (3) The Authority may conduct Legal Aid Clinics in different parts of the State itself or in collaboration with law Colleges, Universities and other social services organizations.
- (4) The Authority may also establish or direct the District Authority to establish counseling centers at various places in the State with a view to providing permanent or quasi-permanent infrastructure for resolving legal disputes between the parties, whether they may be pending in courts or may be in offing. For establishing such centers it will be open to the State Authority/or the District Authority to take active assistance/support of such social service organizations that have zeal for legal aid work.
- (5) The Authority may call for periodical reports, returns and other informations as it thinks fit from the High Court Legal Services Committee, District Authority and review the cases where legal services are refused by the High Court Legal Services Committee/District Authority.

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ORGANIZATIONAL STRUCTURE



POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The Authority is headed by Patron-in-Chief /Chief Justice of Delhi High Court who enjoys Administrative & Financial powers as transferred by the Lt. Governor and also enjoys Financial powers in respect of the authority as are being enjoyed by him in case of Delhi High Court. The aforesaid Administrative & Financial powers have been delegated by the Patron-in-Chief to the Executive Chairman who is the second Senior Most Judge of Delhi High Court. The Executive of the Delhi state legal services authority shall vest in the Executive Chairman and may be exercised through the Member Secretary under the control of the Executive Chairman. Provided that in respect of any matter concerning the affairs of the State Authority, Patron-in-Chief may render such advice as he may deem it necessary.

The Powers & Duties of the Officers & Employees are as under:-

S.No.	Designation	Powers	Duties Attached
1.	Member Secretary	To exercise powers in respect of Administrative, Financial and Budgetary matters as Head of the Department.	The powers and functions of the M.S under sub-section (3) of Sec. 6 have been defined in sec. 4 of the Delhi State Legal Services Authority Rules, 1996.
2.	Officer on Special Duty		To assist the Member Secretary in disposal of day-to-day Work, relating to the Grant of Legal Aid in planning of other Programmes of the Authority. Supervising the work of General Administration, Accounts Section.
3.	Secretary, Delhi High Court Legal Services Committee	Incharge, Delhi High Court Legal Services Committee	As per Regulation 9 of the High Court Legal Services Committee Regulations, 1998
4.	Project Officer		To assist the Member Secretary in Planning various Projects, Seminars, Workshops and Legal Literacy Camps in different areas to promote Legal Aid Programmes and to assist and supervise their execution.
5.	Secretaries, District Legal Services Authorities		As per Regulation 6 of District Legal Services Authorities Regulations, 1998
6.	Superintendents		To supervise work in the departments of Administration, Lok Adalat and Legal Aid Section, General Administration and Jail Section

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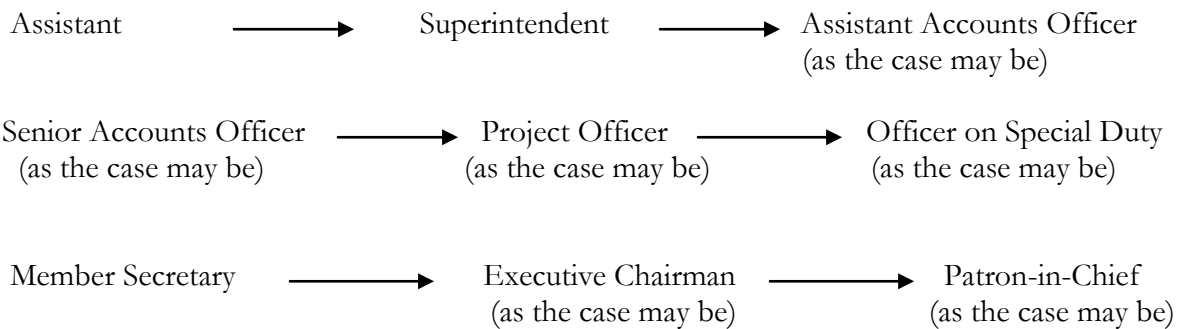
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PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Procedure for Decision Making :

1. Executive Chairman
2. Member Secretary

Channel of Supervision & Accountability



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NORMS SET FOR THE DISCHARGE OF FUNCTIONS

LEGAL AID

(1) Every person who has to file or defend a case shall be entitled to legal services if that person is:-

- (a) a member of a Scheduled Caste or Scheduled Tribes;
- (b) a victim of trafficking in human beings or beggar as referred to in Art. 23 of the Constitution;
- (c) a woman or a child;
- (d) a person with disability as denied in clause (i) of Section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation, Act), 1995;
- (e) a person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or
- (f) an industrial workman; or
- (g) in custody, including custody in a protective home within the meaning of Cl. (g) of Section 2 of the Immoral Traffic (Prevention) Act, 1956, or in a juvenile home within the meaning of clause (j) of the Juvenile Justices Act, 1986 or in a psychiatric hospital or psychiatric nursing home within the meaning of Clause (g) of Section 2 of the Mental Health Act, 1987; or
- (h) in receipt of annual income less than Rupees One Lakh or other higher amount as may be fixed under Rule 17 of the Delhi state legal services authority Rules, 1996.
- (i) Senior Citizen and Transgenders having annual income of Two Lakh.

Provided that the Legal Services Authority or Committee may grant legal aid:

- (j) in a case of great public importance; or
- (k) in a test case, the decision of which is likely to affect weaker sections of the community; or
- (l) in any case, which for reasons to be recorded in writing is considered by the Executive Chairman or the Chairman to be deserving of legal aid even where the means test is not satisfied.

(2) Legal Aid may be given in all or any one or more of the following modes, namely:-

- (a) payment of court fees, process fees and all other charges payable or incurred in connection with any legal proceedings;
- (b) representation by a legal practitioner in legal proceedings;
- (c) obtaining and supply of certified copies of orders and other documents in legal proceedings;
- (d) preparation of appeal, paper book including printing and translation of documents in legal proceedings.

(3) Any person desiring legal aid or advice may make an application addressed to the Member Secretary/Secretary of the Authority/Committee. If the applicant is illiterate or not in a position to fill in the particulars required in the application, the Member Secretary or any other officer of the Committee or any legal practitioner, whose name appears on the panel of the Authority or Committee, as the case may be shall gather the necessary particulars from the applicant and prepare the application on his behalf and signatures or thumb impression on it. The application shall be accompanied by an affidavit containing the brief facts of the case and where the applicant is a person as stipulated any other clauses of that Section, the affidavit shall also state the details of the properties possessed by him and his income from all sources.

(4) The Authority/Committee shall maintain a register of the applications wherein all applications for legal aid and advice shall be entered and registered and the action taken on such application shall be noted against the entry relating to each of such application.

LOK ADALAT

(1) A Lok Adalat shall have jurisdiction to determine and to arrive at a compromise or settlement between the parties to a dispute in respect of:

- (i) any case pending before; or
- (ii) any matter which is falling within the jurisdiction of, and is not brought before any court for which the Lok Adalat is organized:

Provided that the Lok Adalat shall have no jurisdiction in respect of any case or matter relating to an offence not compoundable under any law.

(2) Where in any case referred to in clause (i) of sub-section (5) of section 19:

- (i) (a) the parties thereof agree; or
(b) one of the parties thereof makes an application to the court for referring the case to the Lok Adalat for settlement and if such court is prima facie satisfied that there are chances of such settlement; or

(ii) the court is satisfied that the matter is an appropriate one to be taken cognizance of by the Lok Adalat:

the court shall refer the case to the Lok Adalat.

Provided that no case shall be referred to the Lok Adalat under sub-clause (b) of clause (i) or clause (ii) by such court except after giving a reasonable opportunity of being heard to the parties.

PERMANENT LOK ADALAT

(1) Any party to a dispute may, before the dispute is brought before any court, make an application to the Permanent Lok Adalat for the settlement of dispute;

Provided that the Permanent Lok Adalat shall not have jurisdiction in respect of any matter relating to an offence not compoundable under any law;

Provided further that the Permanent Lok Adalat shall also not have jurisdiction in the matter where the value of the property in dispute exceeds ten lakh rupees;

Provided also that the Central Government may, by notification, increase the limit of ten lakh rupees specified in the second proviso in consultation with the Central Authority.

(2) After an application is made under sub-section (1) to the Permanent Lok Adalat, no party to that application shall invoke jurisdiction of any court in the same dispute.

AMICABLE SETTLEMENT OF CASES BY WAY OF MEDIATION & CONCILIATION

Efforts are made by the Counsellors of the Authority who are either Retired Judicial Officers, Police Officers and Officers from Govt. and non-Govt. Organizations appointed at 24 Hours Working Day & Night Permanent Legal Services Clinic to settle the matters amicably between the parties before opting for the legal recourse.

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Rules, Regulations, instructions, manuals and records for discharging functions:-

S.NO.	NAME OF THE ACT, RULES, REGULATIONS ETC.	PRICE IN CASE OF PRICED PUBLICATION
1.	Legal Services Authorities Act, 1987 as amended by Legal Services Authorities (Amendment) Act, 2002.	Available in market and also on authority's website i.e. www.dlsa.nic.in .
2.	Delhi State Legal Services Authorities Rules, 1996	Available on request in printing form.
3.	Delhi State Legal Services Authority Regulations, 2002	

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A STATEMENT OF THE CATEGORIES OF DOCUMENT THAT ARE HELD BY IT FOR UNDER ITS CONTROL

Records pertaining to:

- a. *Lok Adalats,*
- b. Permanent Lok Adalats
- c. Legal Aid
- d. Accounts &
- e. Conciliation Proceedings

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PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

Members of NGOs/ Eminent Social Workers are members of Delhi State Legal Services Authority, who make their contribution in relation to formulation/ implementation of various policies and implementations thereof.

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A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BOARDS CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS DVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

High Court Legal Services Committee,
35-36, Lawyers Chambers,
High Court of Delhi,
New Delhi.

District Legal Services Authority
Central District,
Room No. 287
Tis Hazari Courts, Delhi

District Legal Services Authority
West District,
Room No. 295
Tis Hazari Courts, Delhi

District Legal Services Authority
North District,
Room No. 287
Tis Hazari Courts, Delhi

District Legal Services Authority
New Delhi District,
Central Office, DLSA
Patiala House Courts, New Delhi

District Legal Services Authority
South District,
Room No. 607, 6th Floor
Saket Courts, New Delhi

District Legal Services Authority
East District,
Room No. 36, Ground Floor
Karkardooma Courts, Delhi

District Legal Services Authority
North-East District,
Room No. 35, Ground Floor
Karkardooma Courts, Delhi

District Legal Services Authority
North-West District,
Room No. 306,
Rohini Courts, New Delhi

District Legal Services Authority
South-West District,
Admn. Block, Dwarka Courts, New Delhi

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS, NEW DELHI**MANUAL-9****DIRECTORY OF OFFICERS AND EMPLOYEES**

Sl. No.	Name & Designation	Address
1.	Ms. Asha Menon, Member Secretary	A-12, Type-VI, Saket Court Complex, New Delhi-17
2.	Sh. Harish Dudani Officer on Special Duty	5023, Sector-B, Pocket-7, Vasant Kunj, New Delhi-70
3.	Sh. R. K. Singh Secretary/HCLSC	Qtr. No. 52, Type-VI, 5 th Floor, Block-B, Saket Court Complex, New Delhi.
4.	Sh. Dig Vinay Singh Project Officer	H. No. 14-B, Dhaka Village, Kingsway Camp, Delhi.
5.	Sh. Rakesh Pandit Secretary/CDLSA	B-62, Judicial Officers Complex, Saket Court, New Delhi.
6.	Sh. Rajesh Kumar Goel Secretary/NDLSA	D-258, Prashant Vihar, Rohini, Delhi-85
7.	Sh. Pooran Chand Secretary/WDLSA	B-1/40, Street No.3, New Ashok Nagar, Delhi-96
8.	Ms. Ruby Alka Gupta Secretary/NDDLISA	C-20, Sector-20, Noida, UP
9.	Ms. Vrinda Kumari Secretary/SDLSA	B-42, Type-VI, Saket Court Residential Complex, New Delhi-17
10.	Sh. Ajay Gupta Secretary/EDLSA	302, 3 rd Floor, 'O' Block, Type-V, Karkardooma Court Complex, Delhi.
11.	Sh. Sanjay Khanagwal Secretary/NEDLSA	236, Police Colony, Ashok Vihar, Phase-I, Delhi-52.
12.	Sh. Satish Kumar Secretary/NWDLSA	520/31, Ashok Vihar, Sonapat, Haryana
13.	Sh. Mohinder Virat Secretary/SWDLSA	H. No 259/1, Munirka Village, New Delhi-67
14.	Sh. K. V. Babu Sr. Accounts Officer	H.No. 2103, Type-IV, Delhi Admn. Flats, Gulabi Bagh, New Delhi
15.	Sh. Ram Gopal Verma, Assistant Accounts Officer	2A/45B, Janakpuri, New Delhi-58
16.	Ms. Kusum Sharma Superintendent	H-192, Vikas Puri, New Delhi
17.	Sh. Ramvir Singh Superintendent	C-203, PNB Apartment, Sector-IV, Dwarka, New Delhi.
18.	Sh. Prashant Kumar Verma Superintendent	Flat No. 668, Type-III, New Complex, Tihar, New Delhi.
19.	Sh. M. K. Vaishnavi Assistant	Flat No. 404, Plot No. 129 Ward No.2, Om Appts. Mehrauli, New Delhi.
20.	Ms. Urmila Assistant	2037, Lodhi Road, New Delhi
21.	Ms. Meenakshi Sharma Hindi Translator	E-7/A, DDA Flats, Munirka, New Delhi
22.	Ms. Usha Kaul Bhatt UDC	203-D, Pocket-C, Mayur Vihar, Ph-II,
23.	Ms. Rajni Manro, UDC	Flat No.76, Pocket A-1, Sector-16, Rohini, New Delhi-85

24.	Sh. Harsh Kumar Narang UDC	H-524, Kali Bari, Mandir Marg, New Delhi
25.	Sh. Anil Kumar Butta UDC	H. NO. 47-48, Guru Ram Das Nagar, Main Bazar, Laxmi Nagar, Delhi-92
26.	Sh. Rajeev Kumar Yadav, UDC	WZ-76A, Todapur, New Delhi
27.	Ms. Geeta Rajput UDC	Block-18, Qr. No-386, Lodhi Colony, New Delhi
28.	Sh. Bhuwan Chand Pant UDC	B-400, Lajpat Nagar, Sahibabad, District Ghaziabad, U.P.
29.	Sh. Ramesh Chand Dogra UDC	H.No. B-486, Timar Pur, Delhi.
30.	Ms. Anita Gupta Junior Stenographer	H.No.-1/4790, Gali No-11, Balbir Nagar Extn. Shahdara, Delhi-32.
31.	Sh. Ajay Kumar, Junior Stenographer	B-4/131/2, Safdarjung Enclave, New Delhi-29
32.	Sh. Parvinder Kumar Junior Stenographer	H. No. D-148, Sahyog Vihar, Maitala Village, Sector-3, Dwarka, New Delhi.
33.	Sh. Arun Kumar Chugh Junior Stenographer	374, Four Storey, Tagore Garden, New Delhi
34.	Ms. Pooja Junior Stenographer	WZ-11, Meenakshi Garden, PO-Tilak Nagar, Near Subhash Nsgsr Metro Station, New Delhi.
35.	Sh. Naveen Kumar Rao LDC	H.No. 5876/5, Street-4, Block-4, Dev Nagar, Karol Bagh, New Delhi
36.	Sh. Sudhir Kumar LDC	A-174, Ground Floor, Sector-2, Rohini, New Delhi-85
37.	Sh. Raj Kumar Sharma LDC	H.No. A-79, Amar Nangloi, Delhi-41.
38.	Ms. Rekha Choudhary LDC	95/1, Sec-1, Pushp Vihar, New Delhi
39.	Ms. Bijayinee Sathapathy LDC	B-128, C.R. Park, New Delhi-19
40.	Ms. Moni Narang LDC	WZ-29-B, 2 nd Floor, Basai Dara Pur, New Delhi
41.	Ms. Nitika Pathak LDC	Batukji, CGHS Ltd. Flat No.131, Sector-3, Pocket-5-B, Dwarka, New Delhi
42.	Ms. Anita Yadav LDC	WZ-76A, Todapur Village, New Delhi
43.	Ms. Pratima Rathore LDC	Flat No.-236, Sidhora Kalan, New Delhi
44.	Sh. Ramesh Bhatia LDC	A-11/5, Shyam Vihar, Ph-II Goyla Dairy Road, Najafgarh, Delhi
45.	Sh. Lalit Goswami LDC	10196/12, Jhandewalan, Near Jhandewala Mandir N.D.-55
46.	Sh. Sanjeev Kumar Kashyap LDC	C-460, Kidwai Nagar East, New Delhi
47.	Ms. Sonia LDC	A-98, Sector-26, Noida (U.P.)
48.	Ms. Bhawana Sharma LDC	C-14, Pankha Road, Mahindra Park, Delhi.
49.	Sh. Rakesh Khatri LDC	H.No. U-75, Vijay Nagar, Narela, Delhi-40

50.	Ms. Chanda S. Rawat LDC	H.No.-2, Second Floor, Jeewan Nagar, New Dehli-14
51.	Sh. Sumit Juneja LDC	G-37/B, Vijay Nagar, Delhi-110009
52.	Sh. Rajeev Sharma LDC	Q.No.-08, Block-52, M.B.Road, New Delhi
53.	Sh. Mahesh Chand LDC	Q. No.-615, Sector-7, R.K.Puram, N.D.
54.	Ms. Sushma Malhotra LDC	67/3, I.P.Colony, Part-I, Amrit Vihar, Burari, Delhi – 84
55.	Sh. Vinod Kumar Sharma Staff Car Driver	H.No.-67, Gali No.-5, Pratap Nagar, Near Mayur Vihar Ph-I, Delhi.
56.	Sh. Bhagat Singh Staff Car Driver	H.No.-2755, Gali 17 A, Kailash Nagar, Delhi-31.
57.	Sh. Yunus Khan Staff Car Driver	286, Vill. Chandan hola, P.O. Fatehpur Beri, Mehrauli, New Delhi-74.
58.	Sh. Mukesh Kumar Staff Car Driver	D-13, Anand Niketan, New Delhi.
59.	Sh. Pawan Kumar Staff Car Driver	House No.-86, Village Karala, Delhi-81.
60.	Sh. Rajender Prasad Dispatch Rider	B-598, Timar Pur, New Delhi.
61.	Sh. Bharat Lal Mehto Dispatch Rider	WZ-138/15, Anupam Garden, IGNOU Road, Saket, New Delhi.
62.	Sh. Jai Mangal Shah Daftry	219-B, Timar Pur, Delhi.
63.	Sh. Ram Avtar Safai Karamchari	93-P, Sector-4, M.B. Road, New Delhi
64.	Sh. Parmod Kumar Thakur Peon	H. No.-736, Sector-2, R.K.Puram, New Delhi.
65.	Sh. Yogamber Singh Rawat Peon	P-505, K.B. Nagar, New Delhi.
66.	Sh. Jai Ram Frash	Q. No.-102, Block-4, Andrews Ganj, New Delhi.
67.	Sh. Suresh Chand Yadav Peon	H. No. 2/65, Gali No. 2, Shankar Vihar, Khoda Colony, Ghaziabad, UP
68.	Sh. Yogesh Kumar Peon	H. No.-123, C.S.P. DDA Flats, East of Kailash, New Delhi
69.	Mrs. Sulochana Naugai Peon	H. No.-220, E.S.I. Colony, Basai Dara Pur, New Delhi
70.	Sh. Ramesh Kanojia Peon	Staff Quarter-1, Circular Road, Chanakya Puri, New Delhi
71.	Mrs. Geeta Kanojia Peon	Shakti Khand-I, Flat No. 349, Indira Puram, Ghaziabad, UP.
72.	Sh. Krishna Kumar Sharma Peon	124, New Layal Pur, Krishna Nagar, New Delhi-51.
73.	Sh. Mohan Singh Bisht Peon	Sector-3, 1346 M.B. Road, New Delhi.
74.	Sh. Deepak Kumar Mohanty Peon	Q. No.-592, Sector-3, Block-DS, Pushp Vihar (M.B. Road), New Delhi
75.	Sh. Sandeep Peon	Vill. & P.O. Khanda, Dist. Haryana (Sonapat)

76.	Sh. Dharampal Peon	H. No.-350, Vill. Kakrola, New Delhi.
77.	Ms. Rajni Mehra Peon	H. No. D-21/11, New Usmanpur, Vijay Colony, Shahdara, Delhi-53
78.	Sh. Shyam Narain Peon	C-34, Paryavaran Complex, Said-ul-jab, Saket, New Delhi.
79.	Sh. Dinesh Chand Nailwal Peon	396, Kali Bari Marg, New Delhi-01.
80.	Sh. Prem Ballabh Peon	A-16/32, Dayal Pur Extn. Delhi-94.
81.	Sh. Mahesh Giri Peon	C-4/57, Dayal Pur, Delhi-94
82.	Sh. Mohd. Irfan Peon	46-C, Pocket-B-8, Mayur Vihar, Ph-3, Delhi.
83.	Sh. Mahant Kumar Peon	N-46, Ist Floor, West Patel Nagar, Near Khanna Market, Delhi
84.	Sh. Arjun Kumar Peon	B-3, Surya Vihar, Ph-II, Sehtpur, Near Gaytri Public School, Faridabad.
85.	Ms. Laxmi Peon	C-146, Gali No. 2, Kumaon Square, West Vinod Nagar, Delhi.
86.	Sh. Mohd. Abbas Peon	35/258, Trilok Puri, Delhi.
87.	Ms. Kavita Kanojia Peon	G & JU 53 B, LIG Flats, Pitampura, Delhi-34
88.	Ms. Karuna Kumari Peon	C-47, Gali No.-7, Nehru Vihar, Delhi-94
89.	Sh. Deepak Kumar Peon	C-47, Gali No.-7, Nehru Vihar, Delhi-94
90.	Ms. Karuna Aggarwal Data Entry Operator (Ad-hoc)	H.No.-A-36, Saroop Vihar, Nathupura, Delhi-36
91.	Ms. Monica Mehra LDC (Ad-Hoc)	B-115, 3 rd Floor, Malviya Nagar, N. D.-17
92.	Ms. Gurpreet Kaur LDC (Ad-Hoc)	A-100, Jangpura B, New Delhi.
93.	Sh. Girish Dwivedi LDC (Ad-Hoc)	G-194A, Lajpat Nagar, Sahibabad, Ghaziabad, U.P.
94.	Ms. Geetanshu Miglani, LDC (Ad-Hoc)	H.No. 47, Pocket-14, Second Floor, Sector-24, Rohini, New Delhi
95.	Sh. Rajeev Kaushik Peon (Ad-Hoc)	D-581, Gali No. 3, Ashok Nagar, Shahdara, Delhi.
96.	Sh. Ram Karan Peon (Ad-Hoc)	A-7, Neeti Bagh, New Delhi-49.
97.	Ms. Rita Arya Peon (Ad-Hoc)	H. No. 18-A, Gali No. 15-B, Prem Vihar, Nangal Diary, New Delhi

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**MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**

S.No.	Name	Designation	Scale of Pay
1.	Ms. Asha Menon	Member Secretary	Rs.67000-79000
2.	<i>Sh. Harish Dudani</i>	Officer on Special Duty	Rs. 37400-67000
3.	<i>Sh. R. K. Singh</i>	Secretary, High Court Legal Services Committee	Rs. 37400-67000
4.	Sh. Dig Vinay Singh	Project Officer	Rs.39530-54010
5.	Ms. Vrinda Kumari	Secretary	Rs.39530-54010
6.	Sh. Sanjay Khanagwal	Secretary	Rs.39530-54010
7.	Sh. Ajay Gupta	Secretary	Rs.39530-54010
8.	Sh. Mohinder Virat	Secretary	Rs.39530-54010
9.	Sh. Rakesh Pandit	Secretary	Rs.39530-54010
10.	Sh. Pooran Chand	Secretary	Rs.39530-54010
11.	Sh. Satish Kumar	Secretary	Rs.39530-54010
12.	Ms. Ruby Alka Gupta	Secretary	Rs.39530-54010
13.	Sh. Rakesh Kumar Goel	Secretary	Rs.39530-54010
14.	Sh. K.V. Babu	Sr. Accounts Officer	Rs. 15600-39100
15.	Sh. Ram Gopal Verma	AAO	Rs. 9300 - 34800
16.	Mrs. Kusum Sharma	Superintendent	Rs. 9300- 34800
17.	Sh. Ram Vir Singh	Superintendent	Rs. 9300- 34800
18.	Sh. Prashant Verma	Superintendent	Rs. 9300- 34800
19.	Sh. M.K.Vaishnavi	Assistant	Rs. 9300- 34800
20.	Ms. Urmila	Assistant	Rs. 9300- 34800
21.	Ms. Meenakshi Sharma	Hindi Translator	Rs. 9300- 34800
22.	Ms. Usha Kaul Bhatt	U.D.C.	Rs.5200 - 20200
23.	Sh. Harsh Narang	U.D.C.	Rs.5200 - 20200
24.	Sh. Anil Kumar Butta	U.D.C.	Rs.5200 - 20200
25.	Mrs. Geeta Rajput	U.D.C.	Rs.5200 - 20200
26.	Sh. Bhuwan Chandra Pant	U.D.C.	Rs.5200 - 20200
27.	Sh. Ramesh Chand Dogra	U.D.C.	Rs.5200 - 20200
28.	Mrs. Anita Gupta	Jr. Steno	Rs.5200 - 20200
29.	Sh. Parvinder Kumar	Jr. Steno	Rs.5200 - 20200
30.	Sh. Arun Kumar	Jr. Steno	Rs.5200 - 20200
31.	Ms. Pooja Khanna	Jr. Steno	Rs.5200 - 20200
32.	Sh. Naveen Kumar Rao	L.D.C.	Rs.5200 - 20200
33.	Sh. Sudhir Kumar	L.D.C.	Rs.5200 - 20200
34.	Sh. Rajkumar Sharma	L.D.C.	Rs.5200 - 20200
35.	Mrs. Rekha Choudhary	L.D.C.	Rs.5200 - 20200

36.	Mrs. Bijayinee Sathpathy	L.D.C.	Rs.5200 - 20200
37.	Ms. Moni	L.D.C.	Rs.5200 - 20200
38.	Mrs. Pratima Rathore	L.D.C.	Rs.5200 - 20200
39.	Sh. Ramesh Kumar Bhatia	L.D.C.	Rs.5200 - 20200
40.	Mrs. Nitika Pathak	L.D.C.	Rs.5200 - 20200
41.	Mrs. Anita	L.D.C.	Rs.5200 - 20200
42.	Sh. Sanjeev Kashyap	L.D.C.	Rs.5200 - 20200
43.	Ms. Bhawana Sharma	L.D.C.	Rs.5200 - 20200
44.	Mrs. Sonia	L.D.C.	Rs.5200 - 20200
45.	Sh. Rakesh Khatri	L.D.C.	Rs.5200 - 20200
46.	Mrs. Chanda S. Rawat	L.D.C.	Rs.5200 - 20200
47.	Sh. Lalit Goswami	L.D.C.	Rs.5200 - 20200
48.	Sh. Sumit Juneja	L.D.C.	Rs.5200 - 20200
49.	Mrs. Sushma	L.D.C.	Rs.5200 - 20200
50.	Sh. Rajeev Sharma	L.D.C.	Rs.5200 - 20200
51.	Sh. Mahesh Chand	L.D.C.	Rs.5200 - 20200
52.	Ms. Monika Mehra	L.D.C. (Ad-hoc)	Rs.5200 - 20200
53.	Ms. Gurpreet Kaur	L.D.C. (Ad-hoc)	Rs.5200 - 20200
54.	Sh. Girish Diwedi	L.D.C. (Ad-hoc)	Rs.5200 - 20200
55.	Ms. Geetanshu Miglani	L.D.C. (Ad-hoc)	Rs.5200 - 20200
56.	Mrs. Karuna	Data Entry Operator (Ad-hoc)	Rs.5200 - 20200
57.	Sh. Vinod Kumar Sharma	Driver	Rs.5200 - 20200
58.	Sh. Bhagat Singh	Driver	Rs.5200 - 20200
59.	Sh. Yunus Khan	Driver	Rs.5200 - 20200
60.	Sh. Mukesh Kumar	Driver	Rs.5200 - 20200
61.	Sh Pawan Kumar	Driver	Rs.5200 - 20200
62.	Sh. Rajender Prasad	Despatch Rider	Rs.5200 - 20200
63.	Sh. Bharat Lal Mehto	Despatch Rider	Rs.5200 - 20200
64.	Sh. Jai Mangal Shah	Daftry	Rs.5200 - 20200
65.	Sh. Yogamber Singh	Peon	Rs.5200 - 20200
66.	Sh. Pramod Kumar Thakur	Peon	Rs.5200 - 20200
67.	Sh. Yogesh Kumar	Peon	Rs.5200 - 20200
68.	Sh. Suresh Chand Yadav	Peon	Rs.5200 - 20200
69.	Mrs. Sulochana	Peon	Rs.5200 - 20200
70.	Sh. Ramesh Kanojia	Peon	Rs.5200 - 20200
71.	Smt. Geeta Kanojia	Peon	Rs.5200 - 20200
72.	Sh. Krishan Kumar Sharma	Peon	Rs.5200 - 20200
73.	Sh. Mohan Singh Bisht	Peon	Rs.5200 - 20200
74.	Sh. Deepak Kumar Mohanty	Peon	Rs.5200 - 20200
75.	Sh. Dharam Pal	Peon	Rs.5200 - 20200
76.	Sh. Sandeep	Peon	Rs.5200 - 20200
77.	Sh. Ram Karan	Peon	Rs.4400 - 7440
78.	Sh. Prem Ballabh	Peon	Rs.5200 - 20200

79.	Sh. Mohd. Irfan	Peon	Rs.5200 - 20200
80.	Sh. Arjun Kumar	Peon	Rs.5200 - 20200
81.	Ms. Kavita Kanojia	Peon	Rs.5200 - 20200
82.	Sh. Mahant Kumar	Dak Peon Cum Orderly	Rs.5200 - 20200
83.	Sh. Mohd. Abbash	Dak Peon Cum Orderly	Rs.5200 - 20200
84.	Sh. Mahesh Giri	Peon	Rs.5200 - 20200
85.	Ms. Laxmi	Dak Peon Cum Orderly	Rs.5200 - 20200
86.	Ms. Rajni Mehra	Peon	Rs.5200 - 20200
87.	Sh. Shayam Narain	Peon	Rs.5200 - 20200
88.	Ms. Rita	Peon (Ad-hoc)	Rs.4400 - 7440
89.	Mr. Rajeev Kaushik	Peon (Ad-hoc)	Rs.4400 - 7440
90.	Sh. Dinesh Nailwal	Peon	Rs.5200 - 20200
91.	Sh. Deepak Kumar	Peon	Rs.5200 - 20200
92.	Ms. Karuna Kanojia	Peon	Rs.5200 - 20200
93.	Sh. Jai Ram	Frash	Rs.5200 - 20200
94.	Sh. Ram Avtar	Safai Karamchari	Rs.5200 - 20200
95.	Ms. Sushila	Frash	Rs.5200 - 20200

DELHI LEGAL SERVICES AUTHORITY
PRE FEB BUILDING, PATIALA HOUSE, NEW
DELHI

MANUAL-II

BUDGET ALLOCATED FOR EACH AGENCY,
INDICATING THE PARTICULARS OF ALL PLANS
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSMENTS MADE.

Sanctioned budget for the financial year 2011-
12

Sub-heads.	Budget Estimates Allocated 2011-12 (Non-Plan) (Rupees in thousands)
Salaries	30000
Wages	-----
OTA	-----
Domestic Travel Expens.	100
Office Expenses	8800
Other Admisistrative Expens.	-----
Professional Services	-----
Minor works	200
Medical treatment	800
<hr/>	
Total=	39900
G.I.A to state legal Aid Fund (Non-Plan) =	28000


26/8/11

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

MANUAL – 12

**MANNER OF EXECUTIVE OF SUBSIDIES PROGRAMMES, INCLUDING THE AMOUNTS
ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAM**

LIST OF INSTITUTIONS GIVEN SUBSIDY

NIL

LIST OF INDIVIDUALS GIVEN SUBSIDY

NIL

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

MANUAL -13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORITIES
GRANTED

NIL

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

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*DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,
REDUCED IN AN ELECTRONIC FORM*

S.NO	Activities for which electronic data available	Can it be shared with Public	Is it available on website or is being used as back end data base
1.	Legal Services Authorities Act, 1987 as amended by Legal Services Authorities (Amendment) Act, 2002.	<i>Yes</i>	Available on website i.e. www.dlsa.nic.in
2.	Delhi State Legal Services Authorities Rules, 1996.	<i>Yes</i>	Available
3.	List of Ex-Officio Members and Nominated Members of the Delhi State Legal Services Authority.	Yes	Available
4.	List of Jail Visiting Advocates	Yes	Available
5.	Forthcoming Events	Yes	Available
6.	Functions Report	Yes	Available
7.	Photo Gallery	Yes	Available

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

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PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Facilities available for obtaining information:-

S. No.	Facility Available	Nature of Information.
1.	Website www.dlsa.nic.in	1. List of Panel Advocates. 2. List of JJB Advocates. 3. List of Counsellors. 4. List of CWC Advocates. 5. Fee structure of Panel Advocates. 6. List of All India Legal Aid Cell on Child Rights Advocates. 7. Fee Schedule payable to the Panel Advocates and Counsellors
2.	Telephone Helpline 23383014 Toll Free from MTNL 12525	For Legal Advice.
3.	Central Office, Delhi State Legal Services Authority, Pre-Fab Building, Patiala House Courts, New Delhi.	For Legal Advice and Assistance

DELHI STATE LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
NEW DELHI

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**NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION
OFFICER AND ASSISTANT PUBLIC INFORMATION OFFICER**

NOTIFICATION

In partial supersession of Notification No.DLSA/Admn./06/6648-6671 dated 18th September, 2006 and Notification No.F.249/DLSA/Admn./06/13559-13587 dated 18th January, 2007 and in exercise of powers conferred under Section 5(1) and (2) of the Right to Information Act, 2005, the Delhi State Legal Services Authority hereby re-designates the officers/official as Public Information Officer, Assistant Public Information Officer to the following effect:

S.No.	Designation	Particulars of re-designated Officials	Jurisdiction
1.	Public Information Officer	Ms. Kusum Sharma, Superintendent (Legal Aid), Permanent Legal Services Clinic, Shaheed Bhagat Singh Place, Gole Market, New Delhi.	Delhi State Legal Services Authority, Delhi High Court Legal Services Committee, District Legal Services Authority, Tis Hazari and District Legal Services Committees at Tis Hazari, Patiala House Courts, Karkardooma Court and Rohini Courts.
2.	Assistant Public Information Officer	Ms. Urmila, Assistant (Admn.), Delhi State Legal Services Authority, Central Office, Pre-Fab Building, Patiala House Courts, New Delhi. <u>In her absence:</u> Sh. M. K. Vaishnavi, Assistant (Accounts), Delhi State Legal Services Authority, Central Office, Pre-Fab Building, Patiala House Courts, New Delhi.	Delhi State Legal Services Authority, Delhi High Court Legal Services Committee, District Legal Services Authority, Tis Hazari and District Legal Services Committees at Tis Hazari, Patiala House Courts, Karkardooma Court and Rohini Courts.

MEMBER SECRETARY