



RAJASTHAN STATE LEGAL SERVICES AUTHORITY

Rajasthan High Court Campus, Jaipur Bench

Vidhik Seva Sadan, Vidhik Seva Marg, C-Scheme, Jaipur

Phone: 0141-2227481, FAX: 2227602, Toll Free Help Line 15100/9928900900

Email: rslsajp@gmail.com, rj-slsa@nic.in website: <https://rajasthan.nalsa.gov.in/>

No. RSLSA/2025/02/Prisons

Date: 11/11/2025

CIRCULAR

Subject: Ensuring Timely Filing of Appeals in Appellate Courts, High Courts and Special Leave Petitions in the Supreme Court – Compliance with NALSA SOP, 2022 and Rajasthan Prisons Rules, 2022

It has come to the notice of the Authority that delays have occurred in filing statutory appeals and Special Leave Petitions (SLPs) on behalf of convicts due to non-compliance with the prescribed procedures by Prison Legal Aid Clinics (PLACs) and Jail Authorities.

In order to prevent such lapses in future and to ensure effective access to justice, the following directives are hereby issued for strict compliance by all District Legal Services Authorities (DLSAs) and Jail Authorities across the State:

1. Compliance with NALSA SOP, 2022

- All Jail Visiting Lawyers and Para-Legal Volunteers (PLVs) shall interact regularly with inmates, inform them of their right to file appeals before the Appellate Court, High Court, or Supreme Court (SLP), and facilitate submission of legal aid applications.
- Applications for legal aid must be forwarded to the DLSA within 24 hours of receipt.
- All refusals, acceptances, and follow-ups shall be properly documented in the Legal Aid Clinic Work Register and Case Progress Tracker, as prescribed in NALSA's Handbook of Formats (2020).

2. Compliance with Rajasthan Prisons Rules, 2022

- Rule 560: At the time of admission, the Jailor/Deputy Jailor/Superintendent shall explain the rules and facilities available for filing appeals at all levels (Appellate Court, High Court, Supreme Court) to every prisoner.
- Rule 561: The Jailor/Deputy Jailor/Superintendent shall record the prisoner's desire to prefer an appeal in the Convict Register and on the History Ticket, duly signed/thumb-impressed by the prisoner and verified by the concerned jail authority.

Edison Altr

3. Responsibilities of PLAC Functionaries and Jail Authorities

- Immediate steps shall be taken to prepare and file appeals in Appellate Courts and High Courts within the prescribed limitation period, and where necessary, Special Leave Petitions before the Hon'ble Supreme Court.
- Follow-up with inmates who decline legal aid must be conducted at least once every two days until they either engage private counsel or opt for legal aid.
- All PLAC functionaries and jail officials must maintain updated records of applications, refusals, pending appeals, and case progress.
- Any delay or refusal by an inmate shall be reported immediately to the DLSA Secretary.

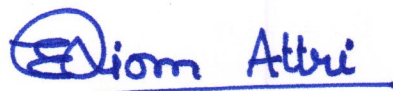
4. Monitoring and Reporting

- Chairpersons of all DLSAs shall conduct monthly reviews of PLAC registers and submit compliance reports to RSLSA.
- Quarterly compliance certificates shall be sent by each DLSA to RSLSA.
- Non-compliance or negligence by jail authorities or PLAC functionaries shall be reported for disciplinary action.

5. Directives

- All DLSAs and Jail Authorities shall strictly adhere to the provisions of NALSA SOP, 2022, Rajasthan Prisons Rules, 2022, and formats prescribed in NALSA's Handbook of Formats, 2020.
- Maintenance of registers and records in the prescribed formats is mandatory.
- Any delay in filing appeals or SLPs attributable to negligence will be treated with serious concern.
- RSLSA shall conduct periodic inspections and audits of PLACs in jails.
- Awareness sessions regarding the right to appeal and availability of free legal aid shall be organized regularly in prisons.

This circular shall come into effect with immediate effect. All concerned authorities are directed to ensure strict compliance.



(Hari Om Attri)

Member Secretary

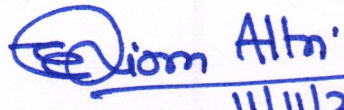
Rajasthan State Legal Services Authority
Jaipur

Date: 11.11.25

No. RSLSA/PS/301-353

Copy to:-

1. The Director, Rajasthan State Legal Services Authority, Jaipur
2. The Joint Secretary, Rajasthan State Legal Services Authority, Jaipur/ Jodhpur
3. The Special Secretary (Mediation & Arbitration), Rajasthan State Legal Services Authority, Jaipur
4. The Secretary, Rajasthan High Court Legal Services Committee, Jaipur/ Jodhpur
5. The Deputy Secretary-I, Deputy Secretary-II, Deputy Secretary (Action Plan & ADR),
6. The Secretary, District Legal Services Authorities, all Rajasthan.
7. Office Copy.


Member Secretary 11/11/2025

