Help Guide for NALSA helpline Toll- Free Number: 15100

About NALSA helpline Toll-Free Number: 15100

Revolutionary initiative by the National Legal Services Authority (NALSA) to provide access to justice for all individuals in India. This helpline serves as a lifeline for those seeking legal aid and guidance, especially for marginalized communities who may face barriers in accessing legal services.

The helpline operates on a custom Interactive Voice Response System, which allows callers to navigate through various options and connect with the appropriate resources from SLSA/DLSA. The system is available in 10 Indian languages.

One of the key aspects of this helpline is to a call transfer to District Legal Services Authorities (DLSA). If someone requires legal assistance or advice specific to their district, the helpline can connect them directly to their respective local DLSA.

Additionally, the helpline offers call transfer options based on gender preferences. Callers have the choice to be transferred either to a male or female panel advocate, ensuring their comfort and convenience while discussing sensitive legal matters.

Moreover, there is also a call back facility available at DLSA front Desk so that no one misses out on accessing legal support due to busy lines or other technical issues.

Following legal aid services are offered from NALSA helpline Toll- Free Number: 15100

- 1) Panel Advocate
- 2) Legal Advice
- 3) Mediation
- 4) Status of legal aid application

How SLSA's or DLSA's will get the calls from NALSA helpline Toll- Free Number: 15100

(Section 1)

Intended for - All users

Which calls will be transferred to SLSA/DLSA's?

All the call coming on 15100 will be forwarded to respective SLSA/DLSA after identification of state and district from callers

Calls for SLSA's



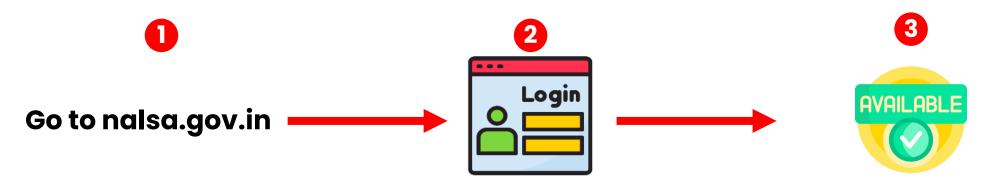
2 Calls for DLSA's



How can I start using 15100?

To start using 15100, please ensure login to the system with your User ID and Password.

All the logins will be shared by NALSA officially to SLSA/DLSA's



Select >> Secretary if you are Secretary
Select >> Advocate if you are Front Desk
officer or Panel Advocate

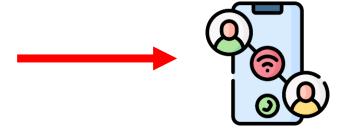
- Everyday Front Desk office staff and Panel Advocates must login in order to start getting the calls
- After login the systems prioritize the calls to login made by SLSA/DSLA Staff or Panel Advocates

Call Transfer timings for SLSA's/DLSA's?

All the calls will be handled by IVRS and will be transferred to respective SLSA/ DLSA as per the standard timings



Call transfer timings to SLSA/DLSA in order to facilitate legal aid from Front Desk or Panel Advocate



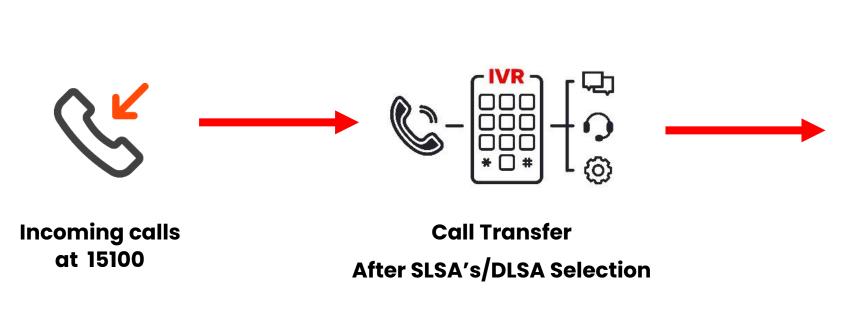
10 AM -5 PM

- For calls beyond the timelines will not be transferred to SLSA's/DLSA's front Desk or Panel advocates, but they can see
 the pending calls in their system
- Calls related status of case will be directly handled by IVRS and responded back to the caller.

How to identify incoming calls from 15100?

All the calls transfer by the 15100 IVRS will be transferred from **+91 1292851600**, **+91 1292851650**, **+91 1292851700**

Calls will be transferred to DLSA's Front Office Landline/Panel Advocate basis the availability



Calls which will transferred from IVRS to SLSA/DLSA to facilitate legal aid from Front Desk or Panel Advocate can be identified as

+91 1292851600, +91 1292851650, +91 1292851700





Mobile of Panel Advocate / DLSA front Officer

How to do call back incase the calls are missed?

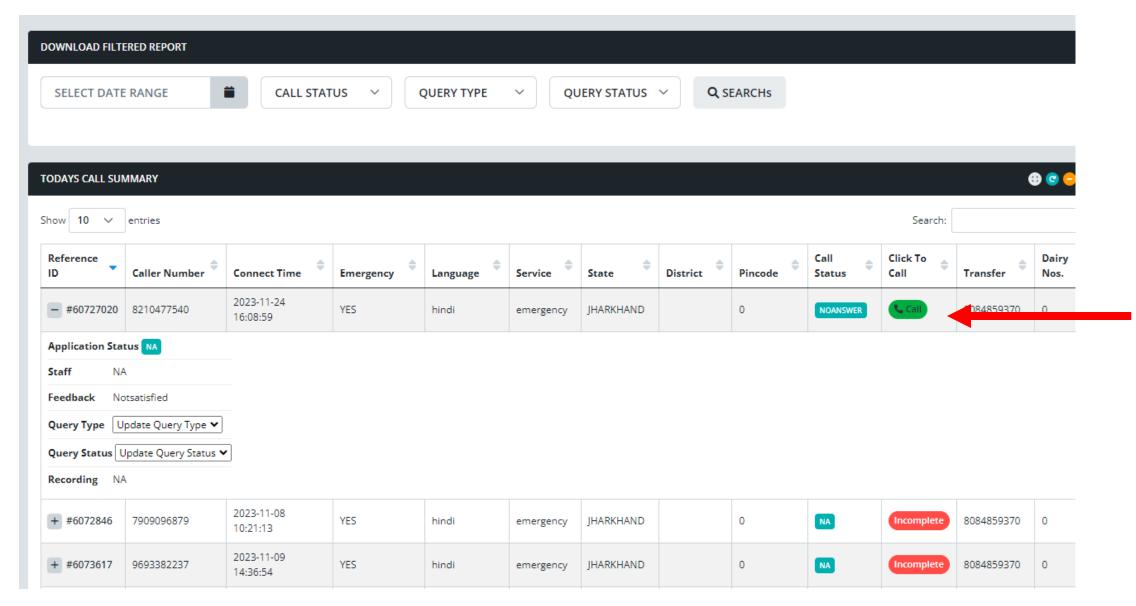
All the calls received /missed SLSA's/DLSA Front Office/ Panel Advocate will be visible at respective logins of Front Office Team and Panel Advocates



IVRS will conference the call between Front Desk Officer / Panel Advocate Mobile with the callers upon using the CLICK TO CALL function using the below numbers +91 1292851600, +91 1292851650, +91 1292851700

Panel Advocate / DLSA front Office
Person

Where can I find the Click to call button?

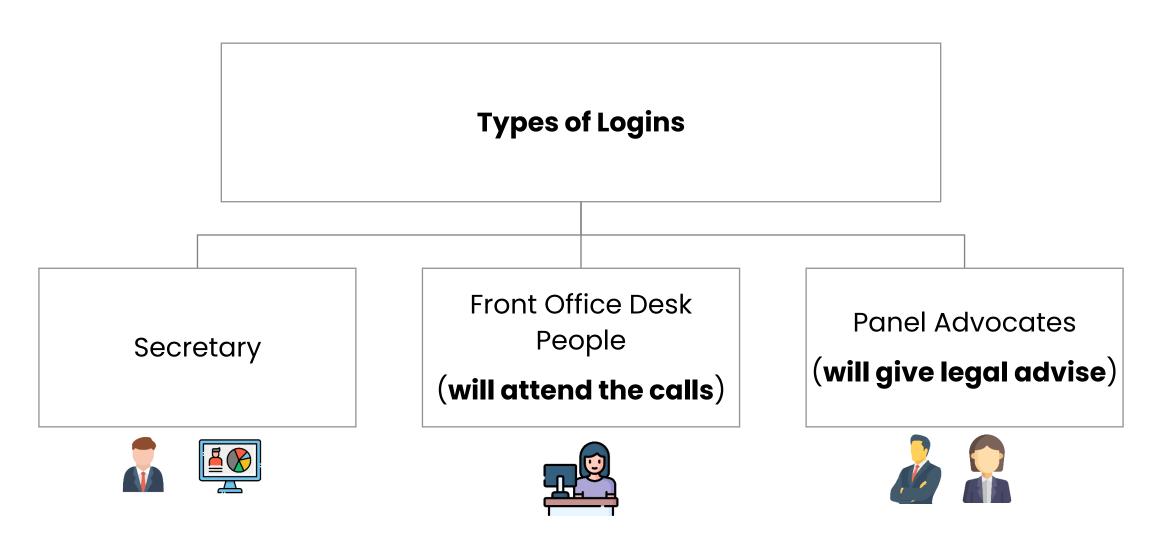


What features I can access from my login?

Features can be accessed as per the availability in the login

FEATURE	SECRATARY	FRONT DESK OFFICER/ PANEL ADVOCATE
View Report	YES	YES
Attend Call	NO	YES
Call Back	NO	YES
Send Internal Communication	YES	NO
Change Settings	YES	NO
Give Legal Advice	NO	YES
Assign Pending calls to Front Office Team/ Panel Advocate	YES	NO

Users for which logins are created



Website to initiate Callback for NALSA helpline Toll- Free Number: 15100

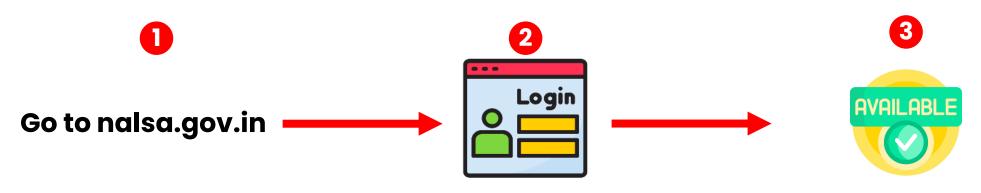
(Section 2)

Intended for - SLSA/DLSA Front Office / Panel Advocate

How can I start using 15100?

To start using 15100, please ensure login to the system with your User ID and Password.

All the logins will be shared by NALSA officially to SLSA/DLSA's

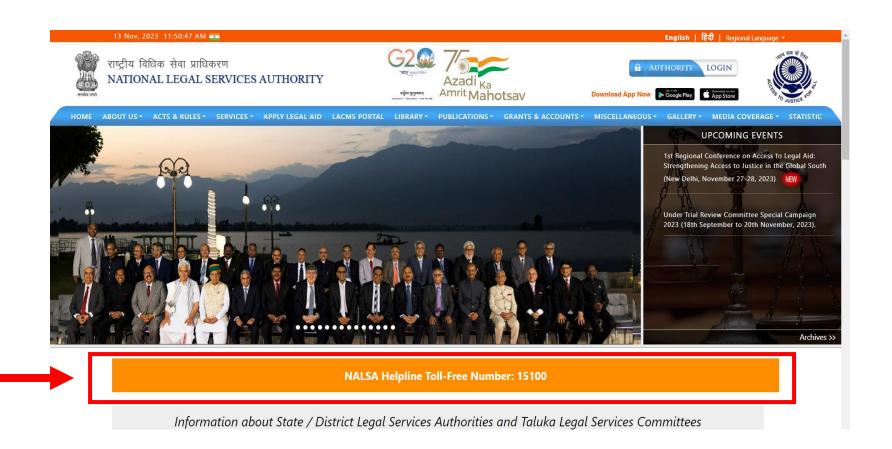


Select >> Secretary if you are Secretary
Select >> Advocate if you are Front Desk
officer or Panel Advocate

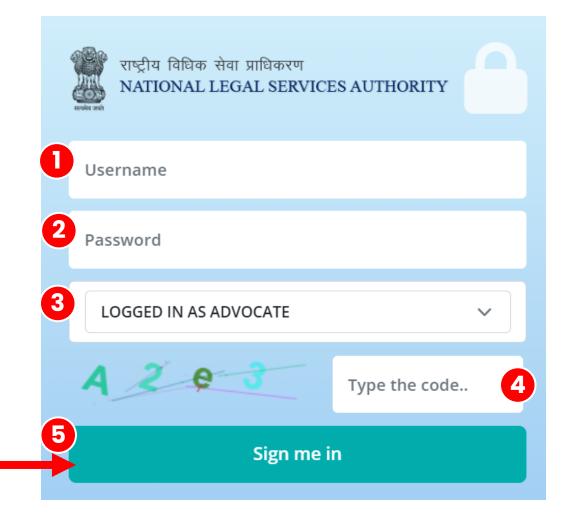
- Everyday Front Desk office staff and Panel Advocates must login in order to start getting the calls
- After login the systems prioritize the calls to login made by SLSA/DSLA Staff or Panel Advocates

Website: www.nalsa.gov.in

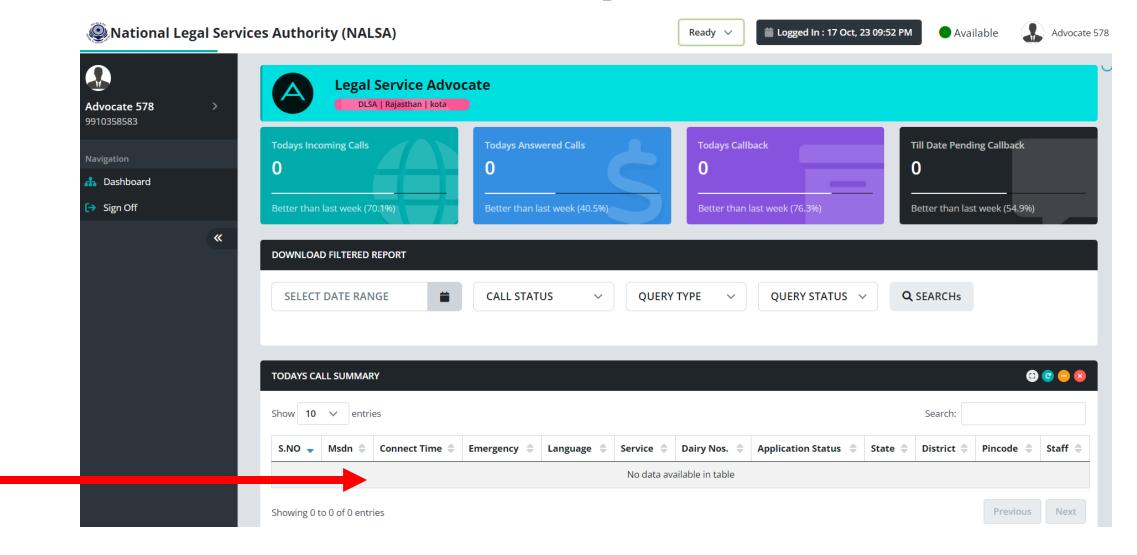
Open your web browser & go to nalsa.gov.in & click on NALSA helpline Toll- Free Number : 15100 button



- Enter your username
- Enter your password
- Select >> Advocate if you are Front Desk officer or Panel Advocate
- 4 Type Code as shown in Screen
- Click on **Sign me In**

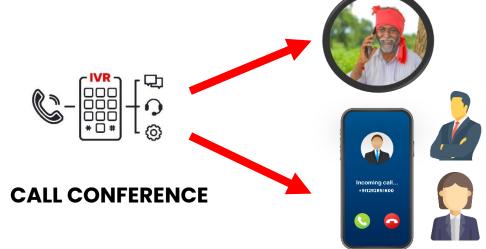


Incase you forgot your password, please contact SLSA/DLSA Secretary Office



Check if there are pending calls/ unanswered calls and initiate a click to call

s.No 🔻	Refreance ID 🕏	Caller Number	Connect Time	Emergency =	Language 🖨	Service	Da No
– 1	#7047143	9906622046	2023-11-13 19:26:32	NO	hindi	panel_advocate	0
State	JAMMU AND KA	SHMIR					
District							
Pincode	0				(P) =		
Staff	NA						
Rec.	•						
Call Statu	IS NA				CALI	CONFERENCE	CE
Transfer	NA						
Call Feed	back NA						
Query Ty	pe						
Query Sta	atus						
Click To C	Call Call	Use this	button to in	itiate a cal	I		



Dairy

Nos.

Panel Advocate / DLSA front Office
Person

Application

Caller

Status

NOTE: IVRS will do the call conference between callers & Panel Advocates/ DLSA front Office

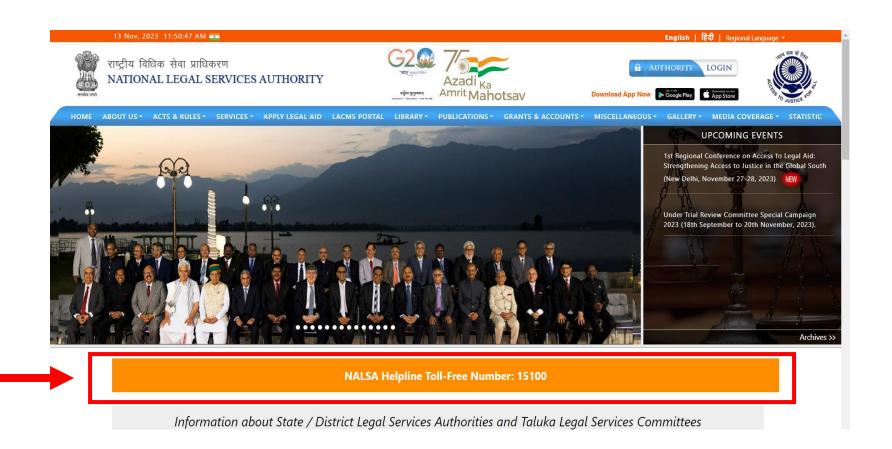
Website to view calls & report for NALSA helpline Toll- Free Number: 15100

(Section 3)

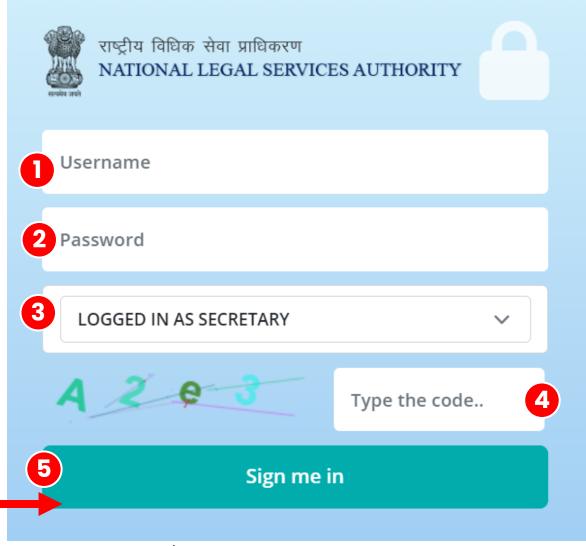
Intended for - SLSA/DLSA Secretary's

Website: www.nalsa.gov.in

Open your web browser & go to nalsa.gov.in & click on NALSA helpline Toll- Free Number : 15100 button

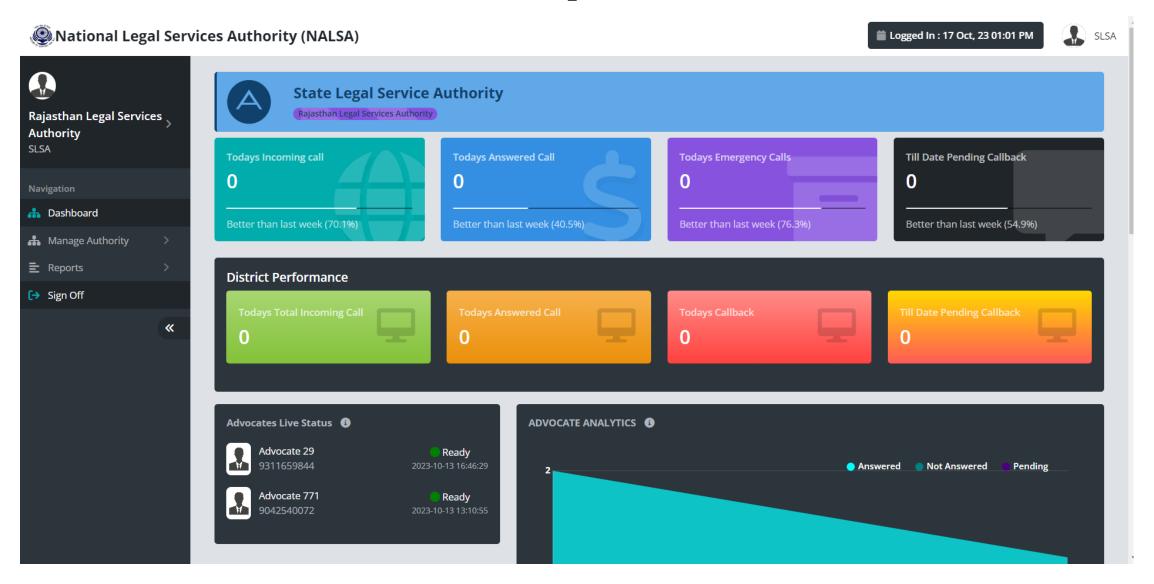


- Enter your username
- Enter your password
- Select >> Secretary
- 4 Type Code as shown in Screen
- Click on **Sign me In**

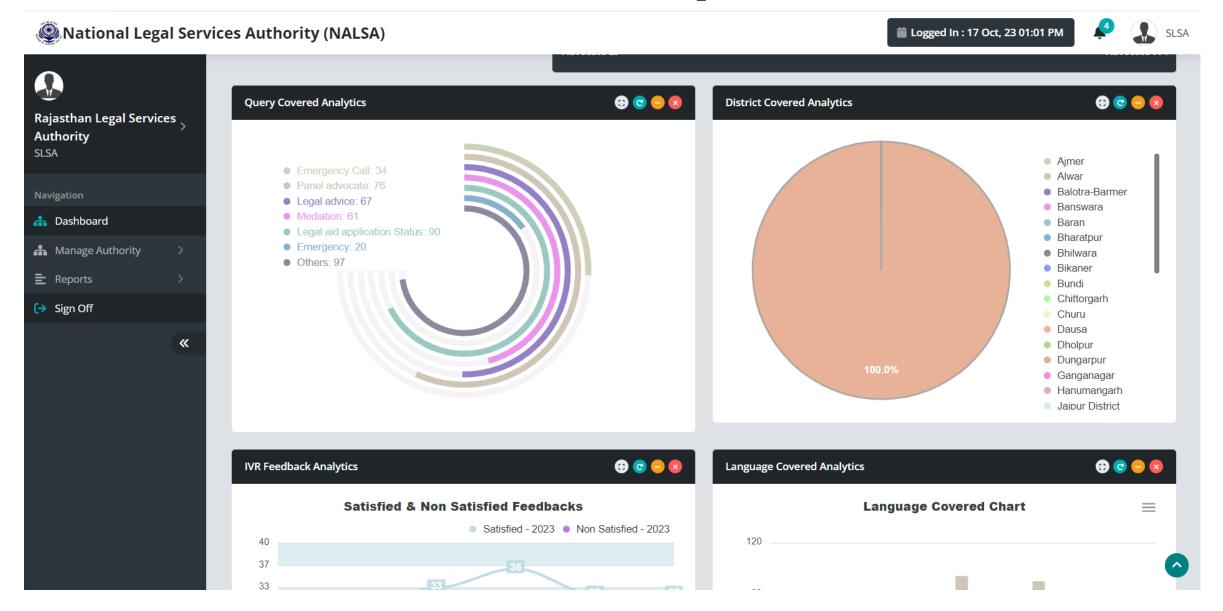


Incase you forgot your password, please contact SLSA/DLSA Secretary Office

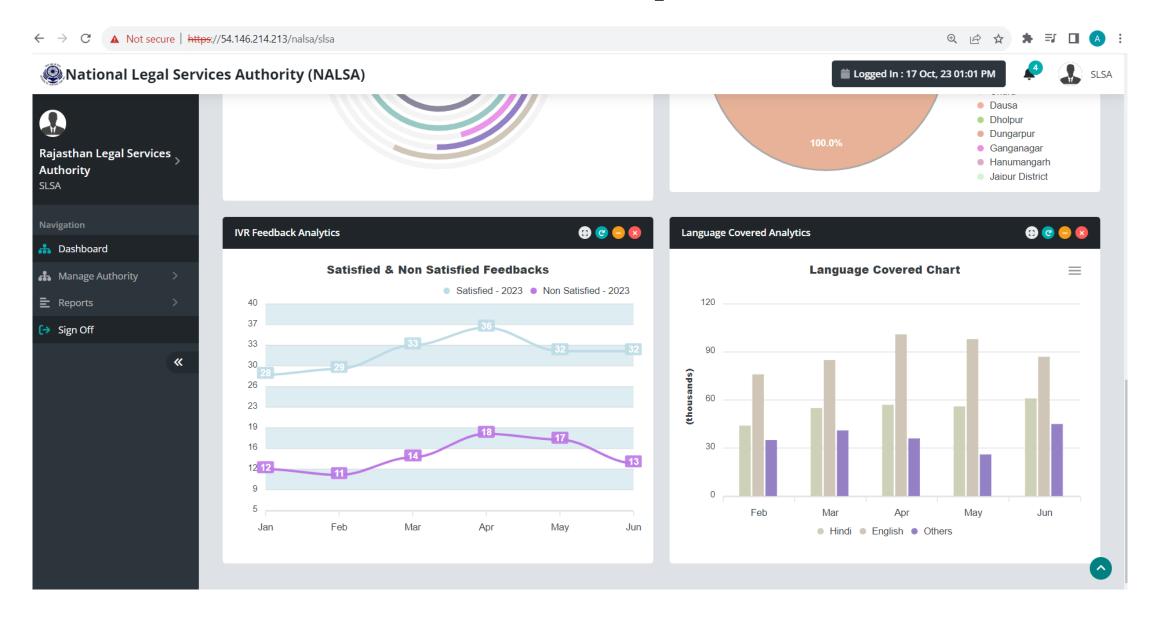
SLSA Secretary - Dashboard



SLSA / DLSA Secretary - Dashboard



SLSA / DLSA Secretary - Dashboard



SLSA / DLSA Secretary - Dashboard

National Legal Services Authority (NALSA)

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Rajasthan Legal Services

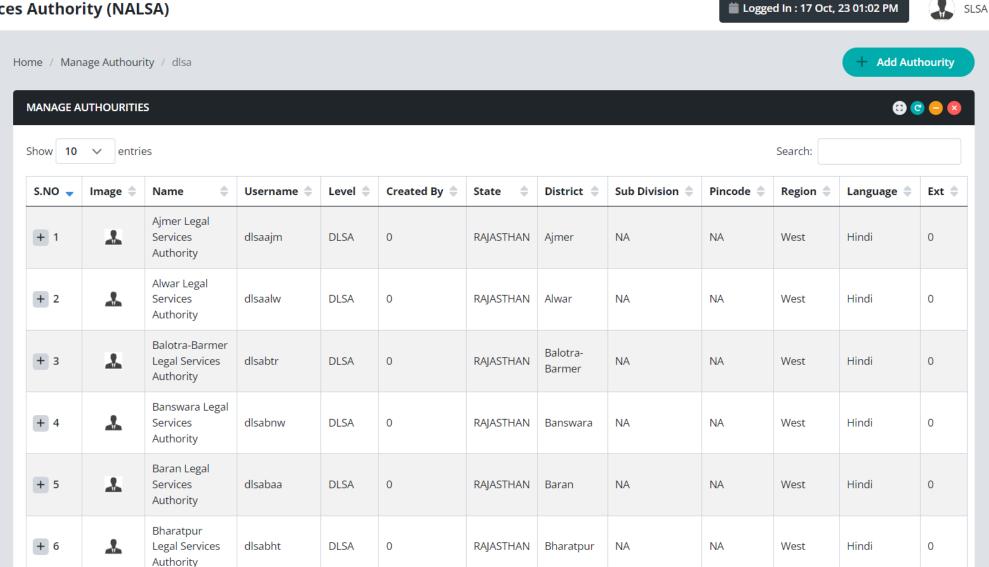
Authority SLSA

Navigation

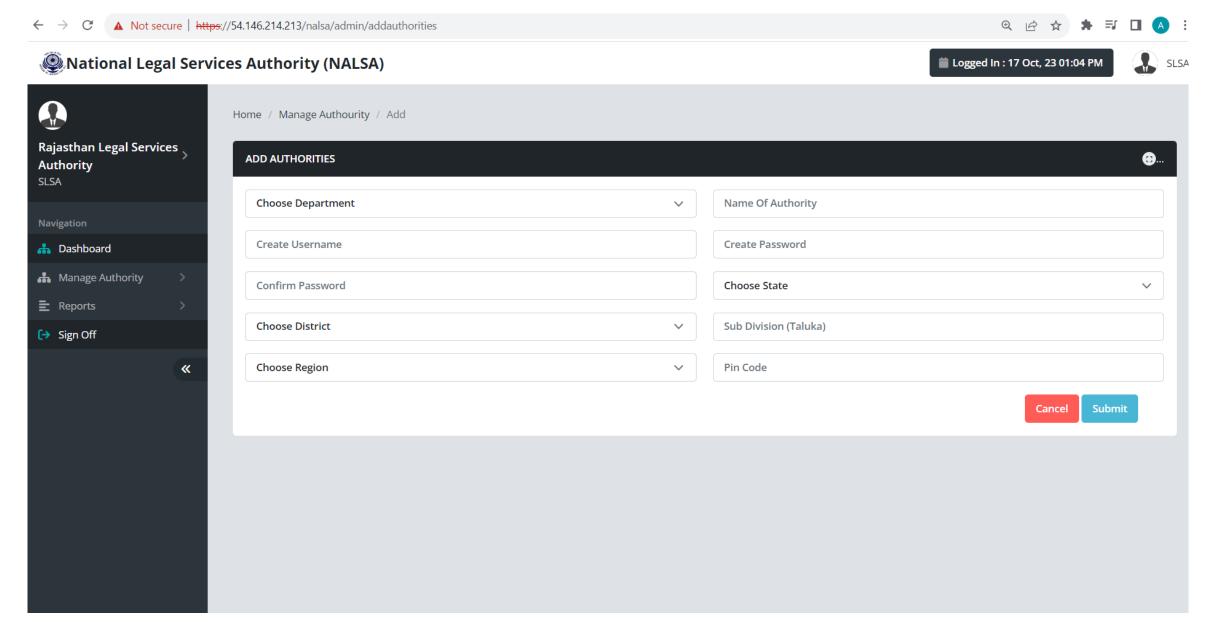
Sign Off

Dashboard

Manage Authority



SLSA Secretary – Add DLSA



SLSA/DLSA Secretary – Manage Advocate



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Mahoba Legal Services

Authority DLSA

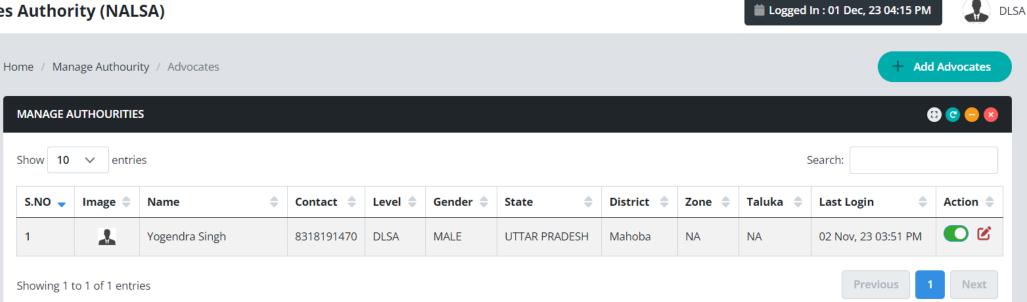
Navigation

■ Reports

Sign Off

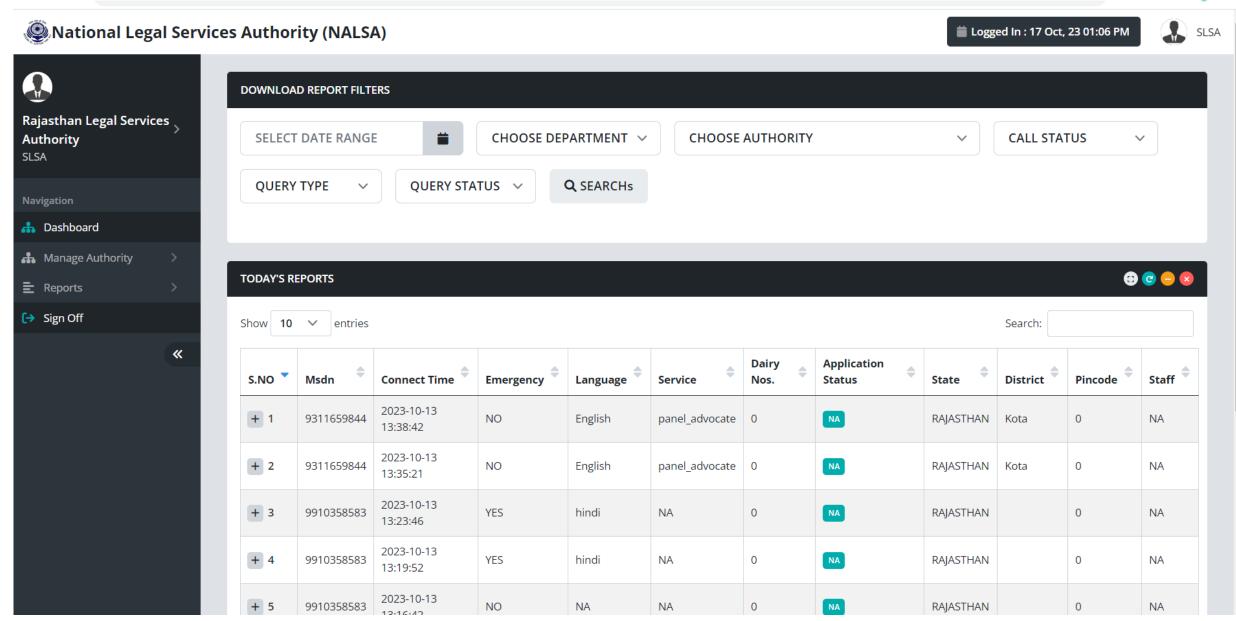
Dashboard

Manage Authority



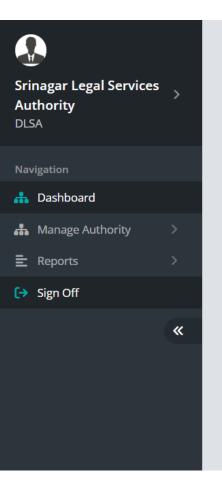
in Logged In: 01 Dec, 23 04:15 PM

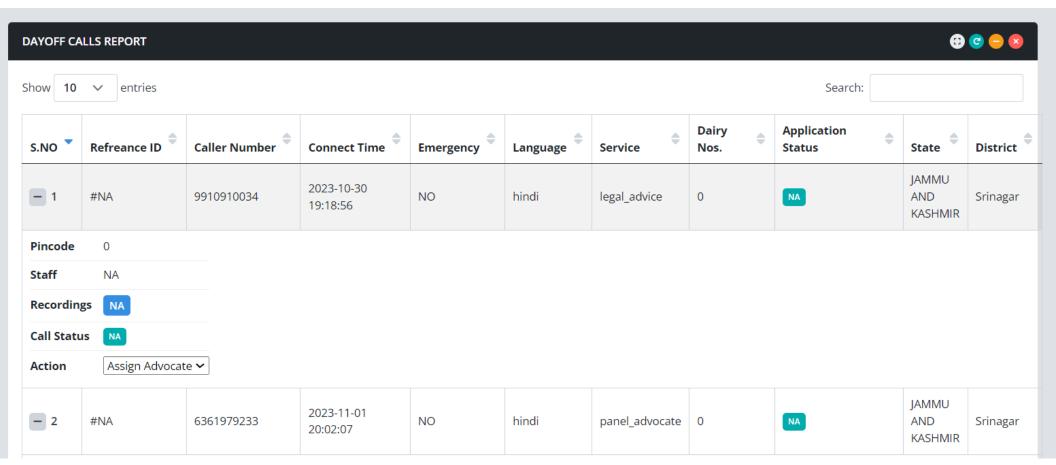
SLSA Secretary – View reports



SLSA/DLSA - Day Off Calls

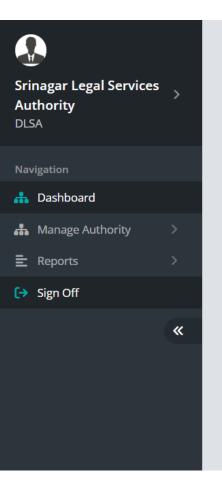
Day off calls are the call received at DLSA during nonworking hours, these calls have to be assigned by DLSA Secretary login to any of the front office staff or Panel Advocates.

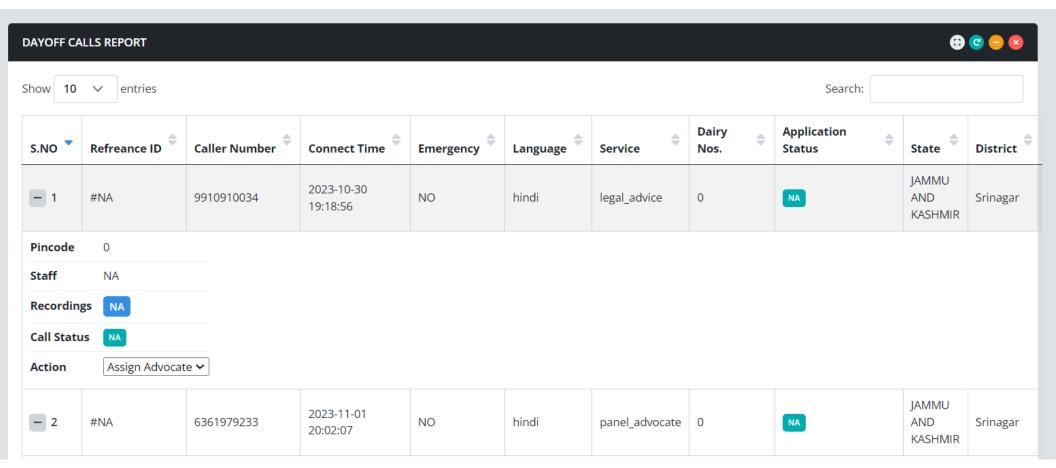




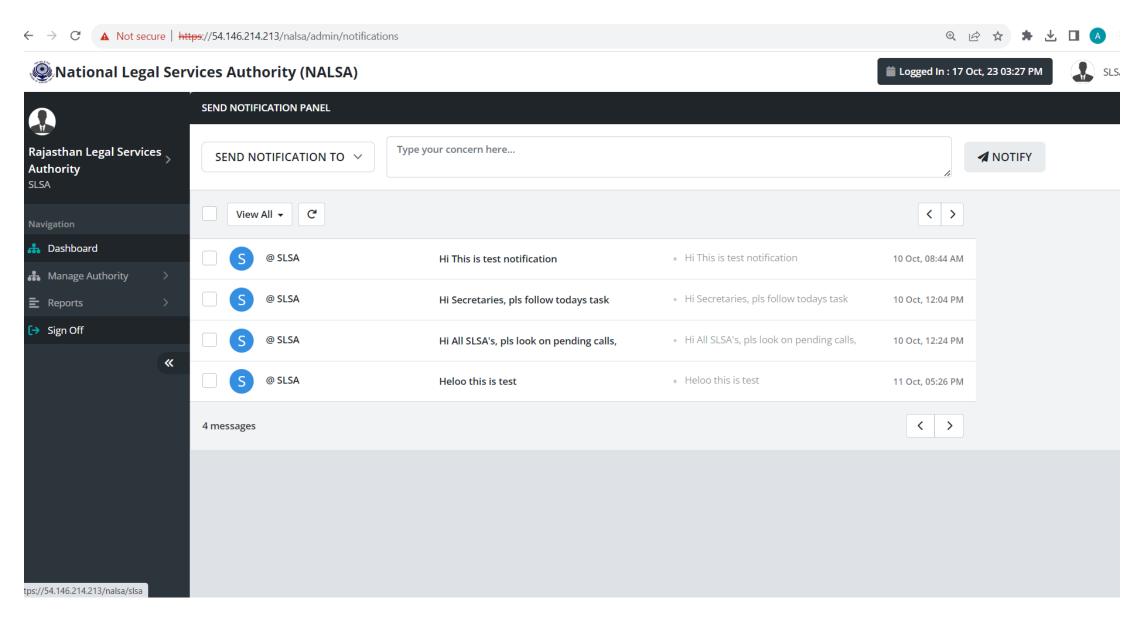
DLSA Secretary - Day Off Calls

Day off calls are the call received at DLSA during nonworking hours, these calls have to be assigned by DLSA Secretary login to any of the front office staff or Panel Advocates.





SLSA Secretary – Sending Notifications



Abbreviations & definitions

(Section 4)

Intended for - All users

Abbreviations & definitions

Term	Definition
IVRS	Interactive Voice Response System An application that provides full-featured integrated voice response capability to answer inbound calls, perform database lookups, re-direct calls automatically, etc.
SMS	Short Message Service
MIS	Management Information System
Toll Free Number	A toll-free number is a telephone number used by businesses in India with a prefix of 1800. Customers can call businesses on this number without any call charges. The business pays all the charges for incoming and outgoing calls instead of the caller.
CDR	Call Data Record
Caller	Any citizen calling on 15100 helpline
Call Back	To call a citizen from web portal
Login Credentials	Username and password of the web portal
Display Number	The number which will be displayed on the mobile of DLSA front officer/Panel advocate upon call transfer and call conference

FAQ's

(Section 5)

Intended for - All users

Questions	Answers
How can I start using this system?	You can get your credentials from SLSA/DLSA Secretary Office
How can I see the missed calls?	Go to the report section and check the calls
How can I view the reports ?	Go to the report sections
Is the login username and password of Secretary and DLSA front office same?	No, the login credentials are different 1) SLSA/ DLSA Secretary – Can view reports 2) Panel Advocate/Front Office – Can make calls and view reports
How can update contacts for DLSA/SLSA?	Using login credentials of DLSA/SLSA Secretary you can update the contacts
How many contact can be added in a DLSA?	Maximum 8 contact
Can I call back on number from which I got the call?	No, for doing the call back, login to the portal and click on Click to call
Login Credentials	Username and password of the web portal
Display Number	The number which will be displayed on the mobile of DLSA front officer/ Panel advocate upon call transfer and call conference

Questions	Answers
Is this helpline 24X7	Yes, the IVRS will handle the call 24X7 for all the calls, however, will transfer calls to SLSA/DLSA front office only between 10 AM- 5 PM
What are the call transfer timings?	Call Transfer to SLSA/DLSA will be done between 10 AM- 5 PM
Who will attend the emergency calls?	SLSA front Office/ SLSA Panel Advocates
Is this system for Para Legal volunteers(PLV) also?	No, its only for SLSA/DLSA/ Front Office Desk / Panel Advocates
Any timelines for doing the calls back to callers for missed call?	Next working day or which ever is earlier
I forgot the password / user id of the web portal	Please contact the SLSA/DLSA Secretary office
Can I access the web portal from my mobile	Yes
When should I logout from the web portal	Once your shift is over
Do I need to keep the system login till my shift	Once you do the login the system will recognize that you are available, no need to keep the window open.

Questions	Answers
How can I know if the calls are from Nalsa National Toll Free Legal Helpline 15100?	All the calls coming from these numbers will be related to Nalsa National Toll Free helpline 15100-+91 1292851600, +91 1292851700
From which number I will get the calls in call conference using call back	+91 1292851600, +91 1292851650, +91 1292851700
Which numbers should I save in my mobile phone book for NALSA's National Toll Free Legal Helpline 15100	+91 1292851600, +91 1292851650, +91 1292851700
Citizen will call on which number ?	15100
Is it a 24X7 helpline for Citizen	Yes
Can 15100 work on WhatsApp also?	No, not as of now
Can a citizen SMS on 15100 for assistance?	No, incoming SMS on 15100 is not available
Is there any facility to send SMS	IVRS system send SMS about DLSA Address/ Status of Legal Aid application automatically at the end of the calls
What are the feedback parameter captured in the IVRS	Satisfied/ dis satisfied

Questions	Answers
Is the mapping of Male and Female Counsel already done?	Yes
From where NALSA got the contacts of Panel Advocate?	From respective SLSA/DLSA
I need to remove my contact number from SLSA/DLSA what should I do?	Please contact the SLSA/DLSA
Citizen will call on which number ?	15100
What is the SMS headers for all the SMS notifications?	NALSAA
What is session timing after login on portal	1 hour

Support

(Section 6)

Intended for - All users

Support

Bharat VC online Link

Every Friday – 3 PM to 4 PM

Join the link for issues related to login/ operations