

**MODULE**  
**FOR THE ORIENTATION, INDUCTION &**  
**REFRESHER COURSES FOR**  
**PARA LEGAL VOLUNTEERS TRAINING**

**MODULE**  
**FOR THE ORIENTATION – INDUCTION – REFRESHER COURSES**  
**FOR PLV TRAINING**

The National Legal Services Authority had implemented the revised scheme of Para Legal Volunteers. Every District Legal Services Authority was advised to maintain a Panel of 50 – 100 PLVs at district level and a panel of 25 – 50 PLVs at Taluka level. The PLVs have to work to ensure Legal aid reaching to all section of people and the Acts as intermediaries bridging the gap between the common people and the Legal Services institutions to remove impediments in access to justice.

The PLVs have to be trained in the basic different laws which would be applicable at grassroots level with reference to their day to day life, the subtle nuances employed in the working of the Judicial System and the functioning of various other stakeholders like the police, officials from social Welfare department, women & child development Department and other departments dealing with different beneficial schemes of central and state government. With the basic knowledge in the laws and other available welfare measures and legislation, they would be able to assist the common people, those who are in need of such assistant, so that a person, who is not aware of such right is not only made to understand his rights but also will be able to have access to measures involving implementation of such right.

The training of PLVs would be conducted under the supervision of Chairman of DLSA and under the control of Member Secretary UPSLSA. The training shall be held at the convenient place subject to discretion of Chairman DLSA. The number of PLVs to be trained at any given point of time in a training programme shall not exceed 50. The other modalities of the training programme would be as follows:-

**RESOURCE PERSON/TRAINERS :-**

- The Chairman DLSA shall identify the trainers and other resource persons in consultation with SLSA for training of PLVs.
- Suitable person from the members of the bar with training skill shall be included in the list of resource person.
- Other resource person includes master trainers of mediation, law teachers from law colleges, P.G. students of law, retired professors of law, retired Judicial officers, revenue officers, officers from social welfare department, public prosecutors, police officers, mental health experts, persons associated with NGOs etc.

**NATURE OF TRAINING :-**

- The training that is to be provided to the PLVs would be in accordance with the curriculum prescribed by the NALSA and will be in the following format –
  - Orientation programme
  - Basic training or induction course
  - Advance training or Refresher course

- There shall be periodical refresher training in order to assess the quality of work turnout by the PLVs. The legal services authorities need to assess the work of the PLVs and assist them to identify the deficits and how to tackle the problems face by the PLVs after their experience in the field.

#### **TOPICS OF THE TRAINING :-**

- **THE ORIENTATION PROGRAMME :-** The orientation programme is to provide an overview of the role of the PLV and lay down the code of ethics. It includes the following topics –
  - Introductions and Ice-Breaking Session Purpose & Role of PLVS.
  - Basic Structure of the Constitution - Preamble etc.
  - Obligations of the State under the Constitution to the marginalized classes of society (Directive Principles of State Policy)
  - Fundamental Rights (including Articles 14,15,16,19,21,22)
  - Duties of a responsible citizen to the community (Fundamental Duties).
  - Article 39 A and Legal Services Authorities Act, 1987 and NALSA Regulations.
  - Do's and Don'ts for PLVS.
  - Dress Code and Standards of behavior.
  - Materials.
  - Ethics.
- **THE BASIC TRAINING OR INDUCTION COURSE :-** The Basic training or induction course will be for a period of four days and it includes following topics –
  - Basic listening, communication, observation skills and Drafting skills.
  - Family Laws (Marriage Laws, Adoption, Maintenance, Custody and Guardianship, Judicial separation & Divorce).
  - Property Laws (Inheritance, Transfers of immovable property, Registration, Revenue Laws).
  - Criminal Laws (BNS & BNSS (minimum required knowledge, especially, bail, arrest, compensation etc., Rights of Prisoners under Jail Manual and Prisoner's Act etc)).
  - Labour Laws (Minimum Wages Act 1948, Workmen's Compensation Act 1923, Unorganized Workers Welfare and Social Security Act 2008, The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979, The Industrial Disputes Act, 1947 (Briefly), legal assistance under the NALSA Scheme (Legal Services to the Workers in the Unorganized Sector) Scheme, 2010.
  - Gender Centric Laws/Women Laws - Equal Remuneration Act 1976, Maternity Benefit Act 1961, Protection of Women from

Domestic Violence Act 2005, Medical Termination of Pregnancy Act 1971, Pre-Conception and Pre-natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, Sexual Harassment at Workplace, Important provisions of BNS relating to matrimonial disputes & cruelty etc., Dowry Prohibition Act, 1961.

- Laws relating to children - Juvenile Justice (Care and Protection of Children) Act, 2015, The Child Labour (Prohibition and Regulation) Act of 1986, Missing Children, The Factories Act 1948, Prohibition of Child Marriage Act, 2006. - SC & ST (Prevention of Atrocities) Act, 1989 and The Protection of Civil Rights Act, 1955.
- Government orders and schemes promoting social welfare, including MNREGA, Social Security Schemes (pensions, antodaya, insurance etc), obtaining various certificates (such as caste, disability, birth, income etc), obtaining ration card, Aadhar card, National Population Register, Voter ID-card, etc, obtaining Passport.
- Visits to Govt. Offices, Courts, Police Stations, Prisons, Revenue Offices. DLSAs, TLSCs etc. Interaction with Protection Officers, CWCs/JJBs, appropriate authority under PCPNDT Act, 1994 etc.
- **THE ADVANCE TRAINING OR REFRESHER COURSE :-** The advance training or refresher course should be conducted after the PLVs have had field experience for three months. The advanced training programme should be conducted lasting for three days. The occasion should be utilized by the Chairpersons of the DLSAs to discuss the work done by the PLVs, the shortcomings generally noticed and their continuance. The Mentors should also participate in this programme for guiding the PLVs to resolve the problems faced by the PLVs in the discharge of their duties and public interaction. The Chairpersons of the DLSAs should also obtain feedback from the PLVs in order to remove administrative bottlenecks. During this training programme the PLVs should be introduced to Special laws which could include:
  - Right to Information Act, 2005
  - Motor Vehicles Act, 1988
  - Mental Health Act, 1987 and legal assistance under the NALSA Legal Services to the mentally ill Persons and Persons with Mental Disabilities Scheme, 2010.
  - Maintenance and Welfare of Parents and Senior Citizens Act, 2007.
  - Right to Education Act, 2009
  - Alternate Dispute Resolution (S 89 C.P.C.)
  - Basic skills in mediation and counseling
  - Lok Adalat, including pre-litigation and its benefits. Plea-bargaining
  - Rights of marginalized groups such as those living with HIV/AIDS, Disabled, trans genders etc.

- The Immoral Traffic (Prevention) Act, 1956 and issues relating to sex workers.
- Disaster Management and Legal assistance to victims of disaster under the Scheme Legal Services to Disaster Victims through Legal Services Authorities.
- Environmental issues
- The Protection of Children from Sexual Offences Act, 2012.
- The DLSAs may also organize workshops at regular intervals on special topics which could be for a day or two. These should be need based, that is to say, if on a review of the working of the PLVs. If the SLSAs/DLSAs feel that certain subjects need to be revisited and discussed again or that in a given area certain issues exist which need to be addressed or tackled and which have not been dealt with by the prescribed course content, such topics and issues should be discussed in the one day/two days workshops.

**( MODAL TRAINING SCHEDULE )**

**DISTRICT LEGAL SERVICES AUTHORITY, .....**

**The Orientation Training Programme for Para Legal Volunteers**

Date : ..... ( One Day)

Venue : .....

Date : ..... .....		
Timmings	Subject	Resource Person
10.00 AM –10.30 AM	• Introductions and Ice-Breaking Session Purpose & Role of PLVS.	Sri ...
10.30 AM – 11.15 AM	• Basic Structure of the Constitution - Preamble etc. • Obligations of the State under the Constitution to the marginalized classes of society (Directive Principles of State Policy)	
<b>Tea – Break</b>		
11.30 AM – 12.30 PM	• Fundamental Rights (including Articles 14,15,16,19,21,22) • Duties of a responsible citizen to the community (Fundamental Duties). • Article 39 A and Legal Services Authorities Act, 1987 and NALSA Regulations	
12.30 PM – 01.30PM	• Do's and Don'ts for PLVS. • Ethics. • Dress Code and Standards of behavior • Materials	

**DISTRICT LEGAL SERVICES AUTHORITY, .....**  
**The Basic/Induction Training Programme for Para Legal Volunteers**

Date : ..... to ..... ( Four Days)

Venue : .....

<b>Date : ..... (Day One)</b>		
<b>Timmings</b>	<b>Subject</b>	<b>Resource Person</b>
10.00 AM –10.30 AM	• Basic listening, communication, observation skills and Drafting skills.	Ms. / Mr. ...
10.30 AM – 11.30 AM	• Family Laws (Marriage Laws, Adoption, Maintenance, Custody and Guardianship, Judicial separation & Divorce)	Ms. / Mr. ...
<b>Tea – Break</b>		
11.45 AM – 12.30 PM	• Property Laws (Inheritance, Transfers of immovable property).	Ms. / Mr. ...
12.30 PM – 01.15PM	• Property Laws (Registration, Revenue Laws).	Ms. / Mr. ...
• Visit to Revenue Offices		
<b>Date : ..... (Day Two)</b>		
10.00 AM – 11.00 AM	• Criminal Laws (BNS & BNSS (minimum required knowledge, especially, bail, arrest, compensation etc.).	Ms. / Mr. ...
11.00 AM – 11.45 AM	• Rights of Prisoners under Jail Manual and Prisoner's Act etc}	Ms. / Mr. ...
<b>Tea – Break</b>		
12.00 PM – 12.45 PM	• Labour Laws (Minimum Wages Act 1948, • Workmen's Compensation Act 1923, • Unorganized Workers Welfare and Social Security Act 2008,	Ms. / Mr. ...
12.45 PM – 1.30 PM	• The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979, • The Industrial Disputes Act, 1947 (Briefly) • Legal assistance under the NALSA Scheme (Legal Services to the Workers in the Unorganized Sector) Scheme, 2010.	Ms. / Mr. ...
• Visit to Prison&Police Station		
<b>Date : ..... (Day Three)</b>		
10.00 AM – 10.45 AM	• Gender Centric Laws/Women Laws • Equal Remuneration Act 1976, • Maternity Benefit Act 1961, • Sexual Harassment at Workplace, • Medical Termination of Pregnancy Act 1971,	Ms. / Mr. ...
10.45 AM – 11.30 AM	• Protection of Women from Domestic Violence Act 2005, • Pre-Conception and Pre-natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994, • Important provisions of BNS relating to matrimonial disputes, cruelty etc	Ms. / Mr. ...

	<ul style="list-style-type: none"> <li>• Dowry Prohibition Act, 1961.</li> </ul>	
<b>Tea – Break</b>		
11.45 AM – 12.45 PM	<ul style="list-style-type: none"> <li>• Laws relating to children</li> <li>• Juvenile Justice (Care and Protection of Children) Act, 2015,</li> <li>• The Child Labour (Prohibition and Regulation) Act of 1986,</li> <li>• The Factories Act 1948 (Pertaining to children)</li> </ul>	Ms. / Mr. ...
12.45 PM – 01.30 PM	<ul style="list-style-type: none"> <li>• Missing Children,</li> <li>• Prohibition of Child Marriage Act, 2006. –</li> <li>• SC &amp; ST (Prevention of Atrocities) Act, 1989</li> <li>• The Protection of Civil Rights Act, 1955.</li> </ul>	Ms. / Mr. ...
<ul style="list-style-type: none"> <li>• Visit to CWCs&amp;JJB</li> </ul>		
<b>Date :..... (Day Four)</b>		
10.00 AM – 10.45 AM	<ul style="list-style-type: none"> <li>• Government orders and schemes promoting social welfare, including MNREGA,</li> <li>• Social Security Schemes (pensions, antodaya, insurance etc),</li> </ul>	Ms. / Mr. ...
10.45 AM – 11.30 AM	<ul style="list-style-type: none"> <li>• obtaining various certificates (such as caste, disability, birth, income etc),</li> <li>• obtaining ration card, Aadhar card, National Population Register, Voter ID-card, etc,</li> <li>• obtaining Passport.</li> </ul>	Ms. / Mr. ...
<b>Tea – Break</b>		
11.45 AM – 12.45 PM	<ul style="list-style-type: none"> <li>• Interaction with Protection Officers, appropriate authority under PCPNDT Act, 1994 etc.</li> </ul>	
12.45 PM – 01.30 PM	<ul style="list-style-type: none"> <li>• Visit to DLSA and Court</li> </ul>	
<ul style="list-style-type: none"> <li>• Visit to Govt. Offices</li> </ul>		