

**SOP in respect of Objectives, process to be undertaken and Fee structure for implementation of project for providing legal aid to the accused, complainant/victims and witness in Police Stations.**

1. A Legal Aid Counsel would be nominated for five police stations. He/she shall be available 'on-call' basis. A link roster of such nominated Advocates shall also be prepared to work in case of unavailability of concerned Advocate due to any reason. After three months, the Secretary of DLSA may review the result. If Secretary feels that any police station has greater footfall, a Legal Services Advocate may be appointed exclusively for such police station or one Legal Services Advocate may be appointed for two or more police stations.
2. Officer in-charge of every police station shall ensure that the investigating officers shall inform about arrest of every accused to the nominated Advocate on telephone and arrange interaction of accused with the nominated Advocate on telephone for sufficient time. Provision of interaction with every accused has been made keeping in view that every person in custody is entitled to free legal aid irrespective of his financial status.
3. If the nominated Advocate is of the opinion that his visit to the police station is required to provide further advice or assistance to the accused or his family members, then he shall visit the police station. In case of visit by the nominated Advocate, police authorities shall provide appropriate sitting space to him.
4. Further, Officer in-charge of police station shall ensure that if complainant, victim or witness of any offence needs legal aid or service then he shall facilitate such person in having communication with nominated Advocate. Advocate would inform him/her about availability of legal aid and other services provided by the legal services institution as well as various schemes of DSLSA beneficial to him/her.

5. It shall be ensured that if in any case, accused as well as complainant/victim/ witness wish to have interaction with the legal aid counsel, then complainant/victim/witness would have interaction with link Advocate of that police station rather than the nominated Advocate.
6. Formats would be devised in which information would be maintained by the nominated Advocates and every week, they would send the information to the Central Office, DSLSA as well as concerned DLSA. SHOs would also send a report to the concerned DLSA about the number of persons arrested in the respective police station in a week, number of interactions done by nominated Advocates on phone or in person with the arrested persons, and number of interactions of nominated Advocate with the complainant, victim or witness and number of visits by nominated Advocate to the police station.
7. A nominated Advocate may be paid honorarium of Rs.6600/- per month for his services as Advocate on-call basis. This is the same amount paid to an Advocate deputed for helpline service. However, if he visits the police station for the purpose mentioned above, he would be paid Rs.1000/- per visit, maximum up-to Rs.6000/- in total in a month. The certificate of every visit, containing brief particulars of case i.e. FIR No., Sections, Police Station, name of accused and purpose of visit, shall be countersigned by the Officer in charge of the police station.
8. To maintain professional propriety, it may be mandated that the nominated Advocate as well as link Advocate attached with a police station shall not take private case related of that police station till the time he has been assigned duty under this project.
9. Legal Service Advocate shall submit a report done report to concerned DLSA in the format annexed as **Annexure A** on or before 2<sup>nd</sup> of each calendar month.

**ANNEXURE A**

S	Date	Name and contact details of Beneficiary	Name & Rank of Police Official from Whom Call Received	PS	Visited P.S. (Yes or No)