

**DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX, 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/industrial workers, victims of trafficking in human beings or begar, a person under circumstances of undeserved want, in custody/custody in protective home or in a juvenile home or in a psychiatric hospital or nursing home. 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 right 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 policies 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 open 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 State Authority may call for periodical reports, returns and other information as it thinks fit from the High Court Legal Services Committee, District Legal Services Authority and review the cases where legal services are refused by the High Court Legal Services Committee/ District Legal Services Authority.

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ORGANIZATIONAL CUM STRUCTURE



POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The Authority is headed by Hon'ble 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 Hon'ble Patron-in-Chief to the Hon'ble Executive Chairman who is the second Senior Most Judge of Delhi High Court. The Executive powers of the Delhi Legal Services Authority shall vest in the Hon'ble Executive Chairman and may be exercised through the Member Secretary under the control of the Hon'ble Executive Chairman. Provided that in respect of any matter concerning the affairs of the State Authority, Hon'ble Patron-in-Chief may render such advice as he may deem it necessary.

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

Sl. No.	Designation	Powers	Duties Attached
1.	Member Secretary DSLISA	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 Legal Services Authority Rules, 1996.
2.	Special Secretary / DSLISA		To assist the Member Secretary in disposal of day-to-day work, Planning and Projection relating to the work of Legal Aid Programmes and Public Utility Services. Supervising the entire work of Administration & Accounts Section.
3.	Secretary, DHCLSC	Incharge, Delhi High Court Legal Services Committee	To perform such functions as may be determined by regulations made by the State Authority
4.	Additional Secretary/ DSLISA		To look after the Seminars and Workshops and Legal Literacy Camps in different areas to promote legal aid programmes. For settling of more and more cases at the pre-litigation stage the Authority has to lay emphasis on Alternative Dispute Resolution Mechanism.
5.	Secretary, District Legal	Incharge of Legal Services Authorities each Districts	To perform such functions as may be determined by

	Services Authorities		regulations made by the State Authority
6.	Administrative Officer DSLSA		For effective control and proper supervision on the staff of all the wings at DSLSA.
7.	Superintendents DSLSA		To supervise Establishment Wing, Legal Aid Wing, Alternative Dispute Redressal Wing, Legal Literacy Wing

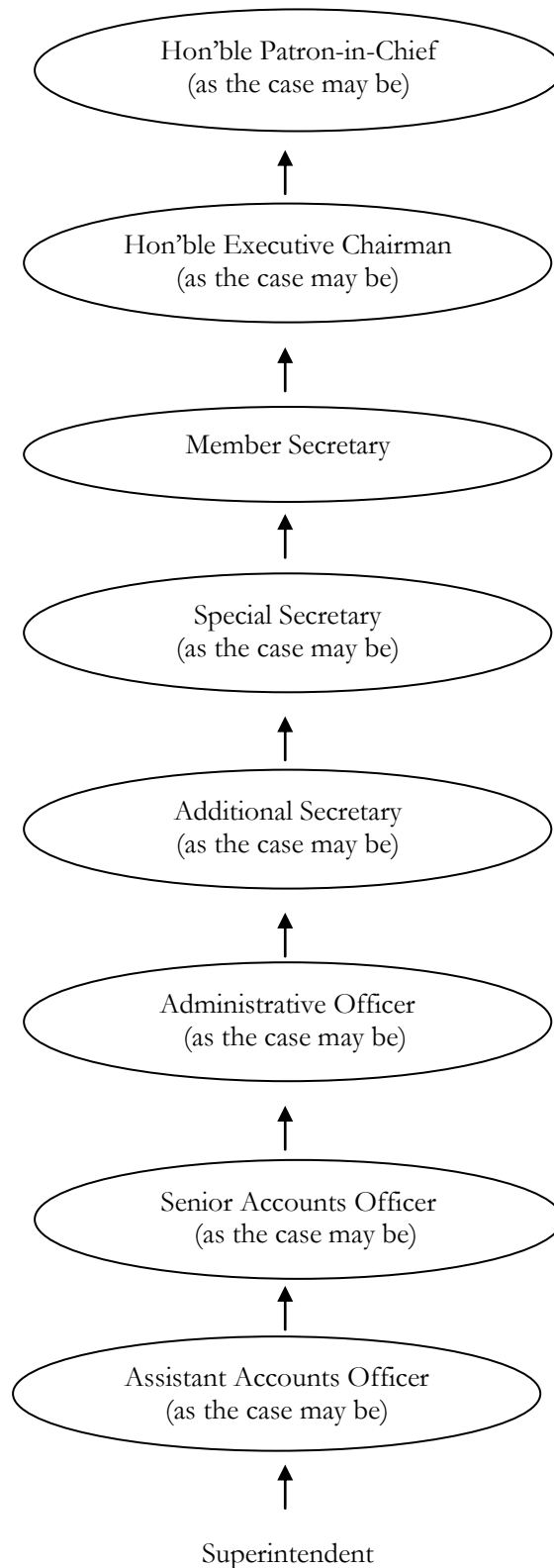
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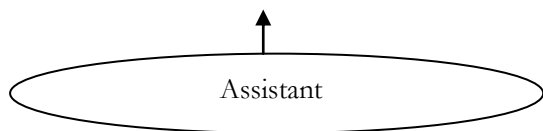
PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Procedure for Decision Making:

1. Hon'ble Executive Chairman
2. Ld. Member Secretary

Channel of Supervision & Accountability





MANUAL 4

(LEGAL AID WING)

4 (1) (B) (iv) the norms set by it for the discharge of its functions;

Free Legal Services:

Persons eligible for free legal aid are provided legal services in all cases of civil nature such as property disputes, matrimonial and child custody matters, labour or services law matters, compensation in motor accident cases, consumer disputes etc., and in cases involving criminal offence, cases involving violation of fundamental rights guaranteed by the Constitution of India.

Persons eligible for getting free legal aid:

- A member of Scheduled Caste or Scheduled Tribe (SC/ST).
- A women or a child.
- An industrial workman.
- A person in custody, including a child in protective home and mentally ill person in a psychiatric hospital or nursing home.
- A victim of trafficking in human beings or beggar.
- A person with disability such as suffering from blindness, locomotor disability hearing impairment, mental illness or retardation or leprosy cured.
- A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- A Transgender with an annual income of less than ₹ 4,00,000/-.
- A Senior Citizen with an annual income of less than ₹ 4,00,000/-.
- A person with an annual income of less than ₹ 3,00,000/-.
- An acid attack victim.
- A person infected and affected with HIV Aids.

4 (1) (b) (vi) a statement of the categories of documents that are held by it or under its control:

- All Schemes are available on website (www.dslsa.org);
- Lists of Panel Advocate are available on website (www.dslsa.org);
- Category-wise data of Legal Aid beneficiaries of Delhi State Legal Services Authority from 2016 to April, 2025 is available on website (www.dslsa.org);

4(1)(b) (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- Banner/Boards in every Court complexes in Delhi;
- Banner/Boards in every Police Stations in Delhi

ALTERNATE DISPUTE RESOLUTION

Alternate Dispute Resolution Wing (ADR Wing) has two sections:-

A. Lok Adalat

B. Mediation

A. (i) 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.

This Authority organizes National Lok Adalat, Special Lok Adalat from time to time.

(ii) 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.

In Delhi, there are three Permanent Lok Adalat functional for settlement of matters pertaining to electricity. Permanent Lok Adalat-I and Permanent Lok Adalat-II at Mata Sundri Road, Near ITO, Delhi while Permanent Lok Adalat-III at Vikas Puri, Delhi

AMICABLE SETTLEMENT OF CASES BY WAY OF 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 all District Authorities to settle the matters amicably between the parties before opting for the legal recourse.

B. MEDIATION

(i) Mediation in IPR cases pending before Trade Marks Registry:-

Delhi State Legal Services Authority in coordination with the Registrar, Trade Marks Registry has initiated the process of settlement of cases through mediation pending before the Registrar, Trade Marks, Delhi. In this regard, the Standard Operating Protocol (SOP) has been prepared and its content in brief is as under (it is also available on the website of DSLSA):-

1. STAGE OF REFERENCE

In Opposition/Rectification matter pending in the Trade Marks Registry, Delhi at any stage, wherein the final hearing is not concluded and either party has expressly desired in writing by submitting prescribed consent form for mediation, may be referred for mediation to DSLSA by the Registrar/competent authority nominated/authorized by the Registrar in this behalf.

2. APPLICATION / CONSENT FOR REFERENCE

(i) Reference to Mediation can be made by the Registrar/competent authority nominated/authorized by the Registrar in this behalf wherein either of the party to a pending matter voluntarily submits consent on prescribed form for reference of its disputes to

Mediation;

- (ii) Both the parties may appear themselves in person or through their authorized representative for reference of their matter/dispute to Mediation before the Registrar/competent authority nominated/authorised by the Registrar in this behalf;
- (iii) One or the other party may not only submit its own consent but it may also submit before the Registrar/competent authority nominated/authorized by the Registrar in this behalf, the Consent Form duly executed by the opposite party or its authorized representative or attorney for reference of matter/dispute to mediation;
- (iv) The Registrar of the Trade Marks or competent authority nominated/authorized by the Registrar in this behalf may also refer the any Opposition/Rectification matter pending before him to Mediation if he is satisfied that there is existing element of settlement in such pending matter and he may call upon the parties to submit themselves to the jurisdiction of the Mediator for amicable settlement of their disputes.

3. PROCEDURE ON REFERENCE

- i) When a case is received from the office of Registrar Trade Marks for Mediation, the office of DSLSA shall issue a notice to both/all the parties of the given case to appear before designated/nominated authority by DSLSA on a certain date and place either personally or through the authorized representative of the parties;
- ii) Once parties and/or their authorized representative put in their appearance and agrees for the Mediation, the matter shall be assigned to one of the Mediator;
- iii) The DSLSA while issuing notice to any of the parties or the parties to a pending case may also call upon them to submit their consent for voluntarily participating in the Mediation process on a dedicated email address as also by FAX or otherwise by a consent order sent through Special Messenger to this Office;
- iv) The parties/authorized agents/representatives appearing before the designated/nominated authority for mediation shall be required to deposit the Consent Form in original before such authority, who shall make such Consent Form an integral part of mediation record before proceeding further.
- v) The Mediator will take up the matter for mediation as per the norms and module framed by Mediation & Conciliation Project Committee, Supreme Court of India and shall conduct themselves in accordance with the Mediation& Conciliation Rules framed by the High Court of Delhi in exercise of power under Part 10 of the CPC, 1908 (5) 1908 and Clause (d) of sub Section 2 of Section 89 of the Code, as far as applicable. The Mediator shall also take into accord the statutory provisions stipulated under the Trade Marks Act, 1999 and Rules made

there under while adjudicating upon the settlement;

- vi) The Mediation shall be conducted at the Central Office, DSLSA on three earmarked working days in a week as per the convenience of the Advocate/ Mediator as also the varying party;
- vii) The Mediation may also be held at such other places that may be made available by the office of Registrar of Trade Marks or Delhi Mediation Centre or the Delhi Dispute Resolution Society.

4. PANEL OF MEDIATORS /CONCILIATORS

- (i) The DSLSA in order to carry out the Pilot Project for Resolution of disputes in an amicable manner has already trained 17 advocates as per the approval of Mediation & Conciliation Project Committee conveyed through its Registrar vide Ref. No. NIL dated 06.05.2015 and as per the training module that is framed by the Mediation Conciliation Project Committee, Supreme Court of India.

(ii) Mediation in Pre-FIR matrimonial cases at CAW Cells:-

DSLSEA with coordination of Crime Against Women Cell (CAW Cell) is also conducting mediation in Pre-FIR matrimonial cases at CAW Cell, **PS-Sec. 3, Rohini** and CAW Cell, **PS-Kirti Nagar**.

In addition to this, facility of mediation is also being provided at **Samadhan Centre, PS Burari**.

(iii) Pre-Institution Mediation in Commercial Matters:-

DSLSEA with Coordination of Delhi Mediation Centre is conducting pre-institution mediation in Commercial Matters. The Comprehensive Standard Operating Procedure (SOP) for Commercial Courts (Pre-Institution Mediation and Settlement) is as follows:-

The Commercial Courts, Commercial Appellate Courts, Commercial Division and Commercial Appellate Division of High Court Act was enacted in 2015. Thereafter the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (Amendment) Ordinance, 2018 was notified on 03.07.2018 by Ministry of Law and Justice, Govt. of India whereby Chapter IIIA has been added to the Act which provides for pre-institution mediation and settlement.

It is pertinent to mention here that Section 12A provides that a suit which does not contemplate any urgent interim relief under this Act, shall not be instituted unless the plaintiff exhausts the remedy of pre-institution mediation in accordance with such manner and procedure as may be prescribed by rules made by the Central Government.

The relevant portion of the Ordinance is as under:-

“12A. Pre-Institution Mediation and Settlement:

- (1) A suit, which does not contemplate any urgent interim relief under this Act, shall not be instituted unless the plaintiff exhausts the remedy of pre-institution mediation in accordance with such manner and procedure as may be prescribed by rules made by the Central Government.*
- (2) The Central Government may, by notification, authorize the Authorities constituted under the Legal Services Authorities Act, 1987, for the purposes of pre-institution mediation.*
- (3) Notwithstanding anything contained in the Legal Services Authorities Act, 1987, the Authority authorized by the Central Government under sub-section (2) shall complete the process of mediation within a period of three months from the date of application made by the plaintiff under sub-section (1):*

Provided that the period of mediation may be extended for a further period of two months with the consent of the parties:

Provided further that, the period during which the parties remained occupied with the pre-institution mediation, such period shall not be computed for the purpose of limitation under the Limitation Act, 1963.
- (4) If the parties to the commercial dispute arrive at a settlement, the same shall be reduced into writing and shall be signed by the parties to the dispute and the mediator.*
- (5) The settlement arrived at under this section shall have the same status and effect as if it is an arbitral award on agreed terms under sub-section(4) of section 30 of the Arbitration and Conciliation Act, 1996.”*

Pursuant to the said ordinance, the Ministry of Law & Justice (Department of Legal Affairs) has issued a notification dated 03.07.2018 whereby the Commercial Courts (Pre-Institution Mediation and Settlement) Rules, 2018 have been notified. On the same date another notification was issued whereby the Central Govt. has authorized the State Authority and District Authority constituted under the Legal Services Authorities Act, 1987 for the purposes of pre-institution mediation and settlement under Chapter IIIA of the Commercial Courts Act, 2015.

It may also be mentioned that Hon'ble High Court vide order No.58/DHC/Gaz./G-1/VI.E.2(a)/2018 dated 07.07.2018, in pursuance to the Ordinance of 2018 has ordered that all the District & Sessions Judges/Addl. District & Sessions of respective districts are nominated as Commercial Courts as an interim measure to deal with the commercial matters valued between rupees three lacs to rupees two crores.

In view of the aforesaid Ordinance and notifications, DSLSA and through it the respective DLSAs/DHCLSC are now mandated to facilitate conduct of mediation in all matters covered by the aforesaid Act as amended by the Ordinance.

However, in Delhi, the Mediation is carried out through the Mediation Centre in each of the Court complex under the aegis of Delhi Mediation Centre under the High Court and at the Delhi High Court by the 'Samadhan' Complex of the Delhi High Court.

Since, the court annexed Mediation Centre in District Courts as well as Delhi High Court have complete infrastructure and carry out mediation effectively, it is proposed to utilise the existing infrastructure such as space for conducting mediation, staff and stenographer who will assist in the mediation process of such centres for Pre-Institution Mediation and Settlement contemplated under the above said Act as amended by the Ordinance with the DLSA and DHCLSC functioning as a platform to coordinate and facilitate the Pre-Institution Mediation Settlement. Accordingly, this Standard Operating Protocol is being developed to facilitate the working of this arrangement.

The modalities for carrying out Pre-Institution Mediation and Settlement would be as under:

1. **Words and Expressions used but not defined** – The words and expressions used but not defined herein shall have the same meaning as assigned to them in the Commercial Courts, Commercial Appellate Courts, Commercial Divisions and Commercial Appellate Divisions of High Courts Act, 2015 (hereinafter referred as 'the Act') and in Commercial Courts (Pre-Institution Mediation and Settlement) Rules, 2018 (hereinafter referred as 'Rules').
2. **Conduct of Pre-Institution Mediation and Settlement** – Subject to the details and clarification provided hereinafter the procedure for the Pre-Institution Mediation and Settlement shall be the same as prescribed in the Rules.
3. **Nodal Officers** – Secretary, DHCLSC/DLSA shall be the Nodal Officer for implementation of the Act and the Rules, and for conduct of Pre-Institution Mediation and Settlement who shall work in consultation with the Incharge, Mediation Centres in the Districts/Delhi High Court.
4. **Panel of Mediators** – Empanelled mediators who are registered with Delhi Mediation Centre and High Court Mediation Centre for the District Courts and High Court respectively shall stand empanelled with Delhi State Legal Services Authority and Delhi High Court Legal Services Committee respectively. If the need so arises, the mediators may also be empanelled from the mediators trained by other accredited institution, subject to approval of the Executive Chairperson, DSLSA. The said panel may be reviewed as per requirement from time to time.
5. **Venue for conducting Mediation** – The venue for conducting mediation shall be the premises of Mediation Centre located in District Courts Complex and "Samadhan" Complex of Delhi High Court Mediation and Conciliation Centre. The facilities and infrastructure of the said Mediation Centers will be used for the said purposes.

6. **Conduct of Mediation Process** – (i) The application in respect of commercial dispute shall be entertained by the DHCLSC/DLSA concerned having regard to territorial and pecuniary jurisdiction and nature of commercial dispute in terms of Rules.
- (ii) After the process of issuance of notice is complete and the other party appears before the Secretary of the DHCLSC/DLSA and both the parties give consent to participate in the mediation process, the DHCLSC/DLSA through its Secretary shall assign an empanelled mediator in consultation with the Incharge Mediation Centre of the respective jurisdiction and fix a date for their appearance before the Mediator.
- (iii) Once the process of mediation is over, the record thereof shall be made over by the Mediator to the Secretary of the DHCLSC/DLSA.
- (iv) The Judge Mediator, in case of mediation being not successful, shall recuse himself/herself from the matter on judicial side.
7. **Financial Details** – (a) The fee by the parties, as per Rules, will be deposited in the bank account maintained by DSLSA in the name of “**DSLSA Mediation**”. The details of the said bank account will be circulated to DHCLSC/DLSAs/Mediation Centres. The amount of fee under the Rules shall be deposited in this account by the parties either by Demand Draft or through online. The said account shall be operated by Special Secretary, DSLSA and Assistant Account Officer, DSLSA.
- (b) DSLSA will place sufficient funds at the disposal of the DHCLSC and DLSAs from time to time from the said account for the purpose of carrying out Pre-Institution Mediation and Settlement. The DHCLSC/DLSA concerned shall utilize the said funds for issuance of process and other activities related to Pre-Institution Mediation and Settlement and maintain separate record of the expenses incurred out of the said fund and submit quarterly report to the DSLSA.
- (c) Initially if sufficient funds are not available in this account, the DSLSA out of NALSA Fund or State Legal Aid Fund (Grant-in-Aid) or the Cost Fund shall place certain funds at the disposal of the DHCLSC/DLSA which shall be reimbursed after funds are received in the said account.
- (c) Primarily, expenses towards the honorarium of the Advocate mediators and expenses as contemplated in the Rules shall be made out of the said Account.
8. **Honorarium to the Advocate Mediators** – The Advocate Mediators shall be paid honorarium as per the following schedule:

S.No.	Quantum of Claim in Commercial Dispute/ Nature of case	Honorarium for settled cases
1.	From Rs.3,00,000/- to Rs.10,00,000/-	Rs.7,500/-
2.	From Rs.10,00,000/- to Rs.50,00,000/-	Rs.15,000/-
3.	From Rs.50,00,000/- to Rs.1,00,00,000/-	Rs.20,000/-
4.	From Rs.1,00,00,000/- to Rs.3,00,00,000/-	Rs.25,000/-
5.	Above Rs.3,00,00,000/-	Rs.37,500/-
6.	For each unsettled case up to Rs.2,00,00,000/-	Rs.2,500/-
7.	For each unsettled case above Rs. 2,00,00,000/-	Rs.5,000/-

9. ***Ethics to be followed by Mediator*** – The Mediator shall follow the ethics as provided under Rule 12 of the Rules. However, to avoid any justifiable doubt as to his independence or impartiality, the Mediator shall follow the principles as laid down in the Fifth Schedule to the Arbitration and Conciliation Act, 1996. It is clarified that the word ‘Arbitrator’ in the above said Schedule shall be read as ‘Mediator’ for the purposes of this Protocol.
10. ***Complaint against Mediator*** – In case any party has a complaint with the mediator or is not satisfied with the working of the mediator, the complaint shall be made to the Secretary DHCSLC/DLSA who shall examine the same and take appropriate steps in consultation with Incharge, Mediation Centre.
11. DLSA would also work towards the establishment of administrative support for the mediators empanelled by it in due course.
12. ***Review of the work of the Mediator and all the arrangements for Pre-Institution Mediation and Settlement*** –DLSA in consultation with the concerned Mediation Centre shall review working of the Mediators empanelled by it from time to time as also the arrangements for conduct of Pre-Institution Mediation and Settlement and make necessary changes in the same. For the smooth functioning of Pre-Institution Mediation and Settlements, Member Secretary, DLSA may issue Office Orders/Circulars from time to time.

MANUAL –5

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.dslsa.org .
2.	Delhi Legal Services Authority's Rules, 1996	Available on website i.e. www.dslsa.org .
3.	Delhi Legal Services Authority Regulations, 2002 and Amendments thereof	-do-
4	District Legal Services Authority Regulations, 1998 and Amendments thereof	-do-
5	High Court Legal Services Committee Regulations, 1998 and Amendments thereof	-do-

MANUAL –6

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

Records pertaining to:

A. Establishment Wing :-

- (i) Administration
- (ii) Accounts
- (iii) Procurement
- (iv) Nyaya Sanyog
- (v) DEO
- (vi) R&I

Accounts:-

S.No	Grant Name	Utilization
01	State Grant – in- aid	Payment to Legal Aid Counsels with regard to Legal Aid Work, Salaries of Law Researchers, Members (Permanent Lok Adalat) , Para Legal Volunteers, JJB, CWC & DCW Counsels, Jail Visiting Lawyers ,Help Line Lawyers, Court fees & Imprest Expenses etc.
02	Cost Fund Head	Payment for Publicity in Newspapers & Radio, Delhi Metro, Payment of Salaries to Contractual Hindi Translator DHCLSC, Sr. Programmer, Assistant Programmers through NICSI, Data Entry Operators through ICSIL, MTS through ICSIL, Security Guards for Swabhiman Parisar, Housekeeping staff for Central Office DSLSA & other Misc expenses.
03	NALSA Grant – in- aid	Payment of Expenses of Defense Counsels, Honorarium cases of Lok Adalat, Mediators (CAW) payment & Legal Awareness Programmes, & other Misc expenses,)
04	DSLSA Mediation Fund	Honorarium to Advocate Mediators etc.
05	Delhi Govt. Budget	

	Salaries	Salaries of Official & Officers, Leave Encashment bills, Arrear Bill, All LTC claims.
	Wages	Remuneration of contractual staff i.e MTS, Driver, Dispatch Rider, Jr. Stenographers, LDC, UDC, FOC & PLVs.
	Medical Treatment	Preparation and reimbursement of medical claims.
	Domestic Travel Expenses	Traveling allowance for officers for conference & programmes.
	Office Expenses	Payment of all contingency bills. Remuneration of contractual Account Officer (Post Retirement) on monthly basis.

Besides above, cases are processed for payment of compensation to the victims/beneficiaries Under DVCS/WVCS.

B. Alternative Dispute Redressal Wing (ADR Wing)

1. Files related to Lok Adalats:-

(i) National Lok Adalat

(ii) Special Lok Adalat

(iii) Permanent Lok Adalat

2. Files related to Mediation of:-

(i) Trade Marks Registry

(ii) Pre-FIR Mediation at CAW Cell, PS Kirti Nagar and CAW Cell, PS Sec.3, Rohini and PS Burari

(iii) Pre-institution Mediation and Settlement in Commercial matters (PIMS)

C. Legal Aid Wing

Records of Legal Aid Wing, DSLSA

1: Files pertaining to Jails, Observation Homes/ Children Homes

- Appointment of LSAs in Short Stay Home
- Appointment of LSAs in Nari Niketan
- Assignment of Jail to the Secretaries,
- Action taken in SLPs
- Saheli Samanway Kendra (SSK),
- Sonadhar Vs State of Chhattisgarh

2: Files pertaining to empanelment of Advocates for various panel of DSLSA & DLSAs,

- Juvenile Justice Board (JJB),
- Child Welfare Committee (CWC)
- Department of Women and Child Development (DWCD)
- National Commission for Women (NCW)
- Juvenile Justice Committee (JJC)
- Delhi Commission for Women (DCW)
- Delhi Commission for Protection of Child Rights (DCPCR),
- Task Force for Women Safety,
- Empanelment of Advocates for various panel of DSLSA & DLSAs,
- Legal Aid Defence Counsel System,
- Appointment of Counsellors, Lampur& Asha Kiran Home Detention Centre File, Drug de-addiction,
- High Power Committee for JJB,
- Tele Law Project,
- Assignment of Observation Homes and JJBs to Secretary, DLSAs,
- Empanelment of LADCs,
- Empanelment of Counsellors for POCSO Cases.

3: Files Pertaining to Legal Aid

- Legal Aid Clinics.
- Revision of Fee Schedule
- Legal Services Clinics at CPRO Building (Gate No. 3 & 4) in Tihar Jail
- Constitution of Monitoring & Mentoring Committee
- Front Office
- Payment of Local Commissioner
- Legal Aid in Police Station
- Modification in arrest & apprehension memos

D. Legal Literacy Wing

Activities undertaken by Legal Literacy Wing to spread Legal Awareness amongst the masses in terms of Article 39-A of the Constitution of India and the Legal Services Authorities Act, 1987

➤ College Students:

- **Summer and Winter Internship:** Every year, DSLSA organizes internships for law students, twice a year i.e. in Summer (June month) and Winter (January month). For the same, DSLSA invites applications from students pursuing law degree from various Colleges/Universities so that they get an exposure of the work that DSLSA and the DLSAs do.

- **Add-on-Courses:** DSLSA has also been partnering with several educational institutions/ non- Law institutions and started several Add-on-Courses, wherein students who don't have an educational background in Law are acquainted with the basic concepts of Law and some laws which affect the common man on a regular basis. An endeavor is made to give the students a holistic socio- legal perspective.
- **Legal Services Clinics:** DSLSA with a view to leave permanent imprints on the minds of students in different colleges has also been setting up Legal Services Clinics for spreading legal awareness and providing free legal aid & assistance to the categories as envisaged under the Legal Services Authorities Act, 1987.
- **Awareness sessions** under DSLSA's flagship Project titled "SPARSH- GIVE CARE & NOT SCARS- ENDING VITRIOLAGE – AN EFFORT THROUGH LEGAL AWARENESS". By way of the sessions, people are made aware about the punitive provisions pertaining to Acid Attack; the rehabilitative provisions for the Acid Attack Survivors; and the preventive measures to stop the sale of acid over the counter.

➤ **School children:**

- Awareness sessions under DSLSA's flagship Project titled "Conversations on Touch: Caring and Protecting Tender Hearts". These awareness sessions are being held on a regular basis so as to spread information about Good Touch- Bad Touch/ Safe Touch- Unsafe Touch and various provisions of POCSO Act.

In today's era of social media, students are not only sensitized with the concept of 'Good' and 'Bad Touch' but also on the emerging concept of 'Virtual Touch' and its potential dangers through awareness sessions in schools.

- Legal Literary Clubs for basic legal knowledge of law- DSLSA with a view to leave permanent imprints on the minds of students in different schools has also been setting up Legal Literacy Clubs for spreading basic legal awareness amongst the students. These Literacy Clubs further spur the intellect of the students who are then encouraged to explore the transformative potential of law and use the legal knowledge that they have acquired to help others in the society, who may be in need of legal aid and advice.

➤ **Capacity building programs for:**

- **Empanelled Lawyers:-** Pursuant to NALSA's Free and Competent Legal Services Regulation- 2010, DSLSA/DLSAs organize Induction Training Programs/ Refresher Programs etc. for the newly empanelled Legal Services Advocates and panel Legal Services Advocates respectively on a regular basis, where they are apprised about the latest legal developments and also sensitized about the manner in which they should deal with the clients, whom they cater too. Special emphasis is also laid on professional ethics; preparation of bills etc.
- **Para Legal Volunteers/Adhikar Mitra:-** DSLSA also organizes training/ Induction programs and Refresher Training programs for the Para-Legal Volunteers (PLVs)/Adhikar Mitra (Community representative as well as law students), who are the foot soldiers of DSLSA/ DLSAs acting as intermediaries bridging the gap between the common people and the Legal Services Institutions, thereby having a pivotal role to play in removing the impediments in "Access to Justice".
- **Police Personnel:** DSLSA also organizes training programs for the Police officers who are one of most significant stakeholders in administration of criminal justice. DSLSA sensitizes them about the Delhi Victims' Compensation Scheme; guidelines issued by the Hon' ble Supreme Court of India and Hon' ble High Court of Delh etc. in a catena of cases involving missing children, rape victims and Child Labour etc.

- Counselors: DSLSA also organizes training programs for the newly appointed counselors of DSLSA. The services of these counselors are being utilized for counseling of POCSO victims, rape victims, acid attack victims, drug addicts and in matrimonial/family disputes at DLSAs.
 - Internal Committees and APIOs/PIOs: Conduct regular Training Programmes for Members & Chairpersons of “Internal Committee” of DSLSA/DLSAs constituted under POSH Act. Also conduct regular Training Programmes for APIOs/PIOs of DSLSA/DLSAs.
 - Juvenile Justice Boards, Child Welfare Committee, Delhi Commission for Women and Other Stakeholders: Time to time, DSLSA conducts Sensitization Programmes for:
 - Principal Magistrates and members of Juvenile Justice Boards and the Legal Services Advocates on the panel of JJBs,
 - Chairpersons and members of Child Welfare Committees and Legal Services Advocates on the panel of CWCs,
 - Rape Crisis Cell Lawyers; Mobile Help Line and CIC Counselors; Mahila Panchayat Members of Delhi Commission for Women.
- Conducts training programs for newly recruited DJS/DHJS Officers, DANICS Officers.
- Awareness programs for Women, Children, School/Colleges, Senior Citizens, Transgenders, Sex Workers, Jail inmates, Juveniles Lodged in Observation Homes, Drug Addicts, Acid Attack Victims, People from North Eastern States, Inhabitants of Night Shelters, Construction Workers, General Public etc. through:
- Interactive lectures/sessions;
 - Nukkad Nataks;
 - Rallies;
 - Door to Door Campaign;
 - Mobile Vans;
 - Exhibitions, Competitions;
 - Distribution of IEC material
 - Help Desks
- Awareness-cum-sensitization programmes for physically challenged persons about Divyangjan Kaushal Vikas and Divyangjan Rozgar Setu schemes.
- To spread effective legal awareness amongst the public about the right to free legal assistance at pre-arrest, arrest and remand stage, about the rights of the arrestees and in compliance of NALSA SOP on “Early Access to Justice at Pre-Arrest, Arrest and Remand Stage”, DSLSA launched project “प्रहरी: an awareness initiative for Legal Services at Police Stations”.
- Awareness programmes/sessions on environmental protection with focus on “Solid Waste Management” under NALSA’s mandate “ENVIRONMENTAL PROTECTION” and also in the light of environmental laws, judicial pronouncements and government policies as well as Green Verdicts:-A Comprehensive Digest of Recent Environmental Law Cases, a publication recently launched by NALSA.
- Dissemination of IEC material related to Legal Services Unit for Children (LSUC) & Legal Services Unit for Persons with Mental Illness & Persons with Intellectual Disabilities called ‘Manonyay’ (LSUM) through DLSAs among students, teachers, public, government officials and other relevant. These should be used in all outreach and awareness programmes conducted by the LSUC & LSUM and be made available in the front offices, legal services clinics, legal literacy clubs, panchayat ghars, hospitals, office of the DM/sub-divisional magistrate etc. in the District. The IEC material may also be disseminated widely through various social media platforms.”

- Dissemination of publications i.e. 1. NALSA (ASHA – Awareness, Support, Help and Action) Standard Operating Procedure (SOP) Towards Eliminating Child Marriage, 2025 and 2. नारी की उड़ान : बंदिशों से आज़ादी तक through Legal Awareness camps, educational institutions, outreach activities, community centres, and digital platforms, district level workshops for Panel Lawyers, Para-Legal Volunteers (PLVs), and other stakeholders.
- E-awareness through:
 - Dslsa YouTube Channel
 - Dslsa Twitter
 - Dslsa Facebook
 - Dslsa Instagram
- Legal Services Camps: DSLSA organises such Legal Aid Camps in rural areas, slums, labour colonies with the purpose of educating weaker sections of the society. During these camps, this Authority sets up helpdesks for services like Aadhar Card, Medical Checkup, PAN Card, Voter Card, Labour Card, E-Shram Card, Widow Pension, Old Age Pension etc. During these camps, people are also made aware about the benefits of resorting to ADR mechanism of dispute resolution especially Mediation and Lok Adalat.
- Projects and Campaigns

DSLSA undertakes projects for Women, Children, Jail inmates, Sex Workers, Construction Workers etc. other than organizing programs for spreading environmental awareness; laws pertaining to environment etc.
- Month-wise observance of days and dates of national and international importance relating to national, socio-legal issues.
- Publicity

DSLSA has prepared pamphlets on various legal issues viz. Delhi Victims' Compensation Scheme; Free Legal Aid given by this Authority; Laws pertaining to Domestic Violence; Rights of Labourers; POCSO Act; Senior Citizens; Constitution of India etc. to spread legal awareness.

Installation of information boards regarding legal services being rendered by this Authority at different places.

Information Booklets and Pamphlets/flyers on general information about this Authority, rights of free legal assistance at pre-arrest, arrest and remand stage, are also being distributed at community level to spread legal awareness..

E. Litigation Wing:

- Compliance of directions/orders passed by the Hon'ble Supreme Court of India.
- Compliance of directions/orders passed by the Hon'ble High Court of Delhi.
- Compliance of directions/orders passed by the Hon'ble National Green Tribunal.
- Scheme for empanelment of PLVs at Police Station for Missing Children.
- Processing and maintaining the quarterly data of UTRC.
- Maintaining and processing the FIRs received on Sampark Email ID from Delhi Police.
- Disbursement of Victim Compensation under the **"Delhi Victims' Compensation Scheme, 2018"**

MANUAL –7

**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.**

NIL

MANUAL-8

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 DEVICE, 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.

01. Delhi High Court Legal Services Committee,
33-38, Lawyers Chambers,
High Court of Delhi,
New Delhi.

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

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

04. New Delhi District Legal Services Authority
Ground Floor, Central Office, DSLSA
Patiala House Courts, New Delhi

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

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

07. Shahdara District Legal Services Authority
Room No. 35A, Karkardooma Courts,
Delhi

08. North-West District Legal Services Authority
Room No. 405,
Rohini Courts, New Delhi

09. North District Legal Services Authority
Room No. 405
Rohini Courts, Delhi

10. South-West District Legal Services Authority

Room No. 5-A, Admn. Block,
Dwarka Courts, New Delhi

11. South District Legal Services Authority

Ground Floor, Utility Block
Saket Courts, New Delhi

12. South-East District Legal Services Authority

Ground Floor, Utility Block
Saket Courts, New Delhi

DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX, NEW DELHI

MANUAL-9

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Name of the officer & official	Designation	Status of Officers and Officials
1.	Sh. Rajeev Bansal	Member Secretary, DSLSA	Deputation Basis
2.	Ms. Tanvi Khurana	Special Secretary, DSLSA	Deputation Basis
3.	Ms. Shefali Sharma	Secretary, DHCLSC	Deputation Basis
4.	Sh. Mridul Gupta	Additional Secretary, DSLSA	Deputation Basis
5.	Ms. Tapasya Agarwal	Secretary, Central DLSA	Deputation Basis
6.	Sh. Abhitesh Kumar	Secretary, West DLSA	Deputation Basis
7.	Sh. Kumar Rahul	Secretary, New Delhi DLSA	Deputation Basis
8.	Dr. Ompal Shokeen	Secretary, East DLSA	Deputation Basis
9.	Sh. Kapil Gupta	Secretary, North-East DLSA	Deputation Basis
10.	Sh. Sankalp Kapoor	Secretary, Shahdara DLSA	Deputation Basis
11.	Sh. Aviral Shukla	Secretary, South DLSA	Deputation Basis
12.	Ms. Nidhi Chitkara	Secretary, South-East DLSA	Deputation Basis
13.	Sh. Rishabh Tanwar	Secretary, North DLSA	Deputation Basis
14.	Ms. Kanika Jain	Secretary, North-West DLSA	Deputation Basis
15.	Sh. Shubham Devadiya	Secretary, South-West DLSA	Deputation Basis
16.	Ms. Raini Manro	Administrative Officer (Officiating)	DSLSA
17.	Sh. Raiiv Sachdeva	Senior Accounts Officer/DDO	Transfer Basis
18.	Ms. Urmila Khosa	Superintendent	DSLSA
19.	Sh. Harsh Kumar Narang	Superintendent	DSLSA
20.	Sh. Anil Kumar Butta	Superintendent	DSLSA
21.	Sh. Bhuwan Chand Pant	Superintendent	DSLSA
22.	Mrs. Geeta Rajput	Superintendent	DSLSA
23.	Mrs. Anita Gupta	Sr. Personal Assistant	DSLSA
24.	Sh. Parvinder Kumar	Sr. Personal Assistant	DSLSA
25.	Sh. Ramesh Chand	Assistant	DSLSA
26.	Sh. Naveen Kumar Rao	Assistant	DSLSA
27.	Sh. Sudhir	Assistant	DSLSA
28.	Sh. Raj Kumar Sharma	Assistant	DSLSA
29.	Mrs. Rekha Chowdhury	Assistant	DSLSA
30.	Mrs. Bijayinee Satapathy	Assistant	DSLSA
31.	Mrs. Nitika Pathak	Assistant	DSLSA
32.	Mrs. Anita Yadav	Assistant	DSLSA

33.	Ms.Pratima Rathore	Assistant	DSLSA
34.	Sh.Ramesh Kumar Bhatia	Assistant	DSLSA
35.	Ms.Meenakshi Sharma	Hindi Translator	DSLSA
36.	Sh.Arun Kumar	Senior Stenographer	DSLSA
37.	Mrs.Pooja	Senior Stenographer	DSLSA
38.	Mrs.Moni Narang	UDC	DSLSA
39.	Sh.Lalit Goswami	UDC	DSLSA
40.	Sh.Sanjeev Kumar	UDC	DSLSA
41.	Mrs.Sonia	UDC	DSLSA
42.	Mrs.Bhawana Sharma	UDC	DSLSA
43.	Sh.Rakesh Khatri	UDC	DSLSA
44.	Mrs.Chanda Rawat	UDC	DSLSA
45.	Sh.Sumit Juneja	UDC	DSLSA
46.	Sh.Rajeev Sharma	UDC	DSLSA
47.	Mrs. Sushma Malhotra	UDC	DSLSA
48.	Sh Jai Mangal Shah	UDC	DSLSA
49.	Sh.Krishna Kumar Sharma	UDC	DSLSA
50.	Sh.Mohan Singh Bisht	UDC	DSLSA
51.	Sh.Girish Chandra	UDC	DSLSA
52.	Ms.Mamta Rawat	UDC	DSLSA
53.	Ms.Monica Mehta	UDC	DSLSA
54.	Ms.Gurpreet Kaur	UDC	DSLSA
55.	Ms.Suman Ottwal	UDC	DSLSA
56.	Ms.DeeptiNegi	UDC	DSLSA
57.	Ms.Garima Ioshi	UDC	DSLSA
58.	Sh.Harinder	UDC	DSLSA
59.	Ms.Anjana Khurana	UDC	DSLSA
60.	Sh.Jai Prakash	UDC	DSLSA
61.	Ms.Geetanshu Miglani	UDC	DSLSA
62.	Ms.Karuna Aggarwal	DEO	DSLSA
63.	Sh.Dinesh Chander Nailwal	LDC	DSLSA
64.	Sh.Deepak Kumar	LDC	DSLSA
65.	Ms.Laxmi Bahuguna Uniyal	LDC	DSLSA
66.	Mrs.Rajni Bisht	LDC	DSLSA
67.	Ms.Mohini	LDC	DSLSA
68.	Sh.Neera Chauhan	LDC	DSLSA
69.	Ms.Kamar Jahan	LDC	DSLSA
70.	Ms.Sapna	LDC	DSLSA
71.	Ms.Anupam Gupta	LDC	DSLSA

72.	Sh.Pankai Kumar	LDC	DSLSA
73.	Sh.Parmod Kumar Thakur	LDC	DSLSA
74.	Sh.Yogesh Kumar	LDC	DSLSA
75.	Sh.Deepak Kumar Mohanty	LDC	DSLSA
76.	Sh.Sandeep	LDC	DSLSA
77.	Sh.Mahesh Giri	LDC	DSLSA
78.	Mrs.Kavita Kanoia	LDC	DSLSA
79.	Sh.Shyam Singh Rawat	LDC	DSLSA
80.	Sh.Balvinder Singh	LDC	DSLSA
81.	Sh.Amit Singh Rawat	LDC	DSLSA
82.	Sh. Santookh Singh Katooch	LDC	DSLSA
83.	Sh.Ravindra Singh	LDC	DSLSA
84.	Sh.Yunus Khan	Driver	DSLSA
85.	Sh.Mukesh Kumar	Driver	DSLSA
86.	Sh.Pawan Kumar	Driver	DSLSA
87.	Sh.Satish Kumar	Driver	DSLSA
88.	Sh.Shyam Narain	Driver	DSLSA
89.	Sh.Rajeev Kaushik	Driver	DSLSA
90.	Sh.Sanjay Sharma	Driver	DSLSA
91.	Sh.Praveen Rohill	Driver	DSLSA
92.	Sh.Rajinder Parsad	Dispatch Rider	DSLSA
93.	Sh.Bharat Lal Mahto	Dispatch Rider	DSLSA
94.	Sh.Yogamber Singh Rawat	MTS	DSLSA
95.	Sh. Ja iRam	MTS	DSLSA
96.	Sh.Suresh Chand Yadav	MTS	DSLSA
97.	Mrs.Sulochana Naugai	MTS	DSLSA
98.	Sh.Ramesh Kanojia	MTS	DSLSA
99.	Mrs.Geeta Kanojia	MTS	DSLSA
100.	Sh.DharamPal	MTS	DSLSA
101.	Sh.Prem Ballabh	MTS	DSLSA
102.	Sh.Mahant Kumar	MTS	DSLSA
103.	Mrs.Karuna Kumari	MTS	DSLSA
104.	Smt.Susheela Devi	MTS	DSLSA
105.	Sh.Shiv Pratap Singh	MTS	DSLSA
106.	Sh.Danny David	MTS	DSLSA
107.	Sh.Charanjeet	MTS	DSLSA
108.	Sh.Ram Karan	MTS	DSLSA
109.	Ms.Lalita Verma	MTS	DSLSA
110.	Sh. Kunal Shandilya	MTS	DSLSA

111.	Sh.Praveen Sejwal	MTS	DSLSA
112.	Sh.Jai Prakash	MTS	DSLSA
113.	Sh.Mahesh Kumar Maurya	MTS	DSLSA
114.	Sh.Praveen Kumar	MTS	DSLSA
115.	Ms .Reeta	MTS	DSLSA
116.	Sh.Milap Singh	MTS	DSLSA
117.	Ms .Renu Shrestha	MTS	DSLSA
118.	Ms.Sushma	MTS	DSLSA

DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX,
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MANUAL 10

Monthly remuneration of officers/employees

NALSA HEAD

S.No	Name of the officer/official on contractual basis	No. of Post	Monthly Remuneration
1	Chief Legal Aid Defense Counsel	07	As per minimum wages order by Delhi Govt.
2.	Deputy Chief Legal Aid Defense Counsel	20	As per minimum wages order by Delhi Govt.
3.	Assistant Legal Aid Defense Counsel	40	As per minimum wages order by Delhi Govt.
4.	Assistant	21	As per minimum wages order by Delhi Govt.
5.	Receptionist-cum-DEO	07	As per minimum wages order by Delhi Govt.
6.	Peon	21	As per minimum wages order by Delhi Govt.

State HEAD

S.No	Name of the officer/official on contractual basis	No. of Post	Monthly Remuneration
1	Law Clerk cum Law Researcher Assistant	13	@35000/- Fixed @50000/-revised w.e.f. October 2024

Cost Head

S.No	Name of the officer/official on contractual basis	No. of Post	Monthly Remuneration
1.	Counselor for Pocso Cases	09	@35000/- @45000/- revised remuneration w.e.f. August,2024.
2.	MTS through ICSIL	17	@21813/- As per

			minimum wages by Delhi Govt.
3.	DEO through ICSIL	11	@23082/- As per minimum wages by Delhi Govt.
4.	Sr. Programmer Software	01	@47203/- Fixed As per minimum wages by Delhi Govt.
5.	Asst. Programmer Software	01	@34515/- Fixed As per minimum wages by Delhi Govt.
6.	Technical Assistant	01	@28538/- Fixed As per minimum wages by Delhi Govt.
7.	Hindi Translator	01	@35,000/- Fixed

Wages HEAD

S.No	Name of the officer/official on contractual basis	No. of Post	Monthly Remuneration
1	Junior Stenographer	10	@25500/- Plus DA as applicable
2	Upper Division Clerk	01	@25500/- Plus DA as applicable
3	Lower Division Clerk	27	@19900/- Plus DA as applicable
4.	Front officer Coordinator-cum-LDC	13	@19900/- Plus DA as applicable
5	Driver	03	@19900/- Plus DA as applicable
6	Dispatch Rider	02	@19900/- Plus DA as applicable
7	Multi Tasking Staff	27	@18000/- Plus DA as applicable
8	Data Entry Operator	01	@23082/- As per minimum Wages

Salary Head

S.No	Name of Post	Pay Matrix	Pay Range
1	MTS	1	18000 to 56900
2	LDC & Dispatch Rider & Driver	2	19900 to 63200

3	UDC & Data Entry Operator	4	25500 to 81100
4	Assistant	7	44900 to 142400
5	Hindi Translator	6	35400 to 112400
6	Administrative officer and Superintendent	10	47600 to 151100
7	Sr. Account Officer	10	53100 to 177500
8	Additional Secy.& Secretaries	J-3	111000 to 163030
9	Secretary DHCLSC	J-5	144840 to 194660
10	Special Secretary	J-6	163030 to 219090
11	Member Secretary	J-7	19100 to 224100

DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX,
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MANUAL 11

Budget Allocated to each agency:-

S.No	District Name	GIA (State Head) in Rs.	NALSA Head in Rs.	NALSA (LADCs) in Rs.
1	Central	28,00,000/-	1,47,94,607/-	13,30,000/-
2	West	65,00,000/-	83,67,277/-	74,80,000/-
3	East	70,00,000/-	78,00,000/-	0
4	Shahdhara	41,00,000/-	91,00,000/-	0
5	New Delhi	25,00,000/-	78,00,000/-	0
6	South	54,00,000/-	90,67,277/-	21,12,000/-
7	South East	21,00,000/-	92,67,277/-	23,30,000/-
8	South West	79,00,000/-	68,67,280/-	20,43,000/-
9	North	76,00,000/-	69,67,277/-	28,92,000/-
10	North West	53,00,000/-	84,67,277/-	18,13,000/-
11	North East	18,00,000/-	53,50,000/-	0
12	DHCLSC	2,31,00,000/-	5,00,000/-	0

DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX,
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MANUAL 12

Execution of Subsidy programme :-

NA

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MANUAL 13

Particular of recipients of conversions, permits:

NA

**DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX,
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MANUAL-14

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

Sl. 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
01.	Legal Services Authorities Act, 1987 as amended by Legal Services Authorities (Amendment) Act, 2002	Yes	Yes
02.	Delhi State Legal Services Authorities Rules, 1996	Yes	Yes
03.	<u>Regulations</u> <ul style="list-style-type: none"> ➤ Delhi State Legal Services Authorities Regulations (2002 and amendments thereof) ➤ High Court Legal Services Committees, Regulation, 1998 and amendments thereof ➤ District Legal Services Authority's Regulation, 1998 and amendments thereof 	Yes	Yes
04.	<u>List of :-</u> Hon'ble Patron-in-Chief Hon'ble Executive Chairpersons Hon'ble Chairperson, DLSAs Ld. Member Secretaries Ld. Special Secretaries Ld. Additional Secretaries Ld. Secretaries, DLSAs Ex-Officio Members, DSLSA Nominated Members, DSLSA PLVs/Panel Lawyers	Yes	Yes
05.	Forthcoming Events	Yes	Yes
06.	Functions Reports	Yes	Yes
07.	Photo Gallery	Yes	Yes

08.	Public Notices	Yes	Yes
09.	Success Stories	Yes	Yes
10.	Schemes/SOPs	Yes	Yes
11.	Fee Schedule	Yes	Yes
12.	Forms related to Legal Aid/Pre-institution Mediation/Cost Deposit	Yes	Yes
13.	NALSA Reports	Yes	Yes
14.	FAQs	Yes	Yes

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MANUAL 15

Facilities available for obtaining information :

SN	Facility Available	Nature of Information
1.	Website : www.dslsa.org	<ol style="list-style-type: none">1. Legal Aid Form2. List of all empanelled advocates in Delhi State Legal Services Authority (DSLSA)/ Delhi High Court Legal Services Committee (DHCLSC) & District Legal Services Authority (DLSA).3. Schemes of DSLSA.4. DSLSA Fee Schedule - 2017
2.	Telephone Numbers / Contact detail	<ul style="list-style-type: none">➤ 1516 - Toll-free no. for legal advice.➤ 011-23231627 – Legal Aid Wing➤ Email: legalaidthing-dslsa@nic.in
3	Central Office, Delhi State Legal Services Authority	<ul style="list-style-type: none">➤ For free legal advice and Legal Aid for following Authorities :<ul style="list-style-type: none">❖ National Commission Dispute Redressal Commission (NCDRC).❖ State Commission Dispute Redressal Commission (SCDRC).❖ National Green Tribunal (NGT).❖ Armed Force Tribunal (AFT)❖ Central Administrative Tribunal (CAT).❖ Debt Recovery Tribunal (DRT).❖ Delhi School Tribunal (DST).❖ Other Quasi-Judicial Bodies whose jurisdiction is in Delhi.

DELHI STATE LEGAL SERVICES AUTHORITY, ROUSE AVENUE COURTS COMPLEX,
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MANUAL-16

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

**The list of designated Public Information Officers/Assistant Public Information
Officers are as under :-**

Sl. No.	Name of the Public Information Officer & Assistant Public Information Officer	Place of Posting
01.	Ms. Ruchika Joshi Public Information Officer	Central Office, DSLSA
	Sh. Ramesh Chand Assistant Public Information Officer	
	Ms. Meenakshi Juyal Assistant Public Information Officer	
02.	Ms. Rajinder Kaur Assistant Public Information Officer	DHCLSC, Delhi High Court
03.	Ms. Ritu Mudgil Public Information Officer	Central DLSA, Tis Hazari Courts
04.	Sh. Bhuvan Chand Pantl Public Information Officer	West DLSA, Tis Hazari Courts
05.	Ms. Rekha choudhary Public Information Officer	New Delhi DLSA, Patiala House Courts
06	Ms. Rajni Manro Public Information Officer	East DLSA, Karkardooma Courts
07.	Sh. Sudhir Public Information Officer	Shahdara DLSA, Karkardooma Courts
07.	Ms. Pratima Rathore Public Information Officer	North-East DLSA, Karkardooma Courts
08.	Sh. Naveen Kumar Rao Public Information Officer	North DLSA, Rohini Courts
09.	Ms. Urmila Khosa Public Information Officer	North-West DLSA, Rohini Courts
10.	Ms. Geeta Rajput Public Information Officer	South- West DLSA, Dwarka Courts
11.	Sh. Anil Kumar Butta Public Information Officer	South DLSA, Saket Courts
12.	Ms. Nitika Pathak Public Information Officer	South-East DLSA, Saket Courts

MANUAL-17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Nil