



DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23384781, Fax : 23387267, Email : dslsa-phc@nic.in



STANDARD OPERATING PROCEDURE FOR LEGAL AID ADVOCATE

Delhi State Legal Services Authority (DSLISA) is running a Legal Services Clinic at Delhi Commission for Women, C-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi 110002. In the Legal Services Clinic over 30 referrals are made to DSLISA for legal aid each day besides similar number of referrals from the Middle level as well as level of Members. To streamline process of Legal Aid Clinic and assistance to be given to aggrieved woman following procedure to be adopted:

Role of Legal Services Advocate (LSA)

1. LSA shall interact with complainants/aggrieved woman assigned by the Delhi Commission for Women. He/She shall prepare appropriate applications and conduct all the acts necessary to safeguard the interest of the Legal Aid Seekers.
2. In appropriate cases, LSA shall send a referral letter to the office of concerned of DLSA through e-mail, recommending the legal aid. List of e-mail of all DLSAs is attached as **Annexure - 'A'**.
3. After getting approval from concern DLSA, the LSA shall co-ordinate with the aggrieved woman and provide her contact details of the Legal Aid Counsel.
4. LSA shall ensure that a copy of each and every e-mail to the concerned DLSA is also communicated to DCW as well.
5. LSA shall maintain a register for his/her day to day working along with the details of the action taken thereon.

6. LSA shall submit his/her bills along with attendance certificate and work done report duly verified by In-Charge, Help Desk, Delhi Commission for Women.

Working

- ❖ LSA shall strictly follow the time schedule of the Delhi Commission for Women (DCW) i.e. **10:00 AM to 05:00 PM** from Monday to Saturday except 1st Saturday of every month.
- ❖ LSA shall mark his/her attendance through Bio-Matrix at DCW.

Honorarium

- ❖ LSA shall be paid fee as per DSLSA Fee Schedule – 2017 for the day of his/her work.

Infrastructure & Office Supplied

- ❖ Delhi Commission for Women (DCW) shall provide infrastructure at Legal Services Clinic including Computer, Printer, stationery etc., at the counselling centre.

Removal from Panel

- ❖ If performance of the LSA is found unsatisfactory or the LSA is found to be involved in charging or collecting or demanding any remuneration from any person in any form or is found involved in any other misconduct or he/she contravenes the Scheme of the Act, Rules and the Regulations, he/she can be summarily removed from the panel and shall also be liable for action for professional misconduct as per Regulation 7 of the Delhi State Legal Services Authority Regulations, 2002.


(Kanwal Jeet Arora)
Member Secretary, DSLSA

ANNEXURE - A**E-mail IDs & Phone Number of DLSAs**

SN	Name of DLSA	E-mail ID	Phone Number
1	Central DLSA, THC	central-dlsa@nic.in	23933231
2	West DLSA, THC	west-dlsa@nic.in	23968052
3	East DLSA, KKD	east-dlsa@nic.in	22101336, 22382490
4	North East, KKD	northeast-dlsa@nic.in	22101335
5	Shahdara, KKD	shahdara-dlsa@nic.in	22101337, 22101456
6	South DLSA, Saket	south-dlsa@nic.in	29562440
7	South East, Saket	southeast-dlsa@nic.in	29561040
8	North, Rohini	north-dlsa@nic.in	27557310
9	North West, Rohini	northwest-dlsa@nic.in	27555536
10	South West, Dwarka	southwest-dlsa@nic.in	28041480
11	New Delhi, PHC	nddistrict.dlsa@gmail.com	23072418