

**PRASHANT JOSHI**  
H.J.S.  
**Member Secretary**  
(District & Sessions Judge)



**UTTARAKHAND STATE LEGAL  
SERVICES AUTHORITY**  
A.D.R. Building, High Court Campus,  
Nainital-263001

To,

**The Chairmen,  
Permanent Lok Adalats,  
Dehradun, Haridwar, Nainital and Udham Singh Nagar,**

No. **1170** /III-C-2017/SLSA,

Dated: **29** November, 2017

Subject: **REGARDING OFFICIAL REGISTERS, PROFORMA OF AWARD  
AND PROFORMA OF STATISTICAL INFORMATION OF  
PERMANENT LOK ADALAT.**

Sir,

On the subject noted above, I am directed to inform you that in order to give the uniformity in the official working of all the Permanent Lok Adalats, Hon'ble the Executive Chairman, Uttarakhand State Legal Services Authority is pleased to issue the following directions with regard to effective functioning of Permanent Lok Adalat:-

1. A list of official registers required to be maintained in the office of Permanent Lok Adalat is annexed as at **Flag-"A"**. All the Chairmen, Permanent Lok Adalats are directed to purchase/print the said registers from the 'Head-11 Stationery' and maintain the same accordingly. Further, it is directed that, if any other register, apart from the list is required to be maintained then kindly suggest the State Authority, so that other Permanent Lok Adalats may be directed accordingly.
2. A proforma regarding award to be passed by the Permanent Lok Adalat in light of Section 22E of the Legal Services Authorities Act, 1987 is annexed as at **Flag-"B"** and all the Chairmen, Permanent Lok Adalats is directed to adopt the same accordingly.
3. A proforma regarding furnishing the monthly statistical information in respect of Permanent Lok Adalat is annexed as at **Flag-"C"** and all the Chairmen, Permanent Lok Adalats is directed to furnish the statistical information of each month (preferably by the first week of every month) to this Authority.

You are, therefore, informed accordingly and requested to kindly comply with the aforesaid directions.

Yours sincerely,

(Prashant Joshi)

**Encl: As above.**



### **LIST OF REGISTERS**

- 1.** Budget Register
- 2.** Register of Contingency and Other similar charges.
- 3.** Treasury Bill Register
- 4.** Pay Bill Register/Guard File Register
- 5.** Cash Book and Day Book
- 6.** BM-8 Register
- 7.** Bill Register (11-C)
- 8.** Dak Ticket Register
- 9.** Dak Inward (Receipt) Register
- 10.** Dak outward (Dispatch) Register
- 11.** Local outward (Dispatch) Register (For by hand Dak)
- 12.** Stock Register (For perishable items)
- 13.** Stock Register (For non-perishable items)
- 14.** Stationery distribution Register
- 15.** Attendance Register of Staff
- 16.** Sitting Register of Members.
- 17.** Master Register for files and Registers
- 18.** Permanent Lok Adalat Institution Register
- 19.** Permanent Lok Adalat Disposal Register
- 20.** Right to Information Act Register
- 21.** Legal Aid Register
- 22.** Execution Register
- 23.** Guard File Register



"B"

**BEFORE THE PERMANENT LOK ADALAT**

Held At \_\_\_\_\_

**[Constituted under Section 22B of the Legal Services Authorities Act, 1987 (Central Act)]**

Petitioner/Plaintiff/Complainant :.....

Defendant/Respondent :.....

No. of sittings of the Permanent Lok Adalat held :.....

**PRESENT**

Name of Chairman, Permanent Lok Adalat :.....

Name of Members, Permanent Lok Adalat (1) :.....

(2) :.....

**AWARD**

The dispute between the parties having been referred/filed before this Permanent Lok Adalat for determination and the parties having compromised/settled the case/matter, the following award is passed in terms of the settlement:-

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Signature of  
Petitioner/Plaintiff/Complainant

Signature of  
Defendant/Respondent

Signature of  
Member (1)

Signature of  
Member (2)

Signature of  
Chairman

Date:

(Seal of the Permanent Lok Adalat)



"C"

**PROFORMA**

**STATISTICAL INFORMATION IN RESPECT OF PERMANENT LOK ADALATS  
(Established u/s 22 B of LSA Act)**

**Name of Permanent Lok Adalat:.....**

**Statistical Information for the Month of:.....**

(i) Number of sittings during the month :

S.No.	Name of the Public Utility Services	No. of cases pending as on the beginning of the month	No. of cases received during the month	No. of cases settled during the month	Total Value/Amount of Settlement (Rs.)
1	Transport service				
2	Postal, Telegraph or Telephone service				
3	Supply of Power, Light or Water				
4	Public Conservancy or Sanitation				
5	Services in Hospital or Dispensary				
6	Insurance service				
7	Education or Educational Institutions services				
8	Housing and Real Estate services				
	<b>Total</b>				

**Prepared by:-**

**Checked by:-**

**Chairman, PLA**