

**UTTARAKHAND SLSA'S GUIDELINES FOR FUNCTIONING OF
VILLAGE LEGAL CARE & SUPPORT CENTERS/LEGAL AID CLINICS
AND PARA-LEGAL VOLUNTEERS, 2020**

1. These guidelines may be called **"UTTARAKHAND SLSA'S GUIDELINES FOR FUNCTIONING OF VILLAGE LEGAL CARE & SUPPORT CENTERS/LEGAL AID CLINICS AND PARA-LEGAL VOLUNTEERS, 2020."**
2. These guidelines shall be applicable to all the District Legal Services Authorities and Tehsil Legal Services Committees established in the State of Uttarakhand.
3. These guidelines shall come into force from **w.e.f. September 01st, 2020.**
4. These guidelines shall be applicable only for the Village Legal Care & Support Centers (*hereinafter referred as "VLCSCs"*) and Legal Aid Clinics established in the Municipal or Rural areas of the State of Uttarakhand.

It is made clear that the Legal Services Clinics at various Institutions or places like; Front Offices at the Legal Services Institutions, Juvenile Justice Boards, Jails, Hospitals, Common Service Centres, Police Stations, Colleges or Universities, Nari Niketans, Senior Citizens Tribunals, DM/Tehsil Offices, Labour Stations, etc. shall work as per the need and requirement of such Institutions or places.

5. The VLCSCs may be established for a cluster of 10 to 15 villages or at Tehsil/Mandal/Block Level. The said criteria of cluster of 10 to 15 villages can be modified on the basis of availability of financial resources, progress of the functioning of VLCSCs so established and ascertaining their requirements.
6. The DLSA shall evaluate and assess the performance of VLCSCs or Legal Aid Clinics. The VLCSCs or Legal Aid Clinics, which are not so effective, may be closed. Limited number of effectively functional VLCSCs or Legal Aid Clinics may be strengthened and kept operational.
7. The DLSA shall arrange the necessary infrastructure and furniture for the VLCSCs. The Chairperson, DLSA may request the local self-government bodies to provide the necessary infrastructure and furniture etc. for the VLCSCs.

8. All the VLCSCs shall be opened for 03 days in a week. These 03 days shall be fixed by the concerned DLSA.

Provided, that the Chairperson, DLSA may increase or decrease the frequency of opening days of VLCSCs as per the requirement of the area.

9. The DLSA shall ensure the wide publicity of the VLCSCs, so that the needy people can approach the VLCSCs for legal aid and advice etc. It shall be the duty of the Secretary, DLSA that the VLCSCs be effectively operational.
10. The DLSA shall depute/engage one (01) Para Legal Volunteer (***hereinafter referred as "PLV"***) at the each VLCSC.
11. The DLSA shall evaluate and assess the performance of PLVs. The services of such PLVs, whose work and conduct are not found satisfactory and effective, shall be terminated. Limited number of active and effective PLVs may be engaged.
12. The PLVs shall be as far as possible from the Municipal or Village or Panchayat area of the nearest surrounding areas.
13. If the retired Army Personnel are available in any Judgeship or Talukas then preference shall be given to them to engage as Para Legal Volunteers.
14. The PLV shall perform his/her duties in accordance with the provisions of the NALSA's Schemes and Regulations and directions issued by Uttarakhand SLSA time to time.
15. The PLVs shall mainly work at the VLCSCs. The PLVs shall ensure the wide publicity of VLCSCs, so that the people nearby can get the knowledge regarding the functioning and availability of VLCSCs.
16. The PLVs at the VLCSCs on any working day allotted to him/her shall be allowed to visit the Government Officials, Departments or other Institutions and if necessary even by accompanying legal aid seekers for solving their problems or ensuring any legal aid benefit. The PLVs shall be entitled for honorarium for any such activity on such particular day.
17. No legal awareness camp/drive shall be organized/conducted by any PLV or Panel Lawyer except the prior approval of the concerned DLSA. The Secretary, DLSA shall depute/engage the PLVs to go to the villages/remote areas for propagation of the legal aid programmes in legal aid camps and other activities assigned by the Uttarakhand SLSA/

DLSA; subject to the condition that 01 PLV may be engaged for a maximum period of 10 days in a month.

- 18.** The Secretary, DLSA shall prepare a monthly Plan of Activities keeping in mind the Plan of Action prepared by the Uttarakhand SLA. The said Plan of Activities shall be prepared by 15th day of each month (for the next month) and shall also be put up before the Chairperson, DLSA for approval. After approval, it shall be communicated to PLVs/Panel Lawyers for effective implementation. A copy of Plan of Activities shall also be sent to the Uttarakhand SLA.
- 19.** At the time of preparation of said Plan of Activities, it shall be kept in mind that no PLV shall be engaged or deputed for more than 10 days in a month. Therefore, the PLVs may be deputed/engaged on rotation basis at the VLCSCs.

Provided, that the services of more efficient and sincere PLVs may be availed for more than 10 days in exception circumstances, like some special campaign or drive, if the Secretary, DLSA thinks fit that services of such PLV are required.
- 20.** At the time of preparation and implementation of the said Plan of Activities, the austerity measures regarding financial resources shall also be kept in mind.
- 21.** The PLV deputed/engaged at VLCSCs shall send his/her attendance (with photograph) through Whatsapp, e-mail or other mode of communication at the time of opening and closing of VLCSCs to the Secretary, DLSA or to an official or Retainer Lawyer or Panel Lawyer as authorized by the Chairperson, DLSA.
- 22.** The PLV deputed/engaged at VLCSCs shall send photograph of the register kept at VLCSCs at the time of closing of VLCSCs to the office of DLSA through Whatsapp, e-mail or other mode of communication.
- 23.** The Secretary, DLSA shall verify the works of PLVs on the basis of entries in Registers, phone call to beneficiary or legal aid seekers or any other suitable method. The Secretary, DLSA can take assistance or help of local self-governments or District Administration or Retainer Lawyer or Panel Lawyer for the verification of work done report of PLVs.
- 24.** The PLVs shall submit their bills by 10th day of each month with proper proof of work. After late submission of bills, the DLSA shall not be responsible for payment to PLVs.

Provided, that the Chairperson, DLSA on his/her satisfaction may consider the late submission of bills on the basis of special reasons given by the PLV concerned.

- 25.** The Secretary, DLSA shall verify the bills of PLVs and, after proper verification, payment shall be made to PLVs. The payment to the PLVs should be made strictly after due verification. Before making the payment to PLVs, it should be ensured that no payment be made beyond the period of 10 days in a month.
- 26.** The DLSA shall ensure that the services of Panel Lawyers be made available at the VLCSCs as and when required.
- 27.** The DLSA shall engage one Legal Aid Panel Lawyer to visit one or more VLCSCs on fortnightly basis. Such engaged Legal Aid Panel Lawyer shall prepare periodical report of the working of VLCSCs and submit it to the DLSA.
- 28.** The DLSA shall receive the monthly report from the PLVs engaged in the VLCSCs about the performance of VLCSCs as well as of PLVs.
- 29.** The DLSA shall submit the monthly report at the time of submission the monthly statements. The monthly report shall include the success stories regarding the performance of VLCSCs as well as of PLVs.

Sd/-
(Dr. G.K. Sharma)
Member Secretary
Uttarakhand SLSA