

H.P. State Legal Services Authority, Shimla-9

(ii) The powers and duties of its officers and employees

Member Secretary (District & Sessions Judge)

Member Secretary is overall administrative in charge of the Department who deals with all matters (except policy matters of the NALSA and State Government) which are ordered by the Hon'ble Executive Chairman.

Additional Secretary (Senior Civil Judge-cum-CJM)

All establishment and Legal matters are moved through Additional Secretary.

Secretary (Senior Civil Judge-cum-ACJM)

The Secretary is the Principal Officer of the District Authority and Custodian of all assets, accounts, records and funds placed at the Disposal of the District Authority. The Secretary will coordinate the activities of the Sub Divisional Legal Services Committees in the District. The Secretary will prepare, consolidate and submit reports, (Monthly, Quarterly, Half Yearly and Yearly), or other reports, information in respect of District Authorities and Sub Divisional Legal Services Committees, as the State Authority may call for. The Secretary will perform such other functions assigned from time to time by the State Legal Services Authority or concerned Chairman, District Legal Services Authority.

Coordinator (in the rank of Civil Judge)

To conduct mediation between the parties at the Pre-Institution stage under the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (amendments) Ordinance, 2018. To maintain a panel of trained Mediators sufficient in number to meet the requirement of work referred to it.

The Coordinator will perform such other functions assigned from time to time by the State Legal Services Authority or concerned, District Legal Services Authority.

Deputy Director (Legal)

The Deputy Director (Legal) of this Authority examines the cases and records his opinion on the files of the Authority and further submits the same to the higher officers for final approval.

Assistant Controller (HPF&AS)

Assistant Controller (HPF&AS) is the supervisory Incharge and looking after the work of Audit and Accounts, sanctions cases and service matters i.e. pay fixation cases, completion of services books, matters relating to Grant-in-Aid received from NALSA and State Government and all financial matters are also processed through him/her.

Personal Assistant

The Personal Assistant shall maintain the day-to-day meeting index of the Ld. Member Secretary. He will attend the telephone calls/fax/email. Other duties assigned by the Member Secretary and take dictation.

State Coordinator

State Coordinator, coordinate in organizing Legal Literacy Camps, Lok Adalats and Legal Aid Schemes/programmes.

Senior Assistants

They are allotted work of specific seats by the Ld. Member Secretary and are responsible to dispose of the allotted work. After dealing with such matters, the same are submitted to the Member Secretary/ Additional Secretary for necessary action and appropriate orders.

Senior Scale Stenographer

Dictation and typing work given by the Ld. Member Secretary. Other typing work of the department. Other duties assigned by the Ld. Member Secretary.

Junior Scale Stenographer

Attached with Additional Secretary, HPSLSA.

Steno-Typist

Attached with Secretary, H.P. High Court Legal Services Committee and Secretary, District Legal Services Authorities in the State of Himachal Pradesh

Junior Assistant/Clerks

Legal Aid Beneficiaries, work relating to Authorities/Committees, Diary and Dispatch of the dak and any other work assigned by the higher Authorities.

Junior Office Assistant (IT)

To assist in computer and information technology applications (including hardware, software etc.) and other work assigned.

Drivers

To Drive Ciaz Car, Swift Dzire Car, Bolero, Mobile Court Bus, Scorpio and Innova Vehicles of this department and they shall be responsible for the proper upkeep/ maintenance of vehicles.

Peons

Attached with the Member Secretary, Additional Secretary and Secretaries, DLSAs and distribution of dak/files of their respective sections for Distribution of local dak.

Safai Karamchari/Sweeper-cum-Peon

To clean the office premises of H.P. State Legal Services Authority and District Legal Services Authorities in the State of Himachal Pradesh and also perform the other work assigned by the officers.

Chowkidar/Chowkidar-cum-Peon

To watch the office at night time in H.P. State Legal Services Authority and District Legal Services Authorities in the State of Himachal Pradesh.