

**DISTRICT LEGAL SERVICES AUTHORITY,**  
**VIJAYAPURA.**

Office of the  
Member Secretary,  
Dist. Legal Services Authority,  
Vijayapura.

**NOTIFICATION**

In exercise of the powers conferred under section 4(b) 5(1) and 19(1) of the Right to information Act, 2015 (Central Act No. 22 of 2005) the detailed information relating to the District Legal Services Authority is published a hereunder, for the information of general public.

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| (I) | The particulars of its organization functions and duties. | <b>Organization:</b><br><b>District Legal Services Authority,</b><br><b>Vijayapura.</b> |  |
|     |   | <b>Functions and Duties</b>   |  |
|     |   | 1   | To create legal awareness in the people.   |
|     |   | 2   | To offer free legal aid and advice for eligible persons.   |
|     |   | 3   | To provide justice to the affected persons quickly and in low cost by settling cases (litigation) through Janata Nyayalayas )Lok-Adalats) and Mediation. |
|     |   | 4   | Helpline No.....   |
|     |   | 5   | Dedicated and the line Telephone Number 08352-276150   |
|     |   | 6   | Dedicated email ID<br><a href="mailto:dlsavijayapura@gmail.com">dlsavijayapura@gmail.com</a>   |
|     |   | 7   | Video conference with District Prison.   |
|     |   | 8   | Dedicated Mobile Number.   |

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|     |   | 9   | Services of Legal Aid Lawyers provide legal aid and advice.   |
|     |   | 10  | Para Legal Volunteers to assist legal aid lawyers and to help the litigants in filling up forms for legal aid etc., |
|     |   | 11  | Providing information about the activities of DLSA and TLSCs to KSLSA.  |
| II  | The powers and duties of its officers and employees   | Details are as Annexure-I   |   |
| III | The procedure followed in the decision making process, including channels of supervision and accountability.                    | Caseworker will open a file on receipt of proposal or process the proposal in the existing file and place it before the the the Member Secretary and after scrutiny, the Member Secretary will. |   |
|     |   | Decide the course of action to be taken on proposal under the delegated powers and if necessary will submit the file of Hon'ble Chairman, DLSA for final orders.                                |   |
| IV  | The norms set by it for the discharge of its functions.   | Depending on urgency proposal will be finalized on priority.  |   |
| V   | The rules, regulations, instructions, manuals and records, incontrovertibly used by its employees for discharging its functions | Details are as at Annexure-II   |   |
| VI  | A statement of the categories of documents that are held by it or under its control.  | File and relevant Registers.  |   |

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| VII  | The particulars of any arrangement that exists for consultation with, or representation by, the bothersome public in relation to the formulation of its policy or implementation thereof.  | Member Secretary will give information.  |
| VIII | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes or such meetings are accessible for public. | <p>The meetings of the General Body of the District Legal Services Authority are not open to the public.</p> <p>The minutes are also not open to the public.</p> |
| IX   | A directory of its officers and employees  | -  |
| X    | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.  | As per the scale of pay of their post as mentioned in Schedule I of Karnataka State Legal Services Authorities Rules.  |
| XI   | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.  | Allotment of the budget to this Authority is under plan and non-plan scheme of the Government of Karnataka by the KSLSA.   |

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| XII  | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.                                    | As per the Scheme of the Act and Rules framed there under.   |
| XIV  | Details in respect of the information, available to or held by it, reduced in an electronic form   | ----   |
| 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. | The citizen may approach the officer of this authority during working hours and working hours are as specified by the State Government. Between 10:00 am and 5:30 on all working days. |
| XVI  | The names, designations and other particulars of the Public Information Officer.   | Sri. Venkanna Basappa Hosamani<br>Member Secretary<br>08352-276150   |
| XVII | (a) Appellate Authority under section 19(1) of the Right to Information Act.   | Hon'ble Member Secretary, KSLSA, Bengaluru.  |
|      | (b) Member Secretary of District Legal Services Authority U/Sec. 5(2) of Right to Information Act.   |  |
|      | (c) Member Secretary of Taluka Legal Services Committee U/Sec. 5(2) of Right to Information Act.   |  |
|      |  | At the Taluka level all the Secretary of TLSC.   |

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| XVIII | Such other information as may be prescribe | Nil |
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Individual files cannot be uploaded since they are concerned with the personal matters of the litigants.

Sd/-  
Member Secretary  
District Legal Services Authority,  
Vijayapura.

## ANNEXURE-I

The powers and duties of the officers and employees of the Karnataka State Legal Services Authority.

|                              |   |
|------------------------------|---|
|                              | To keep the office neat and tidy  |
| Peons/Dalayath               | To deliver the files / tappals to the other sections / other departments.   |
| Typist                       | In charge of the work of diarizing and organizing, movements, distribution of receipts / files in the Section. To attend to the job of case working as per the duties cast on them. |
| Member Secretary<br>Capacity | Heading of the organization; Acts, in his as head of the department upon the advice/directions of the Hon'ble Member Secretary, Karnataka State Legal Services Authority.           |

## **ANNEXURE-II**

(V) The rules, regulations, instructions, manuals and records, held by its or under its control or used by its employees for discharging its functions;

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| <b>A</b> | <b>Acts:</b>  |
| 1        | The Legal Services Authorities Act 1987 (No. 39 of 1987) (As amended by the Legal Services Authorities (Amendment) Act. 2002.   |
| 2        | The Karnataka State Legal Services Authorities Rules 1966   |
| 3        | The Karnataka State Legal Services Authority Regulations 1997   |
| <b>B</b> | <b>Rules:</b>   |
| I        | Conditions of services of the employees of the State Authority, High Court Legal Services Committee or District Legal Services Authority or Taluka Legal Service Committee; |
| 1        | The provision of;   |
| a        | The Karnataka civil Service Rules,  |
| b        | The Karnataka Financial Code, 1958  |
| c        | The Karnataka Civil Services (Classification Control and Appeal) Rules, 1957,   |
| d        | The Karnataka Civil Service (General Recruitment) Rules, 1977   |
| e        | The Karnataka Civil Services (Conduct) Rules, 1966  |
| f        | The Karnataka Civil Services (Probation) Rules, 1966  |
| g        | The Karnataka Government Servants (Seniority) Rules, 1957   |
| h        | The Karnataka Government Servants (Medical Attendance) Rules, 1963  |
| i        | The Karnataka Civil Services (Performance Report) Rules, 1994.  |
| j        | Rules made or deemed to have been made under this Provisions of the Karnataka Civil Services Act 1978, (Karnataka Act 1 or 1990)  |
| k        | The Karnataka Civil Service (Kannada Language Examinations) Rules, 1974 and   |

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| i | All other rules relating to conditions of service applicable to Government servants, shall mutatis mutandis apply to the employees of the State Authority, High Court Legal Services Committee or District Authority or Taluk Legal Services Committee and the Departmental Examinations required to be passed by the employees specified in column (2) of Schedule-II shall be those specified in the corresponding entries in column (3) of the said Schedule. |
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Sd/-  
Member Secretary  
District Legal Services Authority,  
Vijayapura.