



**District Legal Services Authority,  
Sabarkantha@Himmatnagar**

**District & Sessions court Building, Nyay Mandir, Near Multi Storage  
Building, Sabarkantha, Himmatnagar, Pin No-383001  
Tele:02772-242335; E-mail : districtlegal.hmt@gmail.com**

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**:: Disclosure under Sections 4(1)(b) & 4(2) of**

**The Right to Information Act ::**

**(1) PARTICULARS OF ORGANIZATION, FUNCTIONS AND  
DUTIES:**

NAME OF ORGANIZATION : DISTRICT LEGAL SERVICES AUTHORITY,  
SABARKANTHA.

ADDRESS OF ORGANIZATION : DISTRICT & SESSIONS COURT BUILDING,  
NYAY MANDIR, NEAR MULTI STORAGE  
BUILDING, SABARKANTHA, HIMMATNAGAR,  
PIN NO-383001

PHONE NUMBER : 02772-242335

**A) CONSTITUTION OF DISTRICT LEGAL SERVICE AUTHORITY:**

As per Section-9 of the Legal Services Authorities Act the following are the functions for constitution of District Legal Service Authority:

9. (1) The State Government shall, in consultation with the Chief Justice of the High Authorities. Court, constitute a body to be called the District Legal Services Authority for every District in the State to exercise the powers and perform the functions conferred on, or assigned to, the District Authority under this Act.

(2) The District Authority shall consist of :-

(a) the District Judge who shall be its Chairman; and

- (b) such number of other members, possessing such experience and qualifications, as may be prescribed by the State Government, to be nominated by the State Government in consultation with the Chief Justice of the High Court.
- (3) The State Authority shall, in consultation with the Chairman of the District Authority, appoint a person belonging to the State Judicial Service not lower in rank than that of a Subordinate Judge or Civil Judge posted at the seat of the District Judiciary as Secretary of the District Authority to exercise such powers and perform such duties under the Chairman of that Committee as may be assigned to him by such Chairman.
- (4) The terms of office and other conditions relating thereto, of members and Secretary of the District Authority shall be such as may be determined by regulations made by the State Authority in consultation with the Chief Justice of the High Court.
- (5) The District Authority may appoint such number of officers and other employees as may be prescribed by the State Government in consultation with the Chief Justice of the High Court for the efficient discharge of its functions.
- (6) The officers and other employees of the District Authority shall be entitled to such salary and allowances and shall be subject to such other conditions of service as may be prescribed by the State Government in consultation with the Chief Justice of the High Court.
- (7) The administrative expenses of every District Authority, including the salaries, allowances and pensions payable to the Secretary, officers and other employees of the District Authority shall be defrayed out of the Consolidated Fund of the State.
- (8) All orders and decisions of the District Authority shall be authenticated by the Secretary or by any other officer of the District Authority duly authorised by the Chairman of that Authority.

(9) No act or proceeding of a District Authority shall be invalid merely on the ground of the existence of any vacancy in, or any defect in the constitution of, the District Authority.

### **FUNCTIONS OF ORGANIZATION:**

As per Section 10 of the Legal Services Authorities Act, 1987 the following are the functions of the District Legal Services Authority, Sabarkantha:

"10. (1) It shall be the duty of every District Authority to perform such of functions of the State Authority in the District as may be delegated to it from time to time by the State Authority.

(2) Without prejudice to the generality of the functions referred to in subsection (1), the District Authority may perform all or any of the following functions, namely;

- (a) co-ordinate the activities of the Taluka Legal Services Committee and other legal services in the District;
- (b) organize Lok Adalats within the District; and
- (c) perform such other functions as the State Authority may fix by regulations.

11. In the discharge of its functions. the District Authority shall, wherever appropriate, act in co-ordination with other Governmental and non-governmental institutions, universities and others engaged in the work of promoting the cause of legal services to the poor and shall also be guided by such directions as the Central Authority or the State Authority may give to it in writing.

As per Regulation 14 of the Gujarat State Legal Services Authority Regulations, 1998 the following are further functions of the District Legal Services Authority, Sabarkantha:

#### **14. Duties and functions of District Authority :**

In addition to the functions assigned to the District Authority under the Act, or the Rules and Regulations framed thereunder, the District Authority, subject to the supervision and control of the State Authority, shall :-

- (1) Conduct Legal Literary Camps in different parts of the District especially in rural and tribal area with a view to transmitting knowledge about legal aid schemes conducted in the State and also with a view to spreading consciousness about the legal rights and duties of the citizens with special reference to tribal and rural population and/or woman;
- (2) Finance public interest litigations to be filed in the competent courts in the District of the District Authority if it is prima facie satisfied that such litigations are for the general benefit of a large body or class of persons who cannot be themselves have recourse to law, due to penury, illiteracy and any other similar reason;
- (3) Conduct legal aid clinics in different parts of the District in collaboration with law colleges and Universities.
- (4) Conduct standing conciliation Committees at the headquarter of the District and/or any other convenient places in the District with a view to providing permanent or quasi-permanent infrastructures for resolving disputes between the parties which may be pending in courts or which may be in the offing;
- (5) Run a cell to redress the grievances of the public :
- (6) Supervise, direct and guide the working of the Taluka Committees in the District.
- (7) Call for from the Taluka Committees in the District such periodical reports, returns and other statistics or information as it may think fit or as are required by State Authority.

- (8) Prepare, consolidate and submit such reports, returns and other statistics or information report of District Authority as the State Authority may call for.
- (9) Perform such other functions as the State Authority may direct

**(B) The Gujarat State Legal Services Authorities Rules, 1997:**

**CHAPTER - IV**

**DISTRICT LEGAL SERVICES AUTHORITY**

**16. Number of other members of the District Legal Services Authority, their experience and qualifications :** - The State Government shall in consultation with the Chief Justice of the High Court, nominate eight other Members of the District Legal Services Authority, as follows, namely :-

- (1) The District Magistrate and Collector;
- (2) The President of the District Bar Association;
- (3) The District Government Pleader; and
- (4) The District Superintendent of Police.
- (5) Four Members from amongst the following persons;
  - (i) an eminent social worker who is engaged in the upliftment of the weaker sections such as Scheduled Castes, Scheduled Tribes, Women, Children, Rural and Urban Labour, or
  - (ii) an eminent Advocate; or
  - (iii) an eminent Law Teacher; or
  - (iv) a person of repute who is professionally engaged in or specially interested in the implementation of the Legal Services Scheme

**17. Number of Officers and other employees of the District Authority:**

The officers and employees of the District Authority shall be such as may be decided by the Government in consultation with the High Court of Gujarat.

## CHAPER - V

### TALUKA LEGAL SERVICES COMMITTEE

#### **18. Number of members of Taluka Legal Services Committee, their experience and qualification :**

The State Government shall in consultation with the Chief Justice of the High Court nominate six other members as follows, namely :

- (i) The President of the Taluka Bar Association ;
- (ii) The Mamlatdar ;
- (iii) Four members from amongst the following :
  - (a) an eminent social worker who is engaged in the upliftment of the weaker sections such as Scheduled Castes, Scheduled Tribes, Women, Children, Rural and Urban Labour, or
  - (b) an eminent Advocate; or
  - (c) an eminent Law Teacher;
  - (d) a person of repute who is professionally engaged in or specially interested in the implementation of the Legal Services Scheme.

#### **19. Number of Officers and other employees of the Taluka Legal Services Committee :**

The officers and employees of the Taluka Legal Services Committee shall be such as may be decided by the Government in consultation with the High Court of Gujarat.

## CHAPTER - IV

### DISTRICT AUTHORITY

#### **9. Terms of office and other conditions relating thereto of members of the District Authority :**

- (1) Members of the District Authority shall be nominated for a term of three years and shall be eligible for renomination by the State

Government for one more term as may be decided upon by the Patron-in-Chief in consultation with the Chairman of the concerned District Authority.

(2) If any member of the District Authority ceases to be such member for any reason, the vacancy shall be filled up in the same manner as the original nomination and the person so nominated shall continue to be the members for the remaining term of the member in whose place he is nominated.

**11. Terms of office of Secretary of the District Authority :**

(1) The Secretary of the District Authority shall hold his office for a term of three years and shall be eligible for re-nomination for one more term as may be decided upon by the State Authority, in consultation with the Chairman of the District Authority.

(2) If the Secretary ceases to be member of the District Authority for any reason, the vacancy shall be filled up in the same manner as the original nomination and the person so nominated shall continue to be the Secretary for the remaining term of the Secretary in whose place he is nominated.

**12. Repatriation of the Secretary in certain circumstances:**

(1) The Patron-in-Chief in his absolute discretion without assigning any reason may at any time, repatriate the Secretary to his parent Department.

(2) Without prejudice to clause (1) above, the Patron-in Chief may repatriate the Secretary to his parent Department on the ground of misconduct, inefficiency or negligence in discharge of his duties, after affording him a reasonable opportunity of being heard.

**13. T.A. & D.A. of Secretary of District Authority :**

The Secretary of the District Authority shall be entitled to payment of Traveling Allowance and Daily Allowance in respect of journey performed by him in connection with the work of the District Authority in accordance with provisions of the Act and the Rules and Regulations framed thereunder. The same shall be debited to the Budget Head to which his pay and allowance are debited.

**(2) POWER & DUTIES OF ITS OFFICERS, ITS EMPLOYEES AND THE CHANNELS OF SUPERVISION AND THEIR ACCOUNTABILITY ARE SUMMARIZED HEREIN BELOW IN THE FOLLOWING MANNER:**

<b>Sr. No.</b>	<b>Officer</b>	<b>Responsibility</b>	<b>Reporting</b>
1	Chairman District Legal Services Authority, Sabarkantha	To overall supervise the legal services related activities of the District Legal Services Authority and all Taluka Legal Services Committees, including Lok Adalat, Mediation, etc. To also monitor and supervise the functions envisaged of the District Legal Services Authority and Taluka Legal Services Committees under the Legal Services Authorities Act, 1987, Gujarat State Legal Service Authority Rules, 1997 and Gujarat State Legal Service Authorities Regulations, 1997.	1) Hon'ble Patron-in-Chief, Gujarat State Legal Services Authority, Ahmedabad  2) Hon'ble Executive Chairman, Gujarat State Legal Services Authority, Ahmedabad  3) Hon'ble Member Secretary, Gujarat State Legal Services Authority, Ahmedabad



2	Full Time Secretary	<p>(a) To give free legal services to the eligible and weaker sections;</p> <p>(b) To implement of the Legal Services Scheme and programmes approved by the State Authority and ensure their effective monitoring and implementation;</p> <p>(c) To manage the properties, records and funds of the District Authority;</p> <p>(d) To maintain true and proper accounts of the District Authority including periodical checking and auditing;</p> <p>(e) To prepare Annual Income and Expenditure Accounts and Balance Sheet of the District Authority;</p> <p>(f) To liaison with the Social Action Groups and Taluka Legal Services Committees;</p> <p>(g) To maintain up-to-date and complete statistical information including progress made in the implementation of various Legal Services Programmes from time to time;</p> <p>(h) To process proposals for financial assistance and issue Utilisation Certificates thereof;</p> <p>(i) To organise various Legal Services Programmes as approved by the State Authority and convene meetings/seminars and workshops connected with Legal Services Programmes and preparation of Report and follow-up action thereon;</p> <p>(j) To perform such other functions as enjoined by the Act and shall carry out the instructions issued in that behalf from time to time by the Gujarat State Legal Services Authority.</p> <p>2. Overall supervision of District</p>	<p>Hon'ble Chairman, District Legal Services Authority</p>
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3	Superintendent	<ol style="list-style-type: none"> <li>1. To Supervise the overall work of the office and to guide all the staff members as and when required.</li> <li>2. To see all type of administrative Work, maintenance of Attendance Register and Leave Records.</li> <li>3. To provide guidance to the staff members in drafting work.</li> <li>4. To deal with all the confidential work/Correspondence as per direction of Secretary and to maintain Confidential Inward / Outward Register, Confidential Records and Service Books.</li> <li>5. To distribute work amongst the staff member as per duty list and in case of new item, distribute the same as per direction of Superior Officers.</li> <li>6. To deal with all the matters which may be allotted by Chairman and Secretary.</li> </ol>	Secretary, District Legal Services Authority
4	Assistant	To discharge functions assigned by the Secretary of District Legal Services Authority for doing administrative work relating to legal awareness camp, Lok Adalat, Mediation, Victim Compensation Scheme, etc. and to assist the Superintendent.	Secretary, District Legal Services Authority

**(3) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

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Since the Legal Services Authorities are established, to provide free and competent legal services to the weaker sections of the society to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities, and to organize Lok Adalats to secure that the operation of the legal system promotes justice on a basis of equal opportunity, under the Legal Services Authorities Act, 1987, the District Legal Services Authority, Sabarkantha discharge its functions in accordance with the below

mentioned Act/Regulations/Rules:

- Legal Services Authorities Act, 1987
- The Gujarat State Legal Services Authorities Rules, 1997
- The Gujarat State Legal Services Authority Regulations, 1997
- NALSA (Free and Competent Legal Services) Regulations 2010
- NALSA Lok Adalat Regulations 2009
- NALSA (Free and Competent Legal Services) Regulations 2010
- NALSA (Legal Aid Clinics) Regulations, 2011

**(4) RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

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Since the employees on the establishment of District Legal Services Authority are working by transfer from the District Court, Sabarkantha, they are bound to the Gujarat Civil Services Rules, 2002 and all other Rules/Regulations framed by the State Government and/or their parent Department. So far as their discharging of duties is concerned, they are following the provisions of the following legislations and guidelines issued by the Gujarat State Legal Services Authority from time to time:

- Legal Services Authorities Act, 1987
- The Gujarat State Legal Services Authorities Rules, 1997
- The Gujarat State Legal Services Authority Regulations, 1997
- NALSA (Free and Competent Legal Services) Regulations 2010
- NALSA Lok Adalat Regulations 2009
- NALSA (Free and Competent Legal Services) Regulations 2010
- NALSA (Legal Aid Clinics) Regulations, 2011

**(5) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

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- a. Records of the periodical returns submitted by the Taluka Legal Services Committees.
- b. Records of the information called by the National Legal Services Authority and Gujarat State Legal Services Authority.

**(6) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

**11. District Authority to act in coordination with other agencies and be subject to directions given by the Central Authority, etc.**

In the discharge of its functions under this Act, the District Authority shall, wherever appropriate, act in co-ordination with other Governmental and non-governmental institutions, universities and others engaged in the work of promoting the cause of legal services to the poor and shall also be guided by such directions as the Central Authority or the State Authority may give to it in writing.

**(7) A STATEMENT OF THE BOARDS, COUNCIL, 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 MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

**Constitution of District Legal Services Authority:**

As per Section-9 of the Legal Services Authorities Act the following are the functions for constitution of District Legal Service Authority:

9. (1) The State Government shall, in consultation with the Chief Justice of the High Authorities. Court, constitute a body to be called the District Legal Services Authority for every District in the State to exercise the powers and perform the functions conferred on, or assigned to, the District Authority under this Act.

(2) A District Authority shall consist of :-

- (a) the District Judge who shall be its Chairman; and
- (b) such number of other members, possessing such experience and qualifications, as may be prescribed by the State Government, to be

nominated by the State Government in consultation with the Chief Justice of the High Court.

(3) The State Authority shall, in consultation with the Chairman of the District Authority, appoint a person belonging to the State Judicial Service not lower in rank than that of a Subordinate Judge or Civil Judge posted at the seat of the District Judiciary as Secretary of the District Authority to exercise such powers and perform such duties under the Chairman of that Committee as may be assigned to him by such Chairman.

The District Legal Services Authority and the Committees constituted by it are not open to the public and the minutes of meetings of such Committees are not accessible to public.

#### **Directory of District Legal services Authority, Sabarkantha**

<b>Sr. No.</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Email ID:</b>
1	Full Time Secretary	02772-242335	districtlegal.hmt@gmail.com
2	Superintendent		
3	Assistant		
4	FAX Number of DLSA	-----	
5	Toll Free Number	1800-233-7966	
6	NALSA Help Line Number	15100	

#### **Directory of Taluka Legal Services Committees of Sabarkantha:**

<b>Sr. No.</b>	<b>Name of TLSC</b>	<b>Telephone No.</b>
01.	TLSC, Himmatnagar	02772-240337
02.	TLSC, Talod	02770-221000
03.	TLSC, Prantij	02770-230570
04.	TLSC, Idar	02778-250685

05.	TLSC, Vadali	02778-222202
06.	TLSC, Khedbrahma	02775-220011
07.	TLSC, Vijaynagar	02775-254195
08.	TLSC, Poshina	02775-283301

**(8) MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES OF DISTRICT LEGAL SERVICES AUTHORITY, SABARKANTHA INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Sr. No.	Name of the Post	Scale	Pay Band
1	Full Time Secretary	Cadre Pay of the Post of Civil Judge & Judicial Magistrate First Class. (At present Senior Civil Judge as Incharge Secretary)	
2	Superintendent	25500-81100	Level-4
3	Assistant	19900-63200	Level-2
4	Peon	14800-47100	IS-1

**(9) BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :**

As per budget estimates of the Legal Department of the Government of Gujarat, which is available on the official website of the Government of Gujarat.

**(10) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT :**

Does not arise.

**(11) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :**

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We follow the Schemes floated by the National Legal Services Authority, New Delhi and Gujarat State Legal Services Authority, Ahmedabad and guidelines issued in that regard from time to time.

**(12) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:**

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Pamphlets and leaflets regarding the Schemes floated by NALSA and Gujarat State Legal Services Authority, Ahmedabad, including free legal aid and mediation brochure, are available during working hours in the office of District Legal Services Authority, Sabarkantha and all Taluka Legal Services Committees of Sabarkantha. Soft copy of the leaflets are also available on our website i.e. : <https://districts.ecourts.gov.in/india/gujarat/Sabarkantha/download-forms>.

**(13) OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :**

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Details of Filled and Vacant post of District Legal Services Authority, at District Court, Sabarkantha.

Post	Cadre	Sanctioned Post	Filled Post	Vacant Post
Full Time Secretary	Class - I	1	1	0
Superintendent	Class - III	1	1	0
Assistant	Class - III	3	3	0

Peon	Class - IV	1	1	0
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**(14) NAME, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER:**

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<b>SR. NO.</b>	<b>NAME &amp; DESIGNATION OF PUBLIC INFORMATION OFFICER</b>
1	SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT BUILDING, SABARKANTHA,HIMMATNAGAR.

<b>SR. NO.</b>	<b>NAME &amp; DESIGNATION OF APPELLATE AUTHORITY UNDER RTI ACT</b>
1	CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT BUILDING, SABARKANTHA,HIMMATNAGAR.

**N.B.:** Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.