

## ANNEXURE-1

### THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE DISTRICT LEGAL SERVICES AUTHORITY, RAMANAGARA.

<b>PEONS / DALAYATH</b>	To keep the office neat and tidy and to deliver the letters / Memos etc., to the Courts and other departments and such other works as entrusted by the Member Secretary.
<b>ADMIN ASSISTANT</b>	In charge of the work of diarizing, organizing Legal Literacy Programmes by coordinating with the various Government Departments, organizing meetings, coordinating with the Typist cum Clerks of TLSCs, maintaining accounts of DLSA, Mediation Centre and such other works as entrusted by the Member Secretary.
<b>STENOGRAPHER</b>	Preparing monthly statements, reports about Legal Literacy Programmes, all the office correspondences and such other works as entrusted by the Member Secretary.
<b>SECOND DIVISION ASSISTANTS</b>	In-charge of Mediation Centre, attending to the Pre-Institution Mediation files and such other works as

	entrusted by the Member Secretary.
<b>MEMBER SECRETARY</b>	Head of the organization - Acts in her / his capacity as Head of the Department upon the directions / advice of the Hon'ble Chairman of District Legal Services Authority and the Hon'ble Member Secretary, KSLSA