ANNEXURE-1

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

PEONS / DALAYATH	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.
ADMIN ASSISTANT	In charge of the work of diarizing, organizing Legal Literacy Programmes by co-ordinating with the various Government Departments, organizing meetings, co-ordinating with the Typist cum Clerks of TLSCs, maintaining accounts of DLSA, Mediation Centre and such other works as entrusted by the Member Secretary.
STENOGRAPHER	Preparing monthly statements, reports about Legal Literacy Programmes, all the office correspondences and such other works as entrusted by the Member Secretary.
SECOND DIVISION ASSISTANTS	In-charge of Mediation Centre, attending to the Pre-Institution Mediation files and such other works as entrusted by the Member Secretary.
MEMBER SECRETARY	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

ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ
ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ
ನ್ಯಾಯಾಲಯಗಳ ಸಂಕೀರ್ಣ
ರಾಮನಗರ ಜಿಲ್ಲೆ, ರಾಮನಗರ