

TALUK LEGAL SERVICES COMMITTEE, DODDABALLAPURA

Office of the
Taluk Legal Services Committee,
Doddaballapura Court Complex,
Doddaballapura

**In exercise of the powers conferred under section 4 (b) 5 (1) and 19 (1) of
the Right information Act, 2005 (Central Act No.22 of 2005)**

<p>(i) Particulars of organization functions and duties</p>	<p>Organization:Taluk Legal Services Committee. <u>Functions and Duties</u></p> <ol style="list-style-type: none">(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 (litigations) through Janata Nyayalayas (Lok Adalats) .(4) Services of Legal Aid Lawyers to provide legal aid and advice.(5) Para Legal Volunteers to assist legal aid lawyers and to help the litigants in filing up forms fro legal aid etc.
<p>(ii) Powers and duties of its officers and employees</p>	<p>Details are as at Annexure I</p>
<p>(iii) Procedure followed in the decision making process, including channels of supervision and accountability.</p>	<p>Caseworker will open a file on receipt of proposal and process the proposal in the existing file. He will scrutinize the same and place it before the Member Secretary. Then Member Secretary will review the proposal in light of existing provisions / Rules and will decide the course of action. If necessary, he will submit the file before Hon'ble Chairman, TLSC for necessary orders.</p>
<p>(iv) Norms set by the Authority for discharge of its functions</p>	<p>Depending on urgency proposal will be finalized on priority.</p>

(v) Rules, regulations, instructions, manuals and records, held by it or under its control.	Details are as at Annexure – II
(vi) A Statement of the categories of documents that are held by the Authority or under its control.	Files and relevant Registers are maintained.
(vii) 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 Member Secretary will provide information	Member Secretary will provide information.
(viii) A statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part of 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 of such meetings are accessible for public	Meetings of the Committee are not open to the public and the minutes of such meetings are not accessible to public.
(ix) A directory of its officer	Directory of officer is maintained.
(x) 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 mentioned in Schedule – I of Karnataka State Legal Services Authorities Rules.
(xi) 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 the Committee is under plan and non-plans scheme of the Karnataka State Legal Services Authority.
(xii) 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.
(xiii) Details in respect of the information, available to or held by it reduced in an electronic form	Available in https://bengalururural.dcourts.gov.in/
(xiv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Public may approach the office during working hours, on all working days.

(xv) the name and designation and other particulars of the Public Information Officer.	Member Secretary, TLSC, Court Complex Doddaballapura, 9535169498
(xvi) (a) Appellate Authority under Sec.19 (1) of Right to Information Act.	Member Secretary, Karnataka State Legal Services Authority. Tel.No.080-22111714
(b) Member Secretary of Taluka Legal Services Committee U/s 5 (2) of Right to Information Act.	Member Secretary, Taluka Legal Services Committee, Doddaballapura – as State Assistant Information Officer 9535169498
(xvii) such other information as may be prescribed	NIL

Individual files cannot be uploaded since they are concerned with the personal matters of the litigants.

By order of the Hon'ble Chairman

Sd/-
Member Secretary and
Public Information Officer.

ANNEXURE – I

**The powers and duties of the Officers and employees of the Taluk
Legal Services Committee**

Dalayaths	To keep the Office neat and tidy. To deliver the files/tappals to other sections.
(Assistant / Junior Assistant / Admin Assistant)	To attend to the job of case working as per the duties cast on them, i.e., Lok Adalath, Providing Legal-Aid, Conducting Legal Literacy Programmes, Victim Compensation and Monitoring Committees, etc., In charge of receipt of tappals/ files by the Hon'ble Chairman and Member Secretary and typing work entrusted by the Member Secretary.
Member Secretary	Heads of the organization Acts, in their capacity as Head of the Departments upon the advice/directions of the Hon'ble Chairman, Taluk Legal Service Committee.

ANNEXURE – II

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for its functions:

- Acts:
 1. The Legal Services Authorities Act 1987
(As amended by the Legal Services Authorities (Amendment) Act, 2002)
 2. The Karnataka State Legal Services Authorities Rules 1996.
 3. The Karnataka State Legal Services Authorities Regulation 1997.

- Rules:
 1. The Karnataka Civil Services Rules.
 2. The Karnataka Financial Code, 1958
 3. The Karnataka Civil Services (Medical Attendance) Rules 1963.
 4. The Karnataka Civil Services (Performance Reports) Rules, 1994.

- Instructions, Manuals and others
 1. The Criminal Procedure Code.
 2. The Civil Procedure Code.