

**DISTRICT LEGAL SERVICES AUTHORITY, BENGALURU RURAL DISTRICT,
BENGALURU.**

Office of the
District Legal Services Authority,
Bengaluru Rural District,
Bengaluru.

**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)**

(i) Particulars of organization functions and duties	Organization: District Legal Services Authority. Functions and Duties (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. (6) Front Office for providing free legal aid and advice for eligible persons through Panel Advocates and PLVs.
(ii) Powers and duties of its officers and employees	Details are as at Annexure I
(iii) Procedure followed in the decision making process, including channels of supervision and accountability.	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, DLSA for necessary orders.
(iv) Norms set by the discharge of its functions Authority for	Depending on urgency finalized on priority. Proposal will be
(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
(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 Authority 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 Authority 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.	Sri. Sandeep Salián , Member Secretary, District Legal Services Authority Bengaluru Rural District, Bengaluru.
(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 District Legal Services Committee U/s 5 (2) of Right to Information Act.	Member Secretary, District Legal Services Authority Bengaluru Rural District, Bengaluru. Phone No, 08022222919
(c) Member Secretary of Taluka Legal Services Committee U/s 5 (2) of Right to Information Act.	Member Secretary, at all Taluka Levels all the Taluka Legal Services Committees of the District of Bengaluru Rural District, Bengaluru as state Assistant information officer.
(xvii) such other information as may be prescribed	NIL

Individual files cannot be uploaded since they are concerned with 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 District Legal Services Authority
(Up to date as on 31.12.2023)

Dalayat	To keep the office neat and tidy To deliver the files/ tappals to other sections (Permanent posts are not sanctioned. Hence, Employee is working under deputation)
Data Entry Assistant	To attend the typing work in the office. (Permanent posts are not sanctioned. Hence, Employee is working under deputation)
Data Entry Operator	To attend the typing work in the office. (Contractual Employee – appointed by Hon'ble State Legal Services Authority, Bengaluru)
Admin Assistant	To attend the typing work in the office. (Contractual Employee – appointed by Hon'ble State Legal Services Authority, Bengaluru)
Case Workers (Assistant / Junior Assistant)	<p style="text-align: center;">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</p> <p style="text-align: center;">In charge of receipt of tappals/ files by the Hon'ble Executive Chairman and Member Secretary and typing work entrusted by the Member Secretary.</p> <p style="text-align: center;">(Permanent posts are not sanctioned. Hence, Employees are working under deputation)</p>
Sheristedar	In charge of the whole Section Scrutiny of files submitted by the case worker as per the procedure prescribed. (Permanent posts are not sanctioned. Hence, Employee is working under deputation)
Member Secretary	Heads of the organization Acts, in their capacity as Head of the Departments upon the advice/directions of the Hon'ble Chairman, District Legal Service Authority.

The monthly remuneration received by each of its officers and employees

Group-A	Group-B	Group-C	Group-D
Senior Civil Judge (Member Secretary) (Rs.1,11,000-1,63,030)	-	Admin Assistant (On contractual basis Rs.17,055)	-

Note: Other employees are under deputation. Hence, their remuneration/ other details are not available in this office.

ANNEXURE – II

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

(a)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.**

(b)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.**

(c)Instructions, Manuals and others

- 1. The Criminal Procedure Code.**
- 2. The Civil Procedure Code.**