



OFFICE OF CHIEF JUDICIAL MAGISTRATE-CUM-SECRETARY,
DISTRICT LEGAL SERVICES AUTHORITY, PANCHKULA.
(Helpline No. 0172-2585566, Email-Id: dlsapkl@yahoo.co.in)



Subject: - Retainers' duty schedule for the Legal Aid Helpline: - Front Office/Legal Aid Clinic situated at ADR Centre District Legal Services Authority, District Courts, Panchkula, for the month of April to June, 2025 .

In compliance of letter No. 9741/JSS-IV/2024/MS/HALSA dated 04.10.2024. as received from the office of Learned Member Secretary, Haryana State Legal Services Authority, Panchkula, on the subject cited above, retainer duty schedule for the Legal-Aid Helpline, Front Office/Legal-Aid Clinic situated at ADR Centre District Legal Services Authority, District Courts, Panchkula for months of **April to June, 2025** is as under:-

Period	Time & Name of Retainer Advocate		Duty
April, 2025			
01.04.2025 to 30.04.2025	Sh.Pardeep Gupta (9.30 AM to 1.00 PM)	Ms. Sarla Chahal (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic
May, 2025			
01.05.2025 to 31.05.2025	Ms.Shivani Kanwar (9.30 AM to 1.00 PM)	Ms.Akanksha Yadav (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic
June, 2025			
01.06.2025 to 30.06.2025	Ms.Sonia Saini (9.30 AM to 1.00 PM)	Sh.Vinod Kumar Sharma (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic

You all are requested to maintain a register at Front Office in which the status of all legal aid cases should be entered as under:-

Name of the applicant	Husband's / Father name	Address with contact no.	Date of Call and receiving time	Brief of grievance	Advice given
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You are directed to remain present throughout the day and mark your attendance in the register, failing which the report will be sent to Haryana Legal Services Authority, Panchkula. The Legal helpline will operate on all working days. The Front Office/ Legal Aid Clinic/ Legal Helpline shall work throughout the day during working hours. Retainers are directed to attend VC of Jail Inmates daily to make entries about legal advice given to inmates.

A copy of entries in the register will be sent every month to Haryana State Legal Services Authority, Panchkula alongwith a statement showing the number of calls received in the month. It will not be necessary that the advocates give the advice to the legal aid seeker immediately and if he/she needs to go through the relevant law he/she can do so and thereafter call the person who had sought the advice and answer his/her query. **If during the month,**

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retainer advocate has to remain absent for sometime or whole day, then she/he has to seek consent of another retainer lawyer but at no point the front office or the helpline are to be left unattended during the working hours.

Aparna
(Aparna Bhardwaj)
CJM-cum-Secretary,
District Legal Services Authority,
Panchkula. HR-0345

Dated: - 29/03/2025

Endst No:- 3085-3092

Copies forwarded to the following for information and necessary action :-

1. The Learned District & Sessions Judge-cum-Chairman, District Legal Services Authority, Panchkula.
2. The Learned Member Secretary, Haryana Legal Services Authority, Plot No.9, Sector-14, Panchkula.
3. The Worthy Additional Deputy Commissioner-cum-Nodal Officer, District Administration, Panchkula
4. All the concerned Legal Aid Counsels.
5. Notice Board of District Legal Services Authority, Panchkula.
6. The Computer Incharge, District Court, Panchkula to publish this schedule on the website of the District Courts, Panchkula.
7. The DIPRO, Panchkula with the request to give wide publicity in newspapers and social media.
8. The President, District Bar Association, Panchkula.

Aparna
(Aparna Bhardwaj)
CJM-cum-Secretary,
District Legal Services Authority,
Panchkula. HR-0345