



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 July to Sep, 2025.

In compliance of letter No. 9741/JSS-IV/2024/MS/HIALSA 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 **July to Sep, 2025** is as under:-

Period	Time & Name of Retainer Advocate		Duty
July, 2025			
01.07.2025 to 31.07.2025	Ms. Sunita Verma (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
August, 2025			
01.08.2025 to 31.08.2025	Ms. Akanksha Yadav (9.30 AM to 1.00 PM)	Sh. Pardeep Gupta (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic
September, 2025			
01.09.2025 to 30.09.2025	Sh.Vinod Kumar Sharma (9.30 AM to 1.00 PM)	Ms. Shivani Kanwar (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.

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

Endst No:- 5446-5453

Dated:- 25/6/25

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 vide publicity in newspapers and social media.
8. The President, District Bar Association, Panchkula.

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