



कार्यालय : जिला विधिक सेवा प्राधिकरण, कोटा

Contact/Fax: 0744-2940015 E-mail: dlsa26kota@gmail.com

INFORMATION UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

DISTRICT LEGAL SERVICES AUTHORITY (DLSA), KOTA (RAJASTHAN)

1. Particulars of Organization, Functions and Duties [Section 4(1)(b)(i)]

- **Constitution:** The District Legal Services Authority (DLSA), Kota has been constituted under Section 9 of the Legal Services Authorities Act, 1987.
- **Key Functions & Duties:**
 - To provide free and competent legal services to eligible persons under Section 12 of the Legal Services Authorities Act, 1987.
 - To organize National Lok Adalats, Permanent Lok Adalats, and Special Lok Adalats for the amicable settlement of disputes.
 - To organize legal literacy and awareness camps across the district, particularly targeting vulnerable and marginalized sections of society.
 - To implement and monitor legal aid clinics, child care institutions, and prison legal aid clinics.
 - To process matters under the Victim Compensation Scheme and implement policy directives of NALSA and RLSA.

2. Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

- **Chairman (Principal District & Sessions Judge):**
 - Overall administrative, supervisory, and financial control of the District Legal Services Authority.
- **Secretary (Full-time, Cadre of Additional District Judge):**
 - Exercises executive and administrative authority in the day-to-day functioning of the DLSA.
 - Scrutinizes and decides legal aid applications, designates panel advocates/defense counsels, and organizes Lok Adalats and legal awareness camps.
 - Functions as the Drawing and Disbursing Officer (DDO) and manages official correspondence with RLSA, judicial courts, and district administrative authorities.
- **Ministerial & Supporting Staff:**
 - Discharges administrative, clerical, cashier, dispatch, and typing duties under the direct control and supervision of the Secretary.

3. Procedure Followed in Decision-Making Process [Section 4(1)(b)(iii)]

- Applications for legal assistance or victim compensation are received at the Front Office or DLSA establishment.
- Preliminary verification regarding identity, residential proof, and statutory eligibility under Section 12 is completed by the office staff.
- Files are submitted before the Secretary, DLSA for examination, consideration, and administrative approval.
- Matters requiring policy sanction or statutory consultation are submitted for the consideration and approval of the Hon'ble Chairman.

4. Norms Set for Discharge of Functions [Section 4(1)(b)(iv)]

- Functions are performed in strict accordance with the standards and timelines prescribed under the Legal Services Authorities Act, 1987, the NALSA Regulations, 2010, and circulars issued by RLSA and the High Court of Rajasthan.
- Applications regarding legal defense for undertrial prisoners or custody matters are processed immediately on priority.



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5. Rules, Regulations, Instructions, and Manuals [Section 4(1)(b)(v)]

- The Legal Services Authorities Act, 1987.
- The National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010.
- The Rajasthan State Legal Services Authority Rules, 1995 & Regulations, 1999.
- Guidelines for the Legal Aid Defense Counsel System (LADCS).
- Letters, official guidelines, practice directives, SOPs and circulars issued by NALSA, RLSA, and the Hon'ble High Court of Rajasthan.

6. Categories of Documents Held [Section 4(1)(b)(vi)]

- Legal Aid Application and Disposal Registers.
- National Lok Adalat and Pre-litigation Disposal Files.
- Victim Compensation Recommendation Records.
- LADCs, Panel Advocates and Paralegal Volunteers (PLV) Empanelment Records.
- Cash Books, Contingent Vouchers, and Financial Registers.
- Inward, Outward, and General Administrative Registers.
- Case allotment and defense records under the LADCS wing.

7. Arrangement for Consultation with Public [Section 4(1)(b)(vii)]

- Direct public interaction and legal counseling are facilitated through the Front Office during official working hours.
- Public interaction, grievance collection, and consultations take place via outreach programs, jail visits, village legal literacy camps, and mediation awareness programs.

8. Boards, Councils, Committees, and Other Bodies [Section 4(1)(b)(viii)]

- **District Legal Services Authority:** Governing body presided over by the Principal District & Sessions Judge.
- **Undertrial Review Committee (UTRC):** Conducts periodic reviews of undertrial prisoners eligible for bail or release under relevant legal provisions.
- **Monitoring & Mentoring Committee:** Regularly assesses and monitors the quality of legal representation provided by assigned legal aid counsels.
- **Board of Visitors:** Conducts regular jail inspections to check prisoner welfare and prevent caste-based discrimination or division of labor inside prisons.

9 & 10. Directory of Officers & Monthly Remuneration [Section 4(1)(b)(ix) & (x)]

S.No.	Name of Officer	Designation	Pay Matrix Level	Office Contact
1.	Shri Hemraj Gaur	Chairman (Principal District & Sessions Judge)	Judicial Pay Scale	0744-2321577
2.	Smt. Geeta Choudhary	Secretary (Full-time, Cadre of ADJ)	Judicial Pay Scale	8306002131



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The stenographic staff and ministerial staff (Clerical Cadre) are drawing monthly remuneration in accordance with the Rajasthan Civil Services (Revised Pay) Rules, 2017 under their respective Pay Matrix Levels. Honorarium and allowances for LADCS staff and deputed security personnel (Home Guards) are governed by applicable scheme guidelines and state rules. The detailed establishment roster, deployment records, and related particulars of the entire supporting staff, LADCS personnel, and deputed personnel are maintained and accessible at the Office of the District Legal Services Authority (DLSA), Kota.

11. Budget Allocated and Expenditure [Section 4(1)(b)(xi)]

- Budget allocations are sanctioned by the Rajasthan State Legal Services Authority (RSLSA), Jaipur under defined budget heads (Legal Aid, Lok Adalat, Infrastructure/Office Expenses, and Legal Awareness).
- Annual accounts and expenditures are subject to periodic administrative and statutory financial audit.

12. Subsidy Programmes [Section 4(1)(b)(xii)]

- Not Applicable (Nil). DLSA Kota does not execute or disburse cash subsidy programs.

13. Concessions, Permits, or Authorizations Granted [Section 4(1)(b)(xiii)]

- Free legal assistance (including payment of court fees, process fees, and advocate remuneration) is extended to all qualifying persons defined under Section 12 of the Legal Services Authorities Act, 1987:
 - Members of Scheduled Castes and Scheduled Tribes.
 - Victims of human trafficking or begar.
 - Women and children.
 - Persons with disabilities.
 - Persons under circumstances of undeserved want, such as victims of mass disaster, ethnic violence, caste atrocity, flood, or earthquake.
 - Industrial workmen.
 - Persons in judicial custody, protective homes, or juvenile observation homes.
 - Persons whose annual income does not exceed the ceiling limit prescribed by the State Government.

14. Information Available in Electronic Form [Section 4(1)(b)(xiv)]

- Relevant notifications, cause lists, Lok Adalat schedules, notices, and scheme details are accessible online via:
 - Official District Court Kota Portal: <https://kota.dcourts.gov.in/>
 - Official RSLSA Portal: <https://rajasthan.nalsa.gov.in/>
 - Official NALSA Portal: <https://nalsa.gov.in/>

15. Facilities Available to Citizens for Obtaining Information [Section 4(1)(b)(xv)]

- **Front Office:** Functional on all judicial working days from 10:00 AM to 5:00 PM (Lunch break: 1:30 PM to 2:00 PM).
- **Notice Board:** Placed at the entrance of the DLSA office for public notifications and empanelment rosters.
- **Official Contact Coordinates:**
 - Landline: 0744-2940015
 - Official Mobile / Help Desk: 8306002131
 - Official Email: dlsa26kota@gmail.com



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16. Particulars of Public Information Officers [Section 4(1)(b)(xvi)]

Designation under RTI Act	Officer Details	Official Address	Contact Information
Public Information Officer (PIO)	Smt. Geeta Choudhary, Secretary, DLSA (Additional District & Sessions Judge), Kota	Office of the District Legal Services Authority, District Court Complex, Opposite Collectorate, Nayapura, Kota (Raj.) - 324001	Phone: 0744-2940015 Mobile: 8306002131 Email: dlsa26kota@gmail.com
First Appellate Authority (FAA)	Shri Hemraj Gaur, (District & Sessions Judge), Kota	District and Session Court, District Court Complex, Opposite Collectorate, Nayapura, Kota (Raj.) - 324001	Phone: (0744)-2321577 Email: dc-kot-rj@nic.in

17. Other Information (Legal Aid Defense Counsel System Roster) [Section 4(1)(b)(xvii)]

The following defense counsels are engaged under the Legal Aid Defense Counsel System (LADCS) as on date (subject to tenure validity/renewal as per rules):

S.No.	Name of Defense Counsel	Designation	Mobile Number	Official Email ID
1.	Shri Bhuvnesh Kumar Sharma	Chief Legal Aid Defense Counsel	9829126028, 9166860844	adbhuvneshsharma@gmail.com
2.	Shri Iqbal Hussain	Deputy Chief Legal Aid Defense Counsel	9352395579, 6350396699	iqbalhussainadvocate@gmail.com
3.	Ms. Jaya Singh	Deputy Chief Legal Aid Defense Counsel	7240201911, 9929290491	adv.jayasingh9282@gmail.com
4.	Shri Ravi Vijay	Deputy Chief Legal Aid Defense Counsel	9887852771	ravivijay211@gmail.com



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S.No.	Name of Defense Counsel	Designation	Mobile Number	Official Email ID
5.	Ms. Swati Jain	Assistant Legal Aid Defense Counsel	9462692930, 9462534873	swtjn91@gmail.com
6.	Ms. Kritika Sharma	Assistant Legal Aid Defense Counsel	8209126828	adv.kritika.s079@gmail.com
7.	Smt. Varsha Pareek	Assistant Legal Aid Defense Counsel	9462814700	nikkopareek1994@gmail.com
8.	Shri Narendra Dabi	Assistant Legal Aid Defense Counsel	7737327769, 9680882474	dabinarendra007@gmail.com
9.	Shri Yogesh Meena	Assistant Legal Aid Defense Counsel	8107170730, 9785969558	456golu@gmail.com
10.	Ms. Saniya Khanam	Assistant Legal Aid Defense Counsel	6375700068	saniyakhanam775@gmail.com

The above LADCS roster reflects the engagement of defense counsels currently in service as on date. Engagements are tenure-based and subject to renewal, expiry, or fresh empanelment as per NALSA/RLSA guidelines.