DISTRICT LEGAL SERVICES AUTHORITY, KALBURAGI
NOTIFICATION

Dated: 31.10.2025

In exercise of the powers conferred under Sec. 4(1)(b) of the Right to information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to the District Legal Services Authority, Kalaburagi is published as herein under for the information of the General Public.

i)	The particulars of its organization, functions and duties.	Organization : District Legal Services Authority, Kalaburagi. **Functions and duties:** **1.** To create legal awareness among the members of the general public. **2.** To offer free legal aid and advice for eligible persons. Who are eligible as per Sec 12 of the Legal Services Authority Act 1987. **3.** To provide free, speedy and qualitative justice to the needy and affected persons through Lok Adalats. • To organize Lok-Adalat within District. • To Co-ordinate the activities of all the T.L.S.Cs of Kalaburagi District. • To perform such other functions as the Hon'ble Karnataka State Legal Services Authority may fix by regulation. **4.** Establishment of District Legal Services Authority, Kalaburagi in the Alternative Dispute Resolution building of the District Court Complex, Kalaburagi on 30.11.2015 and it is functioning as under; 1. Helpline no. 08472 - 253370 & 15100 2. Dedicated Landline telephone - 08472 - 253370

		3. Dedicated email ID dlsakalaburagi@gmail.com 4. Video Conferencing facility with Panel Advocates, Litigants and Prisons in Kalaburgi. 5. Dedicated Mobile Number 91411 93944 6. Internet facility for linking with the websites of supreme Court, NALSA, Karnataka State Legal Services Authority, High Court of Karnataka and other Courts / Tribunals and availing information from the website of Karnataka State Legal Services Authority. 7. Services of Panel Advocates and defense counsels to provide legal aid and advice. 8. Services of Para Legal Volunteers to assist the District Legal Services Authority, Kalaburgagi and the Panel Lawyers and to help the litigants in filling up forms for legal aid etc., 9. Providing information about the activities of DLSA and TLSCs. 10. Assisting the litigants to know about the status of their case, pending in or disposed of by different Courts and educating the litigants about their right of appeal through Front Office, situated in the District Court Complex, Kalaburagi. Information regarding the DLSA and TLSCs has been web-hosted.
ii)	Powers and duties of its Officers and employees	Details are at Annexure –I.
iii)	The procedure followed in the decision making process,	i) The Legal Aid seekers will first approach the retainer lawyers deputed to the Front

	including channels of supervision and accountability.	Office and Discuss with them about their problem. ii) The retainer lawyer will go through the documents shown to him/ her by the Legal Aid Seekers and thereafter renders suitable advice about the probable future course of action. iii) The Legal Aid Seeker accompanied by the retainer Lawyer/s of Front Office would personally meet the Member Secretary and discuses about his / her problem. The retainer lawyer/s will submit the proposal and place it before the Member Secretary. iv) The Member Secretary will review the proposal in the light of the existing Law/Rules and decide about the future course of action to be taken on the proposal under the delegated powers and if necessary, will submit the file to the Hon'ble Chairman for Final orders.
iv)	The norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
v)	The rules, regulations, instructions, manuals and records held by it or under its control or used by the employees for discharging its functions.	Details are as at Annexure-II.
vi)	A statement of categories of documents that are held by its or under its control.	Case files and relevant Registers.
vii)	The particulars of any arrangements 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 give information.

viii)	A statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are assessable for public.	The meeting of the District Authority are not open to the public. The minutes are also not open to the public.
ix)	A Directory of the officers and employees.	Directory of Member Secretary and employees are maintained at the office of Karnataka State Legal Services Authority. In view of the frequent changes of residential address of employees, the authority establishment be requested to note the changes.
x)	The monthly remuneration received by each of the officers and employees, including the system of compensation provided in its regulations.	As per the scale of pay of their post as mentioned in Schedule I of Karnataka State Legal Services Authorities Rules.
xi)	The budget allotted 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-plan scheme of the Government of Karnataka.
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	As per the Scheme of the Act and Rules framed there under.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	No such programmes.
xiv)	Details in respect of the information, available to or held by it, reduced in electronic form.	Available in the website www.kslsa.kar.nic.in.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	The citizen may approach the officer of the authority during working hours and working hours are as specified by the State Government between 10.00 a.m. and 6-00 p.m. on all working days.

xvi)	The names, designations and other particulars of the Public Information Officer.	Sri. Srinivas Navale, Member Secretary, District Legal Services Authority, Kalaburagi. Telephone No. 08472 – 253370.
xvii)	(a) Appellate Authority under sec. 19(1) of Right to Information Act. (b) Member Secretary of District Legal Services Authority u/s 5(2) of Right to Information Act. (c) Member Secretary of Taluka Legal Services Committee u/s 5(2) of Right to information Act.	(a) Member Secretary, Karnataka State Legal Services Authority. Tel No. 080-22111714. (b) At the District level all the District Legal Services Authorities of the State of Karnataka – as State Assistant Information Officers. (c) At all Taluka Levels all the Taluka Legal Services Committees of the State of Karnataka – as State Assistant Information Officers.
xviii)	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 the order of the Hon'ble Chairman,

Member Secretary &
Public Information Officer,
District Legal Services Authority,
Kalaburagi.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE DISTRICT LEGAL SERVICES AUTHORITY, KALABURAGI

Member Secretary	Head of the organization – Acts in her/ his capacity as Head of the department upon the directions / advice of the Hon'ble Chairman of District Legal Services Authority and the Hon'ble Member Secretary, KSLSA.
Senior Assistant	**To maintain:** 1) All Account Registers and files. 2) Office Account Order Book 3) Office Administrative Order Book 4) Concerned Account Correspondence Files 5) Vouchers / Bills file. 6)Mediation (PIMS) Referred cases register 7)To attend RTI Applications 8)Furniture/ Book/ Stock Registers 9)To attend all other works assigned by MS. 10) The V.C. cases Register and Files.
Stenographer	**To Maintain** 1) LLPs and workshops register and files. 2) To prepare the LLPs and workshops and other functions reports. 3) To collect all information from the TLSCs about Lok adalats & other information. 4) To attend PLC true copies after completion of every Lok Adalat. 5) To attend all other works assigned by MS. 6) Prepare UTRC meeting proceedings every week till further order of Hon'ble Supreme Court. 7) Mediation Cases monthly statements
Data Entry Operator	**To maintain** 1) To prepare and maintain Lok Adalat sittings notification/s. 2) Typing work/preparation of all reports. 3) To observe e-mail. 4) To send the correspondence letters / statements/ information etc through scanner.

	5) Legal aid cases register. 6) To attend all other works assigned by MS. 7) Inward and Outward Register. 8) Lok Adalat Statements 9) Monthly regular statements 10) Register of Lok Adalat Settled Cases. 11)To maintain and preserve Lok Adalats settled cases records.
Attender/Dalayat	**To attend :** 1) To serve Letters / Notice / Notification / Books Etc., 2) To keep office clean 3) To Assist in LLPs / Workshops / Functions. 4) Maintain Meeting Register 5) To assist Member Secretary during visits out side the Kalaburagi City. 6) To arrange LLPs and Workshops 7) To attend all other works assigned by MS and by other officials of the office.
Driver/Office Assistant	1) Get the Signature of Member Secretary, DLSA Kalaburagi on log book every day without fail. 2) Maintain the Government Car bearing Reg.No:KA.01.G.7917 in clean and good condition. 3) To do water wash of car at least once in a week. 4) To assist all office work, when ever he will be free from driver duty. 5) To attend all other works assigned by MS and by other officials of the office.
Asst. DEO/Dalayat	1) To clean MS office and DLSA office every day . 2) To attend Post Office, Bank, other Government Offices and Hon'ble Courts for serving notice, letter etc., 3) To assist in office work. 4) To attend all other works assigned by MS and by other officials of the office.
Scavanger	1) To clean entire ADR Building premises including out side building. 2) To attend all other works assigned by MS and by other officials of the office.

LADC ADVOCATES & STAFF

Chief LADC	1.Rajshekar Shetty (Session Case)
Deputy LADC	2.Vijayalaxmi Kamalapur (Sessions Case)
Assistant LADC	1.Ramesh Doddamani 2.Prashant Myakeri 3.Shobha Allure <<<<<< (Magistrate Court) 4.Shivakumar Aturekar 5.Patil Bhavrao
Office Assistant LADC	1.A.R Datta 2.Pooja Maruti
Data Entry Operator	1.Akash
Dalayat LADC	1.Chandrakala 2.Chandrakant 3.Nitin

ANNEXURE-II

(v) The rules, regulation, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

(a) Acts:

1. The Legal Services Authorities Act 1987 (No. 39 of 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 Authority Regulations 1997.

(b) Rules:

Conditions of service of the employees of the State Authority, High Court Legal Services Committee or District Legal Services Authority or Taluka Legal Service Committee: -

(1) The Provisions of:

a) The Karnataka Civil Services Rules,

b) The Karnataka Financial Code, 1958

c) The Karnataka Civil Services (Classifications Control and Appeal) rules, 1957.

d) The Karnataka Civil Services (General Recruitment) Rules, 1977.

e) The Karnataka Civil Services (Conduct) Rules, 1966.

f) The Karnataka Civil Services (Probation) Rules, 1957.

g) The Karnataka Government Servants (Seniority) rules, 1957.

h) The Karnataka Government Servants (Medical Attendance) Rules, 1963.

i) The Karnataka Civil Services (Performance Report) Rules, 1994.

j) Rules made or deemed to have been made under the Provision of the Karnataka Civil Services Act,1978, (Karnataka Act 1 or 1990),

k) The Karnataka Civil Service (Kannada Language Examinations) Rules, 1974 and

l) All other rules relating to conditions of services applicable to Government servants, shall mutatis mutandis apply to the employees of the State Authority, High Court Legal Services Committee or District Authority or Taluka Legal services Committee and the Departmental Examinations required to be passed by the employees specified in column (2) of schedule –II shall be those specified in the corresponding entries in column (3) of the said schedule.

(c) Instructions, Manuals and others.

1. The manual of Contingent Expenditure.

2. The Departmental Promotion Committees.

3. The Criminal Procedure Code.

4. The Civil Procedure Code.

5. Reservation for Ex-Servicemen.

6. Reservation roaster for scheduled Castes**,** Scheduled Tribes and other Backward Classes.

A Statement of the categories of documents that are held by it or under its control:

-Nil-