

TALUK LEGAL SERVICES COMMITTEE , KOPPA

No.TLSC/BNT/RTI-4(1)(K)/2024-25

Office of the
Taluk Legal Services
Committee, Koppa Court
Complex, Koppa, dated
05.06.2024

NOTIFICATION

In exercise of the powers conferred under Section 4(b) 5(1) and 19(1) of the Right to Information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to the Taluk Legal Services Committee is published as hereunder for the information of the general public and the Hon'ble Chairman of Legal Services Committee jhas been pleased to designated the officers mentioned in column No. (xvi) of this Notification as Public Information Officer and Appellant Authority respectively to come into effect immediately.

	I) Particulars of organization, functions and duties.	Organization: Taluk Legal Services Committee, Koppa. <u>Functions and duties:</u> 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 case (litigations) through Janatha 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 from legal aid etc.
	ii) Powers and duties of its	Details are at Annexure - I.
	Officers and employees	

	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 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, TLSC for necessary orders.
	iv) Norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
	v) Rules, regulations, instructions, manuals and records held by it or under its control.	Details are as at Annexure-II.
	vi) A statement of categories of documents that are held by the authority 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.	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 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 accessible for public,	Meetings of the Committee are not open to the public and the minutes of such meetings are not accessible to public.
	ix) A Directory of its officers.	Directory of Officer maintained.

	x) Monthly remuneration received by each of the officers and employees, including the system of compensation as 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) 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 Committee is under plan and non-plan scheme of the Karnataka State Legal Services Authority.
	Xii) 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) Details in respect of the information, available to or held by it, reduced in electronic form.	Available in the website https://districts.ecourts.gov.in/chikkamagaluru
	xiv) Particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Public may approach the office of during Working hours, on all working days.
	xv) The names, designations and other particulars of the Public Information Officer.	Member Secretary, TLSC Koppa, Koppa Court Complex Telephone No :- Nil
A	xvi) (a) Appellate Authority under sec. 19(1) of Right to Information Act.	Member Secretary, Karnataka State Legal Services Authority. Tel. No. 080-22111730.
b)	Member Secretary of Taluk Legal Services Committee U/s 5(2) of Right to Information Act.	Member Secretary, Taluk Legal Services Committee Koppa – as State Assistant information officer. Tel. No. - Nil
(c)	Xvii) 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

Sd/-
Member Secretary
Taluk Legal Services Committee
Koppa

ANNEXURE-I

**THE POWERS AND DUTIES OF THE OFFICERS AND
EMPLOYEES OF THE TALUK LEGAL SERVICES
COMMITTEE ,KOPPA .**

Dalayath	To keep the office neat and tidy. To deliver the files/tappals to other section.
(Assistant/Junior Assistant / Admin Assistant)	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 Committees, etc., In charge of receipts of tappals /files by the Hon'ble Chairman and Member Secretary and typing work entrusted by the Member Secretary.
Member Secretary	Heads of the organization Acts, in their capacity as Head of the Department upon the advice / directions of the Hon'ble Chairman, Taluk Legal Services Committee.

ANNEXURE-II

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

- Acts:

1. The Legal Service 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 Authority Regulations 1997.
- **Rules:**
 - (1) The Karnataka Civil Service Rules,
 - (2) The Karnataka Financial Code, 1958
 - (3) The Karnataka Civil Services (Medical Attendance) Rules, 1963,
 - (4) The Karnataka Civil Services (Performance Report) Rules, 1994.
 - **Instructions, Manuals and others.**
 1. The Criminal Procedure Code.
 2. The Civil Procedure Code.