

**DISTRICT LEGAL SERVICES AUTHORITY UDUPI**  
**Room no 5-Ground floor, District court Complex Udupi**

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 District Legal Services Authority Udupi is published as hereunder, for the information of general public.

The particulars of organization	District Legal Services Authority Udupi
Objectives	<p>The Principal Object of District Legal Services Authority Udupi is</p> <ol style="list-style-type: none"> <li>1) To provide free and competent legal services to the weaker sections of the society.</li> <li>2) To ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities.</li> <li>3) To organise Legal awareness programmes, camps and Lok Adalats to secure that the operation of the legal system promotes justice on a basis of equal opportunity.</li> </ol>
Functions and duties	<ul style="list-style-type: none"> <li>• Create legal awareness among the people.</li> <li>• Provide free legal aid and advice to the eligible persons under section 12 of the Legal Services Authorities Act</li> <li>• Provide free legal aid to eligible persons under other laws for the time being in force.</li> <li>• Assigning Panel advocates to provide legal aid and advice.</li> <li>• Assigning Para Legal Volunteers to assist panel advocates and general public in connecting with the District Legal Services Authority and Taluka Legal Services Committees.</li> <li>•</li> </ul>
Dedicated Landline	0820-2523355

Dedicated email	<a href="mailto:dlsaudupi@gmail.com">dlsaudupi@gmail.com</a>
The powers and duties of its officers and employees	Case workers to attend to the work as per the duties cast on them
The procedure followed in the decision making process, including channels of supervision and accountability.	Caseworker will open a file on receipt of proposal or process the proposal in the existing file and place it before the Member Secretary. After scrutiny, the Member Secretary will decide the course of action to be taken on proposal under the delegated powers and if necessary will submit the file to Hon'ble Chairman DLSA for final orders.
The norms set by it for the discharge of its functions.	Depending on urgency proposal will be finalized on priority.
The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	See Annexure I
A statement of the categories of documents that are held by it or under its control.	Files and relevant Registers.
The 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 give information.
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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	The meetings of the General Body of the State Authority and District Authority are not open to the public. The minutes are also not open to the public.
A directory of its officers and employees	Directory of officers and employees is maintained in the office of District Legal Services Authority. In view of the frequent changes/transfers of the residential address of employees, the authority establishment be requested to note the changes.

The monthly remuneration received by each of its 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.
The budget allocated 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 by KSLSA
The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	As per the Scheme of the Act and Rules framed there under.
Details in respect of the information, available to or held by it, reduced in an electronic form	Individual files cannot be uploaded /disclosed since they are concerned with the personal matters of the litigants/parties.
The particulars of facilities available to citizens for obtaining information, including the working hours of a 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 am and 5.30 pm on all working days.
The names, designations and other particulars of the Public Information Officer.	Member Secretary DLSA Udupi 0820-2523355
Appellate Authority under sec. 19(1) of Right to Information Act.	Member Secretary, Karnataka State Legal Services Authority, Nyaya Degula, 1 <sup>st</sup> Floor, H. Siddaiah Road, Bengaluru - 560027.
State Public Information Officer as per provision contained in Sec. 5(1) of the Act	Asst. Secretary, Karnataka State Legal Services Authority, Nyaya Degula, 1 <sup>st</sup> Floor, H. Siddaiah Road, Bengaluru - 560027.
State Asst. Public Information Officer as per provision contained in Sec. 5(2) of the Act	Member Secretary, District Legal Services Authority, Room No:5, Court Complex, Udupi – 576101.
Such other information as may be prescribed	Nil

By order of the Hon'ble Chairman DLSA Udupi

Member Secretary &  
Public Information Officer

## ANNEXURE I

The rules, regulations, instructions, manuals and records, held by the authority or under its control or used by its employees for discharging its functions

### **Acts and Rules**

- 1) The Legal Service 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
- 4) 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:-
  - a) The Karnataka Civil Service Rules,
  - b) The Karnataka Financial Code, 1958
  - c) The Karnataka Civil Services (Classification Control and Appeal) Rules, 1957,
  - d) The Karnataka Civil Service (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 Provisions of the Karnataka Civil Services Act, 1978, (Karnataka Act 1 of 1990),
  - k) The Karnataka Civil Service (Kannada Language Examinations) Rules, 1974 and
  - l) All other rules relating to conditions of service applicable to Government servants, shall mutatis mutandis apply to the employees of the State Authority, High Court Legal Services Committee or District Authority or Taluk 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.

### **Manuals and records**

Individual files cannot be uploaded /disclosed since they are concerned with the personal matters of the litigants/Petitioners.