

DISTRICT LEGAL SERVICES AUTHORITY, SHIVAMOGGA
NOTIFICATION
DATED:25.06.2024

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, Shivamogga is published as here in under for the information of the General Public.

I	The Particulars of organization, functions and duties	<p>Organization: District Legal Services Authority, Shivamogga.</p> <p>Functions and duties:</p> <ol style="list-style-type: none"> 1. To create legal awareness among the members of the general public. 2. To offer free legal aid and advice for eligible persons. 3. To provide free, speedy and qualitative justice to the needy and affected persons through Lok Adlats. 4. Establishment of District Legal Services Authority, Shivamogga in the annexed building of the District Court Complex, Shivamogga on 21.12.2015 and its is functioning as under: <ol style="list-style-type: none"> 1. Helpline No.08182-222218 2. Dedicated Landline telephone-08182-222218. 3. Dedicated email <u>ID- dlsashivamogga@gmail.com</u> 4. Video Conferencing facility with Panel Advocates, Litigants
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		<p>and Prisons in Shivamogga.</p> <p>5. Dedicated Mobile Number 9141193958</p> <p>6. Internet facility for linking with the websites of Supreme Court, NALSA, Karnataka State Legal Service Authority, High Court of Karnataka and other Courts/Tribunals and availing information from the website of Karnataka State Legal Services Authority.</p> <p>7. Services of Panel Lawyers to provide legal aid and advice.</p> <p>8. Services of Para Legal Volunteers to assist the District Legal Services Authority, Shivamogga and the Panel Lawyers and to help the litigants in filling up forms for legal aid etc.,</p> <p>9. Providing information about the activities of DLSA and TLSCs.</p> <p>10. Assisting the litigants to know about the status of their case, pending in or disposed of by different Courts and education the litigants about their right of appeal through Front Office, situated in the District Court Complex, Shivamogga.</p>
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		Information regarding the DLSA and TLSCc 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, including channels of supervision and accountability.	<p>i)The Legal Aid Seeker will first approach the retainer lawyers deputed to the Front Offices and discuss with them about their problem.</p> <p>ii)The retainer lawyer will go through the documents shown to him/her by the Legal Aid Seeker and thereafter render suitable advice about the probable future course of action.</p> <p>iii)The Legal Aid Seeker accompanied by the retainer lawyer/s of Front Office would personally meet the Member Secretary and discuss about his/her problem. The retainer lawyer/s will submits the proposal and place it before the Member Secretary.</p> <p>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.</p>
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,	Details are as Annexure-II

	instruction, manuals and records held by it or under its control or used by the employees for discharging its functions.	
VI	A statement of categories of documents that are held by it or under its control.	Case files and relevant Registers.
VII	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.
VIII	A statement of the boards, councils, committees and other bodied 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, concil committees and othe bodies are open to the public or the minutes of such meetings are accessible for public.	The meetings 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 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	As per the scale of pay of their post as mentioned in Schedule I of Karnataka State Legal

	system of compensation provided in its regulations.	Services Authorities Rules.
XI	The budget allotted to each of its agency, indication 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 programmed, including the amounts allocated and the details of beneficiaries of such programs.	As per the Scheme of the Act and Rules framed there under.
XIII	Particulars of recipients of concession, permits or authorizations granted by it.	No such programs.
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 am and 6.00pm on all working days.
XVI	The names, designations and other particulars of the Public Information Officer.	Sri. SANTHOSH M. S. Member Secretary, District Legal Services Authority Shivamogga. Telephone No:08182-222218
XVI	(a)Appellate Authority under Sec.19(1) of Right to Information Act. (b)Member Secretary of	(a)Member Secretary, Karnataka State Legal Services Authority. Tel No. 080-22111714 (b)At the District level all the

	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.	District Legal Services Authorities of the State of Karnataka-as State Assistant Information officers. (c)At all Taluks Levels all the Taluks 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,

Shivamogga.

ANNEXURE-I

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

Sl No.	Name & Designation	Works
1	Sri. Santhosh M.S. Member Secretary,	<ul style="list-style-type: none"> • 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
2	Sri. Vinayaka C. Sajjan, Admin Assistant.	<ul style="list-style-type: none"> • To communicate and coordinate with all the departments for effective conduct of the calendar events as per the instructions of NALSA AND KSLSA. • To diarize and organize legal literacy programmes (LLPs) by co-ordinating with the various Government Departments. • To supervise and coordinate with the clerical staff of all the TLSCs of Shivamogga for compliance with the instructions issued by NALSA AND KSLSA from time to time. • To place in advance before the Member Secretary of DLSA the files relating to all the meetings to be convened or participated by or on behalf of DLSA and to comply the instructions issued from time to time. • To maintain, update and prepare statements and reports relating to all the committees headed by the Hon'ble Chairman, DLSA, Shivamogga. • To secure monthly statements from all the TLSCs of Shivamogga district and forward the same to the KSLSA by complying instructions issued thereon. • To maintain accounts of DLSA including the records relating to it. • To submit records from time to time relating to rotation of advocates on the panel of this Authority and Clubs established for the

		<p>purpose of works relating to this Authority and to communicate such rotation to those advocates.</p> <ul style="list-style-type: none"> • To place all the records, including orders relating to the directions issued by the Hon'ble Supreme Court of India and Hon'ble High Courts in any cases, before the Member Secretary of DLSA and obtain necessary instruction for effective compliance of the same. • To monitor the timely performance of works by all the staffs working at the office of this Authority and to guide such staff in case of necessity so as to complete the task assigned to each of such staff not only under this order but also on any subsequent occasions. • To prepare and verify the monthly, bimonthly, quarterly, half yearly and yearly statements to be submitted by this Authority. • To oversee timely submission of such statements by this authority. • To carry out and supervise any other work that may be assigned subsequently and report compliance to the Member Secretary of this Authority. • To put up files for constitution of benches for conduct of Lok Adalaths organised by NALSA or KLSA from time to time. • To submit all the office registers for the inspection the Member Secretary of this Authority on regular basis. • To carry out such other works entrusted by the Member Secretary of this authority from time to time.
3	<p>Kumari. Manjula Office Assistant.</p>	<ul style="list-style-type: none"> • To be the custodian of all the records and files relating to victim compensation cases. • To make effective communication for securing the victim in all VCS cases and to place files before the Member Secretary of this Authority for smooth conduct of enquiry. • To place before the Member Secretary of this Authority any communications received by this Authority relating to any of the disposed, pending or to be registered VCS cases and to comply the instructions promptly and punctually. • To attend the works relating to the costs

		<p>received from the Courts and maintain register of such costs. Punctually deposit the amount received as Costs at the end of every calendar month without fail.</p> <ul style="list-style-type: none"> • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time. • To attend the work of LADCS as mentioned under: <ul style="list-style-type: none"> ◦ Keeping and updating the records of legal aid cases. ◦ Uploading the updated record/progress of the legal aid cases on NALSA portal and digital platforms as per directions. ◦ Maintaining complete files of legal aid cases and keeping files with proper index in a systematic manner. ◦ Typing applications, petitions, appeals etc., ◦ Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc., ◦ Any other task assigned by the Chief Legal Aid Defense Counsel.
4	<p>Smt. Anjana Pise Data entry Operator</p>	<ul style="list-style-type: none"> • To be in-charge of the Mediation Centre. • To attend the pre-institution mediation files and to operate CIS regarding PIMS institution, date updation and disposals. • To prepare all the Monthly, Quarterly, Half Yearly, Yearly Statements of this office and all the clinics attached to this office. • To check the E-mails of this office regularly at least every half an hour and to take print out and to place before the Member Secretary for verification and further compliance. • Typing works of LADCS. <p>LADCS works shall include:</p> <ol style="list-style-type: none"> 1. Greeting clients and visitors and answering visitor inquiries. 2. Answering and routing incoming calls on a multiline telephone system. 3. Scheduling and routing legal aid seekers. 4. Answering face-to-face enquiries and providing information when required. <ul style="list-style-type: none"> • To be the custodian of all the reports relating to visits made to all teh Anganwadis

		<p>either by this Authority or TLSC.</p> <ul style="list-style-type: none"> • To coordinate with Smt. Meghana or such other staff deputed to do her duties for timely submission of reports assigned for periodical updation to KSLSA. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time.
5	<p>Smt. Meghana Receptionish-cum-Data entry Operator</p>	<ul style="list-style-type: none"> • To attend work of consolidation of all the statements relating Lok Adalath with respect to identified cases and disposed matters at Lok Adalath in coordination with all the Courts and TLSCs of Shivamogga unit. • Typing of orders, letters and reports relating to VCS cases and other aspects not assigned to any other staff. • To attend to the typing work of LADCS, correspondence work. • To attend the work of JJB and POCSO Courts and collecting of statements and maintaining files. • To coordinate with Smt. Anjana Pise or such other staff deputed to do her duties for timely submission of reports assigned for periodical updation to KSLSA. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time. <p>LADCS works shall include:</p> <ol style="list-style-type: none"> 1. Greeting clients and visitors and answering visitor inquiries. 2. Answering and routing incoming calls on a multiline telephone system. 3. Scheduling and routing legal aid seekers. 4. Maintaining the waiting area, lobby or other office areas. 5. Scanning, photocopying and sending mails. 6. Collecting and routing mail and hand-delivered packages. 7. Answering face-to-face enquiries and providing information when required. 8. The attend work of typing the bail petitions, applications, petitions, objections, appeal memo and other documents required to be filed before the Courts, in both Kannada and English language. 9. Uploading at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time.

6	Kumari. Kusuma Bai C., Process Server	<ul style="list-style-type: none"> • To maintain file relating to cases which are to be assigned to the panel advocates. • To attend works relating to appeal. • To obtain statistics of the PLV files and attend complaint files as well as petitions recived from the clients as well as KSLSA. • To attend dispatch work which including maintenance of inward and outward registers and stamp register and to obtain signature of the Member Secretary of this Authority and then to distribute such correspondence to the concerned branch. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time.
7	Smt. Padmashree T.R. Dalayath	<ul style="list-style-type: none"> • To keep the office premises, office furnitures, computers, xerox machines and other equipments in neat and tidy manner. • To deliver the letters, memos and correspondence to the Courts and other departments and also to post the letters when so directed. • Bringing and serving water and beverages to the visitors in the office as and when directed. • To attend the instructions given by the Member Secretary of this Authority while working in chamber. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time.
8	Sri. Ravikumar, Driver cum office Assistant	<ul style="list-style-type: none"> • To clean daily, maintain and drive the official vehicle of this Authority. • While not dirving the vehicle and the vehicle is parked in the office premises he shall work as office assistant. • Bringing and serving water and beverages to the visitors in the office as and when directed. • To attend the instructions given by the Member Secretary of this Authority while working in chamber. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time.
9	Sri. Sharath Office Peon	<ul style="list-style-type: none"> • Open the office and chamber on time and to close the office as well as chamber after completion of works. Before Closing the

		<p>office he shall ensure that the Member Secretary of this Authority and all the staff have left the office or chamber.</p> <ul style="list-style-type: none"> • To attend the work of this Authority in Banks. • To attend the works of LADCS. • To deliver the letters, memos and correspondence to the Courts and other departments and also to post the letters when so directed. • Bringing and serving water and beverages to the visitors in the office as and when directed. • To attend the instructions given by the Member Secretary of this Authority while working in chamber. • To carry out such other works entrusted by the Member Secretary of this authority and Admin Assistant from time to time. <p>LADCS works shall include:</p> <ol style="list-style-type: none"> 1. General work of Peon. 2. Cleaning the office before the commencement of office hours. 3. Ensuring that all places in the office are kept clean. 4. Bringing and serving water, beverages to the visitors in the office. 5. Carrying dak, miscellaneous work etc., 6. Any other work assigned by Legal Services Authority.
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By the order of the Hon'ble Chairman


Member Secretary

Public Information Officer,
District Legal Services Authority,
Shivamogga.

ANNEXURE-II

(v) The rules, regulations, 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 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

(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 Provision of:

- (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.

(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.

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

- Nil -