



GOVERNMENT OF ANDHRA PRADESH
DISTRICT LEGAL SERVICES AUTHORITY
Nyaya Seva Sadan, District Court Compound,
Kadapa – 516001 Ph.08562 244622(O)
Email:dlsakdp@gmail.com



**PROCEEDINGS OF THE CHAIRPERSON, DISTRICT LEGAL SERVICES AUTHORITY,
KADAPA.**

**Present: Smt. G. Sridevi,
Chairperson –cum- Principal District Judge,
District Legal Services Authority, Kadapa.**

Sub : District Legal Services Authority, Kadapa – Appointment of Sri J. Rajendra Prasad, S/o J. Prabhudas as Data Entry Operator to work in the office of Legal Aid Defense Counsel System (LADCs), Kadapa – purely on temporary on outsourcing basis – Orders – Issued – Reg.

- Ref :**
1. Letter in Roc.No.49-E1/APSLSA/LSW/2022, Dated:18.04.2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 2. Letter in Roc.No.49-E1/APSLSA/LSW/2022, Dated:18.03.2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 3. Letter in Roc.No.49-E1/APSLSA/LSW/2022, Dated:14.06.2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 4. Letter in Roc.No.49-E1/APSLSA/LSW/2022, Dated:08.06.2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 5. Information received from the District Collector, Kadapa in Ref.No.A3/1135/2023, Dt.08.11.2023.
 6. Letter addressed to the District Collector, Kadapa vide Dis.No.1773, Dt.02.11.2023.
 7. Office note file and orders thereon 01.11.2023.
 8. Office note file orders, dt.19.04.2023.
 9. Letter addressed to the District Collector, Kadapa vide in Dis.No.676, Dt.19.04.2023.
 10. Information received from the District Collector, Kadapa in Ref.No.A3/1135/2023, Dt.03.05.2023.
 11. Letter addressed to the District Collector, Kadapa vide in Dis.No.847, Dt.16.05.2023.
 12. Information received from the District Collector, Kadapa in Ref.No.A3/1135/2023, Dt.22.05.2023.
 13. Information received from the District Collector, Kadapa in Ref.No.A3/1135/2023, Dt.19.06.2023.
 14. Modified Scheme, 2022 of Legal Aid Defense Counsel System.
 15. Office note file and orders thereon 11.01.2024.
 16. Call letter sent to the candidates vide Dis.No.77, Dt.12.01.2024.

17. Skill test and Interview held on 27.01.2024 at 3.00 P.M.,
18. Office note file and orders thereon 29.01.2024.

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Pursuant to the subject and references 1st to 4th read above, the undersigned is pleased to pass the following :

ORDER:

Sri J. Rajendra Prasad, S/o J. Prabhudas is hereby appointed as Data Entry Operator to work in the office of Legal Aid Defense Counsel System (LADCs), District Court Premises, Kadapa purely on temporary outsourcing basis.

Duties of the Data Entry Operator –cum- Receptionist:

1. Greeting clients and visitors and answering visitor inquiries.
2. Answering and routing incoming calls on a multi-line telephone system.
3. Scheduling and routing legal aid seekers.
4. Maintaining the waiting area, lobby or other office areas.
5. Scanning, photocopying, faxing.
6. Collecting and routing mail and hand-delivered packages.
7. Answering face-to-face enquiries and providing information when required.
8. Uploading, at the initial point, legal aided cases on NALSA portal and updating the information from time to time.
9. Any work/duty assigned by Legal Services Authority.


Chairperson –cum- Prl. District Judge,
District Legal Services Authority,
Kadapa.

Note :

1. The LADC Scheme is not introduced by the State or the staff for LADCS are not sanctioned by the State, the services of individuals engaged for LADCS on outsourcing through APCOS, such services do not come under the Rules of outsourcing staff of State.
2. The services of the individual engaged under LADCS are purely temporary and the services may be discontinued at any time without notice if the NALSA instructs to discontinue the Scheme or discontinue the funding to run the Scheme.
3. The individual is directed to enter into an agreement with the District Legal Services Authority, Kadapa from the date of joining his duty and reenter the agreement after completion of every one year without fail.

4. These orders shall come into force with immediate effect.
5. The individual shall **join duty within a week** from the date of receipt of the proceedings and report duty before the Chairperson-cum- Principal District Judge, District Legal Services Authority, Kadapa otherwise his/her appointment will be cancelled.
6. The individual shall be paid consolidated remuneration of Rs.18,500/- per month.
7. The individual has to **Produce Physical Fitness Certificate** issued by a competent Medical Officer not below the rank of Civil Assistant Surgeon at the time of the joining duty.
8. The individual is **eligible for 15 days Casual Leave only for Calendar Year** or proportionately to the actual outsourcing period/duty period. He/She is not entitled to any other leave.

To

Sri J. Rajendra Prasad, S/o J. Prabhudas, D.No.16/54, Gajula Street, Masapeta, Kadapa.
Pin-516001. Cell.No.9642253818.

Copy to :

1. The District Collector, YSR Kadapa District.
2. The Secretary, District Legal Services Authority, Kadapa.
3. Office of Legal Aid Defense Counsel System (LADCs), Kadapa.
4. The Systems Officer, E-courts Project, District Court, Kadapa with a direction to place the same in the District Court website.
5. Copy to stock file.

Copy Submitted to the Member Secretary, A.P. State Legal Services Authority, Amaravathi for favour of information with a covering letter.

Ds no. 166
29/1/2024