		litigation stage in the quarter	
		Number of applications for pre-litigation disposal pending at the end of the quarter	
c.	Continuous Lok Adalats	Number of applications for pre-litigation disposal pending at the start of the quarter	
		Number of applications for pre-litigation disposal received during the quarter	
		Number of cases disposed of at the pre-litigation stage in the quarter	
		Number of applications for pre-litigation disposal pending at the end of the quarter	
d.	Other Lok Adalats	Number of applications for pre-litigation disposal pending at the start of the quarter	
		Number of applications for pre-litigation disposal received during the quarter	
		Number of cases disposed of at the pre-litigation stage in the quarter	
		Number of applications for pre-litigation disposal pending at the end of the quarter	

7. Mediation

a) Mediators and Mediation Centres:

Sl. No.		As on the last day of the quarter
	Number of Trained Mediators in the District:	
a.	*Whether there is Trained Mediator in the District ? (Yes/No)*	
b.	*If yes, number of Mediators trained by the MCPC*	
	Number of Mediators trained by other agencies	
	Total	
c.	*Whether there is Mediation Centre in the District ? (Yes/No)*	
	If yes, total number of functional Mediation centres in the District	

b) Training of Mediators:

Sl. No.		In the quarter
	Number of Trainings Held for	
a.	Judges in the quarter in the District	
b.	Number of Trainings held for Others in the quarter in the District	

c) Pendency of Cases:

Sl. No.		In the quarter
a.	Number of cases pending before the mediation centre at the beginning of the quarter	
b.	Number of cases referred for mediation during the quarter	
c.	Number of referred cases deemed unfit for settlement during the quarter	
d.	Number of cases settled during the quarter	
e.	Number of cases pending before the mediation centre at the end of the quarter	

8. Para-Legal Volunteers:

Sl. No.	Particulars		
1.	**(A)**Total number of trained PLVs in the District **as on the last day of the quarter**		
2.	**(B)**Total number of PLVs trained in the District **in the quarter**	Women (excluding women inmates)	
		Inmates (both male & female)	
		Others	
		(B)-Total	

Sl. No.		Current Year
		1st January, 20.. to the last day of the quarter
3.	*Number of PLVs trained in the current year* ***(1st January, 20.. to the last day of the quarter)*** *belonging to the following groups:*	
a.	*Women (excluding women inmates)*	
b.	*Inmates (both male & female)*	
c.	*Others*	

Sl. No.		In the quarter
4.	Number of refresher trainings held for PLVs in the quarter	
5.	Number of PLVs that received refresher trainings in the quarter	

Sl. No.		As on the last day of the quarter
6.	*Number of PLVs in actual use in:*	
	a) Front Offices	
	b) Legal Services Clinics	
	c) Police Stations	
	d) One-stop Crisis Centres	
	e) Juvenile Justice Boards/Child Welfare Committees	
	f) For other tasks (*Jail/Observation Home*)	
	g) Total	

Sl. No.		
7.	*Number of Days per Week for which PLVs are deputed in_*	
	a) Front Offices	
	b) Legal Aid Clinics (including LACs in Jails and Juvenile Homes)	
	c) Police Stations	
	d) One-stop Crisis Centres	
	e) Juvenile Justice Boards/Child Welfare Committees	
	f) For other tasks (*Jail/Observation Home*)	

ANNEXURE-K

PROFORMA, GUIDELINES AND PARAMETERS FOR PROVIDING DATA REGARDING THE MONTHLY ACTIVITY REPORT

A. AWARENESS AND OUTREACH PROGRAMMES: COMMUNITY

I. STATISTICAL INFORMATION OF THE PROGRAMMES-

Women		Children		Senior Citizens		Transgender		Persons with Disabilities		Schemes		NALSA Portals	
Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries	Programmes Conducted	Beneficiaries

II. DETAILS OF OUTREACH PROGRAMMES-

a) Specify, Legal Awareness Programmes conducted during the specified period in collaboration with other Governmental Organizations etc. While giving the details, include the following::

i. Primary LSI involved;
ii. Name of the event;
iii. Resource Persons (Kindly only specify the designation and not the name of the officials involved);
iv. Date and location of the event;
v. The intended outcome sought to be achieved from the event;
vi. Total number of participants;
vii. Total number of beneficiaries, *if any.* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event)
viii. ***Sample Text:*** *DLSA, Ranchi in collaboration with Road Safety NGO organized an awareness campaign titled 'Slow Drive, Long Life' on 11.08.23 at Kanke Chowk, Ranchi, the event was headed by Secretary, DLSA, Ranchi and Dy. superintendent was the Main Speaker. The campaign aimed at raising awareness about the ill effects of speeding. A total number of 50 persons participated.*

b) Specify, Legal Awareness Programmes conducted during the specified period specific to any NALSA Scheme or any other State Scheme, and highlight innovative approaches that were adopted. While giving the details, include the following:

i. Primary LSI involved;

ii. Name of the event;
iii. Resource Persons (Kindly only specify the designation and not the name of the officials involved);
iv. Date and location of the event;
v. The intended outcome sought to be achieved from the event;
vi. Total number of participants;
vii. Total number of beneficiaries, *if any* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event)
viii. Kindly highlight special campaigns organized, *if any*, where vulnerable sections such as Senior Citizens, Tribal Communities, and Women are the intended beneficiaries.
ix. ***Sample Text:*** *DLSA, Jabalpur in collaboration with Road Safety NGO organized an awareness campaign titled 'Tribal Rights' on 11.08.23 at Bengali Community Hall, Jabalpur, the event was headed by Chairperson, DLSA, Jabalpur, while Dy. Superintendent of Police was the Main Speaker. The campaign aimed at raising awareness about the rights of the tribal community. Participants were apprised of the NALSA (Protection and Enforcement of Tribal Rights) Scheme, 2015. A total number of 50 persons participated. Ration Cards were distributed to 35 beneficiaries belonging to the tribal community as part of the campaign.*

c) Specify, Legal Awareness Programmes conducted during the specified period specific in compliance (or to spread awareness) of any directions of the Hon'ble Supreme Court or Hon'ble High Court. While giving the details, include the following::
i. Primary LSI involved;
ii. Name of the event;
iii. Resource Persons (Kindly only specify the designation and not the name of the officials involved);
iv. Date and location of the event;
v. Name of the Case;
vi. The intended outcome sought to be achieved from the event;
vii. Total number of participants;
viii. Total number of beneficiaries, *if any* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event);
ix. Highlight innovative steps taken in this respect (*if any*)
x. ***Sample Text:*** *DLSA, Raipur organized an awareness campaign titled 'Safe Workplace: Our Goal' on 11.08.23 at Community Hall, Raipur, the event was headed by Chairperson, DLSA, Jabalpur, while Member, ICC, DLSA was the Main Speaker. The campaign aimed at raising awareness regarding the directions of the Hon'ble Supreme Court in the matter 'Aureliano Fernandes v. State of Goa' to raise awareness regarding the provisions of the Protection of Women from Sexual Harassment Act, 2013. Participants were given information about the mandatory guidelines that each workplace must comply with. A total number of 50 persons participated.*

B. AWARENESS AND OUTREACH PROGRAMME: SCHOOLS AND COLLEGES

I. STATISTICAL INFORMATION OF THE PROGRAMMES-

No. of Programmes Conducted	No. of Schools/ Colleges Covered	No. of Students Participated	No. of Topics Covered	Name the Topics (Any Four)
				1) 2) 3) 4)

II. DETAILS OF OUTREACH PROGRAMMES-

a) Specify Legal Awareness Programmes conducted during the specified period in collaboration with Schools, Universities, other Governmental Organizations, etc. Give details of any special campaign organized or awareness session held with respect to Awareness Programmes on Sexual Abuse, Child Marriage, Child Abuse and Human trafficking, provisions of the Child Marriage Act, POCSO Act, Prevention of Ragging, Programmes on Environment, Online Abuse and Violence, Conduction of Legal Literacy Classes, etc. While giving the details, include the following:

i. Primary LSI involved;
ii. Name of the event;
iii. Resource Persons (Kindly only specify the designation and not the name of the officials involved);
iv. Date and location of the event;
v. The intended outcome sought to be achieved from the event;
vi. Total number of participants;
vii. Total number of beneficiaries, *if any* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event);
viii. Highlight innovative steps taken in this respect (if any);
ix. ***Sample Text:*** *DLSA, Patna organized an awareness campaign in collaboration with St. John School, Saguna More titled 'Know Your Laws: POCSO Act' on 11.08.23 at the Auditorium of the School. The event was headed by a Senior Advocate, while PLV was the Main Speaker. The campaign aimed at raising awareness regarding the provisions of the POCSO Act. Members of DLSA performed Nukkad Natak. A total number of 50 persons participated. About 15 students were provided counselling as part of the campaign*

C. ACTIVITIES AND PROGRAMMES FOR PRISONERS-

I. STATISTICAL INFORMATION ABOUT THE PROGRAMMES-

No. of Jails Visits in the month:

No. of programmes conducted for Prisoners	No. of prisoners benefited	No. of UTPs provided Legal Aid	No. of Accused released on Bail seeking Legal Aid	No. of Convicts provided legal Aid in the filing of appeals

II. DETAILS OF ACTIVITIES AND PROGRAMMES-

a) Specify information regarding campaigns organized which were especially focused on the Jail Inmates, these include:
   i. Legal Authorities' interaction with Prisoners;
   ii. Jail inspection by Legal Services Authorities;
   iii. Advice and assistance by Panel Advocates;
   iv. Awareness about Legal Aid Defense Counsel System;
   v. Programmes for providing vocational training.

b) Specify information regarding UTRC Meetings conducted *(if any)*. While giving the details, include the following:

   i. Primary LSI involved;
   ii. Date and location of the meeting;
   iii. Total number of participants;
   iv. Total number of persons in custody released subsequent to the steps taken after the recommendation of the last meeting;
   v. Any other steps taken in this respect (*if any*)
   vi. *Sample Text: UTRC held a meeting on 11.07.2023 at DLSA, South District. The Committee comprised of District and Sessions Judge (South), Secretary, DLSA (South), DCP (South) and DM (South). The committee took note that 15 persons in custody have been released pursuant to the recommendations made in the previous meeting. The committee also apprised the inmates about their right to free legal aid.*

D. CELEBRATION OF IMPORTANT DAYS RELEVANT TO LSIs:

I. STATISTICAL INFORMATION ABOUT THE PROGRAMMES-

No. of Special days in the month	No. of days celebrated	No. of Participants	No. of beneficiaries

II. DETAILS OF ACTIVITIES AND PROGRAMMES-

a) Specify special campaigns organized to commemorate and raise awareness about Important Days. While giving the details, include the following:

i. Primary LSI involved;
ii. Name of the event;
iii. The day that is being celebrated;
iv. Date and location of the event;
v. Total number of participants;
vi. Total number of beneficiaries, *if any* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event);
vii. Any other steps taken in this respect *(if any)*
viii. ***Sample Text:*** *TLSC, Kosi organized an awareness campaign titled 'Mera Desh, Meri Shaan' on the occasion of 'Kargil Vijaya Diwas' (26th July) at Community Hall, Paltam on 26.07.23. The event was headed by Principal District and Sessions Judge, Paltam who delivered the keynote address. The campaign aimed at raising awareness regarding the Welfare Schemes such as Widow Pension, etc. available to the families of soldiers who were martyred. A total number of 50 persons participated.*

[Note: It is recommended that LSIs may celebrate/ commemorate only such Days/Occasion which align with the aims and objectives of the Legal Aid Mission as set out under the Legal Services Authority Act, 1987.]

E. CAPACITY BUILDING / TRAINING PROGRAMMES-

I. STATISTICAL INFORMATION ABOUT THE PROGRAMMES-

PLVs			Panel Lawyer			Staff and Others (Pl. Specify)		
No. of programmes training Organized	Mode of Programme (in-person or virtual)	No. of Participants	No. of programmes training Organized	Mode of Programme (in-person or virtual)	No. of Participants	No. of programmes training Organized	Mode of Programme (in-person or virtual)	No. of Participant

II. DETAILS OF ACTIVITIES AND PROGRAMMES-

a) Specify Training Programmes, workshops, Lectures, etc. conducted during the specified period in collaboration with NGOs, Civil Societies, other Governmental Organizations, etc. Give details of any special campaign organized with respect to the following:

i. Training Programmes for Panel Advocates on various Legal Topics;
ii. Training of staff and sensitization on NALSA Schemes and their implementation from time to time and training regarding NALSA Portals for filling Legal Aid forms on NALSA website;
iii. Training of any other nature.
iv. *Sample Text: SLSA, Gujarat conducted Training-cum-Sensitization Session titled 'The Art of Mediation' at Jubilee Hall on 11.08.23. The participants were imparted training relating to the provisions of mediation. The event was attended by 100 participants including Panel Lawyers, PLVs, etc. from various DLSAs.*

F. LEGAL SERVICES CLINICS-

I. STATISTICAL INFORMATION ABOUT THE PROGRAMMES-

	No. of Persons Visited	No. of Persons provided Legal Assistance
Law Colleges/ Universities		
Villages		
Community Centers		
Courts		
Jails		
JJB/CWC/ Observation Homes		
For the people of Northeast		
Others (Pl. Specify)		
Total		

II. DETAILS OF ACTIVITIES AND PROGRAMMES-

a) Specify events/campaigns organized at various Legal Services Clinics (LSCs) during the specified period. Give details with respect to the following:

i. Name of the LSC involved;
ii. Name of the event;
iii. Resource Persons (Kindly only specify the designation and not the name of the officials involved);
iv. Date of the event;
v. The intended outcome sought to be achieved from the event;
vi. Total number of participants;
vii. Total number of beneficiaries, *if any* (Note: A participant becomes a beneficiary when he receives any kind of legal service other than awareness during the event)
viii. Give details of campaigns organized at special LSCs such as Jails LSC, Observational Home LSCs, etc.

G. Other Activities:

Specify any other notable activity conducted by LSIs. Kindly follow the general format as mentioned in various Sample Texts above.

H. Success Stories:

Mention success stories which highlight the unwavering spirit of LSIs to provide legal assistance to vulnerable sections of the society. While providing the stories, kindly take note that the stories shall be brief. Success Stories shall include the following:

i. Success Stories wherein Court based legal assistance was provided;
Sample Text: *PLV XYZ associated with DLSA, Sonipat counselled and assisted Smt. ABC who is living separately from her husband due to constant harassment and demand for dowry faced by her. The PLV helped her in filing an Application for Legal Aid and as a result Adv. PQR was assigned as an advocate to her, the advocate provided her counselling and filed a case for maintenance u/s 125, CrPC and for cruelty and harassment u/s 498A, IPC. Due to the constant efforts of the advocate, Smt. ABC has started receiving a monthly maintenance amount of Rs. 10,000. As a result of these efforts, Smt. ABC has been able to restart her life and live independently.*

ii. Success Stories wherein assistance was provided in availing Welfare Schemes;
Sample Text: *PLV namely XYZ and Panel Lawyer ABC associated with DLSA, Hajipur counseled & settled the matrimonial & property dispute between Smt. PQR & her in-laws and also helped her to get the job of her deceased husband by obtaining a no-objection certificate from her in-laws. In this manner, the concerned officials ensured that a victim of matrimonial dispute was not only assisted in receiving justice; but was also assisted in securing employment.*

***

Note:

i. Details pertaining to a specific event shall not exceed 100-120 words.
ii. Number of events specified in a particular category shall not ideally exceed 2-3 events. The events mentioned should be exceptional and shall highlight the Aim, Objective and Vision as set out in the Legal Services Authorities Act.
iii. Kindly provide photographs wherever necessary, the number of photographs shall not exceed 4. The focus of the photographs should be on the beneficiaries and participants.