जिला विधिक सेवा प्राधिकरण, मण्डलेश्वर (म.प्र.)

दुरभाष नं. 07283–299024 ईमेल आईडी Secdlsamnd@mp.gov.in

क्रमांक/2214/एल.ए.डी.सी.एस/जिविसेप्रा/2025, मण्डलेश्वर दिनांक– 29.08.25

।। विज्ञप्ति ।।

म.प्र. राज्य विधिक सेवा प्राधिकरण, जबलपुर के पत्र कमांक 2114/2025 दिनांक 06.08. 2025 के परिपालन में तथा लीगल एड डिफेंस कांउसिल एस.ओ.पी. के प्रावधानों के अनुरूप तथा नालसा लीगल एड डिफेंस काउंसिल मॉडिफाईड स्कीम 2022 के उपबंधों के अधीन जिला विधिक सेवा प्राधिकरण, मण्डलेश्वर में स्थापित लीगल एड डिफेंस काउंसिल में निम्नानुसार पदों पर आवेदन आहुत किये जाते है –

क.	पदनाम	स्वीकृत पदों की संख्या	स्वीकृत वेतनमान (केटेगरी –सी)	न्यूनतम योग्यता
01	चीफ, लीगल एड डिफेंस काउंसिल	01	65000/– प्रतिमाह	सेशन कोर्ट में न्यूनतम 10 साल की प्रैक्टिस अनिवार्य होगी।
02	डिप्टी चीफ लीगल एड डिफेंस काउंसिल	02	45000/– प्रतिमाह	सेशन कोर्ट में न्यूनतम 07 साल की प्रैक्टिस अनिवार्य होगी।
03	असिस्टेंट लीगल एड डिफेंस काउंसिल	03	25000/– प्रतिमाह	मजिस्ट्रेट कोर्ट में न्यूनतम 0 से 03 साल की प्रैक्टिस अनिवार्य होगी।

इच्छुक अभ्यर्थी अधिवक्तागण **दिनांक 25.09.2025 समय सायं 05:00 बजे** तक निर्धारित प्रपत्र में आवेदन निम्नानुसार दस्तावेजों सहित इस कार्यालय में जमा कर सकते है–

1. Self-Attested copies of Five (5) Contested Judgments of Conviction.
2. Self-Attested copies of Five (5) Contested Judgments of Acquittal (If available).
3. Self-Attested copies of Five (5) Charge Order Sheets, revealing arguments on charge.
4. Self-Attested copies of Five (5) Witness Statements recorded during Trial.
5. Self-Attested copies of minimum Five (5) Memos/Vakalatnamas.
6. Self-Attested copies of minimum Five (5) Bail Orders.
7. L.L.M. Degree (if available)
8. Ph.D. in Law (if available)
9. Experience Certificate(s) related to practice on the Criminal side.

इच्छुक अभ्यर्थी अधिवक्तागण आवश्यक रूप से आवेदन पत्र के साथ उपरोक्त दस्तावेजों को संलग्न करें। अधिक जानकारी के लिए जिला विधिक सेवा प्राधिकरण, मण्डलेश्वर में संपर्क किया जा सकता है।

नोटः– उपरोक्त सभी पद संविदा आधार पर पूर्णकालिक पद है अर्थात उपरोक्त पदों पर कार्य करने हेतु चयनित अधिवक्ता विधिक सहायता प्राप्त प्रकरणों के अतिरिक्त किसी भी प्रकार की प्राईवेट प्रेक्टिस, संविदा अवधि के दौरान नहीं कर सकेंगे तथा चयनित अधिवक्ता की सेवा अवधि, सेवा की शर्ते तथा मानदेय नालसा LADCS Modified Scheme 2022 तथा SOP 2025 के उपबंधों के अधीन रहेगी।

संलग्नः– आवेदन प्रारूप।

(सचिव एवं न्यायाधीश)
जिला विधिक सेवा प्राधिकरण,
मण्डलेश्वर (म.प्र.)

DISTRICT LEGAL SERVICES AUTHORITY

MANDLESHWAR (M.P.)

Phone: 07283-299024 Email- secdlsamnd@mp.gov.in

No. 2315/LADCS/DLSA/2025 Date: 28.08.25

NOTICE: INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE IN MANDLESHWAR DISTRICT OF THE MADHYA PRADESH UNDER MP SLSA.

The District Legal Services Authority, established under the Legal Services Authorities Act, 1987 with mandate to provide free and competent legal services to the underprivileged and disadvantaged sections of the society to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities and to secure that the operation of the legal system promotes justice on a basis of equal opportunity to all.

Realizing the need to ponder over the reforms required in the Legal Aid Movement of India a new model of Legal Services Delivery, the 'Legal Aid Defense Counsel System' (LADCS), in line with public defender system, has been introduced by NALSA. As envisaged, LADCS involve full time engagement of lawyers with support system, dealing exclusively with legal aid work in criminal matters at every stage starting from the pre-arrest, arrest & remand stage to the conclusion of trials and appeals etc. It will enhance the availability and accessibility of Legal Aid in a timely manner and help in creating a mechanism to provide qualitative and competent legal services in a professional manner to underprivileged and disadvantaged section of the society.This system will have the effect of enhancing the responsiveness of the Legal Aid Mechanism in country and will ensure accountability on the part of the Legal Aid providers.

The Legal Aid Defense Counsel System will also provide a unique opportunity for Law Students to learn from the best. The Chief Legal Aid Defense Counsel will be given the liberty to engage law students as interns, to give them exposure to practical aspects of criminal law including preparation of defense strategy and doing legal research in various factual scenarios.

Applications are invited from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of Chief Legal Aid Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels as per scheme in **Mandleshwar (Khargone) District.** The Lawyers so engaged therein will not be allowed to take any other private cases or any other retainership.

The Scheme of engagement along with Application Form may be downloaded from the official website of **DISTRICT COURT MANDLESHWAR (https://mandleshwar.dcourts.gov.in/past-notices/recruitments/)** and also from Notice board of DLSA/DISTRICT COURT. The duly filled application form along with self-attested copies of required documents shall be submitted to DLSA, wherein the candidate desires to apply through speed post or in an envelope personally in the office of the Secretary, DLSA on or before **25.09.2025** (September) 2025 by 17.00 Hrs. Any application received after due date shall not be considered.

Note: Applying for engagement does not create any right/ assurance whatsoever.

25-09-25

Secretary

DLSA

APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER INLEGAL AID DEFENSE COUNSEL SYSTEM

DISTRICT MANDLESHWAR (KHARGONE)

Application No. _____
(For Office use)

Photo

APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL
(Please √ tick)

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2025) :
5. Gender :
6. Residential Address :
7. Office Address :

8. Chamber Address (if any) :

9. Telephone no. (O) :
10. Telephone No. (R) :
11. Mobile No. :
12. Fax No. :
13. E-mail ID :
14. PAN No. :
15. AADHAR No. :
16. Educational Qualification (Please enclose self-attested copies of documents):

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Graduation			
Professional Degree LLB			
LLM			
Any other (if any)			

17. Date of Enrollment as Lawyer:
18. Enrollment No. :
(Attach self-attested copy of enrollment certificate issued by Bar Council)

19. Experience in Bar :
(Duration of actual practice)
(Attach an experience certificate issued by the Bar Association/Council)
(a) Total no. of cases handled:
(b) Nature of cases handled :
(Attach extra sheet, if required)
(c) Specialization, if any :
(The details of a few important cases, the Applicants have dealt with/handled and reported judgement if any.)

20. Whether empaneled as Central/State Government or :
Government undertaking counsel/pleader
(Indicate period& attach documents)

21. The Courts where the Applicant is regularly practicing :
(Enclose Bar Association Membership Certificate)

22. Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC :
(Indicate period, number of legal aid cases handled & result)
(attach documents)

23. Whether any disciplinary case/Complaint is/was against the Applicant with any Bar Council : YES NO
(If yes, specify details of both disposed & pending with documents)

24. List of the documents to be attached.
1. Self-Attested copies of Five (5) Contested Judgments of Conviction.
2. Self-Attested copies of Five (5) Contested Judgments of Acquittal (If available).
3. Self-Attested copies of Five (5) Charge Order Sheets, revealing arguments on charge.
4. Self-Attested copies of Five (5) Witness Statements recorded during Trial.
5. Self-Attested copies of minimum Five (5) Memos/Vakalatnamas.
6. Self-Attested copies of minimum Five (5) Bail Orders.
7. L.L.M. Degree (if available)
8. Ph.D. in Law (if available)
9. Experience Certificate(s) related to practice on the Criminal side.

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agrees to abide by those. I declare that I fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

Place:----------

(Signature)

Date: ----------

MADHYA PRADESH STATE LEGAL SERVICES AUTHORITY

SOP FOR SELECTION OF LEGAL AID DEFENSE COUNSELS

It is the solemn duty of the State Legal Services Authorities to ensure that effective legal aid is provided to the eligible persons in criminal cases, in accordance with the constitutional mandate and principles of justice. To uphold the integrity and effectiveness of the legal defense system under the Legal Aid Defense Counsel Scheme, it is imperative that the process for selection and appointment of legal aid defense counsels be transparent, merit-based, and objective.

In this regard, the Madhya Pradesh State Legal Services Authority, vide Order No. 5793 dated 28.01.2023 and Order No. 1453 dated 22.06.2023, has undertaken a structured classification of districts into Categories A, B, and C. This categorization has been carried out to ensure a standardized and need-based deployment of legal aid defense counsels across the state, based on parameters such as case volume, workload, and judicial infrastructure.

Category A	Category B	Category C
Indore, Bhopal, Gwalior, Jabalpur	Burhanpur, Chhindwara, Dewas, Guna, Katni, Khandwa, Morena, Neemuch, Ratlam, Rewa, Sagar, Satna, Singrauli, Ujjain	Agarmalwa, Alirajpur, Anuppur, Ashoknagar, Balaghat, Barwani, Betul, Bhind, Chhatarpur, Damoh, Datia, Dhar, Dindori, Harda, Jhabua, Mandla, Mandleshwar, Mandsaur, Narmadapuram, Narsinghpur, Panna, Raisen, Rajgarh, Sehore, Seoni, Shahdol, Shajapur, Sheopur, Shivpuri, Sidhi, Tikamgarh, Umaria, Vidisha

Vide Order No. 5793 dated 28.01.2023 and Order No. 1453 dated 22.06.2023, the State Legal Services Authority has fixed the honorarium structure for the posts of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel under the Legal Aid Defense Counsel Scheme. This step has been taken to ensure uniformity, transparency, and financial clarity in the engagement of defense counsels, thereby facilitating the effective implementation of legal aid services across all districts.

S. No.	Post	Minimum Qualification	Category A	Category B	Category C
1	Chief Legal Aid Defense Counsel	10 Years practice at Bar in Sessions Court	80,000/-	70,000/-	65,000/-
2	Deputy Chief Legal Aid Defense Counsel	07 Years practice at Bar in Sessions Court	60,000/-	50,000/-	45,000/-
3	Assistant Legal Aid Defense Counsel	0-3 Years practice at Bar in Magistrate Court	35,000/-	30,000/-	25,000/-

As per Order Nos. 925 dated 02.07.2022, 659 dated 05.05.2023, and 1189 dated 12.06.2023, this Authority has approved the following number of posts for Chief, Deputy Chief, and Assistant Legal Aid Defense Counsels:

S.No.	District	Sanctioned post of Chief LADC	Sanctioned post of Deputy Chief LADC	Sanctioned post of Assistant LADC
1	Agar malwa	1	2	2
2	Alirajpur	1	2	3
3	Anuppur	1	2	3

4	Ashoknagar	1	2	3
5	Balaghat	1	2	4
6	Barwani	1	2	6
7	Betul	1	2	3
8	Bhind	1	2	3
9	Bhopal	1	3	6
10	Burhanpur	1	2	3
11	Chhatarpur	1	2	3
12	Chhindwara	1	2	6
13	Damoh	1	2	3
14	Datia	1	2	3
15	Dewas	1	2	2
16	Dhar	1	2	3
17	Dindori	1	2	3
18	Guna	1	2	3
19	Gwalior	1	3	3
20	Harda	1	2	2
21	Indore	1	3	6
22	Jabalpur	1	3	3
23	Jhabua	1	2	2
24	Katni	1	2	3
25	Khandwa	1	2	3
26	Mandla	1	2	2
27	Mandleshwar	1	2	3
28	Mandsaur	1	2	3
29	Morena	1	2	3
30	Narmadapuram	1	2	3
31	Narsinghpur	1	2	2
32	Neemuch	1	2	3
33	Panna	1	2	3
34	Raisen	1	2	2
35	Rajgarh	1	2	3
36	Ratlam	1	2	3
37	Rewa	1	2	2
38	Sagar	1	2	2
39	Satna	1	2	2
40	Sehore	1	2	3
41	Seoni	1	2	3

42	Shahdol	1	2	2
43	Shajapur	1	2	3
44	Sheopur	1	2	3
45	Shivpuri	1	3	2
46	Sidhi	1	2	3
47	Singrauli	1	2	3
48	Tikamgarh	1	2	3
49	Ujjain	1	3	2
50	Umaria	1	2	2
51	Vidisha	1	2	3
	Total	**51**	**108**	**152**

The maximum number of Legal Aid Defense Counsels approved district-wise shall be reassessed by the Chairman, DLSA, for the next tenure. This reassessment will be based on the criterion that one Legal Aid Defense Counsel may handle up to a maximum of 35 cases. If the number of cases exceeds this limit, an additional post may be approved, subject to the sanctioned strength. However, the total number of Legal Aid Defense Counsel shall not exceed the maximum limit previously approved by this Authority.

In case the number of cases in a particular district is less than 35, the corresponding post of Legal Aid Defense Counsel may be reallocated to another district with a higher case load, in proportion to the need, with the prior approval of the Hon'ble Executive Chairman, MPSLSA, **in accordance with Clause 3 of the Legal Aid Defense Counsel (Modified) Scheme, 2022.**

Furthermore, during the contractual period of Legal Aid Defense Counsels, if any Deputy or Assistant Legal Aid Defense Counsel handles fewer than 35 cases, the workload of other Legal Aid Defense Counsels should be redistributed among all Legal Aid Defenses to ensure an equitable distribution of cases.

As per Modified Scheme of Legal Aid Defense Counsel, 2022, the selection shall be carried out by Selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly with criminal cases preferably sessions cases shall be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary DLSA and the person so engaged.

In furtherance of its commitment to ensure fair and effective legal representation to the accused, the Madhya Pradesh State Legal Services Authority has formulated a comprehensive Scheme for the Selection Process of Legal Aid Defense Counsels under the Legal Aid Defense Counsel System.

As part of this scheme, the concerned District Legal Services Authorities are directed to finalize the number of vacancies for LADCs in their respective districts and publish a notification in widely circulated daily newspapers of the state, inviting applications for engagement as Legal Aid Defense Counsel.

Application Procedure:

Interested candidates must submit their applications along with self-attested copies of the following documents:

1. Five (5) Contested Judgments of Conviction
2. Five (5) Contested Judgments of Acquittal (If available)
3. Five (5) Charge Order Sheets, revealing arguments on charge
4. Five (5) Witness Statements recorded during Trial
5. Minimum five (5) Memos/Vakalatnamas
6. Minimum five (5) Bail Orders

7. LL.M. Degree(if available)
8. Ph.D. in Law(if available)
9. Experience Certificate(s)related to practice on the Criminal side

Selection Criteria:

The selection of candidates shall be made on the basis of:

- Relevant experience and years of legal practice
- Quality and diversity of case handling (judgments and orders submitted)
- Professional skills and understanding of Criminal Law
- Communication Skills and Courtroom Demeanor
- Knowledge of Information Technology and Legal Software Tools
- Additional Higher Legal Qualifications (LL.M., Ph.D., etc.)

The Recruitment Committee, after verifying the documents submitted and conducting interviews, shall objectively assess each candidate on the basis of the parameters laid out in the marking criteria **(Appendix A, B & C)** and award points accordingly.

It is further clarified that all existing Legal Aid Defense Counsels shall be required to undergo the complete recruitment process each time their term is due for renewal. Their re-engagement shall not be automatic and will be subject to their participation in the fresh selection process, compliance with eligibility criteria, and evaluation based on merit, as prescribed in the scheme. This is to ensure transparency, accountability, and continued competence in the delivery of legal aid services.

The final selection shall be merit-based and aimed at ensuring the appointment of competent, committed, and skilled legal professionals for the effective delivery of legal aid services.

APPENDIX -A

Selection Criteria for Chief LADC **Total 65 Points**

Practice in Criminal Law **(Maximum 15 points)**

The points are awarded based on the candidate's years of experience:

- Requirement is minimum 10 years of practice in Criminal Law at the bar or above

  Points Distribution:

  - Minimum points (10 years): 10 points
  - Additional points: 1 mark for each additional year of experience beyond 10 years, up to a maximum of 15 points (for 15 years or more of experience).

  Example:

  - 10 years of experience ⟶ 10 points
  - 11 years of experience ⟶ 11 points
  - 15 or above years of experience ⟶ 15 points

Conduct of Criminal Trials in Session Courts (Maximum 30 points)

Criteria for marking is subject to number of cases in which they have appeared in trial

i.	Vakalatnama	10 points
ii.	Arguments on Charge	05 points
iii.	Cross- Examination	05 points
iv.	Decided Bail/other Applications	05 points
v.	Judgments	05 points

Higher Qualifications

- LLM (Master of Laws) 02 points
- PhD (Doctor of Philosophy in Law) 03 points

Interview **(Maximum 10 points)**

Additional points for Previous Experience: (Maximum 05 points)

Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.

APPENDIX -B

Selection Criteria for Deputy LADC **Total 63 Points**

Practice in Criminal Law **(Maximum 13 points)**

The points are awarded based on the candidate's years of experience:

- Minimum 07 years of practice at the bar or above

- ***Points Distribution:***
  - Minimum Points (07 years): 10 points
  - Additional Points: 1 point for each additional year of experience beyond 07 years, up to a maximum of 13points (for 10 years or more of experience).

Example:

- 07 years of experience ⟶ 10 points
- 08 years of experience ⟶ 11 points
- 09 or above years of experience ⟶ 12 points
- 10 years above experience ⟶ 13 points

Conduct of Criminal Trials in Session Courts (Maximum 30 points)

Criteria for marking is subject to number of cases in which they have appeared in trial

i.	Vakalatnama	10 points
ii.	Arguments on Charge	05 points
iii.	Cross- Examination	05 points
iv.	Decided Bail/other Applications	05 points
v.	Judgments	05 points

Higher Qualifications

- LLM (Master of Laws) 02 points
- PhD (Doctor of Philosophy in Law) 03 points

Interview **(Maximum 10 points)**

Additional points for Previous Experience: **(Maximum 05 points)**

Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.

APPENDIX -C

Assistant LADC Selection Criteria **Total 66 Points**

Practice in Criminal Law **(Maximum 14 points)**

The points are awarded based on the candidate's years of experience:

- Minimum 0-3 years of practice at the bar or above
- ***Points Distribution:***
  - Minimum Points (0-3 years): 10 points
  - Additional Points: 01 point for each additional year of experience beyond 03 years, up to a maximum of 14points for 07 years of experience.

Example:

- 0-3 years of experience ⟶ 10 points
- 04 years of experience ⟶ 11 points
- 07 years of experience ⟶ 14 points

Conduct of Criminal Trials in Magistrate Courts (Maximum 30 points)

i.	Vakalatnama	10 points
ii.	Arguments on Charge	05 points
iii.	Cross- Examination	05 points
iv.	Decided Bail/other Applications	05 points
v.	Judgments	05 points

Higher Qualifications

- IT Knowledge 02 points
- LLM (Master of Laws) 02 points
- PhD (Doctor of Philosophy in Law) 03 points

Interview **(Maximum 10 points)**

Additional points for Previous Experience: **(Maximum 05 points)**

Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.

Modified Scheme 2022

Legal Aid Defense Counsel Scheme 2022

FOR PROVIDING LEGAL AID, ASSISTANCE & REPRESENTATION IN CRIMINAL MATTERS IN LINE WITH "PUBLIC DEFENDER SYSTEM"

National Legal Services Authority

B- BLOCK, ADDITIONAL BUILDING, SUPREME COURT OF INDIA, NEW DELHI |

Email: nalsa-dla@nic.in, ms-nalsa@gov.in Website: www.nalsa.gov.in

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1. Introduction

Legal Services Authorities provide legal services to accused/ convicts, who are in custody or otherwise coming within the eligibility criteria spelt out in Section 12 of the Legal Services Authorities Act, 1987. Legal Services are being provided at pre-arrest, remand, trial and appellate stages in criminal matters. Legal representation is being provided by the Legal Services Authorities in approximately 2 lac criminal cases (trials) at the district level.

During Consideration of the Demands for Grants (2022-23) of the Department of Justice by the Department Related Parliamentary Standing Committee (DPRSC) on Personal, Public Grievances, Law and Justice observed in its 116th report that:

> *"NALSA has recently completed 25 years of its establishment; accordingly,* ***it is also the right time to ponder over reforms which are required in NALSA and legal aid movement in India. Majority of Indians are eligible to receive legal aid, but the number of people actually receiving legal aid is a miniscule percentage of those entitled.*** *In the previous chapter, the Committee has already recommended a significant increase in NALSA's budget and expects NALSA to make best use of it in performing its assigned mandate."*

At present, Assigned Counsel System of dispensation of Legal Aid is being followed in India. Under the said system, cases are assigned to panel lawyers by Legal Services Institutions. Such Panel lawyers to whom cases are assigned, also have private practices, and hence, they do not exclusively devote their time to the legal aid matters. Many times, their accessibility and availability remain an issue for timely client consultation and updating the legal aid seekers about the progress of their cases. There are few instances, wherein the lawyers were found harassing beneficiaries or demanding fee from them.

The system of Court based legal services needs to be strengthened for providing effective and efficient legal services to weaker and marginalised sections of the society. To achieve the same, several steps have been taken such as capacity building of lawyers, enhancing the structure and effective functioning of monitoring & mentoring committees, upgradation of Front Offices etc.

In the said process of strengthening and making legal services more professional, NALSA thought of adopting another legal aid delivery-based model i.e. '*Legal aid Defense Counsel System*' for proving legal aid in criminal matters on the lines of public defender system on pilot basis for a period of two years in some districts to see how effective and successful such changes in approach will be.

It is pertinent to mention that in most countries, Legal Aid Delivery Models are combination of the Public Defender System, Assigned Counsel System and Contract Services System. Examples of diverse legal aid delivery systems can be found, among other countries, in Israel, the Republic of Moldova, Sierra Leone, South Africa and the United States of America. A number of jurisdictions have adopted a public defender scheme with offices throughout the country, including Argentina, Chile, Georgia, Mexico, Paraguay, Peru, the Philippines, the Republic of Moldova and South Africa[1].

NALSA, decided to implement LADCS as pilot project in 17 states/UTs but the same was made functional in 13 states namely Andhra Pradesh, Chhattisgarh, Delhi, Gujarat, Jharkhand, Karnataka, Kerala, Maharashtra, Odisha, Rajasthan, Tamil Nadu, Uttarakhand, Uttar Pradesh.

As envisaged, Legal Aid Defense Counsel System involve full time engagement of lawyers with support system. The said unit deals exclusively with legal aid work in criminal matters at the district HQ, where it is established.

[1] *Model Law on Legal Aid* in Criminal Justice Systems with Commentaries(www.unodc.org)

Subject to feasibility, the services may be extended to Talukas or outline Courts. Initially, it was confined to cases before the Sessions, and now it will be expanded to all type of criminal courts with Lawyers engaged therein not allowed to take any private cases or any other retainership. This will create institutional capacity to effectively provide legal aid to poor and needy in criminal justice system. Some of the perceived advantages of the Legal aid Defense Counsel System vis-à-vis assigned counsel system may be mentioned as follows:

- Increase in Availability and accessibility of Legal Aid Defense counsels,
- Effective and efficient representation by experienced lawyers,
- Timely and lively Client Consultations,
- Effective monitoring and mentoring of legal aided cases,
- Professional management of legal aid work in criminal matters,
- Enhanced responsiveness leading to updating of legal aid seekers about the progress of their cases,
- Ensuring accountability on the part of the legal aid providers.

At the first instance, the Legal Aid Defense Counsel System was conceived to be implemented on a pilot project basis for providing legal aid in criminal matters in Sessions Courts in a few districts. After its success as a pilot project, it is being extended to other districts and to all criminal courts including Courts of executive Magistrates.

Objectives:

- To provide qualitative and competent legal services in criminal matters to all eligible persons.
- To manage and implement legal aid system in professional manner in criminal matters.

2. Scope of Work:

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, wherein it is established. It shall be providing legal services from the early stages of

criminal justice till appellate stage, and the same shall include visits to jails from catering to the legal needs of unrepresented inmates. Initially it shall not be dealing with all type of civil matters and cases of complainant, matters pending before Juvenile Justice Boards/CWCs, wherein present counsel assignment system (Panel Lawyers) will continue to be operational for the purpose but panels shall be resized according to work based model. The following end to end legal services shall be provided through the Legal Aid Defense Counsel Office:

- Legal Advice and Assistance to all individuals visiting the office,
- Representation/Conducting trials and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,
- Handling Remand and Bail work,
- Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,
- Any other legal aid work related to District Courts or as assigned by the Secretary, DLSA,
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA.

3. Infrastructure and Human Resource required in each Project district

- **Infrastructure:**
  - Well-appointed office for Legal Aid Defense Counsels with separate cabin for Chief Legal Aid Defense Counsel and space for consultation.
  - Space for ministerial staff, reception with waiting area.
  - Total space requirement (suggestive):
    - Class **A** Cities 800 to 1000 sq. ft.
    - Class **B** Cities 700 to 800 sq. ft.
    - Class **C** Cities 500 to 600 sq. ft.
  - Computers and printers with scanner, internet connection, telephone.

- Furniture consisting of tables, chairs, bookshelf and almirahs etc.

- **Human Resource:**

Human Resources for a Legal Aid Defense Counsel Office		
S. No.		No. required
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	01-03
3.	Assistant Legal Aid Defense Counsel	02-10
4.	Office Assistants/ Clerks	01-03
5.	Receptionist-cum-Data Entry Operator (Typist)	01 (optional)
6.	Office peon (Munshi/Attendant)	01 (optional)

Note: *Number of Deputy and Assistant Legal aid Defense Counsel may be increased or decreased as per the requirement in individual districts, subject to prior approval of Hon'ble Executive Chairman, SLSA. Number of Legal Aid Defense Counsels shall be proportionate to the actual work and also requirement.*

4. Selection Procedure:

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA. Legal Aid Defence Counsels shall be engaged on contract basis in each place/district initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA concerned. The selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The selection shall be carried out by Selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive

Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly with criminal cases preferably sessions cases shall be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary DLSA and the person so engaged.

The format of contract for engagement, as provided by NALSA to be used with required modifications.

The suggested eligibility criterions are as follows: -

a) Qualifications for Chief Legal Aid Defense Counsel:

- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills,
- Excellent understanding of criminal law,
- Thorough understanding of ethical duties of a defense counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances,
- Knowledge of computer system is preferable.
- Quality to lead the team with capacity to manage the office.

b) Qualifications for Deputy Chief Legal Aid Defense Counsel:

- Practice in Criminal law for at least 7 years,
- Excellent understanding of criminal law,
- Excellent oral and written communication skills,
- Skill in legal research,
- Thorough understanding of ethical duties of defense counsel,

- Ability to work effectively and efficiently with others,
- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
- IT Knowledge with proficiency in work.

c) Qualification for Assistant Legal Aid Defense Counsel:

- Practice in criminal law from 0 to 3 years.
- Good oral and written communication skills.
- Thorough understanding of ethical duties of defense counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

d) Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

e) Qualification for Receptionist-cum-Data Entry Operator

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

Note: Qualifications may be reasonably relaxed in case of exceptional candidate or circumstances after the approval of the Executive Chairman, SLSA.

5. Work Profiles:

a) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy legal Aid Defense Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case,
- Ensure maintenance of complete files of legal aid seekers,
- Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases,
- Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office.
- Ensure quality legal aid,
- Consultation and ensuring updation of the case progress to the client and his/her relative(s),
- Any work/duty assigned by Legal Services Authority.

b) Deputy Chief Legal Aid Defense Counsel.

- Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.
- Filing and arguing appeals and bail applications in Courts.
- Maintaining complete case files.
- Doing legal research in legal aided cases and guiding assistant legal Aid Defense Counsel and law students attached with the office in legal research.
- Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.

- All or any of the work of the Chief defence Counsel as per assignment,
- Any work/duty assigned by Legal Services Authority.

c) Assistant Legal Aid Defense Counsel.

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- legal research in legal aided cases,
- Visits to Prison and Legal aid Clinics as per directions,
- Providing assistance at pre-arrest stage to suspects,
- Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid. Defense Counsel(s) in conduct of legal aid cases,
- Assisting in developing a defence strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused's version of what happened during the alleged crime in question,
- Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy,
- Handling queries of legal aid seekers,
- Updating legal aid seekers about the progress of their cases,
- Assisting in maintaining complete files of legal aided cases,
- Handling legal queries relating to criminal matters on telephone,
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,

d) Office Assistant

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided 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, judgement etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

e) Receptionist-cum-Data Entry Operator

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

f) Office peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

6. Termination of Services:

Services of any human resource including legal aid defense counsel engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice in the following cases by the Chairman, DLSA on recommendation of the Secretary DLSA or on the directions by SLSA in writing:

i. He/she substantially breaches any duty or service required in the office, or

ii. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or

iii. Charged or Convicted for any offence by any court of law, or

iv. Indulges in any type of political activities, or

v. Found incapable of rendering professional services of the required standards, or

vi. Failure to attend training programmes without any sufficient cause, or

vii. Indulges in activities prejudicial to the working of legal aid defense counsel office, or

viii. Uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or

ix. Acts in breach of code of ethics, or

x. Remains absent without leave for more than two weeks, or

xi. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

7. Code of Ethics:

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.

- No personnel shall wilfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfilment of his/her official duties and which is not available to members of the general public.

- No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.

- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.

- No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.

- Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defense Counsel and shall not engage in private practice of law during the term of employment.

- Every Personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

- Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

8. Entitlement to Leave:

- Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel Legal Aid Defense Counsel and other staff persons shall be eligible for 12 days' leave in a calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defense Counsel Office. Un-availed leave shall neither be carried forward to next year nor encashed.

9. Role of State Legal Services Authority and District Legal Services Authority

- Office space planning, and providing infrastructure for office preferably inside or in proximity to court complex.
- Providing Office furniture, Office equipment including computers, printer, internet connectivity and other equipment.
- Purchasing office supplies on need basis.
- Engaging human resource requirement for Legal aid Counsel System Office.
- Ensuring proper functioning of Legal aid Counsel System Office.

- Ensuring effective monitoring and mentoring.
- Periodical evaluation of legal services delivered through Legal aid Counsel System Office.
- Regular trainings and refresher courses for legal aid counsel engaged in Legal aid Counsel System Office.
- Renovation of office space when necessary.
- Providing Books such as Bare Acts and Commentaries for Legal Aid Defense Counsel Office
- Providing Legal Research Software.
- Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid defense counsel office.
- Payment with regard to expert witnesses, if their services are taken.
- Payment for incidental expenses such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal aid Defense counsel office.

10. Engagement with law schools

Law schools often send their students to legal Services Institutions for internship. Moreover, Clinics of Law Colleges also collaborate with Legal Services Institutions. Law students can be engaged with the Legal Aid Defense Counsel office as to give them meaningful exposure to practical aspects of criminal law including preparing a defense strategy and doing legal research in various factual scenarios. Law students may be so engaged in the following areas in Legal aid defense counsel office:

- Legal research in criminal cases,
- Visiting scenes of crimes,
- Interviewing accused and their family members and other relevant persons,
- Visits of Prisons and Legal Aid clinics,
- Associating in campaign undertaken,

- Assist in sifting through all of the evidence collected by the prosecution and providing effective input for preparing defense strategy.

The internship to law students can be offered for a period upto 3 months. The law students so engaged shall not be paid any stipend by the Legal Services Authorities but the certificate of work and period of work will be issued by the Chief Defense Counsel & Secretary, DLSA.

11. Monitoring and Evaluation

- The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organised under the chairmanship of the Chairman, DLSA. The Minutes of the meeting shall be sent to SLSA. A quarterly review meeting with every LADCS office and the Secretary, DLSA will also be organised by the Member Secretary, SLSA and minutes shall be sent to NALSA. On half yearly basis, review meeting shall be organised by NALSA. The formats for such data sharing will be shared at the time of launch. Monitoring shall be continuous process and at the end of six months the performance of every human resource shall be evaluated by the SLSA under the guidance of Hon'ble Executive Chairman, SLSA.
- Monitoring and Mentoring Committee shall monitor legal aid work of Legal Aid Defense Counsel Office.
- The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring Legal Aid cases.

12. Financial Outlay

Primarily, finances are required for engaging Legal aid defense counsels, purchase of office furniture and equipment, monthly salaries, expenses incidental to litigation and other administrative expenses such as postal, stationary etc. Estimated outlay is given below:

A. Honorarium (Retainership fee) and salaries:

For Class-A towns (Population more than 10 lacs)

1.	Chief Legal Aid Defense Counsel	₹ 70,000 to 1,00,000/-
2.	Deputy Chief Legal Aid Defense Counsel	₹ 50,000 to 75,000/- each
3.	Assistant Legal Aid Defense Counsel	₹ 25,000 to 45,000/- each
4.	Monthly salary of Office Assistants	₹ 18,000 to 25,000/- each
5.	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 18,000 to 20,000/-
6.	Monthly salary of Office peon	₹ 12,500 to 15,000/-

For Class-B towns (Population more than 2 lacs but below 10 lacs)

1	Chief Legal Aid Defense Counsel	₹ 65,000 to 80,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 40,000 to 60,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 35,000/- each
4	Monthly salary of Office Assistants	₹ 15,000 to 20,000/- each
5	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 15,000 to 17,000/-
6	Monthly salary of Office peon	₹ 10,000 to 12,000/-

For class-C (Population below 2 lacs) or Remaining places

1	Chief Legal Aid Defense Counsel	₹ 60,000 to 70,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 30,000 to 50,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 30,000/- each
4	Monthly salary of Office Assistants	₹ 12,500 to 15,000/- each

5	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 12,000 to 15,000/-
6	Monthly salary of Office peon	₹ 10,000 to 12,000/-

Note: Provisions of the Minimum wages Act and orders issued therein by the State/UT Government will be complied and monthly salary of Office Assistant, Receptionist-cum-Data Entry Operator and Office peon shall not be less than minimum wages payable to such category at the place of LADCS. Retired Court or DLSA employees including experienced outsourced/ contractual personnel, if otherwise suitable may be preferred for the posts of Office Assistant, Receptionist-cum-Data Entry Operator and Office peon.

B. Infrastructure expenditure (If already not available)

1.	Four to six Computers (50% all in one system)	2,50,000/-
2.	Three Printers (one of them would be photocopier & scanner)	1,00,000/-
3.	Furniture (as per need)	Upto 2,00,000/-
4.	Books	Upto 50,000/-
5.	Law software	Provided by NALSA
6.	Facilities/utility items	25,000/-

Note: Online and offline law software will be provided under directions of NALSA.

C. Miscellaneous expenses per month as per the requirement subject to the following cap

1.	Office supplies/stationery	10,000/-
2.	Postal, internet, phone and other misc. expenses	5,000/-