

## Schedule of Quarterly UTRC Meetings - 2024

**8<sup>th</sup> April, 2024**      **Launch of the Schedule of Quarterly UTRC Meetings - 2024.**

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### Timeline for the First UTRC Meeting - April 2024

**9<sup>th</sup> April, 2024**      **Member Secretary, NALSA to chair a meeting with the Member Secretary, SLSAs on strengthening the functioning of UTRCs.**

**9<sup>th</sup> April, 2024**      Secretary, DLSA to brief members of the UTRC regarding schedule & process.  
Secretary, DLSA to conduct orientation sessions for Jail Visiting Lawyers and PLVs.

**10<sup>th</sup> April, 2024**      Officer-in-Charge of Prisons to send the complete list of all prisoners as per prescribed format to Secretary DLSA.

**12<sup>th</sup> April, 2024**      SLSA to conduct the pre-review meeting with the DLSAs.

**15<sup>th</sup> April, 2024**      **Meeting of the UTRC.**

**22<sup>nd</sup> April, 2024**      Secretary DLSA to send Minutes of the UTRC meeting to all members as per the prescribed formats.

**24<sup>th</sup> April, 2024**      SLSA to conduct the post-review meeting with the DLSAs.

**15<sup>th</sup> May, 2024**      DLSA to send data on the functioning of UTRC to SLSA as per the prescribed format.

**30<sup>th</sup> May, 2024**      SLSA to send consolidated data on the functioning of UTRC to NALSA as per the prescribed format.

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**Timeline for the Second UTRC Meeting - July, 2024**

***5<sup>th</sup> July, 2024*** Member Secretary, NALSA to chair a meeting with the Member Secretary, SLSAs on strengthening the functioning of UTRCs.

***5<sup>th</sup> July, 2024*** Secretary, DLSA to brief members of the UTRC regarding schedule & process.  
Secretary, DLSA to conduct orientation sessions for Jail Visiting Lawyers and PLVs.

***8<sup>th</sup> July, 2024*** Officer-in-Charge of Prisons to send the complete list of all prisoners as per prescribed format to Secretary DLSA.

***11<sup>th</sup> July, 2024*** SLSA to conduct the pre-review meeting with the DLSAs.

***15<sup>th</sup> July, 2024*** Meeting of the UTRC.

***22<sup>nd</sup> July, 2024*** Secretary DLSA to send Minutes of the UTRC meeting to all members as per the prescribed formats.

***24<sup>th</sup> July, 2024*** SLSA to conduct the post-review meeting with the DLSAs.

***19<sup>th</sup> August, 2024*** DLSA to send data on the functioning of UTRC to SLSA as per the prescribed format.



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**30<sup>th</sup> August, 2024** SLSA to send consolidated data on the functioning of UTRC to NALSA as per the prescribed format.

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**Timeline for the Third UTRC Meeting - October, 2024**

**1<sup>st</sup> October, 2024** Member Secretary, NALSA to chair a meeting with the Member Secretary, SLSAs on strengthening the functioning of UTRCs.

**4<sup>th</sup> October, 2024** Secretary, DLSA to brief members of the UTRC regarding schedule & process.  
Secretary, DLSA to conduct orientation sessions for Jail Visiting Lawyers and PLVs.

**7<sup>th</sup> October, 2024** Officer-in-Charge of Prisons to send the complete list of all prisoners as per prescribed format to Secretary DLSA.

**14<sup>th</sup> October, 2024** SLSA to conduct the pre-review meeting with the DLSAs.

**16<sup>th</sup> October, 2024** Meeting of the UTRC.

**23<sup>rd</sup> October, 2024** Secretary DLSA to send Minutes of the UTRC meeting to all members as per the prescribed formats.

**24<sup>th</sup> October, 2024** SLSA to conduct the post-review meeting with the DLSAs.

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National Legal Services Authority

***18<sup>th</sup> November,  
2024***

DLSA to send data on the functioning of UTRC to SLSA as per the prescribed format.

***29<sup>th</sup> November,  
2024***

SLSA to send consolidated data on the functioning of UTRC to NALSA as per the prescribed format.

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## **Role & Responsibilities of the Legal Services Institutions to strengthen the UTRC process.**

1. Member Secretary, NALSA to chair a meeting of the Member Secretaries of the SLSAs, prior to each scheduled UTRC meeting.
2. SLSAs will conduct 'Pre and Post Review meetings' with the Secretary, DLSAs to:
  - i. review the list of cases identified to ascertain that cases under each category are considered.
  - ii. review the number of cases in which bail has been filed pursuant to the UTRC recommendations and where bails are pending or yet to be filed, seek responses.
  - iii. address any issues faced by DLSAs in the conduct of the UTRC
  - iv. discuss the additional suggestions (pg 12 of the SOP) for streamlining processes within their State/UT.
3. The Secretary, DLSA will brief members of the UTRC regarding the schedule, and process.
4. The Chairman, DLSA will ensure that the UTRC meetings are conducted as per the SOP, and that minutes of the meeting are duly recorded, and follow up action shall be maintained as per formats provided in the SOP, and as included in this document. Further reference can be made to Part M of NALSA's Manual for DLSAs 2023.
5. The Secretary, DLSA will conduct an orientation session for jail visiting lawyers and paralegal volunteers to identify and report cases of eligible prisoners as per the SOP to the DLSA, as per the NALSA's SOP on Access to Legal Aid Services to Prisoners and Functioning of Prison Legal Aid Clinics, 2022.
6. The Secretary, DLSA shall conduct weekly review of action taken/progress on the recommendations of the UTRC, and ensure, as per the Part D, A. 2.9 of NALSA's Manual for DLSAs 2023, that bail applications under the UTRC process are filed within a week of the recommendation.
7. The Member Secretary, SLSA to ensure that the dates for the UTRC meetings, along with the list of eligible categories, and process of



UTRC meeting are given due publicity through posters in local languages at appropriate locations including inside prison wards, prison legal aid clinics, mulaqaat area/visiting areas for prisoner's families, office of the DLSA, and bar association rooms.

**The process for the quarterly UTRC meetings shall flow as under:**

**Preparation**

- 1. Officer in-charge of every prison in the district prepares
  - list of all undertrials (UTPs) and convicts lodged in the prison.
- 2. DLSA Secretary prepares a consolidated list of prisoner's cases identified for review for consideration of the UTRC.
- 3. Member Secretary, SLSA conducts a Pre-Review meeting with the Secretary,
  - DLSAs to review the lists prepared, and address any concerns/issues faced by
  - the DLSAs.

**Meeting**

- 4. District & Sessions Judge convenes a meeting of all UTRC members to review and consider all cases of prisoners' identified for review.
- 5. UTRC makes recommendations for release and/or other action after review of each case.
- 6. Secretary, DLSA prepares Minutes of the Meeting for circulation to all members of the UTRC and to the SLSA.

**Recommendations and Actions**

- 7. Jail Superintendent informs prisoners about the recommendations made in their cases.
- 8. Secretary, DLSA ensures that appropriate applications are filed in each case recommended within one week of the meeting.

**Follow Up**

- 9. Secretary, DLSA conducts weekly review of action taken in each case.
- 10. Member Secretary, SLSA conducts a Post-Review meeting with the Secretary, DLSAs to review the action taken, and address any concerns/issues faced by the DLSAs.



**Reporting:**

1. DLSAs shall prepare and collate the data and report it to their respective SLSA as per the prescribed schedule given above and formats annexed with this document.
2. SLSAs shall collate the data and share it with NALSA as per the prescribed schedule given above and formats annexed with this document.

