

In compliance of the Right to Information Act, the detailed information relating to the District Legal Services Authority, Cachar is published as hereunder, for the information of the general public:

<p>1. The particulars of organization, function and duties.</p>	<p><u>Organization –</u> District Legal Services Authority, Cachar.</p> <hr/> <p><u>Functions and duties-</u></p> <ol style="list-style-type: none"> 1. To create legal awareness amongst the people. 2. To offer free legal aid and advice to eligible persons. 3. To provide justice to affected people quickly through public friendly forums such as Lok Adalat, Mediation, etc 4. Service of legal aid lawyers for legal aid and advice. 5. Service of legal aid defense counsels in criminal matters to eligible persons. 6. Para Legal Volunteers to assist and help the litigants and public. 7. Dedicated email ID dlsacachar@gmail.com 8. Helpline No. 15100 9. All activities and programmes as directed by ASLSA and that fall under the guidelines of NALSA.
<p>2. Duties and functions of its officers and employees-</p>	<ol style="list-style-type: none"> 1. <u>Chairman, DLSA –</u> Head of the organisation. The Hon’ble District and Sessions Judge is the Chairman. 2. <u>Secretary, DLSA-</u> Deals with the working and functioning of DLSA. Acts upon the direction and advice of the Hon’ble Chairman and the direction of ASLSA. 3. <u>UDA/LDA-</u> Deals with all official works, file and record keeping along with all official works as per the direction of Hon’ble Chairman and Hon’ble Secretary. 4. <u>Peon-</u> To keep the office neat and clean. To deliver files/letters to other sections/departments

3. Procedure followed in the decision making process, including channels of supervision and accountability-	A file is opened on receipt of application, placed before the Ld. Secretary and after scrutiny, Secretary decides the due course of action to be taken under the delegated powers. If necessary, the file is placed before Hon'ble Chairman for final orders.	
4. Norms set by DLSA for discharge of its functions-	Depending on urgency, proposals/applications are finalised on priority.	
5. The rules, regulations, instructions, manuals and records held by its control or used by its employees for discharging its functions-	The Legal Services Authorities Act,1987. NALSA Handbook of Formats 2020. Manual for District Legal Services Authority 2023. And all other relevant rules and acts.	
6. Categories of documents that are held by DLSA in its control-	Files and Relevant Registers.	
7. Meetings and Programmes held -	The meetings and awareness programmes held are duly uploaded in the social media accounts.	
8. A directory of its officers and employees-	Name	Designation
	Sri Biprajit Roy	Chairman, DLSA, Cachar
	Smt. Salma Sultana,	Secretary, DLSA, Cachar
	Sri Rahul Dey	LDA, DLSA, Cachar
	Smt. Puspa Das	LDA, DLSA, Cachar
	Sri Anwar Hussain Mazumder	Peon, DLSA, Cachar
	Smt. Tumpa Rajbangshi	PLV, Front Office, Cachar
	<p>Contact Details - Phone - 9435047459. Email- dlsacachar@gmail.com Address – O/O. District Legal Services Authority, Court Road, Opposite Dist. & Sessions Judges' Court, Silchar, Dist- Cachar, Assam, PIN- 788001</p>	

9. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations-	As per the scale of pay of their post that they are entitled to.
10. Details of utilization of the Budget Allocated-	Allotment of Budget to this authority is done both by the Legislative Department (State Fund) and Assam State Legal Services Authority (NALSA Fund, Victim Compensation Fund, etc)