

# GUJARAT STATE LEGAL SERVICES AUTHORITY

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:: Disclosure under Sections 4(1)(b) & 4(2) of The Right to Information Act ::

## [1] The particulars of its organization, functions and duties:

### [A] The Legal Services Authorities Act:

#### Chapter-III STATE LEGAL SERVICES AUTHORITY

##### ***Section 6 - Constitution of State Legal Services Authority:***

- (1) Every State Government shall constitute **State Legal** a body to be called the Legal Services **Services** Authority for the State to exercise the **Authority** powers and perform the functions conferred on or assigned to a State Authority under this Act.
- (2) A State Authority shall consist of ; (a) the Chief Justice of the High Court who shall be the Patron in Chief; (b) a serving or retired Judge of the High Court to be nominated by the Governor, in consultation with the Chief Justice of the High Court, who shall be the Executive Chairman; and (c) such number of other members, possessing such experience and qualifications as may be prescribed by the State Government, to be nominated by that Government in consultation with the Chief Justice of the High Court.
- (3) The State Government shall, in consultation with the Chief Justice of the High Court, appoint a person belonging to the State Higher Judicial Service, not lower in rank than that of a District Judge, as the Member Secretary of the State Authority, to exercise such powers and perform such duties under the Executive Chairman of the State Authority as may be prescribed by that Government or as may be assigned to him by the Executive Chairman of that Authority; Provided that a person functioning as Secretary of a State Legal Aid and Advice Board immediately before the date of constitution of the State Authority may be appointed as Member-Secretary of that Authority even if he is not qualified to be appointed as such under this sub-section, for a period not exceeding five years.
- (4) The terms of office and other conditions relating thereto of members and the Member-Secretary of the State Authority shall be

such as may be prescribed by the State Government in consultation with the Chief Justice of the High Court.

- (5) The State Authority may appoint such number of officers and other employees as may be prescribed by the State Government, in consultation with the Chief Justice of the High Court, for the efficient discharge of its functions under this Act.
- (6) The officers and other employees of the State Authority shall be entitled to such salary and allowances and shall be subject to such other conditions of service as may be prescribed by the State Government in consultation with the Chief Justice of the High Court.
- (7) The administrative expenses of the State Authority, including the salaries, allowances and pensions payable to the Member-Secretary, officers and other employees of the State Authority shall be defrayed out of the consolidated fund of the State.
- (8) All orders and decisions of the State Authority shall be authenticated by the Member Secretary or any officer of the State Authority duly authorised by the Executive Chairman of the State Authority.
- (9) No act or proceeding of a State Authority shall be invalid merely on the ground of the existence of any vacancy in or any defect in the constitution of the State Authority.

***Section 7 - Functions of the State Authority:***

- (1) It shall be the duty of the State Authority **the State** to give effect to the policy and **Authority** directions of the Central Authority.
- (2) Without prejudice to the generality of the functions referred to in sub section (1) the State Authority shall perform all or any of the following functions, namely;-
  - (a) give legal service to persons who satisfy the criteria laid down under this Act;
  - (b) conduct Lok Adalats, including Lok Adalats for High Court cases;
  - (c) undertake preventive and strategic legal aid programmes; and
  - (d) perform such other functions as the State Authority may, in consultation with the Central Authority, fix by regulations.

**CHAPTER - II**

**STATE LEGAL SERVICES AUTHORITY**

**3. Number of other members of the State Legal Services Authority other than Patron-in-Chief, Executive Chairman and Member-Secretary, their experience and Qualifications:** The State Government shall, in consultation with the Chief Justice of the High Court, nominate fourteen other members of the State Authority as follows, namely:

- (1) The Advocate General of the State of Gujarat;
- (2) Minister for Law and Justice, Gujarat State;
- (3) The Secretary to Government Legal Department, Sachivalaya, Gandhinagar;
- (4) The Secretary to Government, Finance Department, Sachivalaya, Gandhinagar;
- (5) The Secretary to Government, Home Department, Sachivalaya, Gandhinagar;
- (6) The Chairman, Gujarat State Bar Council, Bar Council of Gujarat;
- (7) The Chairman of the Gujarat Scheduled Castes Economic Development Corporation;
- (8) The Chairman of the Gujarat Tribal Development Corporation;
- (9) Two Chairmen of from amongst the District Legal Services Authority;
- (10) Four Members from amongst the following:
  - (i) an eminent social worker who is engaged in the upliftment of the weaker sections such as Scheduled Castes, Scheduled Tribes, Women, Children, rural and urban labour; or
  - (ii) an eminent Advocate; or
  - (iii) an eminent Law Teacher; or
  - (iv) an eminent academician; or
  - (v) a person of repute who is professionally engaged in or specially interested in the implementation of the Legal Services Scheme.

**4. The powers and functions of the Member-Secretary of the State Authority:** The powers and function of the Member Secretary of the State Authority under sub-section (3) of Section 6 of the Act shall be-

- (a) to give free legal services to the eligible and weaker sections;
- (b) to work out modalities of the Legal Services Scheme and programmes approved by the State Authority and ensure their effective monitoring and implementation;

- (c) to exercise the powers in respect of Administration; House-Keeping, Finance and Budget matters as a Head of the Department in the State Government;
- (d) to manage the properties, records and funds of the State Authority;
- (e) to maintain true and proper accounts of the State Authority including periodical checking and auditing;
- (f) to prepare Annual Income and Expenditure Accounts and Balance Sheet of the said Authority;
- (g) to liaise with the Social Action Groups and District Authority and Taluka Legal Services Committees;
- (h) to maintain up-to-date and complete statistical information including progress made in the implementation of various Legal Services Programmes from time to time;
- (i) to process proposals for financial assistance and issue Utilisation Certificates thereof;
- (j) to organise various Legal Services Programmes as approved by the State Authority and convene meetings/seminars and workshops connected with Legal Services Programmes and preparation of Report and follow-up action thereon;
- (k) to produce video and documentary films; publicity materials, literature and publications to inform general public about the various aspects of the Legal Services Programmes;
- (l) to lay stress on the resolution of Rural Disputes and to take extra measures to draw schemes for effective and meaningful legal services for setting Rural Disputes at the doorsteps of the rural people and;
- (m) to perform such of the functions as are assigned to him under the Schemes formulated under sub-section (b) of Section 4 of the Act;
- (n) to perform such other functions as enjoined by the Act and shall carry out the instructions issued in that behalf from time to time by the Patron-in-Chief and/or the Executive Chairman.

## **5. Term of Office of Member of the State Authority:**

- (1) The term of the office of the Members of the State Authority nominated under sub-rules (a) and (b) of rule 3 shall be three years;

Provided that the State Government may, after giving him a reasonable opportunity of being heard, remove such member before the expiry of the said period, if in the opinion of the State Government he is not desirable to be continued as a member.

- (2) A member nominated under sub-rule (1) shall be eligible for renomination.
- (3) Where any vacancy arises in the office of a member, the vacancy shall be filled in by nomination and the member so nominated shall hold office so long as the members in whose place he has been nominated would have held it as if the vacancy had not arisen.

## **6. Terms and conditions of Service of the Member of the State**

**Authority:-** The terms and conditions of the service of the members of the State Authority shall be as follows-

- (1) All Members except the Member-Secretary of the State Authority and the Executive Chairman of the State Authority, if he happens to be a retired judge of the High Court, shall function in an honorary capacity.
- (2) All Members, nominated under clause (c) of sub-section (2) of Section 6 other than Members who are Officers of Government, shall be entitled to Travelling Allowance and Dearness Allowance in respect of journeys performed in connection with the work of the State Authority as may be admissible to Class-1 Officers of the State Government as amended from time to time.
- (3) All members nominated under rule (3) who are officers of Government shall be entitled to Travelling Allowance and Dearness Allowance in respect of journeys performed in connection with the work of the State Authority in accordance with the provisions of the rules applicable to them and shall be paid by the concerned office where from the concerned members draw their pay and allowances. Expenditure on this account shall be debited to the budget head to which their pay and allowances are debited.

## **7. Special Provisions for Patron-in-Chief and Executive Chairman to the State Authority:**

- (1) In respect of the journeys performed in connection with the work of the State Authority the Patron-in-Chief and the Executive Chairman shall be entitled to the payment of Travelling Allowance and Dearness Allowance in accordance with the High Court Judges (Travelling Allowance and Dearness Allowance) Rules, 1956, as amended from time to time and shall be paid by the State Authority.
- (2) In respect of the journeys performed in connection with the work of the State Authority, the Executive Chairman, in case he is the sitting judge of the High Court shall be entitled to Travelling Allowance and Dearness Allowance and shall be paid by the State Authority in

accordance with the High Court Judges (Travelling Allowance and Dearness Allowance) Rules, 1956 as amended from time to time and in case the Executive Chairman, if he is a retired Judge of the High Court he shall be entitled to Travelling Allowance and Dearness Allowance in respect of the journeys performed by him in connection with the work of the State Authority and shall be paid by the State Authority such allowance on the basis of the same rules as if he were the sitting Judge of the High Court.

**8. Conditions of Services of the Executive Chairman in case of Retired Judge of the High Court:**

- (1) Where the Executive Chairman is a retired Judge of the High Court or if a sitting Judge of the High Court retires as a High Court Judge but continues as the Executive Chairman-
  - (a) His terms and conditions of services shall be such as specified in the Government of India Ministry of Finance Department of Expenditure No.19048/7/80/E/IV, dated 18th October, 1987 or such other relevant orders as may be applicable to the retired Judges.
  - (b) He shall be entitled to join contributory provident fund.
  - (c) He shall be entitled to sumptuary allowance as may be admissible to the High Court Judges from time to time and the same shall be paid by the State Authority.

**9. Terms of Office and other conditions relating thereto of Member-Secretary of State Authority:**

- (1) The Member Secretary shall hold his office for a term of three years and shall be eligible for reappointment for one more term or till he attains the age of superannuation as may be determined by the Government in consultation with the Patron-in-Chief.
- (2) The Member Secretary while undertaking journeys in discharge of his functions and duties as such, is entitled to Travelling Allowance and Dearness Allowance as may be permissible to the Government Officer of his class and pay.
- (3) In case of the Member Secretary who is a retired Government Officer and is continued as such under the proviso to sub-section (3) of section 6 shall be entitled to Travelling Allowance and Dearness Allowance while undertaking journeys in performance of his duties, as such, as per the rules applicable to Government Officers of his class and pay.

- (4) In case of the Member Secretary who is a retired Judicial Officer and is continued as per proviso to subsection (3) of section 6 he shall be liable to be removed by the State Government before expiry of his term of appointment on the recommendation of the Patron-in-Chief, if he is not desirable to be continued. (5) In all matters like, case of retirement; pay and allowance, benefits and entitlements and disciplinary matters, the Member-Secretary shall be governed by the State Government rules and he shall be on deputation to the State Authority.

**10. Number of Officers and Employees of the State Authority:** The Officers and employees of the State Authority shall be such as may be decided by the Government in Consultation with the Patron-in-Chief of the State Authority.

**11. Conditions of Service, salary and Allowances of Officers and other Employees of the State Authority:**

- (1) (a) the Officers and Employees working on transfer basis from Government on the establishment of the Gujarat State L.A. & A. board immediately before or coming into force of these rules may be continued on transfer basis on the establishment of State Authority for such period as may be recommended by the Patron-in-Chief of the State Authority.
- (b) The employees directly posted and working on the establishment of G.S.L.A. & A. Board shall be deemed to be continued on the establishment of the State Authority.
- (2) The appointing authority may, at any time in its absolute discretion and without assigning any reason, repatriate, any of the officers or employees of the Authority appointed on transfer to his parent department.
- (3) The officer or employee, appointed and working on transfer basis on the establishment of the State Authority may, by writing under his hand, at any time, request the appointing authority to repatriate him to his parent department and if such request is granted by the appointing authority, he may be repatriated accordingly.
- (4) A directly recruited employee may on any of the grounds of misconduct, inefficiency, incapacity or negligence in discharge of his duties be dismissed, discharged or removed from service or any minor penalty may be imposed on him by the appointing authority after he is afforded a reasonable opportunity of being heard in respect of the concerned charges.

- (5) The Officers and employees of the State Authority shall be entitled to draw pay and allowances and such other facilities, as notified by the State Government from time to time.

**13. Headquarter of the State Authority:** The Headquarter of the State Authority shall be at the Head Quarter of the High Court.

**CHAPTER - II**

**STATE AUTHORITY**

- 3. Other functions to be performed by the State Authority:** In addition to the functions to be performed by the State Authority, as laid down by section 7(1) and 7(2) of the Act, the State Authority may also perform the following functions:
- (1) The State Authority may conduct Legal Literacy Camps in different parts of the State with a view to transmitting knowledge about the legal aid schemes conducted in the State and/or with a view to spreading consciousness about the legal rights and duties of citizens with special reference to the tribal and rural population, women, children, disabled, handicapped and the weaker sections of the society.
  - (2) The State Authority may finance public interest litigations before appropriate courts in the State if the State Authority is prima facie satisfied that such litigations are for the general benefit of a large body or class of persons who cannot by themselves take recourse to law due to penury, illiteracy or other similar reasons.
  - (3) The State Authority may conduct legal aid clinics in different parts of the State in collaboration with Law Colleges, Universities and other social service organizations.
  - (4) The State Authority may also establish or direct the District Authority to establish conciliation Committees at various centres in the State with a view to providing permanent or quasi-permanent infrastructures for resolving legal disputes between the parties, whether they may be pending in courts or may be in the offing. For establishing such Committees it will be open to the State Authority or the District Authority to take active assistance/support of such social service organisations that have zeal for legal aid work.
  - (5) May review the cases where legal services are refused by High Court Legal Services Committee, District Legal Services Authority or Taluka Legal Services Committee on application.

**[2]&[3] The powers and duties of its officers and employees & the procedure followed in the decision making process, including channels of supervision and accountability:**

The powers and duties of the officers, its employees and the channels of supervision and their accountability are summarized herein below, in the following manner:

| Sr. No. | Officer          | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Reporting                                                                |
|---------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1       | Member Secretary | <p>1. The powers and function of the Member Secretary of the State Authority under sub-section (3) of Section 6 of the Act shall be-</p> <p>(a) To give free legal services to the eligible and weaker sections;</p> <p>(b) To work out modalities of the Legal Services Scheme and programmes approved by the State Authority and ensure their effective monitoring and implementation;</p> <p>(c) To exercise the powers in respect of Administration; House-Keeping, Finance and Budget matters as a Head of the Department in the State Government;</p> <p>(d) To manage the properties, records and funds of the State Authority;</p> <p>(e) To maintain true and proper accounts of the State Authority including periodical checking and auditing;</p> <p>(f) To prepare Annual Income and Expenditure Accounts and Balance Sheet of</p> | <p>1. Hon'ble Patron-in- Chief.</p> <p>2. Hon'ble Executive Chairman</p> |

| Sr. No. | Officer | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reporting |
|---------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|         |         | <p>the said Authority;</p> <p>(g) To liaise with the Social Action Groups and District Authority and Taluka Legal Services Committees;</p> <p>(h) To maintain up-to-date and complete statistical information including progress made in the implementation of various Legal Services Programmes from time to time;</p> <p>(i) To process proposals for financial assistance and issue Utilisation Certificates thereof;</p> <p>(j) To organise various Legal Services Programmes as approved by the State Authority and convene meetings/seminars and workshops connected with Legal Services Programmes and preparation of Report and follow-up action thereon;</p> <p>(k) To produce video and documentary films; publicity materials, literature and publications to inform general public about the various aspects of the Legal Services Programmes;</p> <p>(l) To lay stress on the resolution of Rural Disputes and to take extra measures to draw schemes for effective and meaningful legal services for setting</p> |           |

| Sr. No. | Officer         | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Reporting           |
|---------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
|         |                 | <p>Rural Disputes at the doorsteps of the rural people and;</p> <p>(m) To perform such of the functions as are assigned to him under the Schemes formulated under sub-section (b) of Section 4 of the Act;</p> <p>(n) To perform such other functions as enjoined by the Act and shall carry out the instructions issued in that behalf from time to time by the Patron-in-Chief and/or the Executive Chairman.</p> <p>2. Over all supervision of Gujarat State Legal Service Authority and All District Legal Service Authorities and Legal Service Committees.</p> <p>3. To Authenticate All orders and decisions of the State Authority.</p> |                     |
| 2       | Joint Secretary | <p>1. To assist the Member Secretary of the State Authority in performance of his functions enumerated in rule 4 of these rules.</p> <p>2. To perform such of the functions as are assigned to him/her by the Member Secretary of the State Authority.</p> <p>3. To perform such other functions as enjoined by the Act and shall carry out the instructions issued in</p>                                                                                                                                                                                                                                                                      | 1. Member Secretary |

| Sr. No. | Officer         | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reporting                                            |
|---------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|         |                 | <p>that behalf from time to time by the Patron-in- Chief and /or Executive Chairman of the State Authority.</p> <p>4. To perform the duties of “Coordinator” Gujarat High Court Mediation Center.</p> <p>5. To look after all the activities relating to Mediation in Gujarat High Court Mediation Center and to interact with the Mediation &amp; conciliation Project Committee, Supreme Court of India, regarding all the activities relating to Mediation and co-ordinate with the Mediation Centers functioning in other States as well as within State of Gujarat, for the purpose.</p> <p>6. Overall supervision of Offices of State Legal Services Authority, which includes work relating to legal services, printing and publications of legal services materials, administrative work, accounting work, etc.</p> |                                                      |
| 3       | Project Officer | <p>1. To assist the Member Secretary of the State Authority in performance of his functions enumerated in rule 4 of these rules.</p> <p>2. To perform such of the functions as are assigned to him by the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>1. Member Secretary</p> <p>2. Joint Secretary</p> |

| Sr. No. | Officer         | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Reporting                                                                      |
|---------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|         |                 | <p>Member Secretary of the State Authority.</p> <p>3. To perform such other functions as enjoined by the Act and shall carry out the instructions issued in that behalf from time to time by the Patron-in- Chief and /or Executive Chairman of the State Authority.</p> <p>4. Overall supervision of Offices of State Legal Services Authority, which includes work relating to legal services, printing and publications of legal services materials, administrative work, accounting work, etc.</p>              |                                                                                |
| 4       | Section Officer | <p>1. To Supervise the overall work of the office and to guide all the staff members as and when required.</p> <p>2. To see all type of administrative Work, maintenance of Attendance Register and Leave Records.</p> <p>3. To provide guidance to the staff members in drafting work.</p> <p>4. To deal with all the confidential work/ Correspondence as per direction of Member Secretary and / or Project Officer and to maintain Confidential Inward / Outward Register, Confidential Records and Service</p> | <p>1. Member Secretary</p> <p>2. Joint Secretary</p> <p>3. Project Officer</p> |

| Sr.<br>No. | Officer | Responsibility                                                                                                                                                                                                                                                                     | Reporting |
|------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|            |         | <p>Books.</p> <p>5. To distribute work amongst the staff member as per duty list and in case of new item, distribute the same as per direction of Superior Officers.</p> <p>6. To deal with all the matters which may be allotted by Member Secretary and/or Project Officers.</p> |           |

**[4] The norms set by it for the discharge of its functions:**

(A) Since the Legal Services Authorities are established, to provide free and competent legal services to the weaker 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 organize Lok Adalats to secure that the operation of the legal system promotes justice on a basis of equal opportunity, under the Legal Services Authorities Act, 1987, the Gujarat State Legal Services Authority discharge its functions following the below mentioned Act/Regulations/Rules:

1. The Legal Services Authorities Act, 1987
2. The Gujarat State Legal Services Authorities Rules, 1997
3. The Gujarat State Legal Services Authorities Regulations, 1998.

(B) The Gujarat State Legal Services Authority has framed the following Schemes:

1. Scheme for Identification of cases for Mediation Reference as a measure to improve Mediation Activities in the State of Gujarat.
2. Gujarat State Legal Services Authority (Legal Services to be provided at Appellate/Revisional Stage to the litigants who have availed Legal Services from the Taluka Legal Services Committee/ District Legal Services Authority) Scheme, 2016.

**[5] The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:**

Since the employees on the establishment of Gujarat State Legal Services Authority are working on Deputation Basis, they are bound to the Gujarat Civil Services Rules, 2002 and all other Rules/Regulations framed by the State Government and/or their parent Department. So far as their discharging of duties is concerned, they are following 'the Legal Services Authorities Act, 1987', 'the Gujarat State Legal Services Authorities Rules, 1997' and 'the Gujarat State Legal Services Authorities Regulations, 1998'.

**[6] A statement of the categories of documents that are held by it or under its control:**

- a. Records of the periodical returns submitted by the District Legal Services Authorities.
- b. Records of the information called by the National Legal Services Authority.

- [7] **The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

## **The Legal Services Authorities Act, 1987**

### **CHAPTER III**

#### **STATE LEGAL SERVICES AUTHORITY**

8. **State Authority to act in coordination with other agencies, etc., and be subject to directions given by Central Authority.** - In the discharge of its functions the State Authority shall appropriately act in coordination with other governmental agencies, non-governmental voluntary social service institutions, universities and other bodies engaged in the work of promoting the cause of legal services to the poor and shall also be guided by such directions as the Central Authority may give to it in writing.

- [8] **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:**

As per Section 6 of the Legal Services Authorities Act, 1987,

- (1) Every State Government shall constitute a body to be called the Legal Services Authority for the State to exercise the powers and perform the functions conferred on or assigned to a State Authority under this Act.
- (2) A State Authority shall consist of;
  - (a) the Chief Justice of the High Court who shall be the Patron in Chief;
  - (b) a serving or retired Judge of the High Court to be nominated by the Governor, in consultation with the Chief Justice of the High Court, who shall be the Executive Chairman; and
  - (c) such number of other members, possessing such experience and qualifications as may be prescribed by the State Government, to be nominated by that Government in consultation with the Chief Justice of the High Court, not open to the public and the minutes of meetings of such Committees are not accessible to public.

**[9]    A directory of its officers and employees:**

| <b>Sr. No</b> | <b>Designation</b>                           | <b>Telephone No Office</b>                             | <b>Fax</b> |
|---------------|----------------------------------------------|--------------------------------------------------------|------------|
| 1             | Member Secretary                             | 079-27665400                                           | -          |
| 2             | Joint Secretary                              | 079-29600010                                           | -          |
| 3             | Project officer                              | 079-27665296                                           | -          |
| 4             | Staff Room                                   | 079-27664964                                           | -          |
| 5             | Legal Aid Clinic,<br>Shahibaug,<br>Ahmedabad | 079-22850999<br>079-22850672<br>079-22863893           |            |
| 6             | Toll Free Number                             | 15100                                                  |            |
| 7             | E-mail                                       | <a href="mailto:msguj.lsa@nic.in">msguj.lsa@nic.in</a> |            |
| 8             | Mediation Staff Room                         | 079-27664963                                           |            |

**[10] The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:**

| <b>Sr. No</b> | <b>Name of the Post</b>                      | <b>Pay in Pay Matrix</b>                                                     | <b>Level</b> |
|---------------|----------------------------------------------|------------------------------------------------------------------------------|--------------|
| 1             | Member Secretary                             | Cadre Pay of post of District & Sessions Judge                               |              |
| 2             | Joint Secretary                              | Cadre Pay of post of District & Sessions Judge                               |              |
| 3             | Project Officer<br>(Legal Aid & Advice)      | Officer in the cadre of Senior Civil Judge & Addl. Chief Judicial Magistrate |              |
| 4             | Project Officer<br>(Programme & Publication) | Officer in the cadre of Senior Civil Judge & Addl. Chief Judicial Magistrate |              |
| 5             | Section Officer                              | 44900-142400                                                                 | Level-8      |
| 6             | English Stenographer<br>(Grade-I)            | 44900-142400                                                                 | Level-8      |
| 7             | Gujarati Stenographer<br>(Grade – II)        | 39900-126600                                                                 | Level-7      |
| 8             | Deputy Section Officer                       | 39900-126600                                                                 | Level-7      |
| 9             | Sub-Auditor                                  | 25500-81100                                                                  | Level-4      |
| 10            | Clerk                                        | 19900-63200                                                                  | Level-2      |
| 11            | Driver                                       | 19900-63200                                                                  | Level-2      |
| 12            | Peon                                         | 14800-47700                                                                  | Level-IS-1   |

**[11] The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

As per budget estimates of the Legal Department of the Government of Gujarat, which is available on the official website of the Government of Gujarat.

**[12] The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:**

Does not arise.

**[13] Particulars of recipients of concessions, permits or authorizations granted by it:**

Does not arise.

**[14] Details in respect of the information available to or held by it reduced in an electronic form:**

The Schemes/Regulations framed by Central Government/State Government/National Legal Services Authority/Gujarat State Legal Services Authority as well as Training Modules/Material and FAQs are made available on the webpage of this Authority, viz. <https://gujarathighcourt.nic.in/gslsanalsa>, for information of all in general:

**(a) Schemes framed By Government of Gujarat:**

- ☐ Gujarat Victim Compensation Scheme, 2019.
- ☐ Welfare Schemes of the State
- ☐ Performa for Utilization Certificate Central Victim Compensation Fund
- ☐ Central Government Scheme/Guidelines
- ☐ Central Victim Compensation Fund Scheme Guideline

**(b) Schemes framed By NALSA:**

- ☐ NALSA Supporting Potential and Resilience of the Unseen, Held-back and Affected (SPRUHA) SCHEME, 2025
- ☐ NALSA SCHEME ON ACCESS TO JUSTICE FOR VICTIMS OF HUMAN-WILDLIFE CONFLICT (HWC), 2025
- ☐ VEER PARIVAR SAHAYATA YOJANA 2025
- ☐ NALSA (JAGRITI) SCHEME, 2025
- ☐ NALSA (DAWN)- SCHEME, 2025
- ☐ NALSA SAMVAD SCHEME, 2025
- ☐ NALSA (Child-Friendly Legal Services for Children) Scheme, 2024
- ☐ NALSA (Legal Services to Persons with Mental Illness and Persons with Intellectual Disabilities) Scheme, 2024
- ☐ NALSA (Legal Services to Senior Citizens) Scheme, 2016
- ☐ NALSA (Legal Services to Victims of Acid Attacks) Scheme, 2016
- ☐ NALSA (Victims of Trafficking and Commercial Sexual Exploitation) Scheme, 2015
- ☐ NALSA (Legal Services to the Workers in the Unorganized Sector) Scheme, 2015

- ❑ NALSA (Effective Implementation of Poverty Alleviation Schemes) Scheme, 2015
- ❑ Legal Aid Defense Counsel Scheme (Modified)
- ❑ NALSA SOP – Functioning of Prison Legal Aid Clinics 2022
- ❑ NALSA (Legal Aid Clinics) Scheme, 2010
- ❑ Scheme for Para-Legal Volunteers(Revised) with module for the Orientation -Induction - -Refresher Courses for PLV Training
- ❑ Scheme for Implementing the Project of Para-Legal Volunteers by the State Legal Services Authorities.
- ❑ NALSA (Legal Services Clinics Universities. Law Colleges and other Institutions) Scheme, 2013
- ❑ Parameters and Procedures for identifying and accreditation of Non-Governmental Organizations by Legal Services Institutions
- ❑ Schemes for Legal Services to Disaster Victims through Legal Services Authorities
- ❑ Scheme for Para-Legal Volunteers
- ❑ Legal Literacy Club

(c) Schemes framed By GSLSA:

- ❑ Scheme for Identification of cases for Mediation Reference as a measure to improve Mediation Activities in the State of Gujarat
- ❑ Gujarat State Legal Services Authority (Legal Services to be provided at Appellate/Revisional Stage to the litigants who have availed Legal Services from the Taluka Legal Services Committee/District Legal Services Authority) Scheme, 2016

(d) Regulations Made by NALSA:

- ❑ NALSA (Free and Competent Legal Services) Regulations 2010
- ❑ NALSA \_Lok Adalat Regulations 2009
- ❑ NALSA (Free and Competent Legal Services) Regulations 2010
- ❑ NALSA (Legal Aid Clinics) Regulations, 2011

(e) Training Module Launched by NALSA/ MCPC:

- ☐ Training Module For Legal Services Lawyers (English Version) by NALSA
- ☐ Training Module For Legal Services Lawyers (Gujarati Version) by NALSA
- ☐ Mediation Training Manual of India by MCPC, New Delhi
- ☐ Training Module For Legal Services Lawyers PART-2
- ☐ SAMVEDAN Training Module For Probation Officers and Legal Services Lawyers\_attached\_to\_the\_JJB
- ☐ Module for Training of Para-Legal Volunteers

(f) Guidelines issued by NALSA:

- ☐ Guidelines Issued by National Legal Services Authority (NALSA) for Legal Services in Juvenile Justice Institutions in connection with the compliance of the order dated 19.08.2011 of Hon'ble Supreme Court of India in Sampurna Behrui v. Union of India & Ors
- ☐ NALSA's Guidelines for effective Lok-Adalat on NREGA
- ☐ New Model for Organizing Legal Services Camp
- ☐ SOP For Deployment and Utilisation of Multi Utility Vehicles by Legal Services Institutions
- ☐ Revised Standard Operating Procedure(SOP)/Guidelines for UTRCs
- ☐ NALSA\_SOP\_PRE MATURE RELEASE PRISONERS + FLOWCHART
- ☐ Ensuring Access to Justice for Widows living in Shelter Homes
- ☐ Minimum Fee Recommended by NALSA for Panel Lawyers
- ☐ Standard Operating Procedure for Representation of persons in custody
- ☐ Standard Operating Procedure for Redressal of Complaints/Public Grievances
- ☐ Guidelines For Training The Designated Juvenile / Child Welfare Officers Attached To Every Police Station Unit Established Under Section 63 Of The Juvenile Justice Act, 2000
- ☐ Guidelines Issued by NALSA in connection with the compliance of the order dated 19.08.2011 of Hon'ble Supreme Court of India W.P.No. (C) No. 473/2005 to establish legal aid centres attached to JJBs
- ☐ Legal Services Camp Module

- ☐ Status of Juvenile Justice System (A Quick Overview)
- ☐ Early Access to Justice at Pre-Arrest, Arrest and Remand Stage

(g) FAQs on 7 Schemes of NALSA 2015:

- ☐ FAQs on NALSA (Victims of Trafficking and Commercial Sexual Exploitation) Scheme, 2015.
- ☐ FAQs on NALSA (Legal Services to the Workers in the Unorganized Sector) Scheme, 2015.
- ☐ FAQs on NALSA (Child Friendly Legal Services to Children and their Protection) Scheme, 2015.
- ☐ FAQs on NALSA (Legal Services to the Mentally Ill and Mentally Disabled Persons) Scheme, 2015.
- ☐ FAQs on NALSA (Effective Implementation of Poverty Alleviation) Scheme, 2015.
- ☐ FAQs on NALSA (Protection and Enforcement of Tribal Rights) Scheme, 2015.
- ☐ FAQs on NALSA (Legal Services to the Victims of Drug Abuse and Eradication of Drug Menace) Scheme, 2015.

(h) Training Material of Seven NALSA Schemes (Compiled by DLSA Bhavnagar)

- ☐ Scheme-1 : NALSA (Victims of Trafficking and Commercial Sexual Exploitation) Scheme, 2015
- ☐ Scheme-2 : NALSA (Legal Services to the Workers in the Unorganized Sector) Scheme, 2015
- ☐ Scheme-3.1 : NALSA (Child Friendly Legal Services to Children and their Protection) Scheme, 2015
- ☐ Scheme-3.2 : NALSA (Child Friendly Legal Services to Children and their Protection) Scheme, 2015
- ☐ Scheme-4 : NALSA (Legal Services to the Mentally Ill and Mentally Disabled Persons) Scheme, 2015
- ☐ Scheme-5 : NALSA (Effective Implementation of Poverty Alleviation Schemes) Scheme, 2015
- ☐ Scheme-7 : NALSA (Legal Services to the Victims of Drug Abuse and Eradication of Drug Menace) Scheme, 2015

(i) Others:

- ☐ Standard Operating Procedure Training Module for Implementation of Seven NASLA Schemes

- ❑ Standard Operating Procedure(SOP) For Redressal Of Complaints/Public Grievances
- ❑ Standard Operating Procedure (SOP) for Representation of persons in custody
- ❑ Senior Citizens Database
- ❑ Seeking suggestions/comments of public at large on or before 26-12-17 on NALSA Standard Operating Procedure (SOP) for UTRC and 4 suggestions of NALSA for UTPs/Convicts detained in Prisons
- ❑ NALSA letter Dated 12-12-2017

**[15] The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:**

There is no library or reading room in the Gujarat State Legal Services Authority for public use. The Public Information Officer is available during Office hours on working days.

**[16] The names, designations and other particulars of the Public Information Officers:**

| Sr. No. | Name of the Officer | Designation                                                                                        | Office Address                                                                                                                                                                                                                                           |
|---------|---------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Dr. M.A.Piprani     | Project Officer<br>(officer in the Cadre of Senior Civil Judge)<br>&<br>Public Information Officer | Gujarat State Legal Services Authority<br>3rd Floor,<br>Near Gujarat High Court Post Office,<br>Gujarat High Court Campus, Sola,<br>Ahmedabad-380 060.<br>Tele-Fax:079-27664964, 27665296;<br>E-mail: <i>msguj.lsa@nic.in</i>                            |
| 2       | Mr. M.B.Purohit     | Project Officer<br>(officer in the Cadre of Senior Civil Judge)<br>&<br>Public Information Officer | (1) Permanent Legal Services Clinic,<br>Bungalow No. 12,<br>Dafnala, Shahibaug,<br>Ahmedabad : 380 004.<br>Tele: 079-22850999<br>&<br>(2) Legal Services Center<br>City Civil Court Campus,<br>Lal Darwaja,<br>Ahmedabad : 380 009<br>Tele: 079-27540583 |

**[17] Such other information as may be prescribed and thereafter update these publications every year:**

NIL

**N.B.:** *Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.*

**Date: 18/08/2026**

**sd/-  
Member Secretary  
Gujarat State Legal Services Authority**