

RTI Act, 2005

DELHI LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS, NEW DELHI

MANUAL -1

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Delhi Legal Services Authority constituted under Legal Services Authorities Act, 1987 (as amended in 2002) is working vigorously and is rendering immense invaluable services in providing free legal aid and advice specially to the poor, down trodden, women, Scheduled Castes and Scheduled Tribes, handicapped, children labour/factory workers and other backward section of the society. The authority is striving hard to contribute its best towards achieving the motto “JUSTICE FOR ALL”. The Legal Services Authority has been holding programmes to promote the legal awareness amongst women and children by reason of their physical and mental immaturity, safeguard and care including appropriate legal protection.

The object of the Act is to provide free, efficient and satisfactory legal services to the weaker sections of society to ensure that opportunity for securing justice is not denied to any citizen by reason of economic or other disabilities; and to organize Lok Adalats to secure quick justice at cheaper costs.

The Act among other things conceives three functions by the Legal Services Authorities, they are (1) Organizing the legal literacy programmes so that the people may be made aware of their legal rights and the process by which they can have access to justice. (2) to provide free legal assistance. (3) to organize Lok Adalats for settlement of disputes both pending before the Courts and also for settlement of disputes (other pre-court litigation) before the parties go to court so that

there may be harmony and peace among the people with whom there is conflict of interest and the pressure on the courts on account of overburdening of litigation is reduced.

It is absolutely necessary that the people should know their rights, as it serves two purposes:

(1) any inroad or invasion of the rights of the people could be prevented, if they are aware of their rights by having access to justice; (2) more particularly, the persons who tend to invade or threaten the rights of others are made aware that others are fully conscious of their rights and any invasion of their rights would be resisted by others and there is a strong judiciary created to protect their rights, then the tendency to violate rights of others will be minimized.

It is, therefore, essential that the people at large and particularly those who deserve legal aid are made aware of their rights and benefits, which are available to them under the Act.

FUNCTIONS OF THE AUTHORITY:

- (1) It shall be the duty of the State Authority to give effect to the policy and directions of the Central Authority.
- (2) Without prejudice to the generality of the functions referred to in subsection (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.

OTHER FUNCTIONS OF THE AUTHORITY:

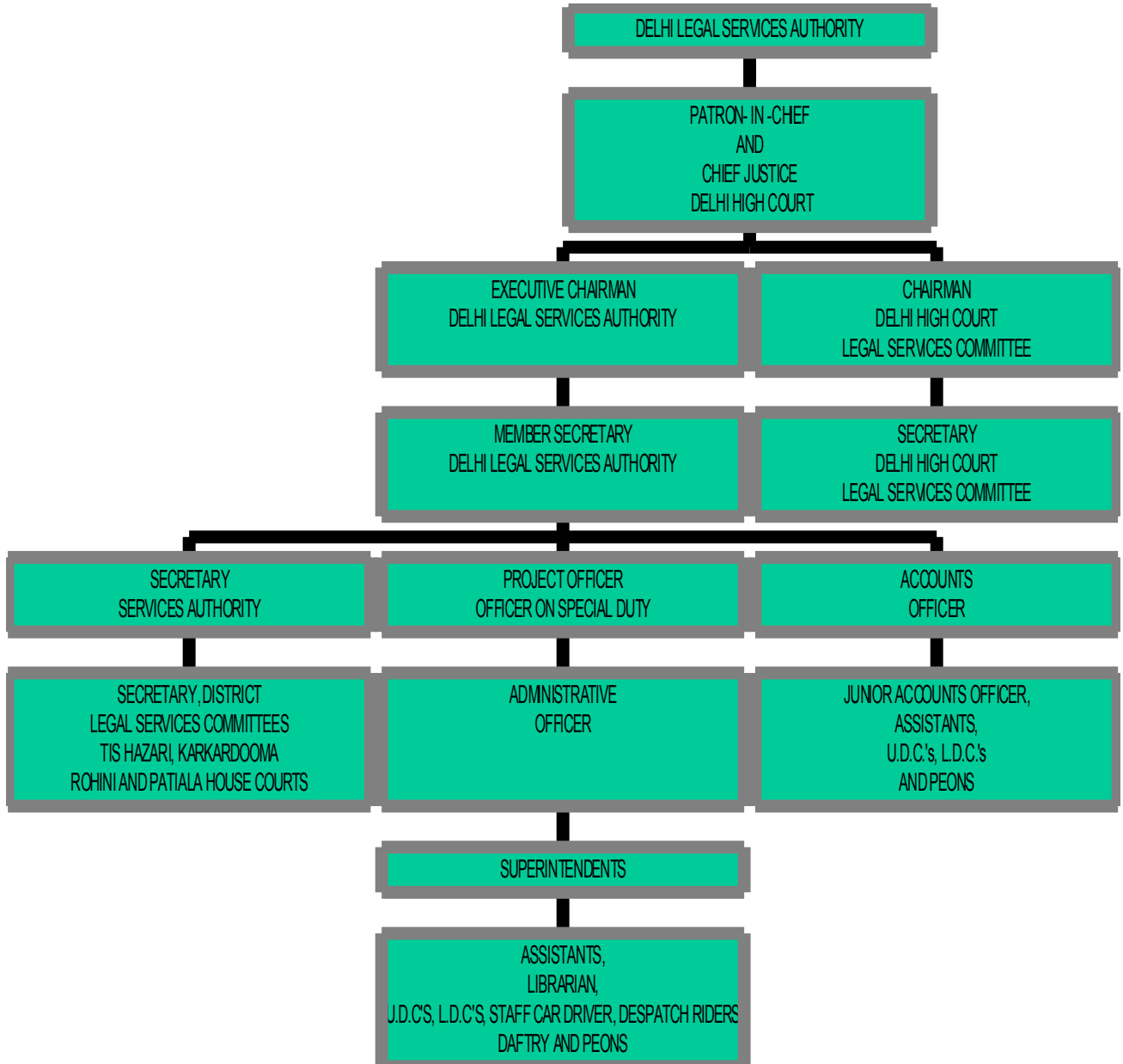
- (1) The Authority may conduct legal literacy camps in different parts of the State with a view to transmitting knowledge about the legal aid schemes conducted in the State or with a view to spreading consciousness about the legal rights and duties of citizens with special reference to the tribal and rural populations, women, children, disabled, handicapped and the weaker sections of the society.
- (2) The Authority may itself file Public Interest Litigation or may finance Public Interest Litigation before appropriate Courts in the State if it is 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 Authority may conduct Legal Aid Clinics in different parts of the State itself or in collaboration with law Colleges, Universities and other social services organizations.
- (4) The Authority may also establish or direct the District Authority to establish counseling centers at various places in the State with a view to providing permanent or quasi-permanent infrastructure for resolving legal disputes between the parties, whether they may be pending in courts or may be in offing. For establishing such centers it will be open to the State Authority/or the District Authority to take active assistance/support of such social service organizations that have zeal for legal aid work.
- (5) The Authority may call for periodical reports, returns and other informations as it thinks fit from the High Court Legal Services Committee, District Authority and review the cases where legal services are refused by the High Court Legal Services Committee/District Authority.

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ORGANIZATIONAL STRUCTURE



DELHI LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS, NEW DELHI

POWERS AND DUTEIS OF OFFICERS AND EMPLOYEES

The Authority is headed by Patron-in-Chief /Chief Justice of Delhi High Court who enjoys Administrative & Financial powers as transferred by the Lt. Governor and also enjoys Financial powers in respect of the authority as are being enjoyed by him in case of Delhi High Court. The aforesaid Administrative & Financial powers have been delegated by the Patron-in-Chief to the Executive Chairman who is the second Senior Most Judge of Delhi High Court. The Executive of the Delhi Legal Services Authority shall vest in the Executive Chairman and may be exercised through the Member Secretary under the control of the Executive Chairman. Provided that in respect of any matter concerning the affairs of the State Authority, Patron-in-Chief may render such advice as he may deem it necessary.

The Powers & Duties of the Officers & Employees are as under:-

S.No.	Designation	Powers	Duties Attached
1.	Member Secretary	To exercise powers in respect of Administrative, Financial and Budgetary matters as Head of the Department.	The powers and functions of the M.S under sub-section (3) of Sec. 6 have been defined in sec. 4 of the Delhi Legal Services Authority Rules, 1996.
2.	Secretary, Delhi High Court Legal Services Committee.	Incharge, Delhi High Court Legal Services Committee.	To perform such functions as may be determined by regulations made by the State Authority.
3.	Secretary, District Legal Services Authority/ Committees		-do-
4.	Officer on Special Duty		To assist the Member Secretary in disposal of day-to-day Work, Planning and Projection relating to the work of Legal Aid Programmes and Public Utility services. Supervising the entire work of Administration & Accounts Section.

5. Project Officer

To look after the Seminars and Workshops and Legal Literacy camps in different areas to promote legal aid programmes. For settling of more and more Cases at the pre-litigation stage the Authority has to lay emphasis on Alternative Dispute Resolution Mechanism.

6. Administrative Officer

To supervise the working of the entire Authority's office and to coordinate with the Member Secretary.

7. Superintendents

To supervise Administration, Lok Adalat and Legal Aid Sections.

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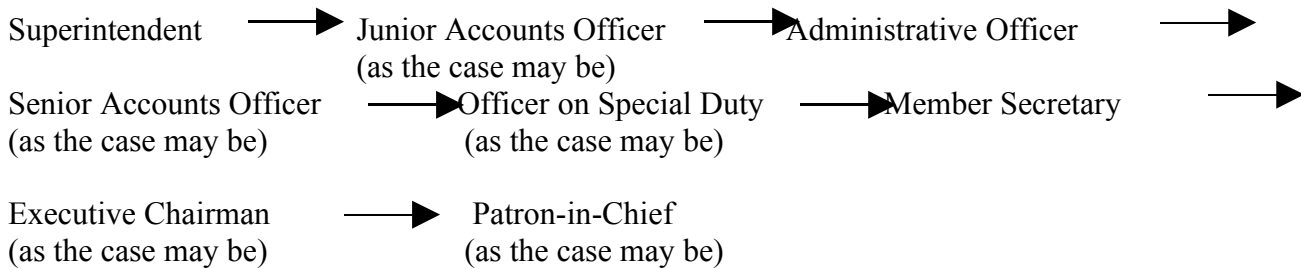
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PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING
CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Procedure for Decision Making:

1. Executive Chairman
2. Member Secretary

Channel of Supervision & Accountability:



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NORMS SET FOR THE DISCHARGE OF FUNCTIONS

LEGAL AID

- (1) Every person who has to file or defend a case shall be entitled to legal services if that person is:-
- (a) a member of a Scheduled Caste or Scheduled Tribes;
 - (b) a victim of trafficking in human beings or beggar as referred to in Art. 23 of the Constitution;
 - (c) a woman or a child;
 - (d) a person with disability as denied in clause (i) of Section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation, Act), 1995;
 - (e) a person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or
 - (f) an industrial workman; or
 - (g) in custody, including custody in a protective home within the meaning of Cl. (g) of Section 2 of the Immoral Traffic (Prevention) Act, 1956, or in a juvenile home within the meaning of clause (j) of the Juvenile Justices Act, 1986 or in a psychiatric hospital or psychiatric nursing home within the meaning of Clause (g) of Section 2 of the Mental Health Act, 1987; or
 - (h) in receipt of annual income less than Rupees Fifty Thousand or other higher amount as may be fixed under Rule 17 of the Delhi Legal Services Authority Rules, 1996.

Provided that the Legal Services Authority or Committee may grant legal aid:

- (i) in a case of great public importance; or
 - (j) in a test case, the decision of which is likely to affect weaker sections of the community; or
 - (k) in any case, which for reasons to be recorded in writing is considered by the Executive Chairman or the Chairman to be deserving of legal aid even where the means test is not satisfied.
- (2) Legal Aid may be given in all or any one or more of the following modes, namely:-
- (a) payment of court fees, process fees and all other charges payable or incurred in connection with any legal proceedings;
 - (b) representation by a legal practitioner in legal proceedings;
 - (c) obtaining and supply of certified copies of orders and other documents in legal proceedings;
 - (d) preparation of appeal, paper book including printing and translation of documents in legal proceedings.
- (3) Legal Aid shall not be given in the following cases, namely:

- (i) Proceedings wholly or partly in respect of:-
 - (a) Defamation; or
 - (b) Malicious prosecution;
 - (c) A person charged with contempt of court proceedings;
- (b) Proceedings relating to any election;
- (b) Proceedings incidental to any proceedings referred to in items (i) and (ii);
- (b) Proceedings in respect of offences where the fine imposed is not more than Rs. 50/-
- (b) Proceedings in respect of economic offences and offences against social laws, such as the Protection of Civil Rights Act, 1955 and the Immoral Traffic (Prevention) Act, 1956.

Provided that the Executive Chairman may in appropriate case grant legal aid even in such proceedings for reasons to be recorded in writing.

- (b) Where a person seeking legal aid:
 - (b) is concerned with the proceedings only in official capacity; or
 - (b) if a formal party to the proceedings, not materially concerned in the outcome in the proceedings and his interests are not likely to be prejudiced on account of the absence of proper representation.

(4) Any person desiring legal aid or advice may make an application addressed to the Member Secretary/Secretary of the Authority/Committee. If the applicant is illiterate or not in a position to fill in the particulars required in the application, the Member Secretary or any other officer of the Committee or any legal practitioner, whose name appears on the panel of the Authority or Committee, as the case may be shall gather the necessary particulars from the applicant and prepare the application on his behalf and signatures or thumb impression on it. The application shall be accompanied by an affidavit containing the brief facts of the case and where the applicant is a person as stipulated any other clauses of that Section, the affidavit shall also state the details of the properties possessed by him and his income from all sources.

(5) The Authority/Committee shall maintain a register of the applications wherein all applications for legal aid and advice shall be entered and registered and the action taken on such application shall be noted against the entry relating to each of such application.

LOK ADALAT

(1) A Lok Adalat shall have jurisdiction to determine and to arrive at a compromise or settlement between the parties to a dispute in respect of:

- (i) any case pending before; or
- (ii) any matter which is falling within the jurisdiction of, and is not brought before any court for which the Lok Adalat is organized:

Provided that the Lok Adalat shall have no jurisdiction in respect of any case or matter relating to an offence not compoundable under any law.

(2) Where in any case referred to in clause (i) of sub-section (5) of section 19:

(i) (a) the parties thereof agree; or
(b) one of the parties thereof makes an application to the court for referring the case to the Lok Adalat for settlement and if such court is prima facie satisfied that there are chances of such settlement; or

(ii) the court is satisfied that the matter is an appropriate one to be taken cognizance of by the Lok Adalat:

the court shall refer the case to the Lok Adalat.

Provided that no case shall be referred to the Lok Adalat under sub-clause (b) of clause (i) or clause (ii) by such court except after giving a reasonable opportunity of being heard to the parties.

PERMANENT LOK ADALAT

(1) Any party to a dispute may, before the dispute is brought before any court, make an application to the Permanent Lok Adalat for the settlement of dispute;

Provided that the Permanent Lok Adalat shall not have jurisdiction in respect of any matter relating to an offence not compoundable under any law;

Provided further that the Permanent Lok Adalat shall also not have jurisdiction in the matter where the value of the property in dispute exceeds ten lakh rupees;

Provided also that the Central Government may, by notification, increase the limit of ten lakh rupees specified in the second proviso in consultation with the Central Authority.

(2) After an application is made under sub-section (1) to the Permanent Lok Adalat, no party to that application shall invoke jurisdiction of any court in the same dispute.

AMICABLE SETTLEMENT OF CASES BY WAY OF MEDIATION & CONCILIATION

Efforts are made by the Counsellors of the Authority who are either Retired Judicial Officers, Police Officers and Officers from Govt. and non-Govt. Organizations appointed at 24 Hours Working Day & Night Permanent Legal Services Clinic to settle the matters amicably between the parties before opting for the legal recourse.

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Rules, Regulations, instructions, manuals and records for discharging functions:-

S.NO.	NAME OF THE ACT, RULES, REGULATIONS ETC.	PRICE IN CASE OF PRICED PUBLICATION
1.	Legal Services Authorities Act, 1987 as amended by Legal Services Authorities (Amendment) Act, 2002.	Available in market and also on authority's website i.e. www.dlsa.nic.in.
2.	Delhi Legal Services Authorities Rules, 1996	Available on website i.e. www.dlsa.nic.in.
3.	Delhi Legal Services Authority Regulations, 2002	-do-

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**A STATEMENT OF THE CATEGORIES OF DOCUMENT THAT ARE HELD BY IT FOR
UNDER ITS CONTROL**

Records pertaining to:

- a. Lok Adalats,
- b. Permanent Lok Adalats
- c. Legal Aid
- d. Accounts &
- e. Reconciliation Proceedings

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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.

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DELHI LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
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**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 DVICE, 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**

High Court Legal Services Committee,
35-36, Lawyrs Chambers,
High Court of Delhi,
New Delhi.

District Legal Services Authority,
Room No. 287,
Tis Hazari Courts,
Delhi.

District Legal Services Committee,
Room No. 287,
Tis Hazari Courts,
Delhi.

District Legal Services Committee,
Room No. 311,
Karkardooma Courts,
Delhi.

District Legal Services Committee,
Rohini Courts,
New Delhi.

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DIRECTORY OF OFFICERS AND EMPLOYEES

S.No.	Name	Designation	Address
1	Mrs. Sangita Dhingra Sehgal	Member Secretary	Bungalow No-62, Ashoka Road, New Delhi. Office Tele. No. 23383014 Res. Tele. No. 65396474
2	Sh. Dharmesh Sharma	Secretary, High Court Legal Services Committee	2071, Type-IV, Delhi Flats, Gulabi Bagh, Delhi. Tele No. (Res.) 23655544 Off. 23383418 & 23387907
3	Sh. A.K.Sarpal	Officer on Special Duty	2057, Delhi Admn. Flats, Gulabi Bagh, Delhi. Ph-23654361.
4	Sh. Sanjay Sharma	Project Officer	Flat No.-103, Karkardooma Courts Complex, Shahadara, Delhi. Ph-22391242
5	Sh. S.P.Singh	Sr. Accounts Officer	2068, Type-IV Gulabi Bagh Delhi. Ph (R)-23648817 (O) 23073530
6	Sh. M.S.Negi	Administrative Officer	F-116, Nauroji Nagar, New Delhi Ph-26173867
7	Sh. Subhash Dyani	Jr. Accounts Officer	1108, Laxmi Bai Nagar, New Delhi. Ph -23073530 (O)
8	Mrs. Kusum Sharma	Superintendent	H-192, Vikaspuri, New Delhi. Ph- 65396475, 23383014
9	Sh. Devanand	Sr. P.A.	House No.-D-649, First Floor, Tagore Garden Extn. New Delhi. Ph-23383017.
10	Sh. Sandeep Kumar Bhatt	Sr. Stenographer	Flat No.-72, DDA Flats, Badarpur, New Delhi-44. Ph-9350071215.
11	Sh. M.K.Vaishnavi	Assistant	Flat No-404, Plot No.-129 Ward No-02, Om Apartments, Mehruli, New Delhi. Ph-23073530.
12	Ms. Urmila	Assistant	2037, Lodi Road, New Delhi. Ph-23383014
13	Sh. Rajinder Kumar	Statistical Assistant	D-17/50, Sector-03, Rohini, Delhi. Ph-9811728069.
14	Ms. Meenakshi	Hindi Translator	E-7/A, DDA Flats, Munirka, New Delhi. Ph-26106067.

15	Ms. Usha Kaul Bhatt	U.D.C.	203-D, Pkt. C, Mayur Vihar Ph-2, Delhi. Ph-9868240999
16	Mrs. Rajni Manroo	U.D.C.	52/34, Gali No-16, Nai Basti, Anand Parbat, New Delhi. Ph-9810061192
17	Sh. Harsh Narang	U.D.C.	H-524, Kali Bari Mandir Marg, New Delhi. Ph-9891498989.
18	Sh. Anil Kumar Butta	U.D.C.	H.No.47-48, Guru Ram Das Nagar, Main Bazar, Laxmi Nagar, Delhi-92.
19	Mrs. Geeta Rajput	U.D.C.	Block-18, Qr. No-386, Lodhi Colony, New Delhi. Ph-9868054344.
20	Sh. Bhuwan Chandra Pant	U.D.C.	B-400, Lajpat Nagar, Sahibabad, District Ghaziabad, U.P.
21	Sh. Ramesh Chand Dogra	U.D.C.	H.No. B-486, Timar Pur, Delhi. Ph-9868056923.
22	Sh. Digamber Bhatt	U.D. C.	Flat No. 72, DDA Flats, Badarpur, N.D.-44. Ph-9968264099.
23	Mrs. Anita Gupta	Jr. Steno	H.No.-1/4790, Gali No-11, Balbir Nagar Extn. Shahdara, Delhi-32. Ph-9899503904.
24	Sh. Ajay Kumar	Jr. Steno	642, Sector-5, R.K.Puram, N.D.-22. Ph-9891961277.
25	Sh. Parvinder Kumar	Jr. Steno	H. No. G-II/269, Madangir, New Delhi-62 Ph-9911356575.
26	Sh. Arun Kumar	Jr. Steno	374, Four Storey, Tagore Garden, New Delhi.
27	Sh. Anil Kumar	Jr. Steno	Flat No.72, DDA Flats, Badarpur, N.D.-44.
28	Ms. Pooja Khanna	Jr. Steno	633, Gulabi Bagh, Delhi-07.
29	Ms. Sunita Manro	Jr. Steno	H.No.-52/34, Gali No.-16, Nai Basti, Anand Parbat, N. D.-110005. Ph-9871385274.
30	Ms. Chinu	Jr. Steno	H.No.-09, Ganesh Nagar-II, Shakarpur, Delhi-92. Ph-9868537058.
31	Sh. Naveen Kumar Rao	L.D.C.	H.No. 5876/5, Street-4, Block-4, Dev Nagar, Karol Bagh, New Delhi. Ph-9891855481.
32	Sh. Sudhir Kumar	L.D.C.	A-630, DDA Colony, Khyala, New Delhi. Ph-9818086758.
33	Sh. Rajkumar Sharma	L.D.C.	H.No. A-79, Amar Nangloi, Delhi-41.
34	Mrs. Rekha Choudhary	L.D.C.	95/1, Sec-1, Pushp Vihar, New Delhi. Ph-29565845.
35	Mrs. Bijayinee Sathpathy	L.D.C.	B-128, C.R. Park, New Delhi-19. Ph-41638369, 9871567490.

36	Ms. Moni	L.D.C.	J-1/338, DDA Flats, Kalkaji, New Delhi. Ph-9810957622.
37	Mrs. Pratima Rathore	L.D.C.	Flat No.-236, Sidhora Kalan, New Delhi. Ph-65181012.
38	Sh. Ramesh Kumar Bhatia	L.D.C.	A-11/5, Shyam Vihar, Ph-II Goyla Dairy Road, Najafgarh, Delhi. Ph-9891497855.
39	Mrs. Nitika Pathak	L.D.C.	34/4, Old Rajinder Nagar, 3 rd Floor, New Delhi. Ph-9868814969.
40	Mrs. Anita	L.D.C.	WZ-76A, Todapur Village, New Delhi. Ph-9868233724.
41	Sh. Sanjeev Kashyap	L.D.C.	C-460, Kidwai Nagar East, New Delhi-23. Ph-9868834707.
42	Ms. Bhawana Sharma	L.D.C.	C-35, B-1, Shalimar Extn. II, Sahibabad, District Ghaziabad. (U.P.) Ph-9818733010.
43	Mrs. Sonia	L.D.C.	A-98, Sector-26, Noida (U.P.)
44	Sh. Rakesh Khatri	L.D.C.	H.No. U-75, Vijay Nagar, Narela, Delhi-40. Ph-9868899668.
45	Mrs. Chanda S. Rawat	L.D.C.	H.No.-2, Second Floor, Jeewan Nagar, New Dehli-14
46	Sh. Lalit Goswami	L.D.C.	10196/12, Jhandewalan, Near Jhandewala Mandir N.D.-55.
47	Sh. Sumit Juneja	L.D.C.	G-37/B, Vijay Nagar, Delhi-110009. Ph- 9811669904.
48	Ms. Manisha Nijhawan	L.D.C.	836-A, Rishi Nagar, Rani Bagh, Delhi-34. Ph-9868331975.
49	Mrs. Sushma	L.D.C.	67/3, I.P.Colony, Part-I, Amrit Vihar, Burari, Delhi - 84. Ph-9871132633.
50	Sh. Rajeev Sharma	L.D.C.	Q.No.-08, Block-52, M.B.Road, New Delhi. Ph-9911089769.
51	Sh. Mahesh Chand	L.D.C.	Q. No.-615, Sector-7, R.K.Puram, N.D. Ph-9899713196.
52	Ms. Monika Mehra	L.D.C. (Ad-hoc)	B-115, 3 rd Floor, Malviya Nagar, N. D.-17. Ph-9810827670.
53	Sh. Feroz Khan	L.D.C. (Ad-hoc)	2/10, Bikaner House, Shahjahan Road, New Delhi. Ph-9868007040.
54	Sh. Praveen Rana	L.D.C. (Ad-hoc)	649, Vill. & P.O. Ghevra, Delhi-81.
55	Sh. Harinder Lohia	L.D.C. (Ad-hoc)	A/121, Aya Nagar, Near P.O., New Delhi-47. Ph-9810661162.
56	Mrs. Karuna	Data Entry Operator (Ad-hoc)	H.No.-1000, Gali No.-7, Block-D, Nathupura, Delhi-84. Ph-9871183243.
57	Sh. Vinod Kumar Sharma	Driver	H.No.-67, Gali No.-5, Pratap Nagar, Near Mayur Vihar Ph-I, Delhi.
58	Sh. Bhagat Singh	Driver	H.No.-2755, Gali 17 A, Kailash

			Nagar, Delhi-31.
59	Sh. Yunus Khan	Driver	286, Vill. Chandan hola, P.O. Fatehpur Beri, Mehrauli, New Delhi-74.
60	Sh. Mukesh Kumar	Driver	D-13, Anand Niketan, New Delhi.
61	Sh Pawan Kumar	Driver	House No.-86, Village Karala, Delhi-81.
62	Sh. Rajender Prasad	Despatch Rider	B-598, Timar Pur, New Delhi.
63	Sh. Bharat Lal Mehto	Despatch Rider	WZ-138/15, Anupam Garden, IGNOU Road, Saket, New Delhi.
64	Sh. Jai Mangal Shah	Daftry	219-B, Timar Pur, Delhi.
65	Sh. Yogamber Singh	Peon	P-505, K.B. Nagar, New Delhi.
66	Sh. Pramod Kumar Thakur	Peon	H. No.-736, Sector-2, R.K.Puram, New Delhi.
67	Sh. Yogesh Kumar	Peon	H. No.-123, C.S.P. DDA Flats, East of Kailash, New Delhi. Ph-9811844492.
68	Sh. Suresh Chand Yadav	Peon	7210, Nabi Karim, Qutub Road, N.D.-55.
69	Mrs. Sulochana	Peon	H. No.-220, E.S.I. Colony, Basai Dara Pur, New Delhi. Ph-9818452653.
70	Sh. Ramesh Kanojia	Peon	Staff Quarter-1, Circular Road, Chanakya Puri, New Delhi. Ph-65780812.
71	Smt. Geeta Kanojia	Peon	J-1/144, DDA Flats, Kalkaji, New Delhi.
72	Sh. Krishan Kumar Sharma	Peon	124, New Layal Pur, Krishna Nagar, New Delhi-51.
73	Sh. Mohan Singh Bisht	Peon	Sector-3, 1346 M.B. Road, New Delhi.
74	Sh. Deepak Kumar Mohanty	Peon	Q. No.-592, Sector-3, Block-DS, Pushp Vihar (M.B. Road), New Delhi. Ph-9868756181.
75	Sh. Dharam Pal	Peon	H. No.-350, Vill. Kakrola, New Delhi.
76	Sh. Sandeep	Peon	Vill. & P.O. Khanda, Dist. Haryana (Sonapat) 0130-2523126, 09896514894.
77	Sh. Baswanand	Peon	H.No.-1123, Block-DS, Sector-3, M.B.Road, New Delhi.
78	Sh. Sunil Kumar	Peon	H.No.-109, A, Gautam Nagar, Delhi. Ph-9910168540.
79	Sh. Ram Karan	Peon	A-7, Neeti Bagh, New Delhi-49.
80	Sh. Prem Ballabh	Peon	A-16/32, Dayal Pur Extn. Delhi.
81	Sh. Mohd. Irfan	Peon	46-C, Pocket-B-8, Mayur Vihar, Ph-3, Delhi.
82	Sh. Arjun Kumar	Peon	B-3, Surya Vihar, Ph-II, Sehtpur, Near Gaytri Public School, Faridabad.
83	Ms. Kavita Kanojia	Peon	J/1/44, DDA Flats, Kalkaji, New Delhi.

			Ph-9871594591.
84	Sh. Mahant Kumar	Dak Peon Cum Orderly	N-46, Ist Floor, West Patel Nagar, Near Khanna Market, Delhi. Ph-25884632.
85	Sh. Mohd. Abbash	Dak Peon Cum Orderly	35/258, Trilok Puri, Delhi. Ph-9911242520.
86	Sh. Mahesh Giri	Peon	A-8/15, Dayal Pur, New Delhi-94.
87	Ms. Laxmi	Dak Peon Cum Orderly	X-309, Sarojini Nagar, New Delhi. Ph-9891416691.
88	Sh. Manoj Kumar	Peon	15, Akbar Road, New Delhi.
89	Ms. Rajni Mehra	Peon	C-47, Anoop Nagar, Uttam Nagar, Delhi-59 Ph-9968283469.
90	Sh. Shayam Narain	Peon	C-34, Paryavaran Complex, Said-ul-jab, Saket, New Delhi.
91	Ms. Rita	Peon (Ad-hoc)	13-C, Firoz Shah Road, New Delhi.
92	Sh. Dinesh Nailwal	Peon	396, Kali Bari Marg, New Delhi-01.
93	Sh. Satbir Singh	Frash	M-341, Kasturba Gandhi Nagar, New Delhi.
94	Sh. Jai Ram	Frash	Q. No.-102, Block-4, Andrews Ganj, New Delhi.
95	Sh. Ram Avtar	Safai Karamchhari	93-P, Sector-4, M.B. Road, New Delhi. Ph-9891205204.

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**MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**

S.No.	Name	Designation	Scale of Pay
1	Mrs. Sangita Dhingra Sehgal	Member Secretary	Rs.18750--22850
2	Sh. Dharmesh Sharma	Secretary, High Court Legal Services Committee	Rs.16750-20500
3	Sh. A.K.Sarpal	Officer on Special Duty	Rs.16750-20500
4	Sh. Sanjay Sharma	Project Officer	Rs.10000-15200
5	Sh. S.P.Singh	Sr. Accounts Officer	Rs. 8000-13500
6	Sh. M.S.Negi	Administrative Officer	Rs. 6500-10500
7	Sh. Subhash Dyani	Jr. Accounts Officer	Rs.6500-10500
8	Mrs. Kusum Sharma	Superintendent	Rs.6500-10500
9	Sh. Devanand	Sr. P.A.	Rs.6500-10500
10	Sh. Sandeep Kumar Bhatt	Sr. Stenographer	Rs.5500-9000
11	Sh. M.K.Vaishnavi	Assistant	Rs.5000-8000
12	Ms. Urmila	Assistant	Rs.5000-8000
13	Sh. Rajinder Kumar	Statistical Assistant	Rs.5000-8000
14	Ms. Meenakshi	Hindi Translator	Rs. 5000-8000
15	Ms. Usha Kaul Bhatt	U.D.C.	Rs.4000-6000
16	Mrs. Rajni Manroo	U.D.C.	Rs.4000-6000
17	Sh. Harsh Narang	U.D.C.	Rs.4000-6000
18	Sh. Anil Kumar Butta	U.D.C.	Rs.4000-6000
19	Mrs. Geeta Rajput	U.D.C.	Rs.4000-6000
20	Sh. Bhuwan Chandra Pant	U.D.C.	Rs.4000-6000
21	Sh. Ramesh Chand Dogra	U.D.C.	Rs.4000-6000
22	Sh. Digamber Bhatt	U.D. C.	Rs.4000-6000
23	Mrs. Anita Gupta	Jr. Steno	Rs.4000-6000
24	Sh. Ajay Kumar	Jr. Steno	Rs.4000-6000
25	Sh. Parvinder Kumar	Jr. Steno	Rs.4000-6000
26	Sh. Arun Kumar	Jr. Steno	Rs.4000-6000
27	Sh. Anil Kumar	Jr. Steno	Rs.4000-6000
28	Ms. Pooja Khanna	Jr. Steno	Rs.4000-6000
29	Ms. Sunita Manro	Jr. Steno	Rs.4000-6000
30	Ms. Chinu	Jr. Steno	Rs.4000-6000
31	Sh. Naveen Kumar Rao	L.D.C.	Rs.3050-4590
32	Sh. Sudhir Kumar	L.D.C.	Rs.3050-4590
33	Sh. Rajkumar Sharma	L.D.C.	Rs.3050-4590

34	Mrs. Rekha Choudhary	L.D.C.	Rs.3050-4590
35	Mrs. Bijayinee Sathpathy	L.D.C.	Rs.3050-4590
36	Ms. Moni	L.D.C.	Rs.3050-4590
37	Mrs. Pratima Rathore	L.D.C.	Rs.3050-4590
38	Sh. Ramesh Kumar Bhatia	L.D.C.	Rs.3050-4590
39	Mrs. Nitika Pathak	L.D.C.	Rs.3050-4590
40	Mrs. Anita	L.D.C.	Rs.3050-4590
41	Sh. Sanjeev Kashyap	L.D.C.	Rs.3050-4590
42	Ms. Bhawana Sharma	L.D.C.	Rs.3050-4590
43	Mrs. Sonia	L.D.C.	Rs.3050-4590
44	Sh. Rakesh Khatri	L.D.C.	Rs.3050-4590
45	Mrs. Chanda S. Rawat	L.D.C.	Rs.3050-4590
46	Sh. Lalit Goswami	L.D.C.	Rs.3050-4590
47	Sh. Sumit Juneja	L.D.C.	Rs.3050-4590
48	Ms. Manisha Nijhawan	L.D.C.	Rs.3050-4590
49	Mrs. Sushma	L.D.C.	Rs.3050-4590
50	Sh. Rajeev Sharma	L.D.C.	Rs.3050-4590
51	Sh. Mahesh Chand	L.D.C.	Rs.3050-4590
52	Ms. Monika Mehra	L.D.C. (Ad-hoc)	Rs.3050-4590
53	Sh. Feroz Khan	L.D.C. (Ad-hoc)	Rs.3050-4590
54	Sh. Praveen Rana	L.D.C. (Ad-hoc)	Rs.3050-4590
55	Sh. Harinder Lohia	L.D.C. (Ad-hoc)	Rs.3050-4590
56	Mrs. Karuna	Data Entry Operator (Ad-hoc)	Rs.3050-4590
57	Sh. Vinod Kumar Sharma	Driver	Rs.4000-6000
58	Sh. Bhagat Singh	Driver	Rs.3050-4590
59	Sh. Yunus Khan	Driver	Rs.3050-4590
60	Sh. Mukesh Kumar	Driver	Rs.3050-4590
61	Sh. Pawan Kumar	Driver	Rs.3050-4590
62	Sh. Rajender Prasad	Despatch Rider	Rs.3050-4590
63	Sh. Bharat Lal Mehto	Despatch Rider	Rs.3050-4590
64	Sh. Jai Mangal Shah	Daftary	Rs.2610-3540
65	Sh. Yogamber Singh	Peon	Rs.2550-3200
66	Sh. Pramod Kumar Thakur	Peon	Rs.2550-3200
67	Sh. Yogesh Kumar	Peon	Rs.2550-3200
68	Sh. Suresh Chand Yadav	Peon	Rs.2550-3200
69	Mrs. Sulochana	Peon	Rs.2550-3200
70	Sh. Ramesh Kanojia	Peon	Rs.2550-3200
71	Smt. Geeta Kanojia	Peon	Rs.2550-3200
72	Sh. Krishan Kumar Sharma	Peon	Rs.2550-3200
73	Sh. Mohan Singh Bisht	Peon	Rs.2550-3200
74	Sh. Deepak Kumar Mohanty	Peon	Rs.2550-3200
75	Sh. Dharam Pal	Peon	Rs.2550-3200

76	Sh. Sandeep	Peon	Rs.2550-3200
77	Sh. Baswanand	Peon	Rs.2550-3200
78	Sh. Sunil Kumar	Peon	Rs.2550-3200
79	Sh. Ram Karan	Peon	Rs.2550-3200
80	Sh. Prem Ballabh	Peon	Rs.2550-3200
81	Sh. Mohd. Irfan	Peon	Rs.2550-3200
82	Sh. Arjun Kumar	Peon	Rs.2550-3200
83	Ms. Kavita Kanojia	Peon	Rs.2550-3200
84	Sh. Mahant Kumar	Dak Peon Cum Orderly	Rs.2550-3200
85	Sh. Mohd. Abbash	Dak Peon Cum Orderly	Rs.2550-3200
86	Sh. Mahesh Giri	Peon	Rs.2550-3200
87	Ms. Laxmi	Dak Peon Cum Orderly	Rs.2550-3200
88	Sh. Manoj Kumar	Peon	Rs.2550-3200
89	Ms. Rajni Mehra	Peon	Rs.2550-3200
90	Sh. Shayam Narain	Peon	Rs.2550-3200
91	Ms. Rita	Peon (Ad-hoc)	Rs.2550-3200
92	Sh. Dinesh Nailwal	Peon	Rs.2550-3200
93	Sh. Satbir Singh	Frash	Rs.2550-3200
94	Sh. Jai Ram	Frash	Rs.2550-3200
95	Sh. Ram Avtar	Safai Karamchari	Rs.2550-3200

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**BUDGET ALLOCATED FOR EACH AGENCY, INDICATING THE PARTICULARS OF ALL
PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Sanctioned Budget for the Year 2006-07

Sub Heads	Budget Estimates 2006-07 Non-Plan (Rupees in thousand)	Revised Estimates 2006-2007 Non-Plan
Salaries	15000	13700
Wages	-----	-----
O.T.A	50	50
Travel Expns.	75	75
Office Expns.	3000	3825
Other Administrative Expenses	-----	2500
Professional Services	-----	-----
Minor Works	-----	-----
Medical	125	200
Total	18250	20350
Grant from Govt. of NCT Of Delhi	15000	15000

Sr. Accounts Officer

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**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS
ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAM**

LIST OF INSTITUTION GIVEN SUBSIDY

NIL

LIST OF INDIVIDUALS GIVEN SUBSIDY

NIL

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**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORITIES
GRANTED**

NIL

**DELHI LEGAL SERVICES AUTHORITY, PATIALA HOUSE COURTS,
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**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD
BY IT, REDUCED IN AN ELECTRONIC FORM**

S.NO	Activities for which electronic data available	Can it be shared with Public	Is it available on website or is being used as back end data base
1.	Legal Services Authorities Act, 1987 as amended by Legal Services Authorities (Amendment) Act, 2002.	Yes	Available on website i.e. www.dlsa.nic.in
2.	Delhi Legal Services Authorities Rules, 1996.	Yes	-do-
3.	List of Family Counselling Centres	Yes	-do-
4.	The list of Ex-Officio Members, Co-opted and Nominated Members of the Delhi Legal Services Authority.	Yes	-do-
5.	List of Jail Visiting Advocates	Yes	-do-
6.	Forthcoming Events	Yes	-do-
7.	Functions Report	Yes	-do-
8.	Photo Gallary	Yes	-do-

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**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING
ROOM, IF MAINTAINED FOR PUBLIC USE.**

Facilities available for obtaining information:-

S.No.	Facility Available	Nature of Information.
1.	Website www.dlsa.nic.in	1. List of Panel Advocates. 2. List of Remand Advocates. 3. List of Counsellors. 4. Fee Structure of Panel Advocates.
2.	Telephone Helpline 23341111 Toll Free from MTNL 12525	For Legal Advise.
3.	24 Hours Day & Night Permanent Legal Services Clinic, Shaheed Bhagat Singh Place, Gole Market, New Delhi.	For Legal Advise and assistance

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NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

NOTIFICATION

In exercise of the power conferred under Section 5(1) and (2) of the Right to Information Act, 2005, Delhi Legal Services Authority hereby designate the following Officers as the Public Information Officer, Assistant Public Information Officer and Appellate Authority for Delhi Legal Services Authority, as required under Section 19 of the Right to Information Act, 2005:-

S.NO	DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICER
1.	APPELLATE AUTHORITY	MS. SANGITA DHINGRA SEHGAL, MEMBER SECRETARY, DELHI LEGAL SERVICES AUTHORITY, ROOM NO. 1, PATIALA HOUSE COURTS, NEW DELHI. IN HER ABSENCE: SHRI DHARMESH SHARMA**, SECRETARY, HIGH COURT LEGAL SERVICES COMMITTEE, DELHI HIGH COURT, NEW DELHI.
2.	PUBLIC INFORMATION OFFICER	SHRI BRIJESH GARG, SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, ROOM NO. 286, TIS HAZARI COURTS, DELHI-110054. IN HIS ABSENCE: Ms. SAVITA RAO, SECRETARY, DISTRICT LEGAL SERVICES COMMITTEE, ROOM NO. TIS HAZARI COURTS, DELHI-110054.
3.	ASSISTANT PUBLIC INFORMATION OFFICER	SHRI SANJAY SHARMA, PROJECT OFFICER, DELHI LEGAL SERVICES AUTHORITY, ROOM NO. 1, PATIALA HOUSE COURTS, NEW DELHI 110001.

		IN HIS ABSENCE: SHRI M.S.NEGI ADMINISTRATIVE OFFICER, DLSA, ROOM NO. 1, PATIALA HOUSE COURTS, NEW DELHI 110001.
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BY ORDER

MEMBER SECRETARY

** Consequent upon the repatriation of Sh. Dilbag Singh, Secretary, Delhi High Court Legal Services Committee to his parent Cadre, and in exercise of the power conferred under Section 5(1) and (2) of the Right to Information Act, 2005, Delhi Legal Services Authority hereby designate Sh. Dharmesh Sharma, Secretary, Delhi High Court Legal Services Committee as Appellate Authority in the absence of Mrs. Sangita Dhingra Sehgal, Member Secretary, Delhi Legal Services Authority as required under Section 19 of the Right to Information Act, 2005.