

## **ANNEXURE-I**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (i) of the Right to Information Act, 2005.**

**(The particulars of the organization, functions and duties)**

<b>Sr. No.</b>	<b>Name of the Organization/ Department/Board/Cooperation/ Institution</b>	<b>Function and duties (in brief)</b>
1.	State Legal Services Authority, Union Territory, Chandigarh.	Providing Legal Aid to down trodden people and weaker sections of society under Section 12 of the Legal Services Authorities Act, 1987. To disseminate information and sensitize people about the provisions of the benefits enshrined in the Legal Services Authorities Act, 1987. To organize Permanent Lok Adalats and Special Lok Adalats intermittent in nature for disposing of all the matters in dispute which are of civil nature and criminal nature which are compoundable.

## **ANNEXURE-2**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (ii) of the Right to Information Act, 2005.**

**(The power and duties of the officers and employees)**

<b>Sr. No.</b>	<b>Name of the Organization/ Department/Board/Cooperation/ Institution</b>	<b>Function and duties (in brief)</b>
1.	Member Secretary	Head of the Department.
2.	Superintendent	Supervision of the Office.
3.	Section Officer	Dealing with Financial Matters.
4.	Law Officer	Dealing with Legal Matters.
5.	Senior Assistants	Dealing with Establishment of Officer and other duties assigned to them respectively.
6.	Senior Scale Stenographer	Dealing with day to day dictation work and attached with the Member Secretary.
7.	Reader	Attached as Personal Secretary with the Member Secretary.
8.	Restorer	Attached with the Judge Permanent Lok Adalat, District Courts, Chandigarh.
9.	Librarian	Custodian of all the books and statistical information of the Authority.
10.	Clerk	Dealing with Establishment of Officer and other duties assigned to them respectively.
11.	Steno-Typist	Dealing with typing work and other duties assigned to them respectively.
12.	Drivers	Driving of the official Cars and is attached with Executive Chairman and Member Secretary.
13.	Peons	Delivering the Summons and all the Dak of the Authority.
14.	Sweeper cum Chowkidar	Cleaning the office of State Legal Services Authority and acts as Chowkidar.

**Note:-**            **Other incumbents are working on contractual basis.**

### **ANNEXURE-3**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (iii) of the Right to Information Act, 2005.***

**(The procedure the followed in the decision making process, including channels of supervision and accountability)**

<b><i>Sr. No.</i></b>	<b><i>Name/Type of Work</i></b>	<b><i>Level at which the case is initiated. (Name of the Post)</i></b>	<b><i>Name of the post which deal with the case before the decision making Authority</i></b>	<b><i>Level at which decision is made. (Name of the Post)</i></b>
1.	Providing Legal Aid to the beneficiaries. Holding Lok Adalats, organizing Legal Aid Seminar & Programmes on regular intervals	Assistants	Superintendent, Law Officer, Section Officer	Member Secretary.

## **ANNEXURE-4**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (iv) of the Right to Information Act, 2005.**

(The norms set for the discharge of its functions)

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b>Item of Work</b>	<b>Norms set by this department (number of days taken for decision making)</b>
1.	Providing Legal aid to the beneficiaries and disposing of the matters in dispute at prelitigative stage by way of compromise.	Two Days
2.	Organizing Legal Awareness Seminars and programmes for sensitizing the people belonging to weaker section of society about aims and objectives of the Legal Services Authorities Act 1987	As per Plan of Action devised by NALSA
3.	Holding permanent and Special Lok Adalat intermittent in nature.	One in Three Months

## **ANNEXURE-5**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (v) of the Right to Information Act, 2005.***

**(The Rules, Regulations, Instructions, Manuals and Records held by it or under control or used by Employees for discharging functions)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b><i>Sr. No.</i></b>	<b><i>Name of the Act</i></b>	<b><i>Name of the Rules</i></b>	<b><i>Name of the Manuals</i></b>	<b><i>Instructions (Write Circular No./ Date)</i></b>	<b><i>Any other Record/ Document</i></b>
1.	Legal Services Authorities Act, 1987	Chandigarh Legal Services Authorities Rules 1997	State Legal Services Authority, Union Territory, Chandigarh (Transaction of Business and other Provisions) Regulations, 1998.	No. 39 of 1987 (Amendment) Act, 1994 (No. 59 of 1994) 01.10.1987, 29.10.1994	Amendment of Rules and Regulations from time to time.

## **ANNEXURE-6**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (vi) of the Right to Information Act, 2005.***

**(Statement of the Categories of documents that are held or under control)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b><i>Sr. No.</i></b>	<b><i>Category of documents</i></b>
1.	Legal Services Authorities Act, 1987
2.	Chandigarh Legal Services Authorities Rules, 1997
3.	Legal Services Authority, Union Territory, Chandigarh (Transaction of Business and other Provision) Regulations, 1998.

## **ANNEXURE-7**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (vii) of the Right to Information Act, 2005.***

**(The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b><i>Details/Type of arrangements made</i></b>
1.	04 nominated members of State Legal Services Authority.
2.	03 nominated Members of District Legal Services Authority.
3.	05 nominated Members of High Court Legal Services Committee.

## **ANNEXURE-8**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (viii) of the Right to Information Act, 2005.**

**(Statement of the Boards, Councils, Committees and other Bodies)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b>Name of the Boards</b>	<b>Name of the Council</b>	<b>Name of the Committees</b>	<b>Name of the other Bodies constituted by the Department</b>	<b>Whether meetings of these bodies are open to the public (Yes/No)</b>	<b>Whether the minutes of such meetings are accessible for public (Yes/No)</b>
1.	NIL	NIL	(i) State Legal Services Authority. (ii) District Legal Services Authority. (iii) High Court Legal Services Committee.	NIL	NIL	NIL



## **ANNEXURE-9**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (ix) of the Right to Information Act, 2005.**

**(Directory of the Officers and Employees)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b>Name of the Employees</b>	<b>Designation</b>	<b>Telephone Number (Office)</b>
1.	Sh. Lal Chand	Member Secretary	2742999 (Fax) 2742888
2.	Sh. Mohan Lal	Section Officer	-Do-
3.	Sh. Malwinder Singh	Superintendent	-Do-
4.	Sh. Rajeshwar Singh	Law Officer	-Do-
5.	Sh. Vinod Kumar	Sr. Scale Stenographer	-Do-
6.	Ms. Sunita	Sr. Scale Stenographer	-Do-
7.	Ms. Bindu	Sr. Assistant	-Do-
8.	Ms. Sushma Devi	Sr. Assistant	-Do-
9.	Sh. Parveen Kumar	Sr. Assistant	-Do-
10.	Ms. Chhavi Sharma	Reader	-Do-
11.	Ms. Indu	Jr. Assistant	-Do-
12.	Ms. Anupreet Kaur	Librarian	-Do-
13.	Sh. Rahul	Steno-Typist	-Do-
14.	Sh. Deepak Patwal	Steno-Typist	-Do-
15.	Sh. Aman Dua	Steno-Typist	-Do-
16.	Sh. Kamal Kant	Clerk	-Do-
17.	Sh. Sahil Bhagania	Clerk	-Do-
18.	Sh. Sandeep Singh	Accounts-Clerk	-Do-
19.	Sh. Deepak Kaushik	Restorer	-Do-
20.	Sh. Tara Chettri	Driver	-Do-
21.	Sh. Sandeep Sharma	Driver	-Do-
22.	Sh. Mohan Choudhary	Peon	-Do-
23.	Sh. Davinder Singh	Peon	-Do-
24.	Sh. Bishnu Parshad	Peon	-Do-
25.	Sh. Ashok	Peon	-Do-
26.	Sh. Parvind Kumar	Peon	-Do-
27.	Sh. Gurmeet Singh	Peon	-Do-
28.	Sh. Shoba Ram	Sweeper-cum-Chowkidar	-Do-

## **ANNEXURE-10**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (x) of the Right to Information Act, 2005.**

**(Monthly remuneration received by the officers and employees)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b>Name of the Employees</b>	<b>Designation</b>	<b>Monthly Emoluments (Rs.)</b>
1.	Sh. Lal Chand	Member Secretary	Rs. 76431/-
2.	Sh. Mohan Lal	Section Officer	Rs. 45728/-
3.	Sh. Malwinder Singh	Superintendent	Rs. 37393/-
4.	Sh. Rajeshwar Singh	Law Officer	Rs. 47744/-
5.	Sh. Vinod Kumar	Sr. Scale Stenographer	Rs. 43002/-
6.	Ms. Sunita	Sr. Scale Stenographer	Rs. 38398/-
7.	Ms. Bindu	Sr. Assistant	Rs. 38446/-
8.	Ms. Sushma Devi	Sr. Assistant	Rs. 36892/-
9.	Sh. Parveen Kumar	Sr. Assistant	Rs. 37873/-
10.	Ms. Chhavi Sharma	Reader	Rs. 38578/-
11.	Ms. Indu	Jr. Assistant	Rs. 34343/-
12.	Ms. Anupreet Kaur	Librarian	Rs. 29829/-
13.	Sh. Rahul	Steno-Typist	Rs. 29829/-
14.	Sh. Deepak Patwal	Steno-Typist	Rs. 27129/-
15.	Sh. Aman Dua	Steno-Typist	Rs. 27034/-
16.	Sh. Kamal Kant	Clerk	Rs. 33022/-
17.	Sh. Sahil Bhagania	Clerk	Rs. 27129/-
18.	Sh. Sandeep Singh	Accounts-Clerk	Rs. 29829/-
19.	Sh. Deepak Kaushik	Restorer	Rs. 23005/-
20.	Sh. Tara Chettri	Driver	Rs. 25188/-
21.	Sh. Sandeep Sharma	Driver	Rs. 22166/-
22.	Sh. Mohan Choudhary	Peon	Rs. 17906/-
23.	Sh. Davinder Singh	Peon	Rs. 17906/-
24.	Sh. Bishnu Parshad	Peon	Rs. 17906/-
25.	Sh. Ashok	Peon	Rs. 17906/-
26.	Sh. Parvind Kumar	Peon	Rs. 17906/-
27.	Sh. Gurmeet Singh	Peon	Rs. 14084/-
28.	Sh. Shoba Ram	Sweeper-cum-Chowkidar	Rs. 18306/-

**Note:- Monthly Emoluments as per the Last Month(June 2015) Salary Bill.**

## **ANNEXURE-11**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (xi) of the Right to Information Act, 2005.***

**(Budge allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and repots on disbursements made)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b><i>Sr. No.</i></b>	<b><i>Head/Item of the Budget</i></b>	<b><i>Proposed expenditure during the year 2011-12</i></b>	<b><i>Disbursement made (upto</i></b>
1.	Grant-in-Aid from the Chandigarh Administration	Rs. 140 Lacs	Rs. 61.34 Lacs

**ANNEXURE-12**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (xii) of the Right to Information Act, 2005.***

**(The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b><i>Sr. No.</i></b>	<b><i>Scheme under subsidy given</i></b>	<b><i>Manner of execution of subsidy programme</i></b>	<b><i>Amount allocated (Rs.)</i></b>	<b><i>Details of Beneficiaries.</i></b>

**ANNEXURE-13**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (xiii) of the Right to Information Act, 2005.***

(Particulars of recipients of concessions, permits or authorizations granted)

**Name of the Department/Board/ Corporation/Institution/Office :** State Legal Services Authority, Union Territory, Sector 9, Chandigarh.

<b><i>Sr. No.</i></b>	<b><i>Concessions/Permit/ Authorization grant</i></b>	<b><i>Name of the Recipient</i></b>	<b><i>Address of the Recipient</i></b>
	Nil	Nil	Nil

## **ANNEXURE-14**

### ***Publication of Information Regarding Items Specified in Rule 4(1) (b) (xiv) of the Right to Information Act, 2005.***

(Details in respect of the information, available, reduced in an electronic form)

**Name of the Department/Board/ Corporation/Institution/Office :** State Legal Services Authority, Union Territory, Sector 9, Chandigarh.

<b><i>Sr. No.</i></b>	<b><i>Type of Information</i></b>
1.	Detailed information upto 30.09.2011 is attached with this Annexure-14

### **Comprehensive Notice of the Authority upto 30.09.2011**

#### **Introduction**

The State Legal Services Authority, Union Territory, Chandigarh constituted under the Legal Services Authorities Act, 1987 came into force with effect from **19<sup>th</sup> January, 1998**. In order to achieve aims and objectives of the Act and to settle the disputes between the parties amicably and expeditiously, a Permanent Lok Adalat was established in the District Court, Chandigarh on **07<sup>th</sup> August, 1998**, which happened to be the first Permanent Lok Adalat in the Country and it is functioning in the District Courts Complex on all working days. This Lok Adalat is preside over by the Judge, Permanent Lok Adalat in the Distirct Courts, Chandigarh and has settled 40629 cases a sum of Rs. 3.36 Crore has been awarded in 327 MACT and a sum of Rs. 9.50 Lac has been recovered in 24636 summary cases as compounding fee was awarded as compensation in Rs. 9.84 (approx) Crore in Special Lok Adalat at Pre-Litigative Stage.

#### **Lok Adalat on Old Pattern Intermittent in Nature**

The State Legal Services Authority, Union Territory, Chandigarh has organized 85 Special Lok Adalats in the District Courts, Chandigarh and settled 493499 Cases. A sum of Rs.54.21 Crore (approx) was awarded as compensation in 2012 Motor Accident Claims Cases. The Special Lok Adalats recovered fine amounting to Rs. 7.75 Crore (approx.) in 1,97,748 Summary Cases.

#### **Permanent & Continuous Lok Adalat in the Premises of Punjab & Haryana High Court.**

The Authority has set up Six Daily Lok Adalats in the premises of Punjab and Haryana High Court, Chandigarh. These Daily Lok Adalats have settled 20510 cases and a sum of Rs. 148.90 Crore has been awarded as compensation.

### **Legal Aid Counsel Scheme in Judicial Courts of Chandigarh**

The Authority provides legal aid to the accused through Nine Legal Aid Counsel attached to the Judicial Courts who are discharging their duties in imparting on the spot legal aid to the accused under custody. The performance of the Legal Aid Counsel is supervised by the District Legal Services Authority headed by Chairman, DLSA-cum-District & Session Judge, Chandigarh.

### **District Legal Services Authority**

A District Legal Services Authority constituted on 19<sup>th</sup> January, 1998 is functioning in the District Courts, Sector 17, Chandigarh. The District & Sessions Judge is the Chairman and the Chief Judicial Magistrate is the Secretary.

### **Panel of Advocates**

A panel of Advocates has been constituted for providing legal aid to the beneficiaries Under Section 12 of the Legal Services Authorities Act, 1987. The Authority has provided free legal aid to 2995 beneficiaries.

### **Establishment of Permanent Lok Adalat for Public Utility Services**

Another Permanent Lok Adalat constituted under Chapter VI-A of the Legal Services Authorities Act, 1987, relating to Public Utility Services has been established by the Authority on 09<sup>th</sup> November, 2003 in Sector 17, Chandigarh on the occasion of Legal Services Day. The Permanent Lok Adalat for Public Utility Services has been disposed of 12,908 cases and a sum of Rs 3.50 Crore (approx.) has been awarded as compensation.

### **Legal Aid Cell, Model Jail, Chandigarh**

A Legal Aid Cell having started functioning in the Model Jail, UT, Chandigarh with effect from 9<sup>th</sup> November, 2001 (Legal Services Day) has disposed of 5710 matters.

### **Legal Awareness Seminars**

In order to generate awareness in public, particularly amongst weaker sections of Society, this Authority has been organizing legal awareness seminars. This Authority has organized 1364 Seminars in villages and colonies of the UT, Chandigarh. Where printed publicity material has also been widely distributed.

## **Publicity Campaign to make general public aware of Legal Aid Schemes and Programmes**

In order to sensitize people about the legal aid schemes and programmes of the Authority, this Authority has installed permanent structures of 43 hoardings at various places like Police Stations, Gram Panchayats, PGI, Panjab University, General Hospital, Sector 16, Government Medical College and Hospital, Sector 32, Bus Stands, Sector 17 and Sector 43, District Courts Complex, Sector 17, Hon'ble High Court, Estate Office, Rose Garden, Rock Garden and Sukhana Lake, Industrial Areas, etc.

## **National Legal Literacy Mission**

National Legal Literacy Mission was launched in the premises of Punjab and Haryana High Court on 09<sup>th</sup> March, 2005 under the aegis of Hon'ble Mrs. Justice H.S. Bedi, Acting Chief Justice of Punjab and Haryana High Court as per the instructions and supervision of National Legal Services Authority, New Delhi.

## **Participation in Fairs/Festivals**

Every year this Authority puts up a stall in Chandigarh Carnival, Rose Festival etc. organized by the Chandigarh Administration. The pamphlets depicting the aims and objectives of the authority are distributed among the visitors to create the legal awareness. Mobile Van is also used for creating awareness among the people.

## **Celebration of Days/Weeks**

Every year this Authority celebrates Women's Day, Labour Day, Mental Disability Day, Aids Day, National Legal Literacy Day. In addition to that it also observes Women Empowerment Week, International Labour Week etc. and also organizes Seminars in commemoration to these Days/Weeks in and around Chandigarh in various J.J. Colonies, Villages, Sum Areas. School as well as Colleges with the help of various NGOs and Social Welfare Department, Chandigarh.

## **Schemes being implemented by this Authority**

1. Scheme of Para Legal Volunteers.
2. National Legal Services Authority (Legal Aid Clinics) Scheme 2010.
3. National Legal Services Authority (Legal Services to the Mentally Ill Persons and Persons with Mental Disabilities) Scheme, 2010.
4. National Legal Services Authority (Legal Services to the Workers in the Unorganized Sector) Scheme 2010.
5. Scheme of Students Legal Literacy Clubs.



6. National Legal Services Authority (Free and Competent Legal Services Regulations, 2010).
7. Scheme for use of Mobile Van.

**ANNEXURE-15**

**Publication of Information Regarding Items Specified in Rule 4(1) (b) (xv) of the Right to Information Act, 2005.**

(Particulars of facilities available to citizens for obtaining information)

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of Days in a Week/Timings etc.)</b>
1.	Legal Aid/Assistant/Advice and Counseling.	On all working days (09:00 A.M. to 5:00 P.m.)

**ANNEXURE-16**

***Publication of Information Regarding Items Specified in Rule 4(1) (b) (xvi) of the Right to Information Act, 2005.***

**(Name, Designations and Other Particular of the Public Information Officer)**

**Name of the Department/Board/ Corporation/Institution/Office : State Legal Services Authority, Union Territory, Sector 9, Chandigarh.**

<b><i>Sr. No.</i></b>	<b><i>Name of the State Publication Information Officer</i></b>	<b><i>Designation</i></b>	<b><i>Telephone No. (Office)</i></b>	<b><i>Assistant State Publication Information Officer</i></b>
1.	Sh. Rajeshwar Singh	Law Officer	2742999, 2742888 Toll Free No. 1800-180-2058	NIL