

September, 2023

1.	Mass awareness of general/litigant public and other stakeholders and also coordination with Local Bodies Police, Banks, Insurance Companies, Financial Institutions, NGOs and other Government Departments for effective identification and settlement of cases by involving Para Legal Volunteers, Asha/Anganwadi workers for the upcoming National Lok Adalat to be held on 09.09.2023
2.	Meeting/Interaction of Secretaries, District Legal Services Authorities and the Chairmen, District Legal Services Authorities/Sub Divisional Legal Services Committees with Bar Association, Stakeholders, Banks, Insurance Companies, Financial Institutions, NGOs and other Government Departments on day to day basis regarding maximum identification of cases. The emphasis should be on low amount cheque bounce and MACT cases at Pre and Post litigation stage(s) for the upcoming National Lok Adalat on 09.09.2023 . Targets may be given to PLVs for identification of cases for National Lok Adalat and also to mobilize general public to bring maximum numbers of cases for the National Lok Adalat.
3.	The Chairperson(s) to supervise the identification of cases being referred by the Courts with in their respective divisions, for the National Lok Adalat.
4.	Video Conferencing of Chairperson(s), District Legal Services Authorities with all Judicial Officers of the Civil and Sessions Divisions regarding progress in identification of cases for National Lok Adalat, may be convened.
5.	Awareness-cum-sensitization drive for confronting illegal dumping during construction of roads and Highways in association with Forest Department, National Highway Authority of India, HPPWD, Pollution Control Board, Jal Shakti Vibhag, H.P. Police Department, Local Administration and Local Bodies at District and Sub Divisional level be organized. Core Teams may conduct inspection of the sites. Monthly report on the following lines be submitted to this Authority:- a. Number of awareness/Training Programmes conducted. b. Number of participants attended. c. Number of inspection of sites. Detailed report on each point be collated and compiled by the concerned Secretary, DLSA.
6.	Special Awareness Programme be organized for educating members of Transgender community about their rights under the Transgender Persons (Protection of Rights) Act, 2019 and other Welfare Schemes of the Central/State Government. To deploy Para Legal Volunteers manning Village Legal Care and Support Centres to assist the members of Transgender community in preparing their Adhar Cards, Voter Id Cards, Ration Cards, Transgender Cards and other important documents/certificates and also to extend all assistance to them for securing the benefit of providing rations or other facilities. Detailed report of Para Legal Volunteers with regard to how assistance or any other help was provided to the members of Transgender Community and number of cases in which it was provided.
7.	Secretaries, District Legal Services Authorities to organize Legal Awareness Programme for Jail Inmates by associating Legal Aid Defense Counsels through virtual mode on the following topics: ➤ Right of Prisoners and corresponding duties of the Jail custodians in ensuring the protection of their right.

	<ul style="list-style-type: none"> ➤ Plea Bargaining ➤ Standard Operating Procedure (SOP) issued by NALSA ➤ Pre-mature release of convicts. ➤ Parole ➤ Furlough, etc. ➤ Strengthening of Legal Services in Prisons <p>Secretary DLSA to interact with Jail Inmates, convicts/under trials and provide them legal Aid/Assistance as may be required for defending the case, filing appeal or seeking bail, pre-mature release, parole, furlough etc.</p> <p>The Human Rights of prisoners must be taken care of while visiting jail(s).</p> <p>Bail(s) matter of Under Trial Prisoners should be aggressively pursued by the District Legal Services Authority.</p> <p>While conducting inspection of jails, must see to it that the basic facilities are guaranteed to all the prisoners.</p> <p>Effective coordination with concerned Courts/ Jail Authority in their respective District to solve grievances of Jail Inmates, convicts/under trials with reference to problem(s) faced by them if any and apprise and assist eligible convicts for pre-mature release as per rules by accessing to the descriptive roll (portal 'Kaara-Correction')/directions issued by the Hon'ble Supreme Court from time to time in the matter of SMWP(CRIMINAL)NO4/2021 titled IN RE POLICY STRATEGY FOR GRANT OF BAIL/SPECIAL LEAVE TO APPEAL(Crl.NO.529/2021 titled SONADHAR VS STATE OF CHATTISGARH</p> <p>Record of Legal Aid/Assistance provided be maintained.</p> <p>Defects and Deficiencies pointed out during such inspection be also mentioned in the report.</p>
8.	Observance of ' International Literacy Day ' on 08.09.2023 . Suitable programmes to be organized with the help of concerned Department. These may be conducted online.
9.	Observance of ' International Day for preservation of the Ozone Layer ' on 16th September, 2023 . Suitable programmes to be organized with the help of concerned Department. These may be conducted online.
10.	Sensitization programme on the following NALSA's scheme <ul style="list-style-type: none"> ➤ NALSA (Effective Implementation of Poverty Alleviation) Scheme, 2010 Targets be given to PLVs for identifying beneficiaries under the aforesaid schemes for legal aid and report be made how many legal assistance/aid/advise given by the concerned DLSA/SDLSC
11	Inspection of Children Home(s) and Observation Home(s) by the Chairmen/Secretaries, DLSAs/ Chairmen SDLSCs concerned. Welfare of Children of such Homes to be looked into during inspection. Defects and shortcomings noticed during inspection be detailed in the report.
12	To organize Lessons in Law in Schools/Colleges regarding Fundamental Duties, Right to Information Act and NALSA Legal Services Mobile App and it's salient features.
13	To organise Training Programme for Legal Services Panel Lawyers and PLVs as per modules of Training programme for Panel Lawyers framed by the NALSA by associating Senior Advocate(s) of their respective District as Resource persons.
14	Chairmen, District Legal Services Authorities to take efforts to boost up mediation activities by holding meeting(s) with Judicial Officers and Trained Advocate Mediators in their

	jurisdiction, to clear the backlog of the pending cases of mediation. To impress upon Judicial Officers to refer more cases for mediation in order to utilize the services of Trained Mediators.
15	To strengthen the Court Annexed Mediation, the Secretary/Co-ordinator to sensitize the general masses/litigants to encourage them to refer their cases for mediation. Awareness programmes may be organized for litigant public in this regard. The Secretary, DLSA to coordinate the activities carried out in Pre-litigation Desks/Clinics established for Motor Accident, Matrimonial Disputes and Domestic Violence Cases and boost up Pre-litigation Procedure in such matters.
16	Verification of diary of the record of daily legal services activities of PLVs by Secretaries, DLSAs at District headquarters and Chairmen, Sub- divisional Legal Services Committees at Sub-divisional level and coordinating legal services activities in the rural areas/villages through them.
17	Inspection of Jail by the Secretaries, District Legal Services Authorities as per Hon'ble Supreme Court directions in Writ Petition (Civil) No.559/1994 with Writ Petition (Civil) No.133/2002.
18	Maintenance of Record of Legal Aid Cases disposed by the Court on daily basis and steps taken to pursue further remedy of filing of appeal and submission of monthly reports to the DLSA. The Secretary, DLSA to submit monthly statement of the entire District in consolidated form.
19	Submission of Monthly institution and disposal statement of legal aided cases to the DLSA. The Secretary, DLSA to submit Monthly institution and disposal statement of the entire Civil & Sessions Division.
20	Review of monthly Impact Assessment of various Legal Services Activities/Camps, suggestions if any.
21	To ensure the timely payment of bills of PLVs, Retainer lawyers and Remand Counsels and honorarium of members of Lok Adalat etc.
22	Reports in all the above activities to be submitted. (Above activities are as a broad line parameters in addition to other routine legal services activities, monthly compliances of guidelines/ instructions issued from time to time etc.).