

**January, 2026**

1.	<ol style="list-style-type: none"><li>1. To organise, in physical mode, <b>Vidhik Saksharata Shivir (Legal Awareness Camp)</b> for <b>workers, daily wagers and persons of underserved wants such as victims of mass disaster, ethnic violence, floods, drought, etc.</b> at District Legal Services Authority level at a public place(s) by associating Legal Aid functionaries, Members of Panchayati Raj Institutions, ASHA/Anganwadi Workers, Police Officers, NGO representatives, Government Officers of District Administration especially Disaster Management Authorities and Labour Officers for spreading awareness on empowerment through legal awareness, disaster relief knowledge, compensation rights and access to government schemes.</li><li>2. One such camp shall be organized at Sub-Divisional level by the Chairperson, Sub-Divisional Legal Services Committees during holiday i.e second Saturday or Sunday.</li><li>3. Highlight the number of programs conducted and participants attended.</li><li>4. Ensure that the number of persons identified as beneficiaries during the awareness programmes under the Government schemes for legal aid is mentioned.</li><li>5. Provide separate information for DLSA and SDLSC on points no. 1 &amp; 2.</li></ol>
2.	<ol style="list-style-type: none"><li>1. Conduct surveys to identify homeless persons and trafficking hotspots to facilitate rehabilitation, legal aid and access to basic amenities. Coordinate with the Health Department to provide medical checkups, counseling and mental health support for trafficking survivors. Additionally, collaborate with the Directorate of Women and Child Development and the District Headquarters to arrange shelter for those individuals in government-run homes and provide them with vocational training.</li><li>2. The survey shall be conducted at District and Sub Divisional Level.</li><li>3. Highlight the number of homeless persons and trafficking victims identified, shelter in the home and document the beneficiaries availing various government schemes for legal aid and rehabilitation.</li></ol>
3.	<p><b>Jail visit /inspection by Secretary, District Legal Services Authority.</b></p> <p>During Jail Visit/Inspection, it must also be ensured that: -</p> <ol style="list-style-type: none"><li>a. Proper hygiene and sanitation are being provided;</li><li>b. Every inmate, whether under trial or convict, if not represented by his/her private counsel, is represented by proper and efficacious legal assistance in seeking bail, pre-mature release, parole, furlough, etc. and also to identify those under trail prisoners/convicts, who have been granted bail, but, could not furnish bonds. The concerned District Legal Services Authority shall take-up the matter with the</li></ol>

	<p>concerned Court as well as with the concerned Legal Services Authority/Committee for modification of conditions of bail and surety bonds, filing of appeal(s)/petition(s), etc.;</p> <p>c. Jail inmates have access to proper medical facilities;</p> <p>d. The Human Rights of prisoners must be taken care off;</p> <p>e. The jails are having proper infrastructure and accommodation etc. is to be checked</p> <p>f. Special campaign for Terminally ill prisoners, old prisoners and convicts/prisoners/inmates, who need legal aid from Supreme Court Legal Services Committee to file appeals/petitions to be vigorously perused and such prisoners/convicts/inmates to be identified and complete paper books be forwarded.</p> <p>g. Coordinate with the District Collector to ensure smooth implementation of the Support to Poor Prisoners Scheme. This scheme assists undertrial prisoners who have been granted bail but remain in jail because they cannot afford surety, bail amount, or fines. Efforts should be made to speed up financial support, simplify the process and inform jail authorities, legal aid workers and prisoners about the scheme. The aim is to help eligible prisoners get released quickly and reduce unnecessary time spent in custody.</p> <p>h. The detailed reports regarding the number of prisoners who have been provided legal assistance should mention the type of assistance, aid or advice provided during inspection/visit.</p> <p>i. The report should include about the applications filed for Parole, Pre Mature Release, Furlough, Remission etc. which are pending with competent authorities and since when these are pending and provide the latest status of each.</p> <p>j. To strictly comply with and give effect to the directions issued by the Hon'ble Supreme Court of India in the matter of Shashi @ Shashi Chikna Vivekanand Jurmani vs. State of Maharashtra, SLP (Crl.) No. 12690/2025 including conducting inspections of jails to ensure full compliance.</p> <p>k. Above all, the Secretary DLSA shall conduct Awareness on directions of Writ Petition No. 1082 of 2020 Suhas Chakma Vs. Union of India and strengthen their PLAC</p>
4.	<p>Observation of <b>“Girl Child Day” on 24th January, 2026.</b></p> <p>Awareness camps are to be organized in the schools/colleges/universities at mass level focusing on important features of <b>Beti Bachao - Beti Padhao</b> national campaign. Public at large should also be made about the menace of female foeticide and stringent legal provisions to curb the evil.</p> <p>Such camps shall be organized in coordination with the concerned department.</p>
5.	<p>Observation of <b>“Republic Day” on 26<sup>th</sup> January, 2026.</b></p>

	Suitable programmes to be organized at District and Sub-Division level.
6.	<p>Legal Services Camps may be organized by the Secretaries and members of the Unit constituted under the newly launched NALSA schemes, including <b>JAGRITI, DAWN, ASHA, SAMVAD, NALSA Veer Parivar Sahayata Yojna, 2025, NALSA Legal Services to Persons with Mental Illness Persons with Intellectual Disability Scheme, 2024 and NALSA (Child-Friendly Legal Services of Children) Scheme, 2024.</b></p> <p>Separate reports for each scheme should be submitted, detailing the number of camps conducted, the number of participants attended and any notable success stories or challenges encountered</p>
7.	<p>Legal Awareness Programmes on '<b>Legal Services to Victims of Drug Abuse and the Eradication of the Drug Menace</b>' will cover the key provisions of the Narcotic Drugs and Psychotropic Substances (NDPS) Act. The programmes will also highlight that drug abusers, are entitled to undergo rehabilitation programmes—an important step toward their recovery and reintegration into the society.</p> <p>These programmes can be organized by associating representatives of Panchayati Raj Institutions, Mahila Mandals, Yuvak Mandals, NGOs, trained Para Legal Volunteers, Students of Schools, Colleges and Universities and other functionaries associated with legal services, etc.</p>
8.	Visit of Observation Homes/Special Homes/Places of Safety by Legal Services Unit for Children in compliance of directions issued in <b>NALSA (Child-Friendly Legal Services of Children) Scheme, 2024.</b>
9.	To organize Training Programmes for the Legal Services Unit for Children and the Legal Services Unit for Manonyay, aimed at enhancing the knowledge, skills, and capacity of unit members in delivering effective legal aid and support services
10.	<p>Sensitization programme on the following NALSA's scheme <b>NALSA (Legal Services to Disaster Victims through Legal Services Authority) Scheme, 2010.</b></p> <p>Targets be given to PLVs for identifying beneficiaries under the aforesaid scheme for legal aid through digital modes.</p>
11.	Meeting of Para Legal Volunteers and other functionaries associated with legal services by District Legal Services Authority/Sub-Divisional Legal Services Committees for the effective implementation of legal services programme.
12.	<p><b>Meetings/Interactions for Identification of Cases for National Lok Adalat Scheduled on 14.03.2026</b></p> <p>All Secretaries, District Legal Services Authorities (DLSAs) and Chairmen/Chairpersons, Sub-Divisional Legal Services Committees shall hold regular meetings and interactions with the following stakeholders:</p> <ul style="list-style-type: none"> <li>➤ Representatives of the Bar Associations,</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Officers/counsels of Banks,</li> <li>➤ Insurance Companies,</li> <li>➤ Financial Institutions</li> <li>➤ Other concerned Government Departments.</li> </ul> <p>The primary objective of these meetings is to identify, mobilize and refer the maximum number of cases suitable for settlement at various stages of litigation for the upcoming <b>National Lok Adalat scheduled on 14.03.2026.</b></p> <p><b>Key Areas of Emphasis for Case Identification:</b></p> <p>Special focus shall be given to the following categories of cases:</p> <ul style="list-style-type: none"> <li>➤ Commercial litigations</li> <li>➤ Contract disputes</li> <li>➤ Recovery suits involving small traders, cooperative societies, and banks</li> <li>➤ Property disputes, including partition and boundary matters</li> <li>➤ Cheque bounce cases</li> <li>➤ Matrimonial disputes</li> <li>➤ Motor Accident Claims Tribunal (MACT) cases</li> <li>➤ Disputes related to Public Utility services such as Electricity &amp; Water Bills cases etc. (excluding non-compoundable);</li> <li>➤ Services matters including pension cases;</li> <li>➤ Revenue cases, pending before High Court and district Courts;</li> <li>➤ Criminal cases suitable for settlement concerning compoundable offences under the <b>Indian Penal Code (IPC)</b> and the <b>Bharatiya Nagarik Suraksha Sanhita, 2023</b></li> </ul> <p>Targets be given to PLVs to mobilize general public regarding benefits of National Lok Adalat and identify maximum number of cases for the National Lok Adalat</p>
13.	<p>Chairpersons/Chairmen, District Legal Services Authorities to make efforts to boost up mediation activities by holding meeting(s) with Judicial Officers and Trained Advocate Mediators in order to clear backlog of pending cases of mediation. To impress upon Judicial Officers to refer more cases for mediation in order to utilize the services of Trained Mediators.</p>
14.	<p>To strengthen the Court Annexed Mediation, the Secretary/Co-ordinator to sensitize the general public/litigants to encourage them to refer their cases for mediation. Awareness programmes may be organized for litigants/public in this regard and send data on settled cases/matters through mediation on a category-wise basis.</p> <p>The Secretaries, DLSAs 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.</p>
15.	<p>Close monitoring of work of PLVs and verification of diaries of the records</p>

	of daily legal services activities of PLVs by Secretaries, DLSAs at District headquarters and Chairmen, Sub- Divisional Legal Services Committees at Sub-division level and coordinating legal services activities in the rural areas/villages through them.
16.	Inspection of Jails by the Chairpersons /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.
17.	Maintenance of Record of Legal Aid Cases disposed off by the Courts on daily basis and steps taken to pursue further remedy of filing of appeal(s) and submission of monthly reports to the DLSA. The Secretary, DLSA to submit monthly statements of the entire District in consolidated form.
18.	Submission of Monthly institution and disposal statements of legal aided cases to the SALSA. The Secretary, DLSA to submit Monthly institution and disposal statement of the entire Civil & Sessions Division.
19.	Review of monthly Impact Assessments of various Legal Services Activities/Camps, suggestions, if any.
20.	To ensure timely payment of bills of Panel Lawyers, Legal Aid Defence Counsels, Retainer lawyers, Remand Counsel and PLVs and honorarium of members of Lok Adalat etc.
21.	Reports of all the above activities to be submitted. (Above activities are as broad line parameters in addition to other routine legal services activities, monthly compliances of guidelines/instructions issued from time to time etc.).

1.	<p><b>Sensitization programme on NALSA (Effective Implementation of Poverty Alleviation) Scheme, 2015.</b></p> <p>a. One awareness-cum-sensitization programme for economically weaker sections of the society in collaboration with the concerned Department may be conducted in the District.</p> <p>b. One such camp shall be organized at Sub-Divisional level by the Chairpersons, Sub-Divisional Legal Services Committees during holiday i.e second Saturday or Sunday.</p> <p>c. Please ensure that the number of persons identified as beneficiaries under the aforementioned scheme is also mentioned in the relevant reports.</p>
2.	<p><b>National Lok Adalat Scheduled on 14.03.2026</b></p> <p>1. The Secretary, District Legal Services Authority (DLSA) will coordinate with officers/representatives/standing counsel of financial and banking institutions as well as insurance companies to identify cases, with a special focus on <b>Non-Performing Assets (NPA)</b> and <b>Negotiable Instruments Act</b> cases for the upcoming National Lok Adalat.</p> <p>2. Meetings be convened with Bar Associations, bank officers, representatives of insurance companies, financial institutions, NGOs, and officers from government departments to maximize case identification. The focus areas will include:</p> <ul style="list-style-type: none"><li>➤ Commercial litigations</li><li>➤ Contract disputes</li><li>➤ Recovery suits involving small traders, cooperative societies, and banks</li><li>➤ Property disputes, including partition and boundary matters</li><li>➤ Cheque bounce cases</li><li>➤ Matrimonial disputes</li><li>➤ Motor Accident Claims Tribunal (MACT) cases</li><li>➤ Disputes related to Public Utility services such as Electricity &amp; Water Bills cases etc. (excluding non-compoundable);</li><li>➤ Services matters including pension cases;</li><li>➤ Revenue cases, pending before High Court and district Courts;</li><li>➤ Criminal cases suitable for settlement concerning compoundable offences under the <b>Indian Penal Code (IPC)</b> and the <b>Bharatiya Nagarik Suraksha Sanhita, 2023</b></li></ul> <p>3. Special emphasis will be placed on NPA cases, encouraging banks and defaulters to appear before the DLSA for pre-Lok Adalat settlement discussions.</p> <p>4. Mechanisms will be established to monitor and ensure enforcement of settlement agreements post-Lok Adalat, including follow-up and support to ensure compliance.</p> <p>5. Public awareness campaigns will be conducted in coordination with trained Para Legal Volunteers (PLVs) to educate general public about the benefits of participating in the National Lok Adalat, highlighting the advantages and benefits of early settlement.</p>

	<ol style="list-style-type: none"> <li>6. Targets be given to PLVs in their respective areas Panchayats to mobilize the public to bring forward pending cases before appropriate authorities for settlement during the National Lok Adalat.</li> <li>7. A report detailing the number of cases identified by PLVs for the forthcoming National Lok Adalat will be submitted.</li> <li>8. The Chairmen/Chairpersons of DLSAs will supervise and oversee the identification of cases referred by courts within their jurisdiction for inclusion in the National Lok Adalat.</li> <li>9. Video conferencing sessions will be held by the Chairmen/Chairpersons of the DLSAs with Judicial Officers to track the progress of case identification for the National Lok Adalat</li> </ol>
3.	<p>During the Jail Visit/Inspection, the Secretaries, DLSAs shall ensure the following:</p> <p><b>a. Hygiene and Sanitation:</b></p> <p>It must be ensured that proper hygiene, sanitation, and cleanliness standards are maintained within the jail premises, including barracks, toilets, kitchens, and medical units.</p> <p><b>b. Effective Legal Representation:</b></p> <p>Every inmate—whether undertrial or convict—who is not represented by a private counsel must be provided with effective and competent legal assistance for matters such as bail, premature release, parole, furlough, appeals, revisions, or other legal remedies.</p> <p>The Secretaries, DLSAs shall also identify undertrial prisoners and convicts who have been granted bail but remain in custody due to their inability to furnish bail bonds or surety.</p> <p>The DLSAs shall take up these cases with:</p> <ul style="list-style-type: none"> <li>• The concerned Court, for modification or relaxation of bail/surety conditions, and</li> <li>• The concerned Legal Services Authority/Committee, for providing necessary legal aid for filing appeals, petitions, or applications.</li> </ul> <p><b>c. Medical Facilities:</b></p> <p>It must be ensured that inmates have access to adequate medical facilities, timely treatment, emergency care, and regular health check-ups, including mental healthcare.</p> <p><b>d. Human Rights Protection:</b></p> <p>The Human Rights of all prisoners must be respected and protected at all times. Any violations, abuse, or inhumane treatment should be immediately brought to the attention of the competent authorities.</p> <p><b>e. Infrastructure and Accommodation:</b></p> <p>The overall infrastructure of the jail, including accommodation capacity, ventilation, lighting, water supply, bedding, and other essential amenities, must be inspected to ensure they meet minimum standards.</p> <p><b>f. Special Campaign for Prisoners:</b></p> <p>A focused campaign shall be undertaken to identify:</p>

- Terminally ill prisoners,
- Elderly prisoners, and
- Prisoners/convicts who require legal assistance, including those needing support from the Supreme Court Legal Services Committee for filing appeals or petitions.

Complete paper books and case documents must be collected and forwarded promptly for necessary legal action.

**g. Implementation of the Support to Poor Prisoners Scheme:**

The Secretaries, DLSAs shall coordinate with the District Collector to ensure effective implementation of the Support to Poor Prisoners Scheme, which aims to assist undertrial prisoners, who remain in jail despite being granted bail due to inability to pay bail amounts, fines, or surety.

Efforts must be made to:

- Accelerate financial support,
- Simplify procedural requirements,
- Inform jail authorities, legal aid workers, and prisoners about the scheme, and
- Facilitate early release of eligible prisoners to reduce unnecessary incarceration.

**h. Detailed Reporting of Legal Aid Provided:**

The inspection reports shall clearly record the number of prisoners provided legal assistance, specifying type of legal aid, advice or support rendered during the jail visits.

**i. Status of Release-Related Applications:**

The report must include detailed information about applications filed for parole, premature release, furlough, remission, etc., which are pending before the competent authorities.

It must specify:

- The date on which each application was filed,
- The duration for which it has been pending, and
- The latest status or action taken in each case.

**j. Compliance with Shashi @ Shashi Chikna Vivekanand Jurmani vs. State of Maharashtra, SLP (CrI.) No. 12690/2025**

To strictly comply with and give effect to the directions issued by the Hon'ble Supreme Court of India in the matter of Shashi @ Shashi Chikna Vivekanand Jurmani vs. State of Maharashtra, SLP (CrI.) No. 12690/2025 including conducting inspections of jails to ensure full compliance.

**k. Compliance with Suhas Chakma v. Union of India (W.P. No. 1082/2020):**

The Secretaries, DLSAs shall conduct awareness programmes on the directions issued by the Hon'ble Supreme Court in Writ Petition No. 1082 of 2020 – Suhas Chakma vs. Union of India, particularly on strengthening access to Prison Legal Aid Clinics (PLACs).

The Secretaries, DLSAs shall also work towards strengthening the Prison

	Legal Aid Clinics (PLACs) in accordance with the Court's mandate
4.	Observation of “ <b>World Day of Social Justice</b> ” on <b>20<sup>th</sup> February, 2026</b> . Suitable programmes to be organized at District and Sub-Division levels.
5.	<p><b>Special awareness programmes</b> shall be organized by the <b>Secretaries, District Legal Services Authorities (DLSAs)</b> by associating representatives of Panchayati Raj Institutions, Mahila Mandals, Yuvak Mandals, trained Para Legal Volunteers and other functionaries associated with legal services, etc.</p> <p>These programmes shall be conducted in collaboration with the <b>Police Department, Transport Department</b>, and other key stakeholders. A <b>Senior Advocate from the respective district well-versed in the provisions of the Motor Vehicles Act and Rules</b> may be invited as a <b>resource person</b> to guide participants on the following topics</p> <ol style="list-style-type: none"> <li>a) The provisions of <b>chapters XI and XII of the Motor Vehicle Amendment Act and Motor Vehicle Rules 2022.</b></li> <li>b) Special emphasis must be given to the <b>limitation period</b> under the Motor Vehicles (Amendment) Act, which mandates timely filing of claims before the appropriate authority. The Amendment also increased compensation limits and introduced stricter penalties to protect victims' rights. Additionally, the role of police officials in prompt accident reporting and the transport department in enforcing vehicle regulations is critical for effective implementation of the Act. Awareness of these provisions ensures prompt claims and access to justice.</li> <li>c) The NALSA Legal Services Mobile App and its salient features.</li> <li>d) Helpline No. 15100</li> </ol>
6.	<p>Organise awareness programmes for the students of schools (7<sup>th</sup> to 12<sup>th</sup> classes) and colleges by the DLSA on the following topics as follow</p> <ul style="list-style-type: none"> <li>• <b>NALSA (Legal Services to the Victims of Drug Abuse and Eradication of Drug Menace) Scheme, 2015</b></li> <li>• <b>NALSA (DAWN - Drug Awareness and Wellness Navigation - For a Drug Free India) Scheme, 2025.</b></li> <li>• <b>Provisions of the Narcotic Drugs and Psychotropic Substances (NDPS) Act</b></li> </ul> <p>To <b>educate and sensitize students</b> about the dangers of drug abuse, their legal rights, and the role of law enforcement and legal services in tackling drug-related issues.</p> <p>The programmes be conducted by the <b>Secretary, District Legal Services Authority</b> along with <b>Legal Aid Defense Counsel</b> and <b>Panel Lawyers</b> in <b>coordination with the Police Department and Health Department</b></p>
7.	<p>Legal Services Camps may be organized by the Secretaries and members of the Units constituted under the newly launched NALSA Schemes, including <b>JAGRITI, ASHA, SAMVAD, NALSA Veer Parivar Sahayata Yojna, 2025, NALSA Legal Services to Persons with Mental Illness Persons and Intellectual Disability Scheme, 2024</b> and <b>NALSA (Child-Friendly Legal Services of Children) Scheme, 2024.</b></p> <p>Separate reports for each scheme should be submitted, detailing the number</p>

	of camps conducted, the number of participants attended and any notable success stories or challenges encountered.
8.	To organise Training Programmes for the members of JAGRITI, DAWN as per relevant NALSA Scheme.
9.	Chairpersons /Chairmen, District Legal Services Authorities to make efforts to boost up mediation activities by holding meeting(s) with Judicial Officers and Trained Advocate Mediators in order to clear backlog of pending mediation cases. To impress upon Judicial Officers to refer more cases for mediation in order to utilize the services of Trained Mediators.
10	To strengthen the Court Annexed Mediation, the Secretary/Co-ordinator to sensitize the general public/litigants to encourage them to refer their cases for mediation. Awareness programmes may be organized for litigants/general public in this regard and send data on settled cases/matters through mediation on a category-wise basis.  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.
11	Close monitoring of work of PLVs and verification of diaries of the records of daily legal services activities of PLVs by Secretaries, DLSAs at District headquarters and Chairmen, Sub- Divisional Legal Services Committees at Sub-division level and coordinating legal services activities in rural areas/villages through them.
12	Inspection of Jails by the Chairpersons /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.
13	Maintenance of Record of Legal Aid Cases disposed of by the Courts on daily basis and steps taken to pursue further remedy of filing of appeal(s) and submission of monthly reports to the DLSA. The Secretary, DLSA to submit monthly statements of the entire District in consolidated form.
14	Submission of Monthly institution and disposal statements of legal aided cases to the SALSAs. The Secretary, DLSA to submit Monthly institution and disposal statement of the entire Civil & Sessions Division.
15	Review of monthly Impact Assessments of various Legal Services Activities/Camps, suggestions, if any.
16	To ensure timely payment of bills of Panel Lawyers, Legal Aid Defence Counsels, Retainer lawyers, Remand Counsel and PLVs and honorarium of members of Lok Adalat etc.
17	Reports of all the above activities to be submitted. (Above activities are as broad line parameters in addition to other routine legal services activities, monthly compliances of guidelines/instructions issued from time to time etc.).

March, 2026

1.	<p><b><u>National Lok Adalat – Scheduled for 14.03.2026</u></b></p> <ul style="list-style-type: none"><li>a. The Ld Chairmen/Chairpersons, District Legal Services Authorities (DLSAs) to supervise and emphasize identification of cases by the courts in preparation for the upcoming National Lok Adalat scheduled to be held on 13.12.2025.</li><li>b. Focus be directed towards <b>Non-Performing Assets (NPA), Negotiable Instruments Act cases</b>, Commercial Litigations, Contract Disputes, Recovery Suits involving small traders, cooperative societies, and banks, property disputes including partition and boundary issues, cheque bounce cases, Matrimonial Disputes, and Motor Accident Claims Tribunal (MACT) cases at various stages. Additionally, meetings with the Public Prosecutor and Superintendents of Police should be conducted to identify compoundable criminal cases suitable for settlement.</li><li>c. A status report detailing the cases identified for the National Lok Adalat be submitted to this Authority promptly.</li><li>d. Meetings and interactions involving the Ld Chairmen/Chairpersons/Secretaries of the District Legal Services Authorities, along with Chairmen/Chairpersons of Sub-Divisional Legal Services Committees, shall be held with the Bar Associations, officers/representatives/standing counsel of banks, insurance companies, financial institutions, NGOs, and government officers to seek their cooperation in the identification of cases for the National Lok Adalat.</li><li>e. Efforts be made to mobilize and raise awareness in the general public about the benefits of Lok Adalat and to bring maximum number of cases for settlement in the National Lok Adalat.</li></ul> <p>Video conferencing sessions involving the Ld. Chairman/Chairpersons, District Legal Services Authority and all Judicial Officers of the Civil and Sessions Divisions shall be convened to review and monitor the progress of case identification for the National Lok Adalat.</p>
2.	<p>The DLSAs and SDLSCs shall conduct Cyber Awareness Programmes and campaigns against cyber fraud for students of schools and colleges, in collaboration with the Police Department and District/Sub Divisional Administration. The programmes will cover various topics to educate students on online safety and protect them from cyber threats such as phishing, malware and cyber bullying.</p>
3.	<p><b>IDENTIFYING STREET CHILDREN AND CHILD BEGGARS</b></p> <ul style="list-style-type: none"><li>a. A Standard Operating Procedure (SOP) shall be followed for identifying street children and child beggars and facilitating their admission into schools. Joint teams comprising the District Legal Services Authority (DLSA), Municipal Corporation/Municipal Council, Education Department, District Child Protection Unit (DCPU), Child Welfare Committee (CWC), Police, and NGOs shall conduct field surveys at traffic junctions, bus stands, railway stations, markets, slums, and other vulnerable locations to identify such children.</li></ul>

	<p>b. Immediate assistance—such as food, water, clothing and first-aid—shall be provided, and children found begging, abandoned or in distress must be produced before the Child Welfare Committee within 24 hours.</p> <p>c. The DLSA, in coordination with DCPU, shall facilitate documentation processes including Aadhaar enrolment, age verification and issuance of necessary certificates.</p> <p>d. The Education Department shall assess learning level of each child and ensure their timely enrollment in neighborhood government schools, schools under the RTE 25% quota, or in Special Training Centres/Bridge Courses and further ensure provision of uniforms, textbooks and mid-day meals.</p> <p>e. DCPU shall conduct counselling, health check-ups, and initiate specialized care where required alongside family tracing and reintegration where safe and appropriate.</p> <p>f. Para Legal Volunteers and school authorities shall monitor attendance, academic progress and overall wellbeing of each child through periodic follow-ups to prevent relapse into street life.</p> <p>g. Detailed records of identified children, school admissions, follow-up actions, and rehabilitation progress shall be maintained and periodic reports to ensure accountability and effective implementation of the SOP shall be sent to this Authority.</p>
4	<p>To organize special awareness campaigns in the Old Age Homes in the light of <b>NALSA (Legal Services for Senior Citizens) Scheme, 2016</b> and also apprise them about the benefits of legal rights, maintenance, residence and Government Schemes. Emphasis should be made on the facilities being made available to them in such homes.</p>
5	<p>During the Jail Visit/Inspection, the Secretary, DLSA shall ensure the following:</p> <p><b>a. Hygiene and Sanitation:</b></p> <p>It must be ensured that proper hygiene, sanitation, and cleanliness standards are maintained within the jail premises, including barracks, toilets, kitchens, and medical units.</p> <p><b>b. Effective Legal Representation:</b></p> <p>Every inmate—whether undertrial or convict—who is not represented by a private counsel must be provided with effective and competent legal assistance for matters such as bail, premature release, parole, furlough, appeals, revisions, or other legal remedies.</p> <p>The Secretary shall also identify undertrial prisoners and convicts who have been granted bail but remain in custody due to their inability to furnish bail bonds or surety.</p> <p>The DLSA shall take up these cases with:</p> <ul style="list-style-type: none"> <li>• The concerned Court, for modification or relaxation of bail/surety conditions, and</li> <li>• The concerned Legal Services Authority/Committee, for providing</li> </ul>

necessary legal aid for filing appeals, petitions, or applications.

**c. Medical Facilities:**

It must be ensured that inmates have access to adequate medical facilities, timely treatment, emergency care, and regular health check-ups, including mental healthcare.

**d. Human Rights Protection:**

The Human Rights of all prisoners must be respected and protected at all times. Any violations, abuse, or inhumane treatment should be immediately brought to the attention of the competent authorities.

**e. Infrastructure and Accommodation:**

The overall infrastructure of the jail, including accommodation capacity, ventilation, lighting, water supply, bedding, and other essential amenities, must be inspected to ensure they meet minimum standards.

**f. Special Campaign for Prisoners:**

A focused campaign shall be undertaken to identify:

- Terminally ill prisoners,
- Elderly prisoners, and
- Prisoners/convicts who require legal assistance, including those needing support from the Supreme Court Legal Services Committee for filing appeals or petitions.

Their complete paper books and case documents must be collected and forwarded promptly for necessary legal action.

**g. Implementation of the Support to Poor Prisoners Scheme:**

The Secretary shall coordinate with the District Collector to ensure effective implementation of the Support to Poor Prisoners Scheme, which aims to assist undertrial prisoners who remain in jail despite being granted bail due to inability to pay bail amounts, fines, or surety.

Efforts must be made to:

- Accelerate financial support,
- Simplify procedural requirements,
- Inform jail authorities, legal aid workers, and prisoners about the scheme, and
- Facilitate the early release of eligible prisoners to reduce unnecessary incarceration.

**h. Detailed Reporting of Legal Aid Provided:**

The inspection report shall clearly record the number of prisoners provided legal assistance, specifying the type of legal aid, advice, or support rendered during the jail visit.

**i. Status of Release-Related Applications:**

The report must include detailed information about applications filed for parole, premature release, furlough, remission, etc., which are pending before the competent authorities.

	<p>It must specify:</p> <ul style="list-style-type: none"> <li>• The date on which each application was filed,</li> <li>• The duration for which it has been pending, and</li> <li>• The latest status or action taken in each case.</li> </ul> <p><b>j. Compliance with Shashi @ Shashi Chikna Vivekanand Jurmani vs. State of Maharashtra, SLP (Crl.) No. 12690/2025</b></p> <p>To strictly comply with and give effect to the directions issued by the Hon'ble Supreme Court of India in the matter of Shashi @ Shashi Chikna Vivekanand Jurmani vs. State of Maharashtra, SLP (Crl.) No. 12690/2025 including conducting inspections of jails to ensure full compliance.</p> <p><b>k. Compliance with Suhas Chakma v. Union of India (W.P. No. 1082/2020):</b></p> <p>The Secretary, DLSAs shall conduct awareness programmes on the directions issued by the Hon'ble Supreme Court in Writ Petition No. 1082 of 2020 – Suhas Chakma vs. Union of India, particularly on strengthening access to Prison Legal Aid Clinics (PLACs).</p> <p>The Secretary shall also work towards strengthening the Prison Legal Aid Clinics (PLACs) in accordance with the Court's mandate</p>
6.	<ul style="list-style-type: none"> <li>➤ Observance of <b>International Women's Day on 8<sup>th</sup> March, 2026</b> with organization of Legal Literacy Camps on the Domestic violence Act, Victim Compensation Scheme, Sexual Harassment of Women at Workplace and other women specific laws by involving, Police Officers, Protection Officers etc at District Headquarter level in coordination with the Local Administration, Police, Welfare Department, Legal Aid Functionaries etc.</li> <li>➤ Physical Legal literacy Camps (Specifically for Women of Rural Areas) to be organized in all Sub Divisional Legal Services Committees by associating Mahila Mandals, ASHA/Anganwadi Workers, Women Members of local Panchayat on Domestic Violence Act, Victim Compensation Scheme, Sexual Harassment of Women at Workplace, NALSA Schemes, NALSA Theme Song, Free Legal Services, Legal Aid Defense Counsel Scheme, NALSA Helpline No. - 15100 and other women specific laws in coordination with the Local Administration, Police, Welfare Department, Legal Aid Functionaries etc.</li> <li>➤ Secretary, District Legal Services Authority will coordinate the organization of such camps.</li> </ul>
7	<p>Sensitization programmes on the following NALSA's scheme through physical mode</p> <p style="text-align: center;"><b>NALSA (Legal Services to Victims of Acid Attacks) Scheme, 2016</b></p> <p>Targets be given to PLVs for identifying beneficiaries under the aforesaid scheme for legal aid and report be made how many legal assistance/aid/advise given by the concerned DLSA/SDLSC</p>
8	<p>DLSAs and SDLSCs shall organise Training Workshops on <b>Sexual Harassment at the Workplace</b> for various stakeholders including,</p>

	<ul style="list-style-type: none"> <li>a. All Staff Members and employees, especially women of District/Sub divisional Courts</li> <li>b. Members of the Internal Complaints Committee (ICC) constituted as per the POSH Act;</li> <li>c. Employers;</li> <li>d. Panel lawyers and paralegal volunteers;</li> <li>e. Any others, as deemed appropriate.</li> </ul> <p>The following topics are to be apprised to the participants</p> <ul style="list-style-type: none"> <li>a. Who is an aggrieved woman?</li> <li>b. What is a work place?</li> <li>c. What is sexual harassment at workplace? What are its key ingredients and manifestations?</li> <li>d. Who are the key stakeholders in prevention of sexual harassment at workplace?</li> <li>e. Who is an employer?</li> <li>f. Who is a district officer?</li> <li>g. What is an internal complaints committee?</li> <li>h. What is a local complaints committee?</li> <li>i. What is an appropriate government?</li> <li>j. What are the roles and responsibilities of the stakeholders?</li> <li>k. Who Can Complain and Where?</li> <li>l. What Should the Complaint Contain?</li> <li>m. What Is The Time Frame For Filing A Complaint Of Sexual Harassment?</li> <li>n. Where Can A Complaint Of Sexual Harassment At Workplace Be Made?</li> <li>o. What Should The Employee/Worker Expect Whenever A Complaint Of Sexual Harassment Is Made?</li> <li>p. What Is The Manner In Which The Internal Complaints Committees/ Local Complaints Committee Deal With A Complaint Of Sexual Harassment At Workplace?</li> <li>q. What Is The Process Of Filing Appeal?</li> </ul>
9.	<p>To organise <b>Training Programmes for members of ASHA, SAMVAD, NALSA Veer Parivar Sahayata Yojna, 2025</b> JAGRITI, DAWN as per relevant NALSA Schemes.</p>
10	<p>Chairpersons/Chairmen, District Legal Services Authorities to make efforts to boost up mediation activities by holding meeting(s) with Judicial Officers and Trained Advocate Mediators in order to clear backlog of pending cases of mediation. To impress upon Judicial Officers to refer more cases for mediation in order to utilize the services of Trained Mediators.</p>
11.	<p>To strengthen the Court Annexed Mediation, the Secretary/Co-ordinator to sensitize the general public/litigants to encourage them to refer their cases for mediation. Awareness programmes may be organized for litigants/ public in this regard and send data on settled cases/matters through mediation on a category-wise basis.</p> <p>The Secretary, DLSA to coordinate the activities carried out in Pre-litigation</p>

	Desks/Clinics established for Motor Accident, Matrimonial Disputes and Domestic Violence Cases and boost up Pre-litigation Procedure in such matters.
12.	Close Monitoring of work of PLVs and verification of diaries of the records of daily legal services activities of PLVs by Secretaries, DLSAs at District headquarters and Chairmen, Sub- Divisional Legal Services Committees at Sub-division level and coordinating legal services activities in the rural areas/villages through them.
13.	Inspection of Jails by the Chairpersons/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.
14.	Maintenance of Record of Legal Aid Cases disposed of by the Courts on daily basis and steps taken to pursue further remedy of filing of appeal(s) and submission of monthly reports to the DLSA. The Secretary, DLSA to submit monthly statements of the entire District in consolidated form.
15.	Submission of Monthly institution and disposal statements of legal aided cases to the SALSA. The Secretary, DLSA to submit Monthly institution and disposal statement of the entire Civil & Sessions Division.
16.	Review of monthly Impact Assessments of various Legal Services Activities/Camps, suggestions, if any.
17.	To ensure timely payment of bills of Panel Lawyers, Legal Aid Defence Counsels, Retainer lawyers, Remand Counsel and PLVs and honorarium of members of Lok Adalat etc.
18.	Reports of all the above activities to be submitted. (Above activities are as broad line parameters in addition to other routine legal services activities, monthly compliances of guidelines/instructions issued from time to time etc.).