

JOB PROFILE

DUTIES AND RESPONSIBILITIES

OF

VARIOUS POSTS IN THE

H.P. STATE LEGAL SERVICES

AUTHORITY, SHIMLA-9

<u>S.NO.</u>	<u>NAME OF CATEGORY</u>	<u>POST</u>
	<u>ADMINISTRATIVE WING</u>	
1.	MEMBER SECRETARY	1
2	ADMINISTRATIVE OFFICER	1
	<u>ACCOUNTS WING</u>	
3	ASSISTANT CONTROLLER (F&A)	1
	<u>LEGAL WING</u>	
4	LAW OFFICER	1
	<u>MINISTERIAL WING</u>	
5	SENIOR ASSISTANT	2
6	LEGAL LITERACY CO-ORDINATOR	1
7	SENIOR SCALE STENOGRAPHER	1
8	JUNIOR SCALE STENOGRAPHER	1
9	STENO-TYPIST	1
10	CLERKS	2
11	DRIVERS	2
	<u>CLASS-IV WING</u>	
12	PEONS	5
13	CHOWKIDAR	1
14	SAFAI KARAMCHARI	1
	Total	<u>21</u>

DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE H.P. STATE LEGAL SERVICES AUTHORITY, SHIMLA-171 009.

1. Member Secretary

He is overall administrative in-charge of the Department. He executes all the policies and programmes of National Legal Services Authority, New Delhi and H.P State Govt. (through all District Legal Services Authority/Sub Divisional Legal Services Committee). All the policy matters which are beyond his competence are put forward before the Hon'ble Executive Chairman and the Hon'ble the Patron-in -Chief of the Authority as the case may be. He also gets the Annual/half yearly meetings conducted under the chairmanship of Patron-in-Chief for the regularization of all the actions taken for which the only committee is competent. He also attends the meetings organized by the NALSA/Centre Govt. as well as by the H.P State Govt., He acts as head of the department of Legal Services Authority in the State.

2. Administrative Officer

He is responsible to get all the establishment and Legal matters scrutinized/thrashed out and put up to the Member Secretary. He is also supposed to inform and submit the periodical reports to the Member Secretary. His main duties are to conduct the Legal Literacy camps in all the Districts/Sub Divisions under the guidance of the Member Secretary or Chairman of the Legal Services Authority. Any other duties and responsibilities assigned by the Member Secretary or Executive Chairman/Patron-in-Chief.

3. Assistant Controller (F&A)

He is supervisory in-charge, and looking after the work of Audit and Accounts, sanctions cases and service matters i.e. pay fixation cases, completion of services books, matters relating to Grant-in-Aid received from NALSA and State Government, budget proposals, reconciliation of the accounts with AGHP, settlement of Audit Report/Paras of the Authority with AGHP, and all financial matters are also processed through him. Any other duties and responsibilities assigned by the higher Authorities in hierarchy.

4. Law Officer

He is duty bound and responsible to examine the cases which require the opinion of the Law and interpretation of the Legal matters. All the files of the Legal matters are routed by him through the higher Officers in hierarchy. He is also responsible to conduct the Legal Literacy

camps under the supervision and guidance of the Member Secretary and other Senior officers of the Authority.

5. Senior Assistants

They are allotted work of specific seats by the Member Secretary and are responsible to dispose of the allotted work. One Senior Assistant looks after the work of accounts and Budget and another to deal with Establishment matters. They submit the cases to the Member Secretary through Assistant Controller (F&A) and Administrative Officer as the case may be for appropriate orders till the final disposal.

6. Legal Literacy Co-ordinator

He is responsible to organize Legal Literacy Camps in the State. He is responsible and duty bound to co-ordinate between legal services Authority and any other concerned department(s) for the execution of the camps/schemes and programmes framed under the Legal Services Authorities Act. He has also to maintain the proper record with regard to the figure work like, statistics of Lok Adalat, cases settled/ Camps organized, total participants, MACT cases and Compensation award etc. On the whole he acts as liaison official of the department. Any duties and responsibilities assigned by the higher Officers of the Authority.

7. Senior Scale Stenographer

He is attached with the Ld. Member Secretary. He is responsible to attend the job of dictation and for the typing work. He is duty bound to attend the telephonic calls, keep the record of date/time of meetings and apprise the Member Secretary and other concerned officers on the due dates. He operates the computer for typing features, speeches, messages and other press related material as required from time to time. He also deals with the correspondence regarding fax/broadband/ telephones etc.

8. Junior Scale Stenographer

He is attached with the Administrative Officer for taking the dictation and carrying out typing work of the Legal Aid schemes/ programmes and accounts section. He feeds and processes the statistical data in the computer and up dates the figure work from time to time.

9. Steno-Typist

He is attached with Secretary (Registrar Vigilance), H.P. High Court Legal Services Committee, Shimla.

10. Clerks

All the Clerks are to carry out the work related to the diary, dispatch, typing work, dealing with seats as assigned to them from time to time to assist senior assistant/branch in charges and other superiors as and when required. To operate computer for typing work and feeding other data/information on it.

11. Driver

To drive the official vehicles of this Authority as and when the vehicle is required by the superior officers/officials.

12. Peons

To carry out the job of distribution/delivery of dak within and outside the office. To ensure the cleanliness and up keep of the sections/rooms wherein they are deputed. They are also supposed to maintain the office furniture, fixture and equipments etc. in good condition.

13. Chowkidar

To keep watch and ward to the office properly before and after the office hours. To take every possible precautionary measures related to prevention of fire, theft and damage to the government property.

14. Safai Karamchari

To sweep, clean and mop the rooms, corridors, verandas and compounds. To clean the urinals, baths, washbasins etc. daily and properly. Apart from this, any duty assigned by the superiors from time to time.