LEGAL AID FOR PRISONERS

Second Watch Report on Implementation of Three Schemes in Rajasthan

CHRI 2019

Commonwealth Human Rights Initiative
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Commonwealth Human Rights Initiative

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Sanjoy Hazarika, International Director


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LEGAL AID FOR PRISONERS

Second Watch Report on Implementation of Three Schemes in Rajasthan

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"If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward."

Martin Luther King Jr
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Legal Services Authority Act 1987: The Legal Services Authority Act (hereinafter referred as LSA) was enacted to provide free and competent legal services to weaker sections of the society. The Act came into force in the year 1995. The LSA paved the way for the constitution of legal services institutions at the national, state, district and taluka level.

Legal Aid: Free legal aid entails the provision of free legal services in civil and criminal matters for poor and marginalized people who cannot afford the services of a lawyer for the conduct of a case or a legal proceeding in any court, tribunal or before an authority.

Provision of free legal aid may include:

a) Representation by an Advocate in legal proceedings.

b) Payment of process fees, expenses of witnesses and all other charges payable or incurred in connection with any legal proceedings in appropriate cases.

c) Preparation of pleadings, memo of appeal, paper book including printing and translation of documents in legal proceedings.

d) Drafting of legal documents, special leave petition etc.

e) Supply of certified copies of judgments, orders, notes of evidence and other documents in legal proceedings.

Legal Services Institutions (LSI): Legal Services Institution means the Supreme Court Legal Services Committee, a State Legal Services Authority, the High Court Legal Services Committee, District Legal Services Authority or the Taluk Legal Services Committee (or Sub Divisional Legal Services Committee), as the case may be. National Legal Services Authority (NALSA) is the nodal agency for legal aid in India. Every state has a State Legal Services Authority (SLSA) to carry out the activities as formulated by NALSA. The District Legal Services Authority (DLSA) and Taluka Legal Services Committee (TLSC) at the district and taluka level, respectively, ensure that the legal aid schemes and regulations of the SLSA are implemented.

NALSA 2010 Regulation: The NALSA (Free and Competent Legal Services) Regulations, 2010 provides for the constitution of a panel of legal aid lawyers, who are expected to represent persons in need of legal representation, upon assignment by the legal aid institutions. The regulations formulated look at procedures for seeking and receiving legal aid, and mechanisms to monitor the quality of legal representation viz. monitoring committees.

NALSA 2011 Regulation: The NALSA (Legal Aid Clinics) Regulations 2011 provides for setting up of “legal services clinic” in order to provide basic legal services “where the people face geographical, social and other barriers for access to the legal services”. The clinics are to be operated by para-legal-volunteers and visiting lawyers.

NALSA 1998 Model Scheme: The Model Scheme for Legal Aid Counsel in all the courts of Magistrates mandates appointment of Remand and Bail lawyers for each Court of Magistrate. The mandate of the lawyer under this scheme is to oppose unnecessary remand and make applications for bail at the pre-trial stage, on behalf of those who need legal aid. These Remand and Bail lawyers are required to be present at the court every day during remand hours.

NALSA Scheme for Paralegal Volunteers (Revised): NALSA formulated a scheme for including paralegal volunteers as legal aid providers in 2009. The scheme was later revised.

NALSA Standard Operating Procedure (SOP) for Representation of Persons in Custody: The SOP for persons in custody clarifies and standardizes the mandate of legal aid functionaries working for persons in custody. These include the SLSA, DLSA, the panel and jail visiting lawyer, the paralegal volunteers, prison officers and magistrates.

Legal Aid Providers: Legal Aid providers are institutions, individuals and groups appointed by the legal aid institutions to provide legal aid. These include lawyers, paralegals and organisations. In this report we have classified Legal Aid Providers as primary and secondary legal aid providers. The former includes panel lawyers, retainer lawyers and remand lawyers as they directly represent persons in court whereas the latter include jail visiting lawyers, convict & community paralegal volunteers as they usually provide legal aid services other than representing persons in court.

Panel Lawyer: Panel lawyers are appointed by the Legal Services Institution for three years to represent those who need free and competent legal services and are entitled to legal aid.

Retainer Lawyer: Retainer lawyers are drawn from among the panel lawyers for a fixed period by the Executive Chairman
of the Legal Services Authority. They are paid a monthly fee and are also expected to work on the administrative affairs of the legal aid institution.

**Jail Visiting Lawyer (JVL):** Jail visiting lawyers are panel lawyers appointed by the Legal Services Institution to visit jail legal aid clinics every fortnight. They are mandated to provide legal advice, draft applications, letters and petitions for inmates inside the jail.

**Convict Paralegal Volunteer (CPLV):** Prison paralegal volunteers are long term convicts nominated by the prison department and appointed by the Legal Services Institution who are mandated to conduct jail legal aid clinics at least twice a week; draft bail applications, petitions, appeals, parole and other applications; and maintain the records and registers.

**Community Paralegal Volunteer (CoPLV):** Community paralegal volunteers are appointed by the Legal Services Institution to maintain legal aid clinics; give legal advice; resolve disputes through lok adalats; implement various schemes of the Legal Services Authority; and other activities.

**Legal Aid Counsel (LAC):** Remand & Bail Lawyers are appointed by the Legal Services Institution under the Model Scheme for Legal Aid Counsel in all the courts of Magistrates. They are assigned to each magistrate court to oppose remand, apply for bail and move miscellaneous applications for those in custody.

**Monitoring Committee:** Every Legal Services Institution is mandated to setup a monitoring committee to track and review the progress of the court based legal services rendered by the panel lawyers in legal aid cases. The committee for the District or Taluka Legal Services Institution shall be constituted by the Executive Chairman of the SLSA and shall consist of a) the senior –most member of higher judicial services in the district, b) member secretary or secretary of the Legal Service Institutions and c) a legal practitioner having more than fifteen years’ experience at the local bar to be nominated in consultation with the president of the local bar association.
About The Report

This report is a follow up on CHRI’s 2016 report titled “Legal Aid for Prisoners: Status Report on the Implementation of Three Schemes in Rajasthan”\(^1\). The previous report, prepared under the aegis of the Rajasthan SLSA, noted gaps in the legal aid machinery and looked at the implementation of legal aid schemes in prisons, police stations, courts and the legal services authority in Rajasthan.

Evaluating data between 2012 and 2014, the report also highlights the gaps between the mandate and reality. Rajasthan was compliant with only 23% of the provisions in three NALSA schemes on legal aid for persons in custody.

This report examines the improvements made on the ground between 2014 and 2016. This report thus not only looks at the delivery of legal aid to persons in custody, but also provides a comparison between then and now, while also bringing to light the gaps that still remain and require immediate attention.

The report also suggests detailed reporting and monitoring mechanisms for different stakeholders involved in legal aid delivery. These include formats of registers, reports and certificates for remand lawyers, panel and retainer lawyers, jail visiting lawyers, paralegals, legal aid clinics in jails, and legal service institutions. The report also includes duty notes for legal aid providers which would assist them in fulfilling their responsibilities.

THE VERDICT

There has been a considerable improvement in the implementation of the three legal aid schemes in Rajasthan between 2014 and 2016. However, the degree of improvement in infrastructure has not been mirrored by the quality of legal aid delivery, which remains limited.

What has improved?

Rajasthan has witnessed substantial improvement in the appointment of legal aid providers – panel lawyers, retainer lawyer, remand lawyers, and jail visiting lawyers. The increase in the appointment of retainer lawyers appears to be most remarkable; in 2016, they were appointed in 29 districts, compared to only one in 2014. By 2016, legal aid clinics were also established in all (79) jails in the state for which we received information, compared to only half this number in 2014. The constitution of monitoring committees also saw considerable increase from eight in 2014 to 28 of the 29 DLSAs which responded to our Right to Information (RTI) requests in 2016.

What still warrants attention?

Legal aid clinics constituted in the state still far outnumber prison paralegal volunteers appointed to man these clinics with only eight of the 79 jails having paralegal volunteers. We also found that jail visiting lawyers (JLVs) have also not been visiting prisons regularly.

Reporting and monitoring of cases under all the schemes still appears to be a challenge. Lawyers have not been submitting completion reports, and consequently information on the outcome of legal aid representation remains minimal. In addition, Monitoring Committee registers are still not being maintained and bi-monthly reports are not submitted. The biggest issue that this report finds (which was not assessed in the previous report) is with respect to the average time taken by authorities in assigning panel lawyers to legal aid cases – an average of 48 days for the state of Rajasthan.

Recommendations: The purpose of this report is to assist the State Legal Services Authority (SLSA) Rajasthan in identifying gaps in legal aid delivery in the state to ensure effective access to legal representation. As the preceding section suggests, while there has been some improvement in the implementation of NALSA regulations, there are specific areas that still need urgent attention. More prison paralegal volunteers to all jail legal aid clinics need to be appointed to bolster the legal aid infrastructure in the state. In the functioning of the legal aid providers, duty notes (suggested notes provided on page number 11) can assist them in working, better reporting and ensuring accountability. Further, legal aid authorities will benefit from standardised registers and reports (suggested formats provided on page number 17) in monitoring schemes and tracking the progress and outcome of cases.
I. Introduction

This report evaluates the implementation of three regulations and schemes in Rajasthan: NALSA (Free and Competent Legal Services) Regulation, 2010, NALSA (Legal Services Clinics) Regulation, 2011, and Rajasthan SLSA’s Legal Assistance to Persons in Custody Scheme 2012. Data was obtained through applications filed under the Right to Information (RTI) Act 2005 to each State Legal Services Authority (SLSA) on the obligations of the legal aid providers.

These responses were then crystallised into CHRI’s ‘National Report on Legal Aid for Persons in Custody: Hope Behind Bars?’ in 2018. While ‘Hope Behind Bars?’ provided a picture of the scenario of the status of legal aid services in India, this report places emphasis on the responses received from Rajasthan and compares them with findings from its 2016 study.

Unlike CHRI’s previous report on Rajasthan, this study does not quantify compliance of implementation; instead, it examines the quality of legal aid delivery by looking at the registers and reports maintained by legal aid providers.

Methodology

This study is based on responses received under Section 6 3 of the RTI Act. The RTI applications were sent to district legal services authorities in June 2016. Three applications were sent to each authority for each of the following NALSA regulations:

- NALSA (Free and Competent Legal Services) Regulation, 2010;
- NALSA (Legal Services Clinics) Regulation, 2011; and
- Rajasthan SLSA’s Legal Assistance to Persons in Custody Scheme 2012

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<th>S.No.</th>
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<th>Regulations</th>
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<td>2</td>
<td>2011 Regulations</td>
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<td>Remand &amp; Bail Regulations</td>
<td>Rajasthan SLSA’s Legal Assistance to Persons in Custody Scheme 2012</td>
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Scope of the RTI

Through these RTIs, district-wise information was sought from the Legal Service Institutions (LSIs). Information on taluka-legal service committees was not sought because of the expanse of their functioning.

Quantity and quality of RTI responses received

There are 35 DLSAs in Rajasthan; we received responses for the abovementioned schemes from 29 of them. The six DLSAs which did not respond were Churu, Dholpur, Jaisalmer, Jhalawar, Pratapgarh and Jhunjhunu. A total of 40 questions were asked in the RTI, which looked at various facets of legal aid delivery. We found that questions on the appointment of actors were answered the most frequently, while queries on the monitoring of legal aid delivery either went unanswered, or were answered with “no response” or “not available”.

RTI data was received from all the DLSAs at different points in time during 2017. Along with other 28 states and Union Territories, the information was analysed, collated and presented in the national report (‘Hope behind Bars?’) in September 2018.

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3 Section 6 [Request for obtaining information] (1)(a), RTI Act, 2005: A person, who desires to obtain any information shall make a request in writing or through electronic means to the Central Public Information Officer or State Public Information Officer of the concerned public authority.
This present study also compares the findings of CHRI's 2016 report, *Legal Aid for Prisoners: Status Report on the Implementation of Three Schemes in Rajasthan*, the RTIs (seeking information on the status of legal aid implementation) for which were filed on 31 December 2014 and responses were received in 2015.

This report is divided into three segments: findings on the implementation of the three legal aid schemes, schematic recommendations, and suggested formats.
II. Findings

Rajasthan’s prisons confine 20,086 inmates\(^4\) in 126 jails. The state has 33 districts and 35 DLSAs. We received responses from 29 DLSAs for the three RTI applications filed. In these districts and their corresponding jails, the improvement in the infrastructure of legal aid delivery has not been matched by reporting and monitoring mechanisms in place. This section discusses the status of implementation of legal aid provisions schematically.

A. NALSA (Free and Competent Legal Services Regulations), 2010

This regulation was formulated to provide quality legal services by creating a panel of legal aid lawyers to take up legal aid cases which would be monitored by the legal services institutions. Under the regulations, panel and retainer lawyers are appointed by legal services institutions to take up legal aid cases. The progress in these cases is tracked by a monitoring committee consisting of the senior-most judicial officer of the district, a lawyer with 15 years of experience and the member secretary of the legal services institution.

1. Appointment of legal aid providers

Under the NALSA 2010 Regulations, every legal service institution is mandated to constitute a panel of legal aid lawyers and maintain separate panels for dealing with different types of cases. Retainer lawyers are also to be appointed from among panel lawyers. 1,827 panel lawyers and 49 retainer lawyers were appointed in Rajasthan. 28 of the 29 districts that responded had appointed panel lawyers, with the exception of Sri Ganganagar. All districts other than Jalore appointed retainer lawyers. While all districts had appointed one retainer lawyer each, Ajmer has appointed 16.

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Out of 32 districts that responded, 21 districts had appointed 617 panel lawyers. With 80 and 79 respectively, Churu and Jaipur had the maximum number of panel lawyers. Only Alwar and Hanumangarh had appointed retainer lawyers while Ajmer, Dholpur, Jhunjhunu and Nagaur were still in the appointment process. The remaining 26 districts did not have a single retainer lawyer.

2. Representation and outcome

Panel lawyers represented 2,689 persons in 28 districts, while retainer lawyers represented 291 persons in the same number of districts. Although retainer and panel lawyers are appointed in almost all districts, the cases disposed, number of acquittals and number of persons out on bail appear to be severely limited. 1,425 cases were disposed of in these districts, the response showed that of these, there had been only 23 acquittals, and only nine persons were released on bail.

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1,343 people were represented by 229 panel lawyers in the specified time period. Of these, there was only one acquittal and 110 bail releases (all the bail releases were reported only from Kota district; the remaining districts did not maintain this information). We also found that retainer lawyers did not take up any cases.

3. Constitution and functioning of monitoring committees

Monitoring committees established under Regulation 10 of the NALSA 2010 Regulations are mandated to monitor the work of panel and retainer lawyers. These committees have to maintain registers for the day-to-day proceedings of legal aid cases, which are to be scrutinised by the chairman of the committee. They are also supposed to submit their assessment of case progress to the chairman on a bi-monthly basis.

As of 2016, 28 of the 29 DLSAs which responded to our RTI applications have monitoring committees. Even though monitoring committee regulations were formulated in 2010, most districts in Rajasthan constituted these only in 2015. In all districts, monitoring committee members were appointed according to the mandate. While Chittorgarh, Sirohi and Jalore replied that they had constituted monitoring committees, they made no mention of their functioning in their responses. The monitoring committee registers maintained by Jodhpur Metro and Ajmer, however, are impressive, in that they detail the cases taken up by the committee and the action taken in each of these cases. We also found that only four districts had started maintaining registers and only nine districts submitted bi-monthly reports. No separate staff or infrastructure was provided for the functioning of the monitoring committees.

Monitoring committee meetings were held in most districts; this is reflected in the minutes of the meetings received in the responses to our application. Monitoring committees in some districts, such as Jodhpur Metro and Ajmer, stood out from the rest in their specific focus on case-wise monitoring, where the advocates and monitoring committee offered case-specific comments. These districts provided information in a tabular format attached to the minutes of the meetings. Their format included a section seeking information in the form of reports from courts on the progress of the legal aid cases. On the other hand, the minutes of the meetings of seven districts did not mention specific case details and left the comments sections blank. It appeared from the responses received from these districts that the information was being maintained just to record but not review the work.

The monitoring committee in Kota listed problems in the quality of the legal aid. The minutes of one of the committee meetings from the district noted that the DLSA had received complaints about legal aid lawyers not performing their duties properly as they could not manage the work in addition to handling their private cases. However, we found that the practices followed by the monitoring committee at the Bharatpur DLSA was impressive: It had taken up cases from the DLSA from 2014, in addition to current cases and had decided that for all cases, progress reports had to be submitted by the 5th of the following month. The committee would also inform all lawyers of this during their appointments.

4. Accountability

Submission of completion reports by panel lawyers: Panel lawyers are paid an honorarium from the concerned Legal Services Institution after they submit completion reports. However, in the period assessed, only five DLSAs responded that they had received completion reports.

Complaints against legal aid lawyers: Legal aid lawyers may be removed from the panel if they do not perform satisfactorily or act contrary to the object and spirit of the Legal Services Act, 1989 and the Regulations. No such complaints or responses were received from any district, but responses showed that seven lawyers had been removed from three districts during the period assessed.
B. NALSA (Legal Aid Clinics) Regulations 2011 and Rajasthan SLSA 2012 Guidelines

These regulations and guidelines mandate the establishment of legal aid clinics where there are barriers to access to legal services institutions. The Rajasthan SLSA in 2012 formulated guidelines based on the NALSA 2011 Regulations which included the establishment of legal aid clinics in jails. These clinics are supposed to operate regularly and be manned by prisoner paralegal volunteers (PLVs) who are trained specifically for this. Jail visiting lawyers (JVLs) are also expected to visit jails periodically and offer free legal aid. The working of these clinics is to be recorded in work and attendance registers maintained by the PLV.

1. Constitution of Jail Legal Aid Clinics

The NALSA 2011 (Legal Aid Clinic) Regulations, along with NALSA Standard Operating Procedure (SOP) for the Representation of Persons in Custody, 2016, as well as Rajasthan SLSA’s 2012 Guidelines mandate the creation of legal aid clinic in every jail.

We received information on the functioning of jail legal aid clinics by 30 DLSAs; all (80) of them had constituted Jail Legal Aid Clinics (JLACs) in their respective jails. The oldest JLACs in Rajasthan were constituted in 2006 in Jodhpur district’s central jail, and in 2009 in Alwar’s district jail. 2011 JLACs were constituted in 2012, and 1512 in 2013, but the remaining were constituted much later, between 2014 and late 2016. Jaipur metro, however, constituted a legal aid clinic after the time period for which responses to the RTI applications were sought. However, no data on the functioning of the clinics for the given time period was provided.

THE VERDICT

There has been a substantial improvement in the appointment of legal aid providers. While in 2014, retainer lawyers were appointed in just one district, in 2016, they had been appointed in 29 districts. The strength of panel lawyers has also increased significantly, as did the recording of information on the cases taken up. This appears to be because of the DLSAs’ initiative in maintaining representation data. However, information on the outcome of legal aid representation still remains minimal. While there has been an improvement in setting up monitoring committees in each DLSA, registers are still not being maintained and bi-monthly reports are not being submitted. Reporting, thus, continues to be a serious challenge. Completion reports too are not being submitted, and in the few cases that they are, they just consist of a copy of the judgment. The biggest concern, however, is with respect to the time taken in assigning panel lawyers to legal aid cases -- on an average, legal service institutions in Rajasthan take a whopping 48 days for this.

11 20 jails in the following districts: Balotara, Sikar, Dungarpur, Bikaner, Jodhpur Metro, Merta, Baran, Ajmer, Sikar and Sri Ganganagar.
12 15 jails in the following districts: Bhilara (1), Pali, Chittorgarh, Jalore, Jaipur District, Rajasmand, Jaipur Metro, Sirohi.
Till 2014, of the 93 existing jails, only 44 had legal aid clinics. Worse still, only three clinics were following their mandate of working twice a week, while ten were not functional for even a single day. Both jails in Ajmer outperformed the rest with its clinics operating twice the mandated number of days.

2. Appointment of legal aid providers to clinics

As of 2016, a total of 241 Jail Visiting Lawyers (JVLs) were appointed in 73 of 80 JLACs. In 2012, the SLSA issued a letter regarding the functioning of legal aid clinics based on the regulations provided by NALSA. The SLSA also issued another letter on the Legal Aid Scheme with its own set of guidelines. One of these guidelines included the creation of 'legal aid awareness teams' in all districts alongside the JVLs and PLVs. We received documents indicating that six districts had constituted legal aid awareness teams in place of just appointing JVLs.

These awareness teams generally consist of two PLVs and two JVLs. Dausa was the only district that provided information on the functioning of these teams. Legal aid awareness teams are supposed to educate inmates on legal aid and help them submit applications to the DLSAs for the appointment of lawyers. Apart from the 241 lawyers, therefore, more advocates were appointed to these teams to provide legal aid. Twelve convict PLVs were also appointed in ten jails in the state.

3. Visits by legal aid providers

Rajasthan’s legal aid clinic regulations specify that JVLs are expected to visit jails twice a month, or 24 times a year. Although 10 districts fulfilled this mandate, twice-a-month visits are not sufficient to provide effective legal aid to all inmates. The NALSA SOP for Persons in Custody, therefore, recommends that JVLs visit jails at least twice every week. The fact that 20 districts did not fulfill this minimum is indicative of the state of legal aid infrastructure in the state.

In 2014, of the 44 operating jail legal aid clinics (JLACs), only 20 had appointed JLVs. Further, lawyers were making the mandated twice-a-month visits only in three clinics. In five of the 20 clinics, JLVs did not visit the jail even once in the entire year. Worse still, only 12 of the 93 jails had appointed PLVs.

4. Registers and records

Fifteen districts did not maintain work registers and attendance registers in the jail legal aid clinics. While most of the remaining districts that did maintain registers appeared to follow a standard format, a few did not. Attendance registers were maintained under a standard format as well. Interestingly, Jaipur Metro’s response to the RTI application stated that it had received no legal aid application in the past six months, but its work registers indicated otherwise. Among the districts that responded to our applications, the frequency with which the DLSA reviewed the attendance and work registers generally appeared to be once a month. No information on monthly reports was provided for 2015-2016.

Work registers were maintained by 14 Jail Legal Aid Clinics (of which Baran, Hanumangarh, Jhalawar and Chittorgarh, didn’t even have PLVs to start with). Monthly reports were only submitted by convict paralegal volunteers only in Ajmer.

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13 Ajmer Central Jail, Beawar Sub-Jail (in Ajmer District) and Barmer District Jail.
14 Dausa, Dungarpur, Bharatpur, Swai Madhopur, Baran, Karauli.
15 Eleven jails in the following districts: Bundi, Ajmer, Jaipur, Banswara, Hanumangarh and Sriganganagar.
16 Jodhpur District, Jodhpur Metro, Jalore, Merta, Baran, Jaipur district, Barmer, Sikar, Bundi, Sirohi, Dungarpur, Kota, Rajasmand, Sri Ganganagar, Jhalawar.
5. Time taken to assign cases to lawyers

Our RTI application also sought details of the last five legal aid cases from every district – including the time taken by authorities to assign a legal aid lawyer after receiving an application for legal aid to gauge the efficiency of the system. We received information for 109 cases from 23 districts. Lawyers were assigned on the same day as receiving an application for legal aid in only 19 of the 109 cases; these cases were from Sikar, Kota and Baran and Merta. However, most districts took more than a month to assign legal aid lawyers -- the average duration for assigning a legal aid lawyer was 48 days! The districts lagging the most were Jaipur Metro and Karauli. In a Jaipur Metro case, it almost took a year (329 days) for authorities to assign a lawyer. There were also several other cases from these two districts in which the assignments took more than eight months.

THE VERDICT

The implementation of legal aid in Rajasthan’s prisons has seen a substantial improvement. Legal aid clinics have been constituted in all jails, compared to only half as mentioned in the 2016 report. While information on the functioning of the clinics was not available, a perusal of the work registers from the clinics (in which they were maintained) showed that they are functional. However, the appointment of convict paralegal volunteers remains lacking. Visits by jail visiting lawyers are also still infrequent.

C. Rajasthan SLSA’s Legal Assistance to Person in Custody Scheme, 2012

Both the NALSA and Rajasthan SLSA Scheme mandate the appointment of remand and bail lawyers (also known as legal aid counsels) to be attached to each magistrate court. These lawyers are expected to be present during remand hours in their designated courts to oppose remand, apply for bail and file other applications for those who need a legal aid lawyer. They are expected to submit their monthly work reports to the District Legal Services Authority (DLSA) and courts are to issue monthly attendance certificates for them.

In total, 715 remand and bail lawyers were appointed across 729 magistrate courts in the 29 districts17 in the state. Of the 729 magistrate courts, 52 of them were executive magistrate courts18. In all, 27 districts appointed remand lawyers for all magistrate courts. Additionally, information about the average number of cases handled by each court daily was provided by 12 districts.19 Of these 12, seven districts20 responded with an average of one case a day; three districts21 responded with an average of five cases a day; Jalore responded with an average of nine cases a day; and Jhalawar responded with 31 remand cases over the course of one year.

1. Appointment of remand and bail lawyers

The purpose of remand and bail lawyers is to ensure that legal assistance is provided to persons in police and judicial custody on arrest or detention to oppose unnecessary remand. 715 remand lawyers were appointed across the state across 729 magistrate courts.

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In 2014, 400 remand and bail lawyers were appointed across 23 districts of Rajasthan. However, court-wise data was not available for the purposes of appointment.

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17 Sri Ganganagar was the only district that did not provide data on the number of legal aid counsels appointed.
18 Swai Madhopur, Udaipur, Bharatpur.
19 Bhilwara, Hanumangarh, Bikaner, Rajasmand, Kota, Bundi, Jhalawar, Tonk, Jalore, Merta, Pali, Sri Ganganagar.
20 Bhilwara, Hanumangarh, Rajasmand, Tonk, Merta, Kota, Pali.
21 Bikaner, Bundi, Sri Ganganagar.
2. Representation and outcome

Thirteen districts\(^2\) provided information on the representation of cases by remand lawyers. These lawyers represented 5,016 inmates which led to the release of 3,700 persons. The remaining districts either did not maintain this information or did not share it with us.

\(^2\) Karauli, Jaipur, Dausa, Merta, Bharatpur, Balotra, Sikar, Bundi, Bikaner, Madhopur, Tonk, Ajmer, and Baran

3. Monitoring remand and bail lawyers

According to the Rajasthan Model Scheme, courts have to issue certificates to record the attendance of legal aid counsel. The scheme also recommends the submission of monthly work reports by remand lawyers to legal service institutions. In the 14 districts\(^3\) that provided this information, the court gave 463 certificates to the chairperson of the DLSA and 18 districts\(^4\) provided copies of attendance certificates. The formats of the attendance certificates were usually in the form of a standard letter. However, the certificate from Baran stood out because its format specified that the lawyer present had represented persons under both police and judicial custody.

Our RTI application also sought to assess whether attendance registers were maintained by courts. We found that 56 courts had maintained registers in six districts\(^5\). Jaipur Metro was the only district to provide a copy of an attendance register maintained by one of their courts and although it was rather basic, this is a good reporting mechanism that supports the data maintained through attendance certificates. The frequency of submissions to the DLSA shows that these reports were usually used as proof of work (for honorarium) and not as a means to review the work done.

\(^3\) Dausa, Kota, Merta, Jodhpur Metro, Sikar, Bikaner, Madhopur, Tonk, Baran, Jodhpur District, Hanumangarh, Jhalawar

\(^4\) Sirohi, Jaipur Metro, Dausa, Kota, Merta, Bharatpur, Jodhpur Metro, Balotara, Sikar, Bhiwara, Bundi, Bikaner, Swai Madhopur, Tonk, Ajmer, Baran, Jaipur District, Hanumangarh, Jhalawar

\(^5\) Jaipur Metro, Kota, Bhiwara, Bikaner, Hanumangarh

2016 Rajasthan Report

In 2014, of the 616 legal aid cases assigned to the remand and bail lawyers, half of them were from Rajasamand (229) and Bhiwara (99). Six\(^2\) of the 10 districts had taken up fewer than 50 cases in 28 months. In five districts, the lawyers did not even have a single case assigned to them.

3. Monitoring remand and bail lawyers

According to the Rajasthan Model Scheme, courts have to issue certificates to record the attendance of legal aid counsel. The scheme also recommends the submission of monthly work reports by remand lawyers to legal service institutions. In the 14 districts\(^2\) that provided this information, the court gave 463 certificates to the chairperson of the DLSA and 18 districts\(^2\) provided copies of attendance certificates. The formats of the attendance certificates were usually in the form of a standard letter. However, the certificate from Baran stood out because its format specified that the lawyer present had represented persons under both police and judicial custody.

Our RTI application also sought to assess whether attendance registers were maintained by courts. We found that 56 courts had maintained registers in six districts\(^2\). Jaipur Metro was the only district to provide a copy of an attendance register maintained by one of their courts and although it was rather basic, this is a good reporting mechanism that supports the data maintained through attendance certificates. The frequency of submissions to the DLSA shows that these reports were usually used as proof of work (for honorarium) and not as a means to review the work done.

\(^2\) Karauli, Jaipur, Dausa, Merta, Bharatpur, Balotra, Sikar, Bundi, Bikaner, Madhopur, Tonk, Ajmer, and Baran

\(^3\) Hanumangarh, Jodhpur, Pali, Sikar, Sirohi, Udaipur.

\(^4\) Dausa, Kota, Merta, Jodhpur Metro, Sikar, Bhiwara, Bundi, Bikaner, Swai Madhopur, Tonk, Baran, Jaipur District, Hanumangarh, Jhalawar.

\(^5\) Sirohi, Jaipur Metro, Dausa, Kota, Merta, Bharatpur, Jodhpur Metro, Balotara, Sikar, Bhiwara, Bundi, Bikaner, Swai Madhopur, Tonk, Ajmer, Baran, Jaipur district, Hanumangarh.

\(^6\) Jaipur Metro, Kota, Bhiwara, Bikaner, Hanumangarh.

\(^7\) Sri Ganganagar, Hanumangarh, Rajasamand, Jodhpur, Udaipur, Chittorgarh and Sirohi.

THE VERDICT

There has been an increase in the number of remand and bail lawyers appointed across the state, which has led to a huge rise in the number of remand cases taken up (from 616 to 5,016). The reporting of remand lawyers through attendance certificates has also improved substantially over these two years. However, these certificates are not being submitted monthly as mandated.
III. Recommendations

It is encouraging to note that the various implementation gaps that were highlighted in our 2016 report have been plugged. However, some issues requiring immediate attention still remain. Thus, we offer the following recommendations:

A. NALSA (Free and Competent Legal Services Regulations), 2010

1. Information on the representation and outcome of cases by panel lawyers should be maintained by legal service institutions.

2. Registers recording day-to-day proceedings should be maintained by all monitoring committees to strengthen their functioning. A standard format may be developed for this by the SLSA.

3. Completion reports should be submitted by panel lawyers after the case is over. A template for this may be developed by the SLSA.

4. Legal service institutions should ensure that lawyers are assigned cases immediately, and this should not extend beyond two days from the receipt of the legal aid application for persons in custody.

B. NALSA (Legal Aid Clinics) Regulations 2011 & Rajasthan SLSA 2012 Guidelines

1. Convict or community paralegal volunteers should be appointed in all jail legal aid clinics.

2. These volunteers should be trained within the first month of their appointment.

3. The frequency of visits by Jail Visiting Lawyers should be twice a week as per the NALSA SOP for Representation of Persons in Custody.

C. Rajasthan SLSA’s Legal Assistance to Person in Custody Scheme, 2012

1. Attendance registers should be maintained in every magistrate court to record the presence of remand lawyers.

2. Remand lawyers should submit the attendance certificates issued by the court to the legal service institutions on a monthly basis.
IV. Formats | English

FORMATS OF APPOINTMENT LETTERS, DUTY NOTES & REPORT REGISTERS

Rationale

The legal aid schemes and regulations developed by the National Legal Services Authority are extremely comprehensive and detailed. It is the responsibility of the legal aid providers—lawyers and paralegals—to implement these schemes to ensure access to justice for all. NALSA has a workforce of more than 60,000 panel lawyers and 70,000 paralegal volunteers. To be able to reach out and communicate, to ensure that these legal aid providers are aware of their responsibilities and to avoid any ambiguities about their role, duty notes can play a crucial role. It would also serve as a ready reckoner to remember what is expected from them in the course of their tenure.

The following formats are included in this report:

Part I: APPOINTMENT LETTER & DUTY NOTES
- Note 1: Panel Lawyer
- Note 2: Retainer Lawyer
- Note 3: Remand Lawyer
- Note 4: Jail Visiting Lawyer
- Note 5: Convict/Community Paralegal Volunteer

Part II: REPORTS & REGISTERS

A. NALSA (FREE AND COMPETENT LEGAL SERVICES) REGULATIONS 2010
- Format 1: Legal Aid Register
- Format 2: Progress Report
- Format 3: The Legal Services Card
- Format 4: Monitoring Committee Register
- Format 5: Monitoring Committee Report
- Format 6: Completion Report
- Format 7: Assignment Letter to the Panel Lawyer & Intimation Letter to Accused
- Format 8A: Monitoring Committee Monthly Statement
- Format 8B: Monitoring Committee Functioning Tracker at SLSA

B. NALSA (LEGAL SERVICES CLINICS) REGULATIONS 2011
- Format 9: Legal Aid Clinic Work Register
- Format 10: Legal Aid Clinic Attendance Register
- Format 11: Jail Visiting Lawyer Work Report
- Format 12: Convict Paralegal Work Report
- Format 13: Jail Legal Aid Clinics Tracker

C. NALSA LEGAL AID COUNSEL IN ALL COURTS OF MAGISTRATES SCHEME 1998
- Format 14: Daily Attendance Register of Remand Lawyers
- Format 15: Remand Lawyer’s Work Report
NOTE 1: PANEL LAWYER

From, Secretary
District Legal Services Authority

To
Mr. Shahid Azmi
Advocate, Jaipur

You are appointed as a panel lawyer of the Jaipur Metro District for the period 1 June 2018 to 1st June 2020. You would be assigned cases by the legal services institutions and court. You are bound by the provisions of the Advocates Act 1961 and the Bar Council of India Rules. Specifically, you are expected to maintain the standards of Professional Conduct and Etiquette as laid down in Chapter 2 of Part VI of the Bar Council of India Rules. You are expected to conduct yourself professionally and uphold the interests of your client by all fair and honourable means.

You are also expected to follow the NALSA (Free and Competent Legal Services) Regulation 2010. The relevant guidelines and a duty note based on the guidelines has been appended with this letter. You are expected to report to the legal aid authorities about the work undertaken. You are mandated to regularly meet your client.

Secretary,
District Legal Services Authority

Duty Note of Panel Lawyers

1. To represent persons in court when assigned by the legal service institutions.
2. To submit reports whenever called for by the monitoring committee of the concerned LSI in the prescribed format.
3. If your client is in prison, then to visit him/her in prison regularly. Efforts should be made to visit such clients every 15 days in between hearings to apprise them of the progress in their cases and ascertain their well-being while in detention
4. To submit the report of completion of proceedings in prescribed format after the conclusion of each case.
5. To state reasons to the Member Secretary/Secretary of the LSI if desirous of withdrawing from a case assigned.
6. Not ask for or receive any fee or consideration from your client assigned to you through LSI or court.
NOTE 2: RETAINER LAWYER

From, Secretary
District Legal Services Authority

To
Mr. Shahid Azmi
Advocate, Jaipur

You are appointed as a retainer lawyer of the Jaipur Metro District for the period 1 June 2018 to 1st June 2020. You are expected to discharge all functions as provided by the NALSA (Free and Competent Legal Services) Regulations 2010 and other relevant regulations. The relevant guidelines and a duty note based on the guidelines have been appended with this letter. You are expected to regularly report to the legal aid authorities, in the manner prescribed, about the work undertaken.

Secretary
District Legal Services Authority

<table>
<thead>
<tr>
<th>Duty Note of Panel Lawyers</th>
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</thead>
<tbody>
<tr>
<td>1. To be present at the Front Office of the LSI as per the roster.</td>
</tr>
<tr>
<td>2. To render services like drafting of applications, notices, written statements, provide free legal advice, render legal opinions etc. to persons approaching LSI for assistance.</td>
</tr>
<tr>
<td>3. To abide by the provisions of the NALSA (Free and Competent Legal Services) Regulations 2010.</td>
</tr>
<tr>
<td>4. To assist the LSI in setup of legal literacy clubs and implementation of other legal aid schemes by the LSI.</td>
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<tr>
<td>5. If assigned, to attend court during remand hours and assist undertrials who are unrepresented where remand lawyer has not been appointed).</td>
</tr>
<tr>
<td>6. To assist the legal service institutions in mentoring and evaluating the work of PLVs and dealing with legal aid work at the front office.</td>
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<tr>
<td>7. To assist the Monitoring Committee of the LSI in its functioning.</td>
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<tr>
<td>8. To record presence with the LSI on a daily basis.</td>
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<tr>
<td>9. To maintain a diary and maintain a record of work undertaken and submit the report of the work to the legal service institutions by the 10th of each month as per prescribed format.</td>
</tr>
</tbody>
</table>
NOTE 3: REMAND LAWYER

From, Secretary
District Legal Services Authority

To
Mr. Shahid Azmi
Advocate, Jaipur

You are appointed as a remand advocate of the Jaipur Metro District for the period 1 June 2018 to 1st June 2020. You are assigned ACJM –II court and have to be present in court during remand hours. You would be required to oppose remand, file bail applications and any other applications/petitions as required. You are bound by the provisions of the Advocates Act 1961 and the Bar Council of India Rules. Specifically, you are expected to maintain the standards of professional conduct and etiquette as laid down in Chapter 2 of Part VI of the Bar Council of India Rules. You are expected to conduct yourself professionally and uphold the interests of your client by all fair and honourable means.

You are also expected to follow the NALSA Legal Aid Counsel in all Courts of Magistrates Scheme. The relevant guidelines and a duty note based on the guidelines has been appended with this letter. You are expected to report to the legal aid authorities about the work undertaken.

Secretary
District Legal Services Authority

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<tr>
<th>Duty Note of Panel Lawyers</th>
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<tbody>
<tr>
<td>1. Duty Note of Remand Lawyer</td>
</tr>
<tr>
<td>2. To be present in the Court during remand hour or any other hour of the day as directed by the Court.</td>
</tr>
<tr>
<td>3. To ensure that your name and contact details are displayed in the court assigned.</td>
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<tr>
<td>4. To oppose unnecessary remand and to regularly question the type and duration of remand.</td>
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<tr>
<td>5. To ensure that cases where your client was not produced within 24 hours &amp; lawyer was not provided during interrogation, should be brought to notice of judge.</td>
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<tr>
<td>6. To sign the attendance register maintained in the court.</td>
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<tr>
<td>7. To submit monthly report of the work done to the LSI, as per format prescribed.</td>
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<tr>
<td>8. To co-ordinate with the police/ court staff for any productions taking place at the magistrate's residence, and ensure presence during such productions as well.</td>
</tr>
<tr>
<td>9. To co-ordinate with the backup remand lawyer in case you are unavailable for any reason.</td>
</tr>
<tr>
<td>10. To co-ordinate with the police station within the jurisdiction of the concerned LSI to ascertain the arrests conducted on a daily basis.</td>
</tr>
<tr>
<td>11. To visit the police station at least twice a week to ensure that inmates are produced to the magistrate within 24 hours.</td>
</tr>
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</table>
NOTE 4: JAIL VISITING LAWYER

From, Secretary
District Legal Services Authority

To
Mr. Shahid Azmi
Advocate, Jaipur

You are appointed as a jail visiting lawyer of the Jaipur Metro District for the period 1 June 2018 to 1st June 2020. You would be assigned cases by the legal services institutions and court. You are bound by the provisions of the Advocates Act 1961 and the Bar Council of India Rules. Specifically, you are expected to maintain the standards of Professional Conduct and Etiquette as laid down in Chapter 2 of Part VI of the Bar Council of India Rules. You are expected to conduct yourself professionally and uphold the interests of your client by all fair and honourable means. You are also expected to follow the NALSA (Legal Services Clinics) 2011 Guidelines and the NALSA Standard Operating Procedures for Representation of Persons in Custody 2016. The relevant guidelines and a duty note based on the guidelines has been appended with this letter.

You are required to provide legal services like filing bail applications, appearing on behalf of undertrial prisoners, timely filing of the appeals for convicts, preparing applications for remission, parole etc.

Secretary
District Legal Services Authority

Duty Note of Jail Visiting Lawyer

1. To visit the Jail legal aid clinic (JLAC) at-least twice a week.
2. To identify cases eligible for release under the mandate of the Undertrial Review Committee (UTRC). To interact with inmates identified by the paralegal volunteers and provide legal advice.
3. To draft applications and petitions for parole/juvenility/bail etc. for the undertrials and convicts present in the clinic.
4. To ensure filing of legal aid application form for those who need legal aid lawyers and submit the same to the legal aid authorities.
5. To conduct legal awareness camps inside jails including apprising new entrants to prison about the free legal services provided by SDLSC, DLSA, HCLSC and SCLSC.
6. To train the paralegal volunteers and oversee the effective functioning of the JLAC. To regularly inform the inmates about the status of their cases.
7. To communicate to the panel lawyers any pertinent information that an inmate has requested to be shared with his/her lawyer.
8. To be acquainted with the jail manual and the other rules regulations relating to prisons.
9. To ensure that the registers are filled by the paralegals accurately.
10. To record attendance and work in the registers available at the prison.
11. To also represent the inmates in courts in some cases, if appointed by the LSI.
12. To submit a monthly report of the work to the legal service institutions by 5th of every month.
13. To also submit a copy of the register of beneficiaries maintained at the clinic.
14. To ensure that copy of charge sheet or any document taken from any prisoner is returned.
15. To not canvass or solicit for any case in your private capacity.
16. To prioritise and focus on personal interactions with the inmates in the JLAC during the visit and then document and prepare the petitions.
17. To send intimation to the LSI in advance if you are unable to visit the JLAC on a particular day.
18. Shall assist the UTRC by co-ordinating with the inmates and the courts on cases eligible for release.
19. Should follow the directions given under NALSA SOP for representing persons in custody.
NOTE 5: CONVICT/COMMUNITY PARALEGAL VOLUNTEERS

From, Secretary
District Legal Services Authority

To
Ms. Lakshmi Dutta
PLV, Jodhpur
<Address>

You are appointed as a paralegal volunteer of the Jodhpur Central jail for the period 1 June 2018 to 1st June 2020. You are expected to abide by the NALSA (Free and Competent Legal Services) Regulations 2010 and NALSA Standard Operating Procedures on Representation of Persons in Custody 2016. You are expected to conduct legal aid clinics at least twice a week, provide basic legal counselling to inmates, assist the jail visiting lawyer and periodically report to the legal aid authorities about the work undertaken, as per prescribed formats. The relevant guidelines and a duty note based on the guidelines has been appended with this letter.

Sd/- Secretary
District Legal Services Authority
Duty Note of Convict/Community Paralegal Volunteers

1. To hold/conduct legal aid clinics inside jails, at least twice each week.
2. To take steps towards identification of inmates who are in need of legal assistance. This would involve reaching out to all prisoners, especially the new entrants.
3. To seek permission from the prison authorities to visit the wards of prisoners to ascertain that no one is unrepresented.
4. To fill out the legal aid application form and promptly send it to the concerned DLSA/SDLSC & also ensure that the prisoners interact with jail visiting lawyer on his next visit to prison.
5. To coordinate and assist the jail-visiting lawyers in providing legal advice and aid. They would also give update on the case of the inmates.
6. To counsel inmates and explain any legal provision pertaining to their case. Where there are doubts, then refer the case to the Jail Visiting Lawyer.
7. To receive legal aid lawyer appointment letters, replies from legal service institution and other authorities, maintain record and give copies to the concerned prisoner.
8. If you come across a prisoner who claims to be juvenile at the time of commission of offence or at arrest, to draft an application to bring the case to the attention of the concerned Legal Services Authority, Juvenile Justice Board and the Child Welfare Committee.
9. To submit monthly reports to the DLSA and the Undertrial Review Committee on cases eligible under section 436/436A Cr.P.C.
10. To write to the concerned LSI about any queries, grievances or for shortage of any basic requirements for the smooth functioning of the clinic.
11. In case of community PLV to contact the family members of the inmates so as to intimate about his detention and if needed facilitate interviews with family members.
12. To keep track of non-production of any inmate in the court as per the date given and inform the Secretary, DLSA/TLSC.
13. To assist the inmate in filing any complaint or grievances relating to their stay in prison.
14. To maintain the registers in the clinics. The Paralegal Volunteers should maintain registers recording name, fathers name, age, date of admission, offences charged under, case ref & concerned court, details of lawyer, status of case, next production.
15. To regularly update the registers. In particular document each prison clinic, record information on all cases, and assist in follow up of cases such as case status, bail, lawyer appointment, next date of hearing, communicating client instructions.
16. To keep a record of the letters, applications, and petitions written through jail and sent to relevant agencies and similarly keep a record of the documents received.
17. To send reminders/letters to corresponding Legal Services Authority to seek information regarding status of case, name and contact details of the assigned legal aid lawyer.
18. To send monthly report of their work to the Secretary of the DLSA/TLSC by 5th of every next month.
19. To submit a copy of the legal aid register for review to the Secretary of the DLSA/TLSC every month.
20. To not seek any money/benefits for the work done from the inmates or their families.
A. NATIONAL LEGAL SERVICES AUTHORITY (FREE AND COMPETENT LEGAL SERVICES) REGULATIONS, 2010

FORMAT 1: LEGAL AID REGISTER

(To be placed at Front Office, LSI: maintained by PLVs/ Retainer Lawyers)

<table>
<thead>
<tr>
<th>Legal Aid Case No.</th>
<th>Name of the Accused &amp; Father's Name</th>
<th>Police Station/ Court/Case Ref No./ Offence u/s</th>
<th>Date of Receipt of Application</th>
<th>Date of Assignment of Lawyer</th>
<th>Date of Intimation Letter for Assignment/ Rejection to the applicant</th>
<th>Outcome of Case</th>
<th>Date of Conclusion of the Case</th>
<th>Amount of Fees Paid</th>
<th>Date &amp; Mode of Remittance</th>
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</table>

Table 1: LEGAL AID REGISTER FOR PERSONS IN CUSTODY (Reg-3; NALSA 2010)
FORMAT 2: PROGRESS REPORT

From,
Mr Shahid Azmi
Advocate, Jaipur

To
Secretary
Jaipur Metro DLSA

Dear Committee,

I was assigned the legal aid lawyer in the case of Ravi Kumar vs State on 6th January 2018. Please find the progress in the case in the month of March 2018.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of the Inmate</th>
<th>Case Details</th>
<th>Last Date of Hearing</th>
<th>Next Date of Hearing</th>
<th>MC Reference No.</th>
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Progress of the Case:
(Status, Strategy, Challenges)

(To be submitted to the Monitoring Committee and maintained at Front Office)

Mr Shahid Azmi
Advocate, Jaipur
NALSA's Legal Services Card may also be used as progress reports.
FORMAT 3: LEGAL SERVICES CARD

Name of Court  

Name of Legal Aid Counsel  

Contact Number  Address  

Name of Legal Aid Person  

Title of Case  

Nature of Case  

FIR No  Date  U/S  PS  

<table>
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<tr>
<th>S.No.</th>
<th>Date</th>
<th>Proceedings taken place</th>
<th>Next Date</th>
<th>Purpose</th>
<th>Sign of Advocate</th>
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FORMAT 4: MONITORING COMMITTEE REGISTER

(To be placed at Front Office, LSI, maintained by staff assigned to MC)

a) Option 1

<table>
<thead>
<tr>
<th>Name of the Accused &amp; Father's Name</th>
<th>Name &amp; Contact details of the Lawyer Assigned</th>
<th>Case Details (PS/Court/Case Ref No/ Offence u/s)</th>
<th>Information about the accused- First time offender/ Repeat offender, age, any other information</th>
<th>MC Reference No.</th>
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S. No | Date of Hearing | Summary of Proceedings | Progress Report from the Lawyer | Documents from the court (Received Y/N) | Comments of the MC | Comments of the SLSA | Suggested Action for the next hearing |
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b) Option 2

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<tr>
<th>Name of the Accused &amp; Father's Name</th>
<th>Name &amp; Contact details of the Lawyer Assigned</th>
<th>Case Details (PS/Court/Case Ref No/ Offence u/s)</th>
<th>Information about the accused- First time offender/ Repeat offender, age, any other information</th>
<th>MC Reference No.</th>
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S. No | Date of Hearing | Progress of the case | Advise or other services if any, provided by the Monitoring Committee or Panel Lawyer | Assessment on the progress of each case | Assessment on the performance of the Panel / Retainer Lawyer | Other observations if any, of the MC | Recommendations of the Monitoring Committee if any |
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</table>
FORMAT 5: MONITORING COMMITTEE REPORTS

(To be prepared by PLVs/ Retainer Lawyers)

a) Option 1 (Based on format maintained by Machilipatnam)

<table>
<thead>
<tr>
<th>Legal Aid Case Number</th>
<th>Name of the applicant for legal aid</th>
<th>Case number &amp; Court Number</th>
<th>Name of the panel lawyer provided</th>
<th>Progress of the case before the courts</th>
<th>Advise or other services if any, provided by the Monitoring Committee or Panel Lawyer</th>
<th>Individual Assessment on the progress of each case</th>
<th>Individual assessment on the performance of the Panel &amp; Retainer Lawyer</th>
<th>Result of the case</th>
<th>Other observations if any, of the Monitoring Committee</th>
<th>Recommendations of the Monitoring Committee if any</th>
</tr>
</thead>
</table>

b) Option 2 (Based on format maintained by Haryana)

<table>
<thead>
<tr>
<th>Name of the Applicant</th>
<th>Mother’s/ Father’s name</th>
<th>Category of Applicant out of persons mentioned in S. 12 of the LSA</th>
<th>Panel Lawyer/ Retainer assigned to the applicant</th>
<th>Date of Appointment</th>
<th>Progress of each and every legal aid case</th>
<th>Particulars of Case</th>
<th>Name of Court</th>
<th>Performance of Panel/ Retainer</th>
<th>Remarks if any</th>
<th>Other observations if any, of the Monitoring Committee</th>
<th>Recommendations of the Monitoring Committee if any</th>
</tr>
</thead>
</table>

c) Option 3 (Based on format maintained by Jodhpur, Rajasthan)

<table>
<thead>
<tr>
<th>Monitoring Committee Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

| Progress of the Case:  
(Status, Strategy, Challenges) |

| Monitoring Committee's Comments: |

| SLSA’s Feedback: |
From,
Mr Shahid Azmi
Advocate, Jaipur

To
Secretary
Jaipur Metro DLSA

Dear Committee,

I was assigned the legal aid lawyer in the case of ___________ on 6th January 2016. The case was concluded on 26th March 2018. I have submitted the progress reports on a monthly basis. Please find the details of the case below:

<table>
<thead>
<tr>
<th>Name of the Inmate</th>
<th>Case Duration (Initiation Date &amp; Last date)</th>
<th>Case Details Court/PS/Case ref no/ Offence</th>
<th>Expenses Incurred</th>
<th>Outcome of the Case</th>
<th>MC Reference No.</th>
</tr>
</thead>
</table>

Summary of the Case:
(Strategy, Challenges)

Sd/- -
Mr Shahid Azmi
Advocate, Jaipur
From
The Secretary,
District Legal Services Authority

To
Ajay Verma
Advocate, Jaipur

Subject: Letter of Assignment for conducting case no…………………………….. of ……………………………… Dear Sir/Madam,
You are hereby appointed lawyer for conducting the case on the person mentioned above pending / to be instituted in the Court of ______________ and / or take such steps as you deem fit and proper for initiating for further clarification and discussion in this regard. You are requested to report the progress of the case to the undersigned from time to time.

In case the appointment is accepted by you, you are requested to return the declaration annexed after being duly signed by you.

Yours faithfully,
Secretary
DLSA

Declaration

1. Appointment made wide Memo No…………………………………………………….. dated ……………………………

2. Case No. ………………………………………………………………………………………………………………………………………

3. I understand that in conducting the case, I am to abstain from doing anything that might prejudice the interest of the said person.

4. I understand that I am to abide by the terms and decisions of the Committee which are final

5. I understand that I will be given remuneration at the rates fixed by the committee on submission of bills

6. I understand that the bill must be accompanied with a certificate from the presiding officer of the court regarding my attendance on the dates mentioned in the bills.
From
The Secretary,
District Legal Service Authority

To
The Superintendent
Prison

Dear Sir/Madam,

With reference to Case No...I am directed to inform you that Advocate ...................... has been appointed for the accused ...................... to defend his/her case. His/her case details are as follows..................A copy of the appointment letter is annexed for your perusal. The advocate can be contacted at ...................................

This is with reference to your letter dated 7 June 2016.

Yours faithfully,

Secretary
DLSA
**FORMAT 8A: MONITORING COMMITTEE MONTHLY STATEMENT**

(To be prepared by PLVs/ Retainer Lawyers and submitted to SLSA monthly)

<table>
<thead>
<tr>
<th>Monthly Statement Regarding Monitoring Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of meetings held in the month</td>
</tr>
<tr>
<td>----------------------------------------</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

**FORMAT 8B: MONITORING COMMITTEE FUNCTIONING TRACKER AT SLSA**

(To be prepared by PLVs/ Retainer Lawyers and submitted to SLSA every quarter/ six months)

<table>
<thead>
<tr>
<th>Monthly Statement regarding Monitoring Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>District &amp; Taluka LSI</td>
</tr>
<tr>
<td>-----------------------</td>
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</tbody>
</table>
### FORMAT 9: LEGAL AID CLINICS WORK REGISTER

**LEGAL AID CLINIC WORK REGISTER**

Action Taken Column to be reviewed weekly. In case of closure, to mark the case in red.

<table>
<thead>
<tr>
<th>Date</th>
<th>S. No.</th>
<th>Convict/UT</th>
<th>Name of the Inmate</th>
<th>Case Details</th>
<th>Date of Admission to jail</th>
<th>Assistance Required &amp; Signature</th>
<th>Action Taken</th>
<th>Comments</th>
</tr>
</thead>
</table>

### FORMAT 10: LEGAL AID CLINIC ATTENDANCE REGISTER

**LEGAL AID CLINIC ATTENDANCE REGISTER**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Jail Visiting Lawyer</th>
<th>Convict Paralegal Volunteer</th>
<th>Community Paralegal Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

FORMAT 11: JAIL VISITING LAWYER REPORT

From,
Mr Mukul Sinha
Advocate, Jaipur

To
Secretary
Jaipur Metro DLSA

Dear Sir/Madam,
I was assigned the jail visiting lawyer for Jaipur Central prison. Please find the details of the work undertaken in January 2017:

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Number</th>
<th>Name of inmates</th>
<th>Case Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bail Applications drafted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parole Applications drafted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Aid Applications drafted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Advice Given</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Mr Mukul Sinha
Advocate, Jaipur
FORMAT 12: CONVICT PARALEGAL WORK REPORT

From,
Ms. Laxmi Dutta
Convict PLV, Jodhpur Central Jail

To
Secretary
Jodhpur DLSA

Dear Sir/Madam,
I am the convict paralegal volunteer at the Jodhpur Central prison. Please find the details of the work undertaken in January 2018:

<table>
<thead>
<tr>
<th>WORK REPORT- CONVICT PARALEGAL VOLUNTEER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of days the clinic was operational</td>
</tr>
<tr>
<td>Number of days Jail Visiting Lawyer was present</td>
</tr>
<tr>
<td>Number of Beneficiaries</td>
</tr>
<tr>
<td>Total number of applications drafted</td>
</tr>
<tr>
<td>Number of Bail Applications drafted</td>
</tr>
<tr>
<td>Number of Legal Aid Applications filled</td>
</tr>
<tr>
<td>Number of cases where legal aid lawyer was appointed</td>
</tr>
<tr>
<td>Status of Stationary</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

Please find attached photocopy of the legal aid register maintained for January 2018.

Ms. Laxmi Dutta
Convict PLV, Jodhpur Central Jail
**FORMAT 13: JAIL LEGAL AID CLINICS TRACKER**

(To be maintained by the SLSA, reviewed every quarter/ six months)

Ms. Laxmi Dutta
Convict PLV, Jodhpur Central Jail

<table>
<thead>
<tr>
<th>District</th>
<th>Number of Jails</th>
<th>Number of Jail Legal Aid Clinic</th>
<th>Number of Jails with Jail Visiting Lawyer appointed</th>
<th>Number of Jails with Convict Paralegal Volunteer</th>
<th>Number of Jails where Convict Paralegal Volunteers are trained</th>
<th>Number of Jail Legal Aid Clinics which maintain registers</th>
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<tbody>
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</tbody>
</table>
FORMAT 14: DAILY ATTENDANCE REGISTER OF REMAND LAWYERS

(Placed in Court, maintained by Court staff)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of the Assigned Lawyer</th>
<th>Absence/Presence during remand hours/when called</th>
<th>Names of the accused represented by remand lawyer</th>
<th>Case Ref. No.</th>
<th>Signature of the lawyer</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

FORMAT 15: REMAND LAWYER'S WORK REPORT

From,
Mr Shahid Azmi
Advocate, Jaipur

To,
Secretary
Jaipur DLSA

Dear Sir/Madam,

I was assigned as a remand lawyer for the ACJM-2 court. Please find the details of the cases in which I appeared below:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Client, Father's Name &amp; Case Ref. Number</th>
<th>Date of Hearing</th>
<th>Whether Remand opposed?</th>
<th>Whether Bail Application moved?</th>
<th>Whether Bail granted?</th>
<th>Status of the Case</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(To be the submitted by Remand Lawyer to the LSI every month)

Mr Shahid Azmi
Advocate, Jaipur
राष्ट्रीय विभिन्न सेवा प्राधिकरण द्वारा किए गए विभिन्न सेवा प्रदाता कार्यकलापों का प्राप्ति है जो कि ये सबको न्याय सुलभ कराने सुनिश्चित छिए। नातसा के पास 60,000 पैनल अधिवक्ताओं और 70,000 से अधिक पैसालीगल वालोंगियर्स का यात्रिक छिए। लोगों तक पहुँचने, उनसे संवाद करने और यह सुनिश्चित करने के लिए सेवा प्रदाता को परसंपत्तियाँ जिम्मेदारियों की जानकारी है और उनकी भूमिका के बारे में किसी प्रकार के संदेह को दूर करने में उद्देश्यी नोट एक महत्त्वपूर्ण भूमिका अदा कर सकते हैं। यह उद्देश्यी नोट यह स्मरण रखने में एक रेडी रॉकेटर का भी काम करेगा कि उनकी भूमिका क्या है।

इस रिपोर्ट में निम्नलिखित प्रारूप शामिल किए गए हैं--

- **Hkk 1%fu; @Dr i = ṁoM Ka Wh uVV-**
  - नोट 1: पैनल अधिवक्ता
  - नोट 2: रिपोर्ट अधिवक्ता
  - नोट 3: रिपोर्ट अधिवक्ता
  - नोट 4: जेल विज्ञापन अधिवक्ता
  - नोट 5: दौषिष्ठ समायोजित पैसालीगल वालोंगियर्स

- **Hkk 2 %fji IVZ, oajft LVj**
  - **v - uky l k %uV%w d, oal (le fof/lk l sk k %fau; e 2010**
    - प्रारूप 1: विभिन्न सेवा रजिस्टर
    - प्रारूप 2: मानति रिपोर्ट
    - प्रारूप 3: विभिन्न सेवा कार्ड
    - प्रारूप 4: मानदरिंग कमेटी
    - प्रारूप 5: मानदरिंग कमेटी
    - प्रारूप 6: पूर्णता रिपोर्ट
    - प्रारूप 7: पैनल अधिवक्ता को नियुक्ति पत्र व आंशिक को सूचना पत्र
    - प्रारूप 8R: मानदरिंग कमेटी का मानक विवरण
    - प्रारूप 8B: एससीसीएस में मानदरिंग कमेटी का गतिविधि ट्रैकर

- **c - uky l k %of/lk l sk Dy hu %of; e j 2011**
  - प्रारूप 9: विभिन्न सेवा क्लासिक कार्य रजिस्टर
  - प्रारूप 10: विभिन्न सेवा कलात्मक उपस्थिति रजिस्टर
  - प्रारूप 11: जेल विज्ञापन अधिवक्ता की रिपोर्ट
  - प्रारूप 12: दौषिष्ठ पैसालीगल की कार्य रिपोर्ट
  - प्रारूप 13: जेल विभिन्न सेवा कलात्मक ट्रैकर

- **l - eft LVJ; lw uk 1998 d srgr l Hh U k ly; kaeulw l k fof/lk i jke `KZ**
  - प्रारूप 14: रिपोर्ट अधिवक्ताओं का दैनिक उपस्थिति रजिस्टर
  - प्रारूप 15: रिपोर्ट अधिवक्ताओं की रिपोर्ट
अपाको 1 जून 2018 से 1 जून 2020 तक के लिए जयपुर महानगर का पैनल अधिवक्ता नियुक्त किया जाता है। आपको विभिन्न सेवा संस्थाओं और न्यायालय द्वारा कार्य का आवंटन किया जाएगा। अपने अधिवक्ता अधिनियम, 1961 और बार काउंसिल के नियमों के अधीन है। विशिष्ट रूप से आपके बार काउंसिल ऑफ़ इंडिया के नियमों के भाग 6 के चौथे 2 में उल्लिखित पेशेवर आचरण एवं व्यवहार के अनुरूप कार्य करने की अपेक्षा की जाती है। आपसे यह भी अपेक्षा की जाती है कि आप पेशेवर ढंग से आचरण करें और अपने मुवक्कल के हितों की रक्षा न्यायपूर्ण और समानता के लिए करें।

आपसे 1961 और आपके बार काउंसिल के नियमों के भाग 6 के चौथे 2 में उल्लिखित पेशेवर आचरण एवं व्यवहार के अनुरूप कार्य करने की अपेक्षा की जाती है। आपसे यह भी अपेक्षा की जाती है कि आप किसी व्यक्ति को जनकारी प्राप्त करने के लिए विभिन्न सहायता प्राप्त करें। आपको निर्देश है कि आप अपने मुवक्कल से नियमित रूप से मिलें।

सचिव
जिला विधिक सेवा प्राधिकरण

1. विभिन्न सेवा संस्थाओं (एलएसएई) के निर्देश पर लोगों की ओर से न्यायालय में उपस्थित होना।
2. संबंधित एलएसएई की निगमनी वाघिनी द्वारा भाग भाग में जाने पर निचार्टित प्रारूप में रिपोर्ट प्रस्तुत करना।
3. यदि आपका मुवक्कल जेल में रह रहा है तो उससे निमित्तित रूप से मुलाकात करना। सुनवाई के बीच प्रयोक्त कार्यक अदालत में सुनवाई देने और यह सुनिश्चित करने के लिए कि जेल में वह ठीक है, मिलने का प्रयास करना चाहिए।
4. प्रयोक्त मुकदमे की समाप्ति पर कार्यवाही पूरी होने की रिपोर्ट निर्धारित प्रारूप में प्रस्तुत करना।
5. किसी मुकदमे से हटने की शर्त में उसका कारण एलएसएई के सदस्य सचिव/सचिव को बताना।
6. एलएसएई या न्यायालय द्वारा प्रदत्त किसी मुवक्कल से किसी प्रकार की फीस या ऐसी मुआवज़ा सहित नहीं लेना और बिना उसकी मांग करना।
प्रेषक,
सचिव,
जिला विधिक सेवा प्राधिकरण

सेवा में,
शाहिद आजामी
अधिवक्ता, जयपुर

आपको 1 जून 2018 से 1 जून 2020 तक के लिए जयपुर महानगर का रिटेनर अधिवक्ता नियुक्त किया जाता है। आपको नालसा (निशुल्क एवं सकम विधिक सेवाएं) विनियम, 2010 एवं अन्य संगठित विनियमों के तहत दिए गए कार्यों का निष्पादन करना है।

संगठित दिशानिर्देश और दिशानिर्देश पर आधारित इंजूट नोट इस पत्र के साथ संलग्न है। आपसे अपेक्षा की जाती है कि आप विभिन्न कार्य निष्पादन के लिए विभिन्न सहायता प्राधिकारियों के समक्ष नियमित रूप से उपस्थित हों।

सचिव
जिला विधिक सेवा प्राधिकरण

<table>
<thead>
<tr>
<th>नं.</th>
<th>कार्यक्रम</th>
<th>विवरण</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>रूटर के अनुसार एलएसआई के प्रट कार्यालय पर उपस्थित रहना।</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>एलएसआई में आने वाले लोगों की मदद के लिए आवेदनपत्र लेखन, नोटिंग, झिंकिया ब्यान तैयार करना, मुफ्त विधिक सलाह देना, विधिक राय देना आदि।</td>
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<td>3.</td>
<td>नालसा (निशुल्क एवं सकम विधिक सेवाएं) विनियम, 2010 में दिये गये प्राधिकारों का अनुपालन।</td>
<td></td>
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<td>4.</td>
<td>एलएसआई द्वारा चलाई जाने वाली योजनाओं और विधिक साक्षरता क्लासों के गठन में एलएसआई की मदद करना।</td>
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<td>5.</td>
<td>यदि निर्देशत हो तो रिमांड की कार्यालय में न्यायालय में उपस्थित रहना और उन विचारधारन कौन्सिल की सहायता करना जिनके लिए रिमांड अधिवक्ता नियुक्त नहीं किया गया है।</td>
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<td>6.</td>
<td>विभिन्न सेवा संस्थाओं को पीएचडी के संस्थानों और उनके कार्यों के मूल्यांकन में मदद करना तथा प्रट ऑफिस में विभिन्न सेवा कार्य करना।</td>
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<td>7.</td>
<td>एलएसआई की निगमनी समिति को उसके कार्यों में सहायता करना।</td>
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<td>8.</td>
<td>प्रतिदिन एलएसआई में उपस्थिति दर्ज करना है।</td>
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<td>9.</td>
<td>एक डायरी रखना और किये गये कार्य का रिकॉर्ड रखना और कार्य की रिपोर्ट प्रज्ञेय महीने की 10 तारीख को निर्धारित प्रारूप में विभिन्न सेवा संस्थाओं को प्रस्तुत करना।</td>
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प्रेषक,
राष्ट्रविद्या,
जिला विद्युक सेवा प्रशिक्षण

सेवा में,
शाहिद आज़मी
अधिवक्ता, जयपुर

आपको 1 जून 2018 से 1 जून 2020 तक के लिए जयपुर महानगर का रिमांड अधिवक्ता नियुक्त किया जाता है। आपके लिए एसीजीएम-द्वितीय कोट निर्धारित किया गया है और आपको रिमांड के समय कोट में उपस्थित रहना है, आपको रिमांड का बिरोध करना, जमानत की अर्जी दायर करना व आवश्यकता पड़ने पर अन्य अर्जियाँ /प्राप्तिकां दायर करना होगा। आपको अधिवक्ता अधिनियम, 1961 और बार काराशिल ऑफ इंडिया के नियमों का पालन करना होगा। विशेष रूप से आपसे बार काराशिल ऑफ इंडिया के नियमों के बारे में 6 के चैप्टर 2 में उल्लिखित रेखांकन और व्यवहार के अनुरूप कार्य करने की अपेक्षा की जाती है। आपसे यह भी अपेक्षा की जाती है कि आप पेशेवर ठंग से उद्योग करें और अपने मुद्देशक के हितों की रक्षा न्यायपूर्व और समानान्तर तरीकों से करें।

आप से यह भी अपेक्षा की जाती है कि आप प्रशिक्षक न्यायालय में नालसा विधि सेवा सलाहकार योजना का अनुमोदन करें। संगठन दिशानिर्देश और दिशानिर्देश पर आधारित द्रुती नोट इस पत्र के साथ संलग्न है। आपसे अपेक्षा की जाती है कि आप किसी जाने वाले कार्य के बारे में जानकारी प्राप्त करने के लिए विधि सेवा प्रशिक्षकों के सम्बंध में उपस्थित हों।

राष्ट्रविद्या,
जिला विद्युक सेवा प्रशिक्षण
प्रेबक,
सचिव,
पिलित विद्यय संसच संचाधीकण

संसच में,
कार्यभाद नागमी
वाधवकता, जयपुर

आपको 1 जून 2018 से 1 जून 2020 तक के लिए जयपुर महानगर का जेल विभागविक अभिक्षरता नियुक्त किया जाता है।
आपको विभिन्न संसच संसच संसच न्यायालय द्वारा मुकदमें सीधे जारी। आपको अभिक्षरता अधिनियमाएं एवं बार कार्यस्थित अधिकार इंडिया के नियंत्रण का पालन करना होगा। विशिष्ट रूप से आपको बार कार्यस्थित अधिकार इंडिया के नियमों के भाग 8 के वैष्ठ 2 में उल्लिखित प्रेमपत्र नवायक एवं यथार्थक के अनुसार कार्य करने की अपेक्षा की जाती है।
आपसे यह भी अपेक्षा की जाती है कि आप पेशेवर ढंग से आवाज़ करें और अपने मुकदमों के हितों की रक्षा न्यायपुर और समाजसेवी तरीकों से करें।
आप से यह भी अपेक्षा की जाती है कि आप नागमी (विभिन्न संसच विश्वसंदी) 2011 दिशानिर्देशों और हिस्सा में यथार्थ के लिए राष्ट्रीय विकास संसच प्राधिकण की मानक संचालन किया 2016 का अनुपालन करें। संसच दिशानिर्देश और दिशानिर्देश पर आवागार डूंडी नोट इस पत्र के साथ संसच है।
आपको विभिन्न संसच जैसे जमानत अंतर दाग करना, विचारणी कंडिटीज की ओर से पेश होना, दोस्तिक अपराधीयों की ओर से अपील, सुधार और पेशेवर आदि के लिए आचरण तैयार करना आदि कार्य करने होंगे।

सचिव
पिलित विद्यय संसच संचाधीकण

1. जेल विभिन्न संसच विश्वसंदी (जेटेलोर्स) का हस्ताक्षर में कम से कम दो बार भरण।
2. विचारणी कंडी संकल्पना संकल्पना (सूटीआरसी) का दिया गए कार्यकारी के अनुसार रिहाई के आई मामलों की पहचान करना।
3. फिलालिकाय नुसार संसचवान और दोस्तिक कंडिटीज के लिए पेशेवर/विश्वसंदी/जमानत आदि के लिए आचरण और वानवाणिय दाग करना।
4. विभिन्न संसच संसच प्राधिकण कार्यालय वाक्य वालों से विभिन्न सहयोग वाधवकता भर्वाना सुनिश्चित करना और उसे विभिन्न संसच संसच प्राधिकणों को प्रस्तुत करना।
5. जेल के भौगोलिक जागरूकता विश्वके का आयोजन करना, जिसमें ये कंडिटीज को जेटेलोर्स, वीएलएलएस, वीएलएलएस, एलएलएस और अन्य अन्य संसच द्वारा नेता जाने वाले मुख्य विभिन्न संसच द्वारा होगा।
6. पेशेवर लोग स्वयंसेवकों की प्रशिक्षण देना और पेशेवर लोगों के कार्यकर्ताओं द्वारा देखाया करना।
7. जेल विभिन्न संसच कंडिटीज द्वारा दी गयी अवस्था दर्शन की जानकारी देना, जो कि कंडी ने अपने अविवाहकता के साथ साथ करने के लिए दर्शन देना हो।
8. जेल नैन्जुल और जेल द्वारा संचारित अन्य नियम-विविधक विभिन्नक जानकारी प्राप्त करना।
9. यह सुनिश्चित करना कि पेशेवर लोग रिहाई ढंग से में गये हो।
10. विभिन्न संसच को जेल के उच्चतम लंबाई में देखना।
11. यदि एलएलएस द्वारा नियुक्त किया जाय, तो बच्चे मामलों में कंडिटीज का अदालत में प्रतिनिधित्व करना।
12. प्रयोक्त माह की 5 तारीख तक अपने कार्य की मानक रिपोर्ट विभिन्न संसच संसचों का प्रस्तुत करना।
13. कार्यस्थित में रखे गए लाभार्थियों के रिजर्वर की प्रतिनिधित्व भी प्रस्तुत करना।
14. यह सुनिश्चित करना कि कंडी में दिया गई अवस्था तय या दूसरे दर्शावेज की प्रतिनिधित्व उसे वापस कर दी गयी है।
15. अन्यी निजी पैरेक्ट में किसी मामले की पैरेक्स करने जाने की प्ररित न करना।
16. जेलएलएस में कंडिटीज से मुकाबले के दौरान व्यक्तित्वता बालेश्त्रीय विभिन्नक जानकारी और उसपर ध्यान देना और उसके बाद दर्शावेज पर ध्यान देना किसी दिशानिर्देशों का पालन करना चाहिए।
17. यदि आप किसी दिब्य विषय को जेटेलोर्स का भरण नहीं कर सकते हैं तो अधिक रूप से एलएलएस को उसकी सूचना देना।
18. रिहाई के लिए योग्य मामलों के लिए कंडिटीज और जमानत द्वारा साथ समन्वय करके सूटीआरसी की मदद करना।
19. हिस्सा में दिया गए कंडिटीज के लिए नागरिक एसोसिएशन के अनुरोध उल्लिखित दिशानिर्देशों का पालन करना चाहिए।
प्रेषक,
सचिव,
जिला विधिक सेवा प्राधिकरण

सेवा में,
शहीद आज़मी
अधिकर्ता, जोधपुर

<पत्र>

आपको 1 जून 2018 से 1 जून 2020 तक के लिए जोधपुर के कंट्रीय कारागार का पैरालीगल बालटियर नियुक्त किया जाता है। आपको नालसा (निष्कृत एवं निष्कृत विधिक सेवाएँ) रूपालीशन 2010 एवं हिरासत में व्यक्तियों के लिये राष्ट्रीय विधिक सेवा प्राधिकरण की मानक संचालन किया 2016 का पालन करना होगा। आपके समाह में कम से कम दो बार विधिक सेवा क्लीनिक का संचालन, कंडिशन का आधारभूत विधिक सलाह देने, जैसे विज्ञानिक अधिवक्ता की सहायता करने और अवधिकरण से निर्धारित प्रारूप में किये गये कार्यों की रिपोर्ट विधिक सहायता प्राधिकरणों को देने की अपेक्षा की जाती है। संभाल निर्देशिकाएँ और निर्देशों पर आधारित एक ब्लू पॉट नोट इस पत्र के साथ संलग्न है।

हस्ताक्षर सचिव
जिला विधिक सेवा प्राधिकरण
1. जेल के भीतर समाधान में कम से कम दो बार विधिक सहायता क्लीनिक की आयोजना/संचालन।
2. विधिक सेवा की आवश्यकता वाले कीड़ों की पहचान के लिए कदम उठाना। इसमें सभी कीड़ों, विशेषकर नवांगुंठ कीड़ों तक पहुँचना शामिल है।
3. कीड़ों के बारे में ब्रम्ण के लिए जेल अधिकारियों से अनुमति लेना ताकि यह सुनिश्चित किया जा सके कि कोई भी विधिक सेवा प्राप्त करने से अवैध न रह जाय।
4. विधिक सेवा आवेदन पत्र के नरछा और इससे तर्कपत्ता से डीएलएसए/एसडीएलएसए की भेंडिंग और यह भी सुनिश्चित करना कि किंद्री जेल विजिटिंग अधिकार है। इससे अपने भ्रमण पर उससे बाहर दौड़ करे।
5. विधिक साहित्य और परमाश्रय प्रदान करने के लिए जेल विजिटिंग अधिकार के साथ समन्वय और उनकी सहायता करना।
6. कीड़ों के परमाश्रय देना और उन्हें उनके कंस के संबंधित विधिक प्रावधानों को समझाना। जहाँ कहीं भी संदेह हो, कंस को जेल विजिटिंग अधिकार को संबंधित करना।
7. विधिक सेवा अधिकारों के नियुक्ति पत्र प्राप्त करना, विधिक सेवा संस्थानों अनु अधिकारियों से उत्तर प्राप्त करना, रिकाउल रक्षा और संबंधित कंदी को इस प्रतिलिपियों देना।
8. यदि आप किसी ऐसे कंदी को पाते हैं, जो अपार्श करना या गिरफ्तार होने के समय अन्यथा होने का दावा करता है, तो इस संबंध में आवेदन दौरान ताकि मामलों को संबंधित विधिक सेवा अधिकार, बाल न्याय बोर्ड और बाल कल्याण समिति के संन्यास में लाया जा सके।
9. डीएलएसए और विचारधारी कंदी समिति समिति को सेवान 436/436 एसआरपीसी के योग्य मामलों पर मासिक रिपोर्ट प्रस्तुत करना।
10. क्लीनिक के सुचारू संचालन में आवश्यक मूल्यवान सुविधाओं की कमी या किसी जानकारी, विकायत के बारे में संबंधित एलएसए को लिखना।
11. सामान्यवादिक पीएलसी के मामले में कंदीयों के परिवारों से संपर्क करना ताकि उन्हें उनके कंदी के बारे में बताया जा सके और जल्दज पढ़ने पर परिवार के सदस्यों से मिलना।
12. निर्देशित ध्यान या न्यायालय में प्रस्तुत न किये जा सकने वाले कंदीयों का रिकाउल रक्षा और इसकी सूचना संचय, डीएलएसए/डीएलएसए को देना।
13. कंदी की जेल में रहने से संबंधित किसी विकायतीय या परिवार दाखिल करने में कंदी की सहायता करना।
14. क्लीनिक में विभिन्न रजिस्टर रखना। पैरालोगिक वॉल्टिंग को रजिस्टर रखना होगा, जिसमें नाम, पिता का नाम, आयु, आगे की ध्यान, आरोप आदि, कंस संबंध व विवरण न्यायालय, अधिकार का विवरण, कंस की स्थिति और अगली अंशण की सूचना होगी।
15. रजिस्टर को नियुक्ति रूप से संचालित करना। विशेष रूप से प्रयोग में क्लीनिक, सभी कंस की सूचना को दर्ज करना, और कंस के पते अप, जों कि कंस के विवरण स्थिति, जमानत, अधिकार की नियुक्ति, सूचना की अगली तिथि और गुणवत्ता के निर्देशों को सुरक्षित करने जैसे रिकाउल का निष्कर्ष शामिल है।
16. चिकित्सकों, आवेदनों और राष्ट्रीय कारोबारियों का, जो कि जेल में लिखी गई है, रिकाउल रखना और उन्हें संबंधित एजेंसी को भेंडना। इसी प्रकार आप दर्जों रखना की रिकाउल रखना।
17. कंस की स्थिति, नियुक्ति दिखाई दे विधिक सेवा अधिकार की जानकारी देने के लिए संबंधित विधिक सेवा अधिकारियों को अनुसूचित/पत्र भेंडना।
18. अपने कार्य की मासिक रिपोर्ट प्रस्तुत माह की 5 तारीख तक डीएलएसए/डीएलएसए के सचिव को भेंडना।
19. डीएलएसए/डीएलएसए के सचिव द्वारा समिति किये जाने के लिए विधिक सहायता रजिस्टर की प्रतिलिपि प्रस्तुत करना।
20. कंदी या उसके परिवार से किसी प्रकार का धन/लाभ नहीं लेना।
विधिक सेवा प्राधिकरण के प्रांत ऑफिस में रखा जायेगा : पीएलवी/रिटेनर अधिवक्ताओं द्वारा रखरखाव

| विधिक सेवा प्राधिकरण संख्या | आरोपी का नाम और पिता का नाम | पुलिस शाखा/न्यायालय/केंस संदर्भ सं/अपराध धारा | आवेदन प्राप्त होने की तिथि | अधिवक्ता नियुक्त किये जाने की तिथि | नियुक्ति/अस्वीकृति की सूचना सभन्त्री पत्र आवेदक को भेजे जाने की तिथि | केंस का परिणाम | केंस के समाप्त होने की तिथि | अदा किये गये शुल्क की राशि | धनराशि भेजे जाने की तिथि व माध्यम |
|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
प्रेषक,  
शाहहिद आजमी  
अधिवक्ता, जयपुर  

सेवा में,  
सचिव  
डीएलएसए, जयपुर महानगर  

प्रिय समिति,  

मुझे 6 जनवरी 2018 को रवि कुमार बनाम स्टेट गैमले में विधिक सहायता अधिवक्ता नियुक्त किया गया था। केंस की मार्च 2018 में प्रमाण की रिपोर्ट प्रस्तुत है।  

<table>
<thead>
<tr>
<th>दिनांक</th>
<th>कैदी का नाम</th>
<th>केंस विवरण – केंस संदर्भ संख्या व अपराध</th>
<th>सुनवाई की पिछली तिथि</th>
<th>सुनवाई की अगली तिथि</th>
<th>एमसी संदर्भ संबंध</th>
</tr>
</thead>
</table>

केंस की प्रमाण:  
(सिफारिश, रणनीति, चुनौतियाँ)  

(मॉनिटरिंग कमेटी को प्रस्तुत किया जाएगा तथा रखरखाव फ्रांट ऑफिस द्वारा किया जाना है)  

शाहहिद आजमी  
अधिवक्ता, जयपुर  

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<th>न्यायालय का नाम</th>
<th>विधिक सेवा अधिकार का नाम</th>
<th>संपर्क नंबर</th>
<th>पता</th>
<th>विधिक सेवा प्राप्त व्यक्ति का नाम</th>
<th>केस का शीर्षक</th>
<th>केस की प्रकृति</th>
<th>एफ आई आर नं</th>
<th>विनाक</th>
<th>धारा</th>
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### eKWH/fta deWHjft LVj  4/11 11/4/10 ulk l k 2010½

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<tr>
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<th>कंस विवरण</th>
<th>आरोपी के बारे में सूचना — प्रथम बार आपराधिक कृत्य / बार—बार अपराध करने वाला, आयु, अन्य कोई सूचना</th>
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<td>क्र. सं.</td>
<td>सुनवाई की तिथि</td>
<td>कार्यवाहक से प्रगति सेटिंग</td>
<td>व्यावसाय से उत्तरदायित्व (प्रत्येक)</td>
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<td>(जन्म—हां/नहीं)</td>
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<th>आरोपी का नाम</th>
<th>कंस विवरण</th>
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<td>कंस की प्रगति</td>
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<td>प्रत्येक कंस की प्रगति का आकलन</td>
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प्रेमक,  
शहीद आजमी  
अधिवक्ता, जयपुर  

सेवा में,  
सचिव  
डीएलएसए, जयपुर महानगर  

प्रिय समिति,  

मुझे 6 जनवरी 2018 को ....................... मामले में विधिक सहायता अधिवक्ता नियुक्त किया गया था। केंस 26 मार्च 2018 को समाप्त हो गया। मैंने मासिक आधार पर प्रगति रिपोर्ट दाखिल की है। केंस का विवरण निम्नलिखित हैः  

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<thead>
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<th>केंस विवरण – न्यायालय/थाना/केंस संदर्भ सं. / अपराध</th>
<th>खर्च का व्यौरा</th>
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<th>एमसी संदर्भ सं.</th>
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<td>केंस का सारांश :</td>
<td>[प्रणीति, चुनौतियाँ]</td>
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ह./—  
शहीद आजमी  
अधिवक्ता, जयपुर
प्रश्न

राष्ट्रवादी
जिला विधिक सेवा प्राधिकरण

सेवा में,
अजय वर्मा
अधिवक्ता, जयपुर

विषय: ______________ के केंस सं. ______________ को संचालित करने हेतु नियुक्ति पत्र

प्रिय महादेव / महोदय,

आप एवंद्वर्ती उपरिवेश्वर व्यक्ति के केंस / ______________ के न्यायालय में लक्षित/ दायर किये जाने वाले केंस के संचालन और / या आपने रूपीकरण व अवर्ती उपयोग जो इस संबंध में आप उचित समझ, के लिए अधिवक्ता नियुक्त किए जाते हैं। आपको अनुसरण है कि आप समय समय पर इस केंस की रिपोर्ट अधोहस्ताक्षर को देते रहें।

आप द्वारा प्रिय स्वीकार करने की स्थिति में, संलग्न घोषणापत्र को विधिवत् हस्ताक्षर के उपरांत लौटाने का अनुरोध है।

आपका विश्वासी,

राष्ट्रवादी
जिला विधिक सेवा प्राधिकरण

?#ekkkkk

1. मेंगे सं. ___________________________________________________ लिखित ______________________________ के तहत नियुक्ति
2. केंस सं. ___________________________________________________ लिखित ______________________________ के तहत नियुक्ति
3. मैं समझता हूं कि इस केंस के संचालन के दौरान मुझे ऐसे किसी भी कार्यकलाप से दूर रहना है, जिससे उपरोक्त व्यक्ति के हितों के लाभ के प्रति पूर्णार्थ हो सकता हो।
4. मैं समझता हूं कि मुझे कंमेटी की शर्तों का अनुपालन करना होगा जो अंतिम हैं।
5. मैं समझता हूं कि मुझे कंमेटी द्वारा निर्धारित दर से पारिशमिक का भुगतान मेरे द्वारा विल जमा करने पर किया जायेगा।
6. मैं समझता हूं कि बिल के साथ मुझे विल में उस्तिक्तित तथ्यों पर मेरी उपस्थिति के संबंध में न्यायालय के पीठासीन अधिकारी का एक प्रमाणपत्र भी देना होगा।
प्रेमक
सचिव,
जिला विधिक सेवा प्राधिकरण

सेवा में
अधीक्षक
cारागार

प्रिय महोदय/महोदया,

केस सं........................................... के संदर्भ में गुन्हे आपको यह सुचित करने का निर्देश हुआ है कि अधिवक्ता..........................................
की नियुक्ति आरोपी........................................... के युगलमें प्रतिवाद के लिए की गयी है। आरोपी के संदर्भ में का विवरण निम्नलिखित है........................................... नियुक्ति पत्र की प्रतिलिपि आपके अवलोकनार्थ संलग्न है। अधिवक्ता से संपर्क........................................... पर
किया जा सकता है।

उक्त आपके पत्र दिनांक 7 जून 2016 के संदर्भ में है।

आपका विश्वासी,

सचिव,
ढीएलएसए
(पीएलबी/रिटेनर अधिवक्ता द्वारा तैयार किया जाय और एसएलएस द्वारा प्रतिमाह प्रस्तुत किया जाय)

<table>
<thead>
<tr>
<th>माह के दौरान आयोजित बैठकों की संख्या</th>
<th>जिले में न्यायालय आधारित विषयिक सेवा के मामलों की संख्या</th>
<th>समीक्षित मामलों की संख्या</th>
<th>बरी होने वाले मामलों की संख्या</th>
<th>माह के दौरान दोषित होने वाले मामलों की संख्या</th>
<th>माह के दौरान जमानत पर रिहा होने वालों की संख्या</th>
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</thead>
<tbody>
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(पीएलबी/रिटेनर अधिवक्ता द्वारा तैयार किया जाय और एसएलएस द्वारा प्रतिमाह प्रस्तुत किया जाय)

<table>
<thead>
<tr>
<th>जिला व तालुका एलएसआई</th>
<th>एमसी गठित (हाँ/नहीं)</th>
<th>एमसी रजिस्टर रखा गया (हाँ/नहीं)</th>
<th>अलग एमसी रंगक स्टाफ़ रखा गया (हाँ/नहीं)</th>
<th>परम्परागत नियुक्ति</th>
<th>वरिष्ठ अधिवक्ता/सेवानिवृत्त जज नियुक्ति</th>
<th>मासिक/डिमासिक रिपोर्ट प्रस्तुत</th>
<th>चुनौतियाँ, यदि कोई हों</th>
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<tr>
<td>दिनांक</td>
<td>क्र. सं.</td>
<td>दोषितद्वारा विचारार्थ</td>
<td>कैंडी का नाम</td>
<td>क्ले संवरण</td>
<td>जेल में प्रवेश की तिथि</td>
<td>अपेक्षित सहायता एवं बहसाह्य</td>
<td>कृत कार्यावाह</td>
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<table>
<thead>
<tr>
<th>दिनांक</th>
<th>व समय</th>
<th>जेल रूपांतर अधिकार</th>
<th>दोषितद्वारा पैरालीगल वोल्यूमिटर</th>
<th>समुदायिक पैरालीगल वोल्यूमिटर</th>
</tr>
</thead>
<tbody>
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</table>
प्रेषक,
श्री मुकुल शर्मा
अधिवक्ता, जयपुर

लेखा में
सचिव
जयपुर महानगर डीएलएसए

प्रिय महोदय / महोदय,
मुझे जयपुर केंद्रीय कारागार के लिए जेल विज्ञापन अधिवक्ता नियुक्त किया गया था। जनवरी 2017 में मेरे द्वारा किये गए कार्य का विवरण संलग्न है:

<table>
<thead>
<tr>
<th>कार्य</th>
<th>संख्या</th>
<th>कीडियों के नाम</th>
<th>केंस संदर्भ संख्या</th>
</tr>
</thead>
<tbody>
<tr>
<td>तैयार किये गये जमानत आवेदन</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>तैयार किये गये पेशेल आवेदन</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>तैयार किये गये विषयिक सहायता आवेदन</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>अन्य आवेदन</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>दी गयी विषयिक सहायता</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

टिप्पणियां:

श्री मुकुल सिन्हा
अधिवक्ता, जयपुर
尊敬。
सुभमी लक्ष्मी दत्ता
दोसाबंद पीएलबी, जोधपुर केंद्रीय कारागार

सेवा में,
कृत्ययोग्य
जोधपुर डीएलएसए

प्रिय महोदय/महोदया,
मैं जोधपुर केंद्रीय कारागार में पैरालीम्पिक वॉलीबल खेल के अनुरोधक भूमिका की हूँ। जनवरी 2018 में मेरे द्वारा दिए गये सेवाओं का विवरण सारांश है:

<table>
<thead>
<tr>
<th>दिनों की संख्या जब क्लीनिकस कार्यरत रहा</th>
</tr>
</thead>
<tbody>
<tr>
<td>दिनों की संख्या जब जेल विज्ञापन अभियंता उपस्थित रहे</td>
</tr>
<tr>
<td>लाभार्थियों की संख्या</td>
</tr>
<tr>
<td>तैयार किये गये आवेदनों की कुल संख्या</td>
</tr>
<tr>
<td>तैयार किये गये जमानत आवेदनों की कुल संख्या</td>
</tr>
<tr>
<td>मेरे द्वारा विधिक सेवा आवेदनों की कुल संख्या</td>
</tr>
<tr>
<td>मामलों की संख्या, जिनमें विधिक सेवा अभियंता की सहायता की गई थी</td>
</tr>
<tr>
<td>लेखन सामग्री की स्थिति</td>
</tr>
<tr>
<td>टिप्पणियां :</td>
</tr>
</tbody>
</table>

जनवरी 2018 में बनाये गये विधिक सहायता रजिस्टर की फोटो प्रतिलिपि सारांश है।

सुभमी लक्ष्मी दत्ता
दोसाबंद पीएलबी, जोधपुर केंद्रीय कारागार
(रखरखाव एसएनएसए के द्वारा, समीक्षा प्राप्तक तिमाही/छमाही)

सुश्री लक्ष्मी दत्ता
दोषसिद्ध पीएलवी, जोधपुर केंद्रीय कारागार

| जिला | जेलों की संख्या | जेल विभिन्न सेवा किलिनक्स की संख्या | उन जेलों की संख्या जहां जेल विजिटिंग अधिकता नियुक्त हैं | उन जेलों की संख्या जहां दोषसिद्ध पैरालीगल वोलंटियर नियुक्त हैं | उन जेलों की संख्या जहां दोषसिद्ध पैरालीगल वोलंटियर प्रशिक्षित हैं | उन जेल विभिन्न सेवा किलिनक्स की संख्या जहां रजिस्टर का रखरखाव किया जाता हैं |
|------|----------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
i k i 14 %fjekvM v f/loDr kv kad k nflu d mi fLFmr jft LVj

(न्यायालय में रखा जायेगा, न्यायालय स्टाफ द्वारा रखरखाव)

<table>
<thead>
<tr>
<th>दिनांक</th>
<th>नियुक्त अधिवक्ता का नाम</th>
<th>रिमांड समय में /बुलाए जाने पर उपस्थिति/अनुपस्थिति</th>
<th>रिमांड अधिवक्ता द्वारा प्रतिनिधित्व किये जाने वाले आरोपी के नाम</th>
<th>केंस संबंध सं.</th>
<th>अधिवक्ता के हस्ताक्षर</th>
</tr>
</thead>
</table>

i k i 14 %fjekvM v f/loDr kv kad h d k; Zfj i k/Z

प्रेमक, शहीद आजमी अधिवक्ता, जयपुर

सेवा में सचिव, डीएलएसए, जयपुर

प्रिय महोदय/महोदया,

मुझे ऐसीजेम—2 के न्यायालय में रिमांड अधिवक्ता नियुक्त किया गया था। मेरे द्वारा विभिन्न मामलों में न्यायालय में प्रस्तुत होने का विवरण निम्नलिखित है:

<table>
<thead>
<tr>
<th>ekl d d k; Zfj i k/Z&amp; fjekvM v f/loDr k</th>
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<tbody>
<tr>
<td>क्र. सं.</td>
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</table>

(रिमांड अधिवक्ता द्वारा एलेसआई को प्रतिमाह प्रस्तुत किया जायेगा)

शहीद आजमी अधिवक्ता, जयपुर
LEGAL AID RTIs

Date: 11th July 2016
From,
Raja Bagga
55-A, Third Floor, Siddharth Chambers-I
Kalu Sarai- 110016, New Delhi

To
The Secretary (Public Information Officer)
District Legal Services Authority

Sub: Application for seeking information regarding the implementation of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010

Respected Sir/Madam,

In reference to the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 (hereinafter mentioned as “NALSA Regulations 2010”), I request you to kindly provide me with the following information

1) The information on appointment of lawyers and others functionaries:
   a) The number of lawyers appointed (Regulation 8 of the NALSA Regulations 2010) in the district courts as on 30th June 2016 as i) Panel Lawyers and ii) Retainer Lawyers
   b) The number of senior lawyers, law firms, retired judicial officers, mediators and law professors in the panel appointed as on 30th June 2016 (Regulation 9 of the NALSA Regulations 2010)
   c) Have separate panels been maintained for dealing with different kind of cases? If yes, list of the panels as on 30th June 2016. (Regulation 8(5) of the NALSA Regulations 2010)

2) The information about the scrutiny and evaluation committee constituted under Regulation 7 of NALSA 2010 Regulation from 1st July 2015 till 30th June 2016:
   a) The information about applications received by the committee from the prison and court:

<table>
<thead>
<tr>
<th>Institution</th>
<th>A. Number of legal aid applications received</th>
<th>B. Number of cases in which legal aid lawyer was appointed</th>
<th>C. Number of cases in which legal aid lawyer was not appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prisons</td>
<td></td>
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<tr>
<td>Court</td>
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</tbody>
</table>

   b) Is a register maintained by the committee? If yes, certified copies of last five filled pages of the register.

3) The total number of persons who were provided legal representation and its impact under the NALSA 2010 Regulations in the district courts from 1st July 2015 till 30th June 2016 through a) Panel Lawyers and b) Retainer Lawyers at each level, as per the table below:

<table>
<thead>
<tr>
<th>Services Institution</th>
<th>a) Number of persons represented by Panel Lawyers</th>
<th>b) Number of persons represented by Retainer Lawyers</th>
<th>c) No. of Form II issued</th>
<th>d) No. of Bail Releases</th>
<th>e) No. of Acquittals</th>
<th>f) No. of cases disposed</th>
<th>g) No. of completion reports filed by panel lawyers</th>
<th>h) No. of cases withdrawn by panel lawyers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Regulations (R), if any</td>
<td>(R8 (1) of NALSA 2010)</td>
<td>(R8 (6) of NALSA 2010)</td>
<td>(R11(1) of NALSA 2010)</td>
<td></td>
<td></td>
<td></td>
<td>(R14(3) of NALSA 2010)</td>
<td>(R. 8(13) of NALSA 2010)</td>
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<tr>
<td>Court</td>
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</tbody>
</table>
4) Details about the setting up of the Monitoring Committee under Regulation 10 of the NALSA 2010 Regulations, preferably as per the table below:

<table>
<thead>
<tr>
<th>Legal Services Institution</th>
<th>a) Date of constitution of the Monitoring Committee</th>
<th>b) The place where monitoring committee meetings are held</th>
<th>c) Name and designation of the members</th>
<th>d) No. of staff personnel and details of infrastructure provided to the Monitoring Committee</th>
</tr>
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<tbody>
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</tbody>
</table>

Response

5) Details about the reporting and monitoring under the Monitoring Committee from 1st July 2015 till 30th June 2016 on the following points as per the table below:

<table>
<thead>
<tr>
<th>Legal Services Institution</th>
<th>a) No. of senior advocates appointed by the Monitoring Committee</th>
<th>b) No. of reports received from panel lawyers to the monitoring committee</th>
<th>c) No. of Form-II received by the Monitoring Committee</th>
<th>d) No. of bi-monthly reports submitted by the monitoring committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Regulations (R ), if any</td>
<td>(R15 of NALSA 2010)</td>
<td>(R11(5) of NALSA 2010)</td>
<td>(R11(1) of NALSA 2010)</td>
<td>(R12 of NALSA 2010)</td>
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</table>

Response

6) Certified copy of the following documents:

   a) **Register maintained** by the Monitoring Committee for recording day – to-day progress of legal aid cases (Regulation 11(3) of the NALSA Regulations) from 1st June 2016 till 30th June 2016
   b) **Bi-monthly reports** submitted by the monitoring committee to the Executive Chairman/Chairman (Regulation 12(1) of the NALSA Regulations 2010) from 1st April 2016 till 30th June 2016
   c) **The last five case progress reports** received by the monitoring committee from panel lawyers
   d) **Minutes of the last five meetings** of the monitoring committee
   e) **The last five completion reports** received by the DLSA from panel lawyers (Regulation 14(3) of the NALSA Regulations 2010)

7) The information relating to conduct of panel lawyers as mentioned below at each level i) District Legal Services Authority and ii) Taluk Legal Services Committees

   a) The number of cases where a complaint was received for any fees or consideration sought by the panel lawyer in a legal aid case as per Regulation 8 (14) of the NALSA Regulations 2010 from 1st July 2015 till 30th June 2016
   b) The number of lawyers who have been removed from the panel as per Regulation 8(15) of the NALSA Regulations 2010 from 1st July 2015 till 30th June 2016.

8) The details of the last 5 cases in which a panel lawyer was appointed for a person in custody as per the table below:

<table>
<thead>
<tr>
<th>a) Case Number</th>
<th>b) Name of the inmate(s)</th>
<th>c) Date of admission to jail</th>
<th>d) Date of receipt of application for legal aid</th>
<th>e) Date of appointment of panel lawyer/Date when Form II was issued</th>
<th>f) No. of reports received from panel lawyers to the monitoring committee</th>
<th>g) No. of times and the dates on which court registers were sought by the monitoring committee to ascertain the progress of case</th>
</tr>
</thead>
<tbody>
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</table>

h) Certified copy of the pages of the monitoring committee register maintaining the detail of the case
i) Certified copy of the pages of the bi-monthly report relevant for the case sent to the SLSA
j) Certified copy of the pages of the response received from SLSA on the case
k) If the case has been disposed, the certified copy of the completion report
Q9. The frequency of payment made to panel and retainer lawyers

I have also attached an IPO for Rs. 10/- towards payment of the prescribed application fee as under the section 6(1) of the Right to Information Act.

I request you to kindly accept my application and provide me with the information requested above at my postal address as mentioned above.

Place: New Delhi

Raja Bagga

E-mail address, if any: bagga.raja@gmail.com
Date: 11th July 2016
From,
Raja Bagga
55-A, Third Floor, Siddharth Chambers-I
Kalu Sarai- 110016, New Delhi

To
The Secretary (Public Information Officer)
District Legal Services Authority

Respected Sir/Madam,

Sub: Application for seeking information regarding the implementation of the National Legal Services Authority (Legal Aid Clinics) Regulations, 2011 and Rajasthan State Legal Services Authority Guidelines (Reference number RSLSA/2012/3121-3338) dated 02-May-2012

In reference to the National Legal Services Authority (Legal Aid Clinics) Regulations, 2011 (hereinafter mentioned as NALSA Regulations 2011) and Rajasthan State Legal Services Authority Guidelines (Reference number RSLSA/2012/3121-3338) dated 02-May-2012, I request you to kindly provide me with the following information under section 6(1) of the Right to Information Act:

1) The details of the legal aid clinics constituted in the jails in your district under Regulation 3 of NALSA REGULATIONS 2011 as per the table below:

<table>
<thead>
<tr>
<th>Jails</th>
<th>a) Name of the Jail</th>
<th>b) Legal Aid Clinic constituted (Yes/No)</th>
<th>c) Date of constitution of the Legal Aid Clinic</th>
<th>d) No. of days clinic was operational 1st May 2015 till 30th April 2016</th>
<th>e) No. of Jail Visiting Lawyers) as on 30th April 2016</th>
<th>f) No. of Prisoners para legal volunteer as on 30th April 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Jail</td>
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2) The details of the jail visiting lawyer appointed and their visits and payment under regulation 6 of NALSA REGULATIONS 2011 from 1st July 2015 till 30th June 2016 as below:

A. **Number of Jail Visiting Lawyers** appointed (in the Central/ District & Sub Jails) in the above mentioned period.

B. **Number of visits** made by the Jail Visiting Lawyers (in the Central/ District & Sub Jails) in the above mentioned period.

C. **The total honorarium** paid to Jail Visiting Lawyer (in the Central/ District & Sub Jails) in the above mentioned period.

3) The **details of the long term prisoners para legal volunteers** appointed and their visits and payment in the jails (Central/ District & Sub Jails) in your district between from 1st July 2015 till 30th June 2016, as below:

A. **Number of prisoner para legal volunteers** appointed (in the Central/ District & Sub Jails) in the above mentioned period.

B. **Number of monthly reports** submitted by the prisoner para legal volunteers (in the Central/ District & Sub Jails) in the above mentioned period.

C. **The total honorarium paid** to prisoner para legal volunteers (in the Central/ District & Sub Jails) in the above mentioned period.

D. **Number of Trainings** organised by the District Legal Services Authorities/Taluka Legal Services Committee
for the Prisoners para legal volunteers (in the Central/ District & Sub Jails) in the above mentioned period.

4) Information about the functioning of the Legal Aid Clinic as below:
   A. Name of the registers maintained by the Legal aid clinic (in the Central/ District & Sub Jails) in your district.
   B. Certified copies of the format maintained for the registers in the Legal aid clinic (in the Central/ District & Sub Jails) in your district.
   C. Certified copy of the Attendance register (उपस्थिति रजिस्टर) maintained in the Legal Aid clinic as per Regulation 20 (1) of NALSA REGULATIONS 2011 between from 1st June 2016 till 30th June 2016, from the (i) Central Jail/District Jails and (ii) Sub Jails in your district.
   D. Certified copy of the Work register (कार्य प्रवर्तन के माध्यम से) maintained in the Legal Aid clinic as per Regulation 20(2) of NALSA REGULATIONS 2011 between from 1st June 2016 till 30th June 2016 from the (i) Central Jail/ District Jails and (ii) Sub Jails in your district.
   E. The number of times attendance and work registers were called for by the DLSA from the prison from 1st July 2015 till 30th June 2016.

5) Does the signboard displayed on the Jail Legal Aid Clinic mention the name, working hours and days of legal aid clinic in English and local language as per Regulation 13 of NALSA REGULATIONS 2011?

6) A. The number of legal aid request received from Jails from 1st July 2015 till 30th June 2016.
   B. Out of the legal aid cases received from jails, the number of cases in which legal aid lawyer was appointed from 1st July 2015 till 30th June 2016.
   C. The number of cases where legal aid lawyer was not appointed as the person already had a legal aid lawyer from 1st July 2015 till 30th June 2016.
   D. The number of cases where legal aid lawyer was not appointed as there were deficiencies in the legal aid application from 1st July 2015 till 30th June 2016.

7) The details of the last 5 cases in which panel lawyers were appointed for a person in custody preferably as per the table below:

<table>
<thead>
<tr>
<th>a) Case Number</th>
<th>b) Date of admission to jail</th>
<th>c) Date of signature of Form I</th>
<th>d) Date of dispatch of application for legal aid from the prison to the DLSA</th>
<th>e) Date of receipt of application for legal aid to DLSA</th>
<th>f) Date of appointment of panel lawyer</th>
<th>g) Date of dispatch of letter of appointment from the DLSA to the prison</th>
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I have also attached an IPO for Rs. 10/- towards payment of the prescribed application fee as under the section 6(1) of the Right to Information Act.

I request you to kindly accept my application and provide me with the information requested above at my postal address as mentioned above.

Place: New Delhi

Raja Bagga
E-mail address, if any: bagga.raja@gmail.com

Date: 11th July 2016
From,
Raja Bagga
55-A, Third Floor, Siddharth Chambers-I
Kalu Sarai- 110016, New Delhi

To
The Secretary (Public Information Officer)
District Legal Services Authority

Respected Sir/Madam,

Sub: Application for seeking information regarding the implementation of Remand and Bail Lawyers Scheme (Rajasthan State Legal Service Authority’s Legal Assistance to Persons in Custody Scheme 2012).

In reference to the Rajasthan's Remand and Bail Lawyers Scheme, 2012, of the State Legal Services Authority, I request you to kindly provide me with the following information under section 6(1) of the Right to Information Act:

1) Court-wise distribution of number of lawyers appointed under the Remand and Bail Lawyers Scheme in the district courts from 1st July 2015 till 30th June 2016 as provided in Guideline 3 of the Scheme.

2) a) Number of magistrate courts in the entire district, and b) average number of remand cases handled by each court on a daily basis

3) Court-wise distribution of total number of persons represented and released from police station and jail under the Remand and Bail Lawyers Scheme in the district courts from 1st July 2015 till 30th June 2016 in the format provided below:

<table>
<thead>
<tr>
<th>NAME OF THE COURT</th>
<th>TOTAL NUMBER OF PERSONS REPRESENTED</th>
<th>TOTAL NUMBER OF PERSONS WHO WERE GRANTED BAIL</th>
<th>TOTAL NUMBER OF PERSONS WHO WERE ACTUALLY RELEASED ON BAIL</th>
<th>TOTAL NUMBER OF PERSONS DISCHARGED AT COURT AT POLICE STATION</th>
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4) Certified copies of the consolidated statistical information, as provided under Guideline 15 of the Scheme, sent by the Chairman of the District Authority to the State Legal Services Authority at the end of every quarter from 1st July 2015 till 30th June 2016.

5) Measures taken by the District Legal Services Authority and the Taluka Legal Services Committee to give wide publicity to the Scheme as provided under Guideline 10 of the Scheme.

6) With respect to Guideline 8 of the Remand and Bail Lawyers Scheme, 2012:
   a. Court-wise number of the attendance certificates regarding the regular attendance of the legal aid counsel concerned, as provided in Guideline 8 of the Scheme received from 1st July 2015 till 30th June 2016
   b. Certified copies of the last five attendance certificates received from the courts.
   c. Number of courts where attendance registers for remand and bail lawyers are maintained

7) With respect to Guideline 15 of the Scheme,
   a. Court-wise number of monthly reports submitted to the presiding officer of the court by the legal aid counsel and forwarded to the Chairman of the District Authority, as provided under Guideline 15 of the Scheme, from 1st July 2015 till 30th June 2016.
   b. Certified copies of the last five monthly reports received by the District Authority,

8) The number of lawyers removed from the panel for demanding remuneration from aided persons from 1st July 2015 till 30th June 2016 under Guideline 11 of the Remand and Bail Lawyers Scheme, 2012.

9) Certified copy of the latest letter/ any form of written communication to the police stations mentioning the name and phone number of the appointed remand and bail lawyers.
10) Is there any circular/order/notification/letter issued by the High Court or the State Legal Services Authority prescribing specific duration of remand hours? If yes, please provide the timings of the remand hour.

11) The number of trainings of Remand & Bail Lawyers conducted by the legal services institutions from 1st July 2015 till 30th June 2016.

12) Expenditure incurred from 1st July 2015 till 30th June 2016 on
   a) Honorarium to Remand & Bail Lawyers
   b) Registers and stationary on the working of the scheme
   c) Any other expense specific to the implementation of the RSLSA 2012 Regulation

I have also attached an IPO (bearing number) for Rs. 10/- towards payment of the prescribed application fee as under the section 6(1) of the Right to Information Act. I request you to kindly accept my application and provide me with the information requested above at my postal address as mentioned above.

I request you to kindly accept my application and provide me with the information requested above at my postal address as mentioned above.

Place: New Delhi

Raja Bagga

E-mail address, if any: bagga.raja@gmail.com
CHRI Programmes

CHRI believes that the Commonwealth and its member countries must be held to high standards and functional mechanisms for accountability and participation. This is essential for human rights, transparent democracies and Sustainable Development Goals (SDGs). CHRI specifically works on strategic initiatives and advocacy on human rights, Access to Justice and Access to Information. It focuses on research, publications, workshops, analysis, mobilisation, dissemination and advocacy and informs the following principal programmes:

1. Access to Justice (ATJ)

Police Reforms: In too many countries the police are seen as an oppressive instrument of state rather than as protectors of citizens' rights, leading to widespread rights violations and denial of justice. CHRI promotes systemic reform so that the police act as upholders of the rule of law rather than as enforcers of a regime. CHRI's programme aims at mobilising public support for police reforms and works to strengthen civil society engagement on the issues. In East Africa and Ghana, CHRI examines police accountability and political interference.

We are preparing to add a portfolio on anti-discrimination on the basis of colour, appearance and gender.

Prison Reforms: CHRI's work in prisons looks at increasing transparency of a traditionally closed system and exposing malpractices. Apart from highlighting failures of the legal system that result in overcrowding and unacceptably long pre-trial detention and prison overstays, we engage in interventions and advocacy for legal aid and policy changes to revive prison oversight systems. Attention to these areas can bring improvements to the administration of prisons and conditions of justice.

2. Access to Information

CHRI is acknowledged as a key organisation working on the promotion of Access to Information. It encourages countries to pass and implement effective Right to Information laws. It routinely assists in the development of legislation and has been particularly successful in promoting Right to Information laws and practices in India, Sri Lanka, Afghanistan, Bangladesh, Ghana, and more recently, Kenya. In Ghana, CHRI is the Secretariat for the RTI civil society coalition. We regularly critique new legislation and intervene to bring best practices into governments and civil society knowledge both at a time when laws are being drafted and when they are first being implemented. We have experience of working in hostile environments as well as culturally varied jurisdictions; these enable us to bring valuable insights into countries seeking to evolve new laws on right to information. In Ghana, for instance, it has been promoting knowledge about the value of Access to Information and to campaign for the introduction of an effective law.

South Asia Media Defender’s Network (SAMDEN)

CHRI has developed a regional network of media professionals to address the issue of increasing attacks on media workers and pressure on freedom of speech and expression in South Asia, especially in rural areas. This network, the South Asia Media Defenders Network (SAMDEN) recognises that such freedoms are indivisible and know no political boundaries. Anchored by a core group of media professionals who have experienced discrimination and intimidation, SAMDEN is developing an interactive website platform to highlight pressures on media, issues of shrinking media space and press freedom. It is also working to mobilise media so that strength grows through collaboration and numbers. A key area of synergy lies in linking SAMDEN with the Right to Information movements and activists.

3. International Advocacy and Programming

CHRI monitors the compliance of Commonwealth member states with human rights obligations and advocates around human rights exigencies where such obligations are breached. CHRI strategically engages with regional and international bodies including the Commonwealth Secretariat, Ministerial Action Group, the UN and the African Commission for Human and People's Rights. Ongoing strategic initiatives include advocating for and monitoring the Commonwealth reform, reviewing promised by Commonwealth members at the UN Human Rights Council, and the Universal Periodic Review. We advocate for the protection of human rights defenders and civil society spaces and monitor the performance of National Human Rights Institutions in the Commonwealth while pressing for their strengthening.
This report evaluates the implementation of three legal aid regulations and schemes in Rajasthan: the NALSA (Free and Competent Legal Services) Regulation, 2010, the NALSA (Legal Services Clinics) Regulation, 2011, and the NALSA Legal Aid Counsel in all Courts of Magistrates Scheme 1998. It has been created with the aim of providing a systematic and thorough comparison of the status of these schemes between 2014 and 2016, and examining the changes during the period to highlighting implementation gaps that still remain. We hope that this publication will help those seeking to better understand the state of legal aid in Rajasthan.