



**SHAHDARA DISTRICT LEGAL SERVICES AUTHORITY**  
(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

**Under the Administrative Control of High Court of Delhi**

Room No.35-A, Ground Floor, Karkardooma Courts, Delhi

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Ref No. DLSA/SEM/SHD/KKD/23/ 4489-4497

Dated: 19.07.2023

**Office Order**

As approved by Ld. Member Secretary, DSLSA and vide reference to letter no. DLSA/LAW/SEM Courts/2018/6401-6411 dated 21.05.2018, **Mr. Ravindra Kumar, LAC, 9711898887** is hereby appointed as Remand Advocate for the month of **August-2023 (except Second Saturday, Sundays & Gazetted Holidays)** in the Court of Special Executive Magistrate (SEM) Shahdara to provide legal assistance to the persons who are produced before them on the following terms and conditions:

- I. Remand Advocate so appointed shall work from 02:00 PM to 05:00 PM on all working days of the Court of Special Executive Magistrate;
- II. Remand Advocate shall remain present in the Court of Special Executive Magistrate on the days as per schedule of the Court and besides looking after the remand work he would submit bail bonds, applications/ replies before the SEM Courts and deal with the cases so assigned by the SEM Court or District Legal Services Authority (DLSA);
- III. No separate fee would be paid to the Panel Advocate for filing application, reply or cases assigned to them by DLSA or SEM Court;
- IV. If the Remand Advocate comes across any person who requires legal assistance for other cases, then the said person would be referred to the office of DLSA concerned.
- V. Remand Advocate is directed to furnish monthly report of the cases taken up by them in the Court of SEM, which report would indicate the number of cases, name of party and date on which the matter was taken up as well as what the substantive action was taken on behalf of the party, to DLSA Shahdara.
- VI. The Remand Advocate shall be paid an honorarium @ **Rs. 9000/-** will be made on receipt and scrutiny of the report. Remand Advocate is directed to get the report counter signed by the concerned SEM.

**Alka Singh**

Secretary, DLSA Shahdara  
Karkardooma Court, Delhi

**Copy for information to: -**

1. Ld. Principal District & Sessions Judge (Shahdara), Karkardooma Courts, Delhi.
2. Ld. Member Secretary, DSLSA, Patiala House Courts, New Delhi.
3. DCP, Shahdara District.
4. Special Executive Magistrate concerned, Shahdara District.
5. Concerned Legal Service Advocate.
6. Court Concerned.
7. Accounts Section
8. Guard File

Secretary, DLSA Shahdara  
Karkardooma Court, Delhi