



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
Ph. : 22101456,9667992795 Email : shahdara-dlsa@nic.in



Ref No. DLSA/Front Office/Shahdara/2023/ 4515 to 4520 Dated: 21.07.2023

OFFICE ORDER

Pursuant to the National Legal Services Authority's "National Plan of Action for 2010-2011" stipulating for a front office where lawyers from the panel of lawyers of the particular district are required to be present during the working hours, the following roster of the lawyers is drawn up from 01.08.2023 to 31.08.2023.

S. No	Dates	Days	Name of Advocates/LSAs
1.	01.08.2023	Tuesday	Mr. Sumit Gupta, 9717245014
2.	02.08.2023	Wednesday	Mr. Sumit Gupta, 9717245014
3.	03.08.2023	Thursday	Mr. Sumit Gupta, 9717245014
4.	04.08.2023	Friday	Ms. Sakshi Arora, 9899166956
5.	05.08.2023	Saturday	Ms. Sakshi Arora, 9899166956
6.	07.08.2023	Monday	Ms. Sakshi Arora, 9899166956
7.	08.08.2023	Tuesday	Ms. Razia Sultana, 9910090012
8.	09.08.2023	Wednesday	Ms. Razia Sultana, 9910090012
9.	10.08.2023	Thursday	Ms. Razia Sultana, 9910090012
10.	11.08.2023	Friday	Mr. Pawan Gupta, 9818715731
11.	14.08.2023	Monday	Mr. Pawan Gupta, 9818715731
12.	16.08.2023	Wednesday	Mr. Pawan Gupta, 9818715731
13.	17.08.2023	Thursday	Mr. Mukesh Kumar, 9212528831
14.	18.08.2023	Friday	Mr. Mukesh Kumar, 9212528831
15.	19.08.2023	Saturday	Mr. Mukesh Kumar, 9212528831
16.	21.08.2023	Monday	Ms. Sudha Nim, 9818201934
17.	22.08.2023	Tuesday	Ms. Sudha Nim, 9818201934
18.	23.08.2023	Wednesday	Ms. Sudha Nim, 9818201934
19.	24.08.2023	Thursday	Mr. Raj Kumar, 8076305623
20.	25.08.2023	Friday	Mr. Raj Kumar, 8076305623
21.	26.08.2023	Saturday	Mr. Raj Kumar, 8076305623
22.	28.08.2023	Monday	Mr. Tarun Kr. Malhotra, 9811040197
23.	29.08.2023	Tuesday	Mr. Tarun Kr. Malhotra, 9811040197
24.	31.08.2023	Thursday	Mr. Tarun Kr. Malhotra, 9811040197

Note:-

1. Legal aid Advocate on duty for Front Office will remain available in working hours of legal aid office from 10.00 AM to 5.00 PM.

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2. Advocate on duty is required to inform week in advance in case of his non-availability for any genuine reasons. Non-availability from duty of front office without any cause will be considered seriously.
3. Advocate on Front Office shall entertain all those persons who would approach District Legal Services Authority Office for legal aid or for counseling etc. & then will give report/opinion, on their request, to be considered by Secretary of Authority, draft miscellaneous applications etc. and do such duties as assigned by the Secretary related with the work of DLSA-Shahdara.
4. The Advocate on Front Office duty shall collect the **Official Mobile Phone** from Mr. Manish Kumar, LDC-cum-FOC, DLSA Shahdara in the morning and shall return the same at 05:00 PM in the evening. The LAC at Front Office shall answer all the calls received during working hours and make an entry thereof in the register. If the call is received beyond working hours, then the same shall be responded back on the next working day positively.
5. Honorarium shall be payable as per rules/ fee schedule 2017. Pro-rata deduction shall be made in the honorarium for late attendance.

Alka Singh
Secretary DLSA, Shahdara
Karkardooma Courts, Delhi

Copy to:-

1. Ld. Principal District & Sessions Judge (Shahdara)/Chairman (DLSA)/Shahdara, Karkardooma Courts, Delhi.
2. Ld. Member Secretary, DSLSA, Central Office, Rouse Avenue Courts, New Delhi.
3. LACs concerned.
4. Accounts Section.
5. Office Order file.

Secretary DLSA, Shahdara
Karkardooma Courts, Delhi

सेवा समाधान समर्पण