



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/2022/1308-1313

Dated: 28.02.2024

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 01.03.2024 to 31.03.2024.

S. No.	Dates	Days	Name of Advocates/LSAs
1.	01.03.2024	Friday	Mr. Manu Gupta, 9911219722
2.	02.03.2024	Saturday	Mr. Manu Gupta, 9911219722
3.	04.03.2024	Monday	Mr. Manu Gupta, 9911219722
4.	05.03.2024	Tuesday	Mr. Mohd. Sarfaraj, 9312157803
5.	06.03.2024	Wednesday	Ms. Shisba Chawla, 9811224668
6.	07.03.2024	Thursday	Ms. Shisba Chawla, 9811224668
7.	11.03.2024	Monday	Ms. Shisba Chawla, 9811224668
8.	12.03.2024	Tuesday	Ms. Shisba Chawla, 9811224668
9.	13.03.2024	Wednesday	Mr. Amit Chawla, 9718689708
10.	14.03.2024	Thursday	Mr. Amit Chawla, 9718689708
11.	15.03.2024	Friday	Mr. Amit Chawla, 9718689708
12.	16.03.2024	Saturday	Mr. Amit Chawla, 9718689708
13.	18.03.2024	Monday	Mr. Mohd. Sarfaraj, 9312157803
14.	19.03.2024	Tuesday	Mr. Ashwini Saxena, 9871660994
15.	20.03.2024	Wednesday	Mr. Ashwini Saxena, 9871660994
16.	21.03.2024	Thursday	Mr. Ashwini Saxena, 9871660994
17.	22.03.2024	Friday	Mr. Mohd. Sarfaraj, 9312157803
18.	23.03.2024	Saturday	Mr. Ashwini Saxena, 9871660994
19.	26.03.2024	Tuesday	Mr. Manu Gupta, 9911219722
20.	27.03.2024	Wednesday	Mr. Manu Gupta, 9911219722
21.	28.03.2024	Thursday	Mr. Mohd. Sarfaraj, 9312157803
22.	30.03.2024	Saturday	Mr. Ashwini Saxena, 9871660994

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.


(Anshul Singhal)
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, Patiala House Courts, New Delhi.
3. Advocates concerned.
4. Accounts Section.
5. Office Order file.


Secretary DLSA, Shahdara
Karkardooma Courts, Delhi

सेवा समाधान समर्पण