



SHAHDARA DISTRICT LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of Hon'ble High Court of Delhi

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

Ph.: 011-22101456, 9667992795; E-mail: shahdara-dlsa@nic.in



Ref No. DLSA/SHD/KKD/Lock-up/2024/12012-24

Dated: 21.12.2024

OFFICE ORDER

Pursuant to the letter no. 11/DLSA/LAW/LSC-Lock-Ups/2017/10292-10295 dated 19th September, 2017 of the Ld. Member Secretary, Delhi State Legal Services Authority, Legal Services Clinic has been set up at Lock Up, Karkardooma Courts Complex, Delhi which caters to Districts East, Shahdara and North-East. In view of the same, following Legal Aid Counsels are hereby deputed to perform duties at **Legal Services Clinic at Lock Up, Karkardooma Courts Complex, Delhi** as per Schedule given below from **21.01.2025 to 31.01.2025 (except holidays/gazetted holidays)** from **10:00 AM to 05:00 PM**:

S. No.	DATES	NAME OF LACs/LSAs
1.	21.01.2025 to 23.01.2025	Sh. Amit Kumar, 8700477840
2.	24.01.2025 to 27.01.2025	Sh. Lalit, 9013942553
3.	28.01.2025 to 31.01.2025	Sh. Chetanya Kakar, 9069252628

Note:

- LACs/LSAs on duty will remain available from 10:00 AM to 05:00 PM every day.
- LACs/LSAs on duty are required to inform at least a week in advance in case of their non-availability for any genuine reasons. Non-availability from duty without any cause will be considered seriously.
- LACs/LSAs on duty in the Clinic shall ensure that they interact with all persons in custody who are present in the lock-up on the given day and inform them about their right to free legal aid. In case, any person in custody wishes to obtain free legal aid, then such LAC/LSA is directed to fill out the requisite form and submit the same with DLSA Shahdara.
- Honorarium as per rules shall be paid to the LACs/LSAs.

@Anshul
(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Incharge, Lock-Up, Karkardooma Courts, Delhi.
6. Incharge, Facilitation Centre, Karkardooma Courts, Delhi.
7. Chowki Incharge, Karkardooma Courts, Delhi.
8. Concerned LACs/LSAs.
9. Incharge, DLSA Shahdara (for coordination and compliance).
10. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
11. Accounts Section.
12. Concerned File.

@Anshul
Secretary, DLSA Shahdara



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Ref. No. DLSA/SHD/KKD/LSC/SwabhimanParisar/2024/12025-36 Dated: 21.12.2024

OFFICE ORDER

Legal Services Clinic of DLSA Shahdara is already operational at Swabhiman Parisar, Kasturba Nagar, Shahdara. In view of same, the following LACs/LSAs are hereby deputed at Legal Services Clinic at Swabhiman Parisar, Kasturba Nagar, Shahdara, Delhi in the month January, 2025 from 10:00 AM to 01:30 PM:

NAME OF LAC/LSA	DATES
Sh. Arpit Jain, Mob. No. 9999781797	04.01.2025 (Saturday)
	18.01.2025 (Saturday)
	25.01.2025 (Saturday)

Note:

- LACs in Legal Services Clinic shall entertain all those persons who would approach Swabhiman Parisar for Legal Aid or for counselling etc. & then will report/opinion, on their request, to be considered by the undersigned.
- LACs are requested to make entry in the register maintained at Legal Services Clinic at Swabhiman Parisar, Kasturba Nagar, Shahdara, Delhi regarding details of persons visited. Further, they shall give brief about the visitor's dispute and fill up the legal aid form, if required, of the applicant and submit the same in the DLSA Office alongwith his /her report/opinion.
- Honorarium shall be paid as per rules.

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(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

- Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
- Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
- Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
- Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
- Dr. Aabha Chaudhary, Chairperson, Anugraha NGO (for information and wide circulation amongst senior citizens).
- Concerned LACs/LSAs.
- Incharge, DLSA Shahdara (for coordination and compliance).
- Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
- Mr. Kunal Shandilya, MTS posted at Swabhiman Parisar (for information and compliance).
- Accounts Section.
- Concerned File.

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Secretary, DLSA Shahdara
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Ref No. DLSA/SHD/KKD/Jail Duty/CJ No. 15 & 16/2024/11923-34 Dated: 21.12.2024

OFFICE ORDER

Pursuant to order Ref. No. 002/DLSA/LAW/Jail. OHB & CH-Assign./2020/2135-2152 dt. 07.03.2020 received Ld. Member Secretary, DLSA, the following Legal Aid Counsels are appointed to perform duty as Jail Visiting Advocates on below mentioned dates at Jail No. 15 & 16, Mandoli Jail, Delhi from 03:00 P.M. to 07:00 P.M. Honorarium shall be paid as per rules.

Pursuant to the letter bearing no. DLSA/LAW/Family Court/2018/4286-4318 dated 04th April, 2018 received from Ld. Member Secretary, Delhi State Legal Service Authority, Rouse Avenue Courts, New Delhi, a Help desk has been set-up at Family Courts in Karkardooma Courts Complex which is jointly managed by DLSAs, East, Shahdara and North-East.

In view of the same, following **Legal Services Advocates** are hereby deputed to perform duties at **Prison Legal Aid Clinic of Central Jail No. 15, Mandoli Jail Complex, Delhi** for the month of **January, 2025** as per Schedule given below from **03:00 PM to 07:00 PM**:

S. No.	DATES	NAME OF LACs	Vehicle No.
1.	03.01.2025, 04.01.2025, 07.01.2025, 08.01.2025	Amrish Kumar Tyagi 9868049325	DL14SU5403
2.	09.01.2025, 10.01.2025, 13.01.2025, 14.01.2025.	Harshit Chopra 9911543883	DL8CAM0109
3.	15.01.2025, 16.01.2025, 17.01.2025, 18.01.2025	Yashpreet 9582220342	DL3CCV6983
4.	20.01.2025, 21.01.2025, 22.01.2025, 23.01.2025	Pawan Gupta 9818715731	DL3SDB5403
5.	24.01.2025, 25.01.2025, 27.01.2025, 28.01.2025	Kamal Kumar Pandey 9868354438	-
6.	29.01.2025, 30.01.2025, 31.01.2025	Sh. Girish Khanna, 9643023544	-

In view of the same, following **Legal Services Advocates** are hereby deputed to perform duties at **Prison Legal Aid Clinic of Central Jail No. 16, Mandoli Jail Complex, Delhi** for the month of **January, 2025** as per Schedule given below from **03:00 PM to 07:00 PM**:

S. No.	DATES	NAME OF LACs	Vehicle No.
1.	03.01.2025, 04.01.2025, 07.01.2025, 08.01.2025	Ms. Sajida Saifi, 8006153678	DL7CW8063
2.	09.01.2025, 10.01.2025, 13.01.2025, 14.01.2025, 15.01.2025.	Razia Sultana 9910090012	-
3.	16.01.2025, 17.01.2025, 18.01.2025, 20.01.2025, 21.01.2025	Ms. Sucheta Kumari 9971811876	-

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4.	22.01.2025, 23.01.2025, 29.01.2025, 30.01.2025, 31.01.2025	Sudha Nim, 98180201934	—
5.	24.01.2025, 25.01.2025, 27.01.2025, 28.01.2025	Rashmi Bhardwaj, 7838706810	—

Note:

- In case, any Jail Visiting Advocate is on leave or is unable to visit the jail, he shall send prior intimation to this office and the concerned jail too.
- In Absence of Jail Visiting Advocate at Central Jail No. 15, Mandoli Jail, Delhi. The advocate deputed at Jail No. 16 shall look after the work of Central Jail No. 15 and vice versa.
- The above-mentioned Vehicles be allowed to enter jails for smooth access.
- Every fourth Saturday shall be the Grievance Redressal Day and Jail Superintendent is directed to ensure that the inmates are allowed to see the Jail Visiting Advocate for redressal of their grievances.
- Jail Superintendent is directed to ensure that any newly transferred/admitted inmate meets with the Jail Visiting Advocate at least twice in the first 7 days of such inmate's admission/transfer.
- It is further directed that the Jail Visiting Advocate shall visit the wards periodically and every inmate is intimated about his/her right to free legal aid being a person in custody as per Section 12 of Legal Services Authorities Act, 1987.

@Anshul..

(Anshul Singh)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Ld. DIG (Prisons), Mandoli Jail Complex, Delhi.
6. Concerned Jail Superintendents.
7. Concerned LACs.
8. Incharge, DLSA Shahdara (for coordination and compliance).
9. Data Entry Operator, DLSA Shahdara (for maintenance of records and uploading on official website of DLSA Shahdara).
10. Accounts Section.
11. Concerned File.

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Secretary, DLSA Shahdara
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Ref No. DLSA/SHD/KKD/Remand/2024/11935-50

Dated: 21.12.2024

OFFICE ORDER

Hon'ble Supreme Court of India in case titled **Mohammed Ajmal @ Mohammad Amir Kasab @ Abu Mujahid Vs. State of Maharashtra**, AIR 2012 SC 3565 has passed various detailed directions including a direction to ensure that **each arrested person has the right of access to legal aid, to consult and to be defended by a legal practitioner in connection with a cognizable offence right from the time of first production before the Magistrate/Court.**

Accordingly, in view of the directions of Hon'ble Supreme Court and in compliance of the circular No. DLSA/MSO/13/242-250 dated 15th January, 2013, following advocates are appointed as **Remand Advocates in various Magisterial Courts of District Shahdara** for the month of **January, 2025** as per the list given below:

S. No.	Court Details	Court Room No.	Name of LAC
1.	Ms. Swati Sharma, Ld. CJM	CR No. 59, OCB	Abhishek Kumar, 9958425781
2.	Ms. Tista Shah, Ld. ACJM	CR No. 62, OCB	Indu Aggarwal, 9911899619
3.	Ms. Sanghmitra, Ld. JMFC-01	CR No. 54, OCB	Nitin Bhardwaj, 9560016010
4.	Sh. Akhil Malik, Ld. JMFC-02	CR No. 38, OCB	BhairavDass, 9990972003
5.	Ms. Deepakshi Rana, Ld. JMFC-03	CR No. 19, OCB	Deepak Parashar, 9999222728
6.	Sh. Udbhav Kumar Jain, Ld. JMFC-04	CR No. 13, OCB	Kuldeep Kumar Gaur, 9013158789
7.	Ms. Aayushi Saxena, Ld. JMFC-05	CR No. 07, OCB	Neeraj Kumar, 9953231005
8.	Ms. Aishwarya Singh Kashyap, Ld. JMFC-06	CR No. 25, OCB	Rahul Kumar Gupta, 7217718228
9.	Ms. Karuna, Ld. JMFC-07	CR No. 56, OCB	PrabhashGiri, 8802214875
10.	Sh. Rahul Saini, Ld. JMFC-08	CR No. G-6, NCB	Ravi Dhankar, 9999383274
11.	Ms. Shruti Sharma-I, Ld. JMFC (Mahila Court)-01	CR No. 55, OCB	BhairavDass, 9990972003
12.	Ms. Moksha Bains, Ld. JMFC (Mahila Court)-02	CR No. 60, OCB	Deepak Parashar, 9999222728
13.	Ms. Nidhi Bala, Ld. JMFC (Mahila Court)-03	CR No. 08, OCB	Kuldeep Kumar Gaur, 9013158789
14.	Ms. Ashima Lakhanpall, Ld. JMFC (NI Act), Digital Court-01	CR No. G-408, NCB	Neeraj Kumar, 9953231005
15.	Ms. Vanshika Mehta, Ld. JMFC (NI Act), Digital Court-02	CR No. G-7, NCB	Rahul Kumar Gupta, 7217718228
16.	Ms. Ishta Rana, Ld. JMFC (NI Act)	CR No. G-5, NCB	Puvli Singh, 7053511967
17.	Ms. Ishita Bhardwaj, Ld. JMFC	CR No. G-405, NCB.	PrabhashGiri, 8802214875

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Following advocates are appointed as **Remand Advocates in various Sessions Courts of District Shahdara** for the month of **January, 2025** as per the list given below:

S. No.	Court Details	Court Room No.	Name of LAC
1.	Ms. Renu Bhatnagar, Ld. PD&SJ	CR No. 47, OCB	Chander Mohan Bhardwaj,9313357558
2.	Sh. MunishMarkan, Ld. ASJ-01 (POCSO)	CR No. 79, OCB	
3.	Sh. Vineet Kumar, Ld. ASJ-02 (E- court)	CR No. 317, OCB	
4.	Sh. Sameer Bajpai, Ld. ASJ-03	CR No. 58, OCB	Devendra K Bhatia, 9811699024
5.	Ms. Surabhi Sharma Vats, Ld. ASJ- 04	CR No. 51, OCB	
6.	Sh. Arvind Bansal, Ld. ASJ-05	CR No. 28, OCB	
7.	Sh. Nipun Awasthi, Ld. ASJ-06 (POCSO)	CR No. 80, OCB	Sangita Rani Jain, 9717160584
8.	Sh. Kumar Rajat, Ld. ASJ-07	CR No. 61, OCB	
9.	Ms. NitiPhutela, Ld. ASJ (SC- POCSO)-01	CR No. 71, OCB	
10.	Ms. Manisha Tripathy, Ld. ASJ (SC-POCSO)-02	CR No. 52, OCB	Vaibhav Shukla, 9971002583
11.	Sh. Saurabh Pratap Singh Laler, Ld. Spl. Judge (NDPS)	CR No. 11, OCB	
12.	Sh. Raghbir Singh, Ld. ASJ (FTSC)	CR No. 57, OCB	

Note:

- The Remand Advocates shall remain present in the courts on all the working days. Further such remand advocates shall also work on Sundays and Holidays, if the court concerned, to which such remand advocate has been attached, is working during the said period. Similarly, if the Court to which such Remand Advocate is attached is Duty Magistrate from 4.00 p.m. to 5.00 p.m., then he/she will also work accordingly.
- If any court is working as Duty JMFC on a particular day, the Remand Advocate attached to that court shall also remain present along with the concerned Ld. JMFC in the video conferencing room during the electronic video linkage remand sessions. The copy of the Duty Roster of the Magistrate Court shall be made available to the Remand Advocates by this office.
- Analogous to the patterns of Link Magistrates, the Remand Advocates shall also work as the Link Remand Advocates. The Link Roster for the Remand Advocates shall be the same as that being followed by the concerned courts. In order to ensure the presence in the Link Courts, the

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- If any Remand Advocate happens to be on leave or is unable to appear in the court for unavoidable circumstance, the remand work of the said court shall be attended by the Remand Advocate deputed in the first Link Court. If, the Remand Advocate deputed in the First Link Court is also on leave or not available, the remand work shall be attended by the Remand Advocate deputed in the Second Link Court and so on.
- **In case, any Remand Advocate is on leave or is unable to attend the court, he shall send prior intimation not only to this office and the concerned court but also his Link Remand Advocate as per the Link Roster. Failure of any Remand Advocate to do so shall be considered dereliction of duties.**
- **The LACs deputed in the Court of Ld. JMFC-08, shall also look after the legal aid work pertaining to litigants approaching court for disposal of their Traffic Challans in the same manner as prescribed and shall also maintain the record of legal aid provided.** It is clarified that no separate payment shall be made to the concerned LAC for representation of any litigant in disposal of Traffic Challans.
- Ld. Presiding Officers are requested to intimate this authority in case a Remand/ Legal Aid Advocate is not present to attend U.T.P. who has no private Advocate.
- The Remand Advocates shall prepare a separate daily diary of the work done.
- The Remand/ Legal Aid Advocates shall also obtain a certificate for attendance at the end of the month from the court concerned and shall submit the same to this office along with their bills.
- The performance of Remand/ Legal Aid Advocate shall be assessed on monthly basis in consultation with the Ld. Presiding Officer of the Concerned Court and adverse report against the Remand Advocate by the Concerned Court shall be given weightage.
- The remand advocates appointed by this duty roster are directed that they shall not appear for the accused persons for whom the remand advocates have already been appointed by the Hon'ble Courts and the appointment letter have been issued by the DLSA (Shahdara). The earlier remand advocates shall continue to appear for the accused for whom they have already been appointed.
- Remand Advocates working on holidays are also directed to appear at the residence of the Duty Magistrate at the time of production of accused as and when required by the Duty Magistrate.
- Applications received from jail shall be treated as remand work. Thus, such application shall be assigned to a given remand advocate of the concerned court who shall be responsible for the same till disposal of such applications by the court concerned.
- The remand advocates/Legal Aid Counsels are required to give a monthly report in respect of the UTPs for whom an application under Section 436A Cr. PC may be moved and UTPs who

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- It is further directed that all remand advocates shall submit the form filled by an under-trial prisoner with Mr. Mohan Singh Bisht on the very same day when such form has been filled by them duly counter-signed by Ld. Presiding Officer of concerned court.
- Notwithstanding the above, remand work includes all work done before a court concerned before filing of police report except filing of two bail application as per rules.

@Anshul..

(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

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2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Ld. Chief Judicial Magistrate, District Shahdara, Karkardooma Courts, Delhi.
6. Concerned Courts, District Shahdara, Karkardooma Courts, Delhi.
7. DCPs concerned, District East, Shahdara and North-East.
8. Concerned SHOs.
9. Concerned LACs/LSAs.
10. Incharge, DLSA Shahdara (for coordination and compliance).
11. Mr. Mohan Singh Bisht, UDC, DLSA Shahdara.
12. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
13. Mr. Rahul Rawat, DLSA Shahdara (for preparation of authority letters in forms submitted by Remand Advocates).
14. Accounts Section.
15. Concerned File.

@Anshul..

Secretary, DLSA Shahdara
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Ref No. DLSA/SHD/KKD/Front Office/VC Help Desk/2024/11952-63 Dated: 21.12.2024

OFFICE ORDER

Pursuant to the National Legal Services Authority's "National Plan of Action for 2010-2011" and Standard Operating Protocol devised by Delhi State Legal Services Authority pursuant to directions of Hon'ble High Court of Delhi in W.P.(C) 4827/2024 titled **Abhishek Yadav vs. Delhi State Legal Services Authority &Ors.**, vide order dated 16.07.2024, stipulating for a front office and Victim Compensation Help Desk at the front office where Legal Services Advocates and Para-Legal Volunteers are required to be present during the working hours, the following LSAs and PLVs are deputed at the **Front Office and the Victim Compensation Help Desk** for the month of **January, 2025 (except Sunday, Second Saturday and Gazetted Holidays)** from 10:00 AM to 05:00 PM:

S. No.	DATES	NAME OF LACs/LSAs	NAME OF PLV
1.	01.01.2025 to 04.01.2025	Sh. Manas Kumar, 9891319182	Mohd. Naeem, 7895413093
2.	05.01.2025 to 08.01.2025	Sh. Tarun Kumar Malhotra, 7982811104	Sh. Nitin Kumar Chauhan, 9911112650
3.	09.01.2025 to 12.01.2025	Sh. Yogesh Kumar, 9212305131	Sh. Siddharth Roy, 9625156546
4.	13.01.2025 to 16.01.2025	Sh. Pramod Kumar, 9910920982	Ms. Sonia Sant, 9310958515
5.	17.01.2025 to 20.01.2025	Ms. Sakshi Arora, 9899166956	Ms. Anuradha Sharma, 9818745758
6.	21.01.2025 to 24.01.2025	Sh. Mukesh Kumar, 9212528831	Ms. Babita Dhami, 8800160342
7.	24.01.2025 to 28.01.2025	Sh. Ravi Chauhan, 8527845805	Ms. Sakshi Barua, 8595202319
8.	29.01.2025 to 31.01.2025	Sh. Ravi Dhankar, 9999383274	Sh. Atul Saini, 9350074959

Note:

- The LSAs and PLVs shall be required to remain present at the front office on all days, except gazetted holidays from 10:00 Am to 05:00 Pm.
- LSA or PLV on duty is required to inform week in advance in case of his/her non-availability for any genuine reasons. Non-availability from duty of front office without any cause will be considered seriously.
- LSA on duty at the 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.
- LSA on duty at the Front Office shall collect the Official Mobile Phone from Mr. Mohan Singh Bisht, UDC, 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.

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- In compliance of the Standard Operating Protocol devised by Delhi State Legal Services Authority pursuant to directions of Hon'ble High Court of Delhi in W.P.(C) 4827/2024 titled Abhishek Yadav vs. Delhi State Legal Services Authority &Ors., vide order dated 20.11.2024 of this Authority, Ms. Namita (Mob. No. 9625135550) is hereby appointed to be the Nodal Officer for dealing with Victim Compensation applications.
- The Legal Services Advocate and the PLV deputed at the front office shall be members of the Victim Compensation Help Desk of DLSA Shahdara who shall interact with the victim(s) and resolve their queries regarding the victim compensation, maintaining privacy and confidentiality, as is required under the law.
- If so required or desired by the victim or her/his family member, PLVs shall accompany his/her to the designated Court room for moving of application for interim or final compensation or to enquire about the status of disposal thereof, and/or to respective DLSA for obtaining information regarding status of disbursement of compensation as well as availing free legal aid.
- Whenever required, the PLVs would provide assistance to victims in availing the services of the counselor appointed by DSLSA for each DLSA.
- LSAs and PLVs shall be paid honorarium as per rules/fee schedule, 2017. Pro-rata deduction shall be made in the honorarium for late attendance.

Anshul..

(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

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2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Concerned LACs/LSAs and PLVs.
6. Incharge, DLSA Shahdara (for coordination and compliance).
7. Mr. Mohan Singh Bisht, UDC, DLSA Shahdara.
8. Ms. Namita, LDC, Nodal Officer, Victim Compensation, DLSA Shahdara.
9. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
10. Accounts Section.
11. Concerned File.

Anshul..

Secretary, DLSA Shahdara
Karkardooma Courts, Delhi.



SHAHDARA DISTRICT LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)
Under the Administrative Control of Hon'ble High Court of Delhi
Room No. 35-A, Ground Floor, Karkardooma Courts, Delhi
Ph.: 011-22101456, 9667992795; E-mail: shahdara-dlsa@nic.in



Ref No. DLSA/SHD/KKD/FC Help Desk/2024/ 11964-75

Dated: 21.12.2024

OFFICE ORDER

Pursuant to the letter bearing no. DLSA/LAW/Family Court/2018/4286 4318 dated 04th April, 2018 received from Ld. Member Secretary, Delhi State Legal Service Authority, Rouse Avenue Courts, New Delhi, a Help desk has been set-up at Family Courts in Karkardooma Courts Complex which is jointly managed by DLSAs, East, Shahdara and North-East.

In view of the same, following **Para Legal Volunteers** are hereby deputed to perform duties at **Help Desk at Family Courts, Karkardooma Court Complex, Delhi** for the month of **January, 2025** as per Schedule given below from **09:45 AM to 05:00 PM**:

S. No.	DATES	NAME OF PLVs
1.	21.01.2025	Sh. Virender Kumar, M: 9910263380
2.	22.01.2025	Sh. Ashwani Kumar Saggar, M: 9810287620
3.	23.01.2025	Ms. G.K. Walia, M: 9871983096
4.	24.01.2025	Sh. Jai Gopal Gupta, M: 9810458736
5.	25.01.2025	Ms. Raj Bala Singh, M: 9999205010
6.	27.01.2025	Ms. Neelu, M: 9210411299
7.	28.01.2025	Sh. Uday Bhanu Gupta, M: 9873253547
8.	29.01.2025	Sh. Sukhbir Singh Anand, M: 9650993057
9.	30.01.2025	Ms. Renu Malhotra, M: 9540698759
10.	31.01.2025	Sh. Virender Kumar, M: 9910263380

Note:

- The PLV manning the Help Desk shall interact with the parties coming to the Family Courts, explain the jurisdiction and role of the Court, discuss their issues, explain to them the possibility of exploring dispute resolution through mediation and other ADR mechanisms and generally inform them about availability of free legal services for pursuing the matters in the Court.
- A litigant entitled to legal aid may be referred to the office of DLSA for appointment of a lawyer for pursuing their matter.
- The PLV would be required to maintain proper record of the applicant's visiting the Help Desks and the nature of help sought by them.
- PLV is required to inform in advance, in case of his/her non-availability for any genuine reasons. Non-availability from duty of Extension Counter(s)/Help Desk without any cause will be considered seriously.
- The Para Legal Volunteer shall be paid @ Rs. 1000/- per sitting (09:45 A.M. to 05:00 P.M.).

@Anshul

(Anshul Singhal)

Secretary, DLSA Shahdara,

Karkardooma Courts, Delhi



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Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Concerned Courts.
6. Concerned PLVs.
7. Incharge, DLSA Shahdara (for coordination and compliance).
8. Data Entry Operator, DLSA Shahdara (for maintenance of records and uploading on official website of DLSA Shahdara).
9. Mr. Rahul Rawat, PLV Incharge, DLSA Shahdara (for circulation and coordination with PLVs).
10. Accounts Section.
11. Concerned File.

@rshul..

Secretary, DLSA Shahdara
Karkardooma Courts, Delhi.



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Ref No. DLSA/SHD/KKD/LSC/DC Office/2024/11976-87 Dated: 21.12.2024

OFFICE ORDER

Pursuant to letter bearing file No. DSLSA/Misc./Legal Services Clinic/2016/10057-10067 dated 26.08.2016 regarding 'Setting up of Legal Services Clinic at District Consumer Forums' and letter reference no. 12/DLSA/LLW/Sr. Citizens/2017/2543-2554 dated 27.02.2017 regarding 'Measures for Ameliorating the Conditions of Vulnerable Sr. Citizens' and approval of Ld. Principal District & Sessions Judge/Ld. Chairperson, DLSA Shahdara, Legal Services Clinic is operational at DC Office, NandNagri which is jointly operated by DLSAs Shahdara and North-East.

In view of the same, following Legal Aid Counsel is hereby deputed to perform duties at **Legal Services Clinic at DC Office Complex, NandNagri, Shahdara, Delhi** for the month of **January, 2025** in the following manner:

S. No.	DATES	NAME OF LACs/LSAs
1.	13.01.2025	Sh. Prashant Sharma, 9811996757
2.	20.01.2025	
3.	27.01.2025	

Note:

- Legal Services Advocates shall remain available at Legal Services Clinic at DC Office Complex, NandNagri, Shahdara, Delhi from 10.30 A.M. to 01:30 P.M on the afore-mentioned dates as per the aforesaid duty roster.
- The LSAs/LACs manning Legal Services Clinic shall explain the senior citizens about their rights specifically under 'Maintenance and Welfare of Parents and Senior Citizens Act, 2007, availability/eligibility of various pension/other schemes initiated by State/Central Government for them and existence and activities of legal services institutions.
- Senior Citizens may be assisted in drafting their applications to be filed before Maintenance Tribunal/Appellate Tribunal. Pamphlets and other IEC material containing relevant information about activities carried out of District Legal Services Authorities may also be distributed to legal aid seekers visiting the said Clinic.
- LACs/LSAs are not permitted to appear before such Tribunal/Appellate Tribunal on behalf of senior citizens.
- LSAs/LACs are required to inform his/her non-availability for any genuine reasons, at least a week in advance. Non-availability from duty at said Clinic without any cause shall be considered seriously.
- LSAs/LACs may also provide free legal aid and advice to legal aid seekers for any litigation before District Consumer Redressal Forum.
- Any other person seeking legal aid for any proceedings other than 'Maintenance and Welfare of Parents and Senior Citizens Act, 2007'/District Consumer Redressal Forum may be directed to the office of DLSA Shahdara or North-East as per the jurisdiction.

@anshu...



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- LSAs/LACs are required to maintain record of visitors as well as work done in a separate register kept in the Clinic and share the copy of the same in PDF form to this authority on the same day the above-mentioned Email address.
- LSAs/LACs are further required to mark their attendance in a register kept in the office of DM Shahdara. They are further required to take keys of the Clinic from the said office in the morning and hand over the same to the aforesaid office after stipulated duty hours.
- Honorarium to LSAs/LACs deputed at Clinic shall be payable as per the rules.
- LACs/LSAs are directed to submit physical copy of attendance sheet marked in register.

@nshul..
(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. Ld. District Magistrate, District Shahdara, DC Office Complex, NandNagri, Delhi.
6. Ld. District Magistrate, District North-East, DC Office Complex, NandNagri, Delhi.
7. Concerned LACs/LSAs.
8. Incharge, DLSA Shahdara (for coordination and compliance).
9. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
10. Accounts Section.
11. Concerned File.

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Secretary, DLSA Shahdara
Karkardooma Courts, Delhi.



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Ref No. DLSA/SHD/KKD/SEM Court/2024/11988-99

Datcd: 21.12.2024

OFFICE ORDER

As approved by Ld. Member Secretary, DSLSA vide reference to letter no. DSLSA/LAW/SEM Courts/2018/6401-6411 dated 21.05.2018, **Mohd. Sarfaraj, LSA/LAC, Mob. No. 9312157803, E-mail ID: sarfaraj.btinternet@gmail.com** is hereby appointed as **Remand Advocate for the month of January-2024 (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:

- 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.
- 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).
- No separate fee would be paid to the Panel Advocate for filing application, reply or cases assigned to them by DLSA or SEM Court.
- 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.
- 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.
- The Remand Advocate shall be paid an honorarium @ Rs. 9000/- on receipt and scrutiny of the report. Remand Advocate is directed to get the report counter signed by the concerned SEM.

(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. DCP, District Shahdara.
6. Concerned SEM.
7. Concerned LACs/LSAs.
8. Incharge, DLSA Shahdara (for coordination and compliance).
9. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
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Secretary, DLSA Shahdara
Karkardooma Courts, Delhi.



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Ref. No. DLSA/SHD/KKD/On-Call/PS Duties/2024/120001-12

Dated: 21.12.2024

OFFICE ORDER

As directed by Hon'ble Executive Chairperson, Delhi State Legal Services Authority and pursuant to letter Ref No. 10/DLSA/Police Stations/LAW/2018/7134-7155 dated 01.06.2018 regarding "providing legal aid to accused, complainant and victim in police stations", **following Legal Aid Counsels are deputed to perform their duties 'on call basis' for the month of January, 2025** qua respective police stations as mentioned against their names to provide free legal aid, advice and assistance to the accused, complainant and the victims visiting the police stations, as case may be:

S. No.	POLICE STATIONS	NAME OF LACs/LSAs	NAME OF LINK LAC
1.	Anand Vihar	Sh. Vikas Giri, 9910593021	Sh. Tarun Gautam, 9810395864
2.	Anand Vihar Railway Station		
3.	Jagatpuri		
4.	Jafrabad		
5.	Mansarovar Park	Sh. Tarun Gautam, 9810395864	Sh. Dinesh Kumar Srivastava, 9871649107
6.	Shahdara		
7.	Vivek Vihar		
8.	Madhu Vihar		
9.	Welcome		
10.	NandNagri	Sh. Dinesh Kumar Srivastava, 9871649107	Sh. Vikas Giri, 9910593021
11.	GTB Enclave		
12.	Jyoti Nagar		
13.	Seemapuri		
14.	Harsh Vihar		
15.	Farsh Bazar		

Note:

- The officer in charge of every police station shall ensure that the investigating officers shall inform about arrest of every accused to the deputed advocate on telephone and arrange interaction of accused with the nominated advocate on telephone for sufficient time. The provision of interaction with every accused has been made keeping in view that every person in custody is entitled to free legal aid irrespective of his financial status.
- If the deputed advocate is of the opinion that his visit to the police station is required to provide further advice or assistance to the accused or his family members, then he shall visit the police station. In case of visit by the deputed advocate, the police authorities shall provide appropriate sitting space to him.
- The officer in charge of police station shall ensure that if complainant, victim or witness of any offence needs legal aid or service then he shall facilitate such person in having communication with deputed advocate. The advocate in turn would inform him/her about availability of legal aid and other services provided by the legal services institution as well as various schemes of DLSA beneficial to him/her.

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- It shall be ensured that if in any case, accused as well as complainant, victim or witness wish to have interaction with the legal aid counsel, then such complainant, victim or witness would have interaction with link advocate of that police station rather than the deputed advocate.
- The LAC concerned should maintain data regarding number of interactions done by them on phone or in person with the arrested persons or with the complainant, victims or witnesses and also number of visits made by them to respective police stations. The said information be sent to this authority as well as Central office, DSLSA every week.
- SHOs of each police station would also send a report to concerned DLSA about number of persons arrested in respective police station in a week, number of interactions done by nominated advocates with accused complainant/ victim or witness and number of visits made by nominated advocates to the police stations.
- LAC concerned shall be paid honorarium @ Rs.6600/- per month for his services as advocate 'on call basis'. However, if he visits the police station concerned, he would be paid Rs. 1000/- per visit maximum up to Rs. 6000/- in total in a month.
- The certificate of every visit, containing brief particulars of cases, i.e., FIR No., Sections, Police Station, name of accused and purpose of visit, shall be countersigned by the Officer in charge of the police station.
- To maintain professional propriety, it is mandated that the deputed advocate as well as link advocate attached with a police station shall not take private case related to that police station till the time, he has been assigned duty under this project.
- In case, no call is received by the deputed LAC from police station, or no service is rendered in terms of this order, no honorarium shall be payable.
- Officer-in-charge of the Police Station and LAC concerned has to ensure that LACs name & mobile no is written on the board at their respective police station.

@Anshul
(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

Copy for information to:

1. Ld. Principal District & Sessions Judge, Shahdara District/Ld. Chairperson, DLSA Shahdara.
2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. DCPs Concerned, District Shahdara, East and North-East.
6. Concerned SHOs.
7. Concerned LACs/LSAs.
8. Incharge, DLSA Shahdara (for coordination and compliance).
9. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
10. Accounts Section.
11. Concerned File.

@Anshul
Secretary, DLSA Shahdara



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Ref. No. DLSA/SHD/KKD/OSC/IHBAS/2024/ 12037-47

Dated: 21.12.2024

OFFICE ORDER

Pursuant to the Minutes of Meeting bearing No. F.-DM/Shah/OSC/2019/3768-3778 dated 18.11.2019 convened on 15.11.2019 at 11:00A.M., One Stop Centre "Sakhi", District Shahdara is functioning at IHBAS Hospital Complex, Dilshad Garden, Delhi-110095 w.e.f. 25.11.2019.

In view of same, the following LACs/LSAs are hereby deputed at **One Stop Center, District Shahdara at IHBAS Hospital Complex, Dilshad Garden, Delhi-110095** in the month **January, 2025** from **10:00 AM to 05:00 PM**:

NAME OF LAC/LSA	DATES
Ms. Shisba Chawla Mob. No. 9811224668	09.01.2025 (Thursday) 16.01.2025 (Thursday)
Ms. Pooja Kashyap Mob. No. 8447288207	23.01.2025 (Thursday) 30.01.2025 (Thursday)

In case of unavailability, LAC/LSA concerned is required to inform this authority in advance in writing. Any further directions in this regard shall be communicated at the relevant time. Any non-compliance may result in withholding of honorarium. LAC/LSA concerned shall be paid honorarium @ Rs. 1800/- per visit at One Stop Center and the LAC/LSA would be paid Rs. 1000/- per visit on call basis. The certificate of every visit shall be counter signed by the officer incharge of One Stop Center at IHBAS. LAC/LSA concerned is also directed to maintain a register of the beneficiaries who have visited the One Stop Centre and deposit the register to this authority at the end of the last duty.

@Anshul
(Anshul Singhal)

Secretary, DLSA Shahdara,
Karkardooma Courts, Delhi.

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2. Ld. Member Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
3. Ld. Special Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
4. Ld. Additional Secretary, DSLSA, Rouse Avenue Courts, New Delhi.
5. SDM, Seemapuri.
6. Concerned LACs/LSAs.
7. Incharge, DLSA Shahdara (for coordination and compliance).
8. Data Entry Operator, DLSA Shahdara (for circulation, maintenance of records and uploading on official website of DLSA Shahdara).
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Secretary, DLSA Shahdara
Karkardooma Courts, Delhi.

