



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/2025/508-19

Dated: 27.01.2025

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 **February, 2025** as per Schedule given below from **09:45 AM to 05:00 PM**:

S. No.	DATES	NAME OF PLVs
1.	21.02.2025	Sh. Virender Kumar, M: 9910263380
2.	22.02.2025	Ms. G.K. Walia, M: 9871983096
3.	24.02.2025	Ms. Raj Bala Singh, M: 9999205010
4.	25.02.2025	Sh. Sukhbir Singh Anand, M: 9650993057
5.	27.02.2025	Ms. Renu Malhotra, M: 9540698759
6.	28.02.2025	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.