



## 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/Front Office/VC Help Desk/2025/ 449-60 Dated: 27.01.2025

### 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 **February, 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.	01.02.2025 to 04.02.2025	Sh. Ravinder Kumar, 9711898887	Naina Singh, 8920529106
2.	05.02.2025 to 07.02.2025	Sh. Sumit Gupta, 9717245014	Ms. Kiran, 9871462084
3.	08.02.2025 to 12.02.2025	Sh. Tarun Kumar Malhotra, 9811040197	Sh. Yashpal, 8376973626
4.	13.02.2025 to 15.02.2025	Sh. Yogesh Kumar, 9212305131	Ms. Mamta, 7827346711
5.	16.02.2025 to 19.02.2025	Ms. Amit Kumar Tripathi, 8383842507	Ms. Sakshi Barua, 8595202319
6.	20.02.2025 to 22.02.2025	Sh. Girish Khanna, 9643023544	Ms. Babita, 9971501146
7.	23.02.2025 to 25.02.2025	Sh. Amit Chawla, 9718689708	Sh. Aswani Kumar Saggarr, 9810287620
8.	26.02.2025 to 28.02.2025	Sh. Manu Gupta, 9911219722	Ms. Neelu, 9210411299

#### 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.

*Ans...*





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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:

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 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.