

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE- CUM- SECRETARY,
DISTRICT LEGAL SERVICES AUTHORITY,
PANCHKULA

Schedule for the Legal Aid Helpline:- Front Office/ Legal Aid Clinic situated in
District Court, Panchkula for the Quarter ending
March-2017

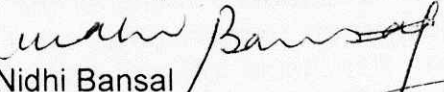
In continuation of this office letter no. 14-33 dated 2.1.2017, consequent upon appointment of new retainers vide order No.499-515(Suptd.)/2017/MS/HSLSA dated 13.01.2017 of learned Member Secretary, Haryana State Legal Services Authority, Panchkula. The scheduled for the month of January-2017 has been revised w.e.f 16.1.2017 & Quarterly roster of the Retainer Advocates/ PLVs who will provide services shift-wise on rotation basis on "Legal Services Helpline", Front Office in the District Court, Panchkula of this Authority and Legal Aid Clinic in District Court, Panchkula on all the working days for the quarter March-2017 is as under :-

Date	Time & Name of Retainer Adv/ PLV		Duty
	9.30 AM to 1.00 PM	1.30 PM to 5 PM	
January-2017			
16.1.2017 to 31.1.2017	Ms. Priya Goel 09888244800	Sh. Vikas Arya 09876788347	Front office Legal Help line (0172-2585566) Legal Aid Clinic
	Ms. Sushma Kochhar PLV (8699399758)		
February-2017			
01.2.2017 to 15.2.2017	Sh. Sandeep Gupta 9814790801	Ms. Anuradha Sohal 09041933911	Front office Legal Help line (0172-2585566) Legal Aid Clinic
	Ms. Sushma Kochhar PLV (8699399758)		
16.2.2017 to 28.2.2017	Ms. Anuradha Sohal 09041933911	Sh. Sandeep Gupta 9814790801	
	Ms. Sushma Kochhar PLV (8699399758)		
March-2017			
01.3.2017 to 15.3.2017	Sh. Padam Singh 09417839723	Ms. Priya Goel 09888244800	Front office Legal Help line (0172-2585566) Legal Aid Clinic
	Ms. Sushma Kochhar PLV (8699399758)		
16.3.2017 to 31.3.2017	Sh. Padam Singh 09417839723	Sh. Vikas Arya 09876788347	Front office Legal Help line (0172-2585566) Legal Aid Clinic
	Ms. Sushma Kochhar PLV (8699399758)		

You all are requested to maintain register at front office of all legal aid cases in which the status of all legal aid cases should be entered so that same may be intimated to the applicants on helpline on demand and have knowledge of all pending cases and you are directed to remain present throughout the day and mark your attendance in the register, failing which the report will be sent to Haryana Legal Services Authority, Panchkula. The Legal helpline will operate on all working days. The front office/ legal aid clinic/ legal help line shall work throughout the day during working hours. You are requested to maintain the register and advocates on duty will enter the following details in the said register:

Name of the applicant	Husband's Name	Address	Date of Call	Brief of	Advice
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A copy of entries in the register will be sent every month to Haryana State Legal Services Authority, Panchkula and statement showing the number of calls received in the month. It will not be necessary that the advocates give the advice to the legal aid seeker immediately and if he needs to go through the relevant law he can do so and thereafter call the person who had sought the advice and answer his query. **If during any shift one of the retainer advocate has to remain absent for sometime then he has to seek consent of the another retainer lawyer of second shift but at no point the front office or the helpline are to be left unattended during the working hour.**



Nidhi Bansal
Chief Judicial Magistrate/Secretary
District Legal Services Authority
Panchkula.

Endst No:- 220 to 244

Dated: - 16/1/17

A copy is forwarded to the following for information and necessary action:-

1. The Ld. District & Sessions Judge-cum-Chairman, District Legal Services Authority, Panchkula, please.
2. The Ld. Member Secretary, Haryana Legal Services Authority, Panchkula, please.
3. The Ld. Deputy Commissioner, Panchkula.
4. The Ld. Deputy Commissioner of Police, Panchkula.
5. Ld. Additional Deputy Commissioner-cum-Nodal Officer, District Administration, Panchkula.
6. All the Judicial Officers, Panchkula.
7. The President Bar Association, Panchkula.
8. All the concerned Legal Aid Counsels.
9. The DIPRO, Panchkula (0172-2572610) with the request to give due publicity through media.
10. Notice Board of District Legal Services Authority, Panchkula.
11. Computer Incharge, District Court, Panchkula to publish this schedule on the website of the District Court, Panchkula.
12. Sh. Parmod Bhardwaj & Ms. Ritu Sharma, (Panal Advocates), DLSA, Panchkula.


Nidhi Bansal
Chief Judicial Magistrate/Secretary
District Legal Services Authority
Panchkula.