

**KARNATAKA STATE LEGAL SERVICES AUTHORITY,
BENGALURU**

No.KSLSA 62 ADM (RTI) 2019

Office of the Member Secretary,
Karnataka State Legal Services Authority,
1st Floor, Nyaya Degula Building,
H. Siddaiah Road, Bengaluru.
Dated: 21st October 2020.

NOTIFICATION

In exercise of the powers conferred under section 4(b) 5(1) and 19(1) of the Right to Information Act, 2005 (Central Act No.22 of 2005) the detailed information relating to the Karnataka State Legal Services Authority is published a hereunder, for the information of general public and the Hon'ble Executive Chairman of Karnataka State Legal Services Authority has been pleased to designate the officers mentioned in column No. (xvii) of this Notification as State Information Officer, Appellate Authority and Assistant State Information Officers respectively to come into effect immediately.

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| (i) the particulars of its organization functions and duties. | Organization: Karnataka State Legal Services Authority. Functions & Duties 1. To create legal awareness in the people. 2. To offer free legal aid and advice for eligible persons. 3. To provide justice to the affected persons quickly and in low cost by settling cases (litigations)through Janata Nyayalayas (Lok Adalats) 4. Establishment of Nyaya Samyoga in the office of KSLSA on 4.9.2017 and it is functioning as under: 1. Helpline No.1800-425-90900 2. Dedicated Landline telephone-080-22111730 |
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| | <ol style="list-style-type: none"> 3. Dedicated email ID- nyayasamyoga.kslsa@gmail.com 4. Video Conferencing facility with DLSAs, Panel Advocates, Litigants and Prisons in Karnataka. 5. Dedicated Mobile Number. 6. Internet facility for linking with the websites of Supreme Court. NALSA, High Court of Karnataka and other Courts/Tribunals and availing information from the website of Karnataka State Legal Services Authority. 7. Services of Legal Aid lawyers to provide legal aid and advice. 8. Para Legal Volunteers to assist legal aid lawyers and to help the litigants in filling up forms for legal aid etc., 9. Providing information about the activities of KSLSA and DLSAs. 10. Assisting the litigants to know about the status of their case pending in or disposed of by different courts. Information regarding Nyaya Samyoga has been webhosted. |
| (ii) the powers and duties of its officers and employees | Details are as at Annexure I |
| (iii) the procedure followed in the decision making process, including channels of supervision and accountability. | Caseworker will open a file on receipt of proposal or process the proposal in the existing file. The Section Officer will scrutinize the proposal and place it before the Assistant Secretary. Assistant Secretary/Deputy Secretary will review the proposal in light of the existing proviso/Rules, submit to the Member Secretary. The Member Secretary will |

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| | decide the course of action to be taken on proposal under the delegated powers and if necessary will submit the file to Hon'ble Executive Chairman or Hon'ble Patron-in-Chief, as the case may be for final orders. |
| (iv) the norms set by it for the discharge of its functions. | Depending on urgency proposal will be finalized on priority. |
| (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | Details are as at Annexure – II |
| (vi) a statement of the categories of documents that are held by it or under its control. | Files and relevant Registers. |
| (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof | Member Secretary, Deputy Secretary will give information. |
| (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. | The meetings of the General Body of the State Authority and District Authority are not open to the public. The minutes are also not open to the public. |
| (ix) a directory of its officers and employees | Directory of officers and employees are maintain the office of Karnataka State Legal Services Authority, In view of the frequent changes of residential address of employees, the authority establishment be requested to note the changes. |

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| (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. | As per the scale of pay of their post as mentioned in Schedule I of Karnataka State Legal Services Authorities Rules. |
| (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | Allotment of the budget to the Authority is under plan and non-plan scheme of the Government of Karnataka. |
| (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes | As per the Scheme of the Act and Rules framed there under. |
| (xiv) details in respect of the information, available to or held by it, reduced in an electronic form | Available in the website www.kslsa.kar.nic.in |
| (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | The citizen may approach the officer of the authority during working hours and working hours are as specified by the State Government. Between 10.00 am and 5.30 pm on all working days. |
| (xvi) the names, designations and other particulars of the Public Information Officer. | Sri Amar V.L., Assistant Secretary, 080-22111730 |
| (xvii) (a) Appellate Authority under sec. 19(1) of Right to Information Act. (b) Member Secretary of District Legal Services Authority u/s 5(2) of Right to Information Act. (c) Member Secretary of Taluka Legal Services Committee u/s 5(2) of Right to Information Act. | Member Secretary, Karnataka State Legal Services Authority. Tel. No. 080-22111714 At the District level all the District Legal Services Authorities of the State of Karnataka - as State Assistant Information officers. At all Taluka Levels all the Taluka Legal Services Committees of the State of Karnataka - as State Assistant Information Officers. |
| (xviii) such other information as may be prescribed | NIL |

Individual files cannot be uploaded since they are concerned with the personal matters of the litigants.

By order of the Hon'ble Executive Chairman

Assistant Secretary &
Public Information Officer

ANNEXURE- I

The powers and duties of the Officers and employees of the Karnataka State Legal Services Authority.

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| Peons | To keep the office neat and tidy To deliver the files/tappals to the other sections/other departments. |
| Typist | In charge of the work of diarizing and organizing, movements, distribution of receipts/files in the Section. |
| Jr. Assistants | In charge of the work of diarizing and organizing, movements, distribution of receipts/files in the Section. |
| Case Worker (Senior Assistant/ Assistant) Stenographer | To attend to the job of case working as per the duties cast on them In charge of receipt of tappals/files by the Hon'ble Executive Chairman, Member Secretary/Section Officer, typing and Stenography work entrusted by the Member Secretary, Deputy Secretary and Assist. Secretary. |
| Section Officer | Incharge of the whole Section, scrutiny of files submitted by case workers and move the files before the higher Authority. |
| Assistant Secretary | In charge of the whole Section. Scrutiny of files submitted by the Section Officers, Signing of letters on behalf of the Authority. |
| Deputy Secretary | In charge of the all section. Report to the Member Secretary on important matters. |
| Member Secretary | Heading of the organization; Acts, in his capacity as Head of the Department upon the advice/directions of the Hon'ble Executive chairman and Patron-in-Chief of the State Legal Services Authority. |

ANNEXURE- II

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

(a) Acts:

1. The Legal Service Authorities Act 1987 (No.39 of 1987)
(As amended by the Legal Services Authorities (Amendment) Act.2002)
2. The Karnataka State Legal Services Authorities Rules 1996
3. The Karnataka State Legal Services Authority Regulations 1997

(b) Rules:

1. Conditions of service of the employees of the State Authority, High Court Legal Services Committee or District Legal Services Authority or Taluka Legal Service Committee:-

(1) The Provision of:

- (a) The Karnataka Civil Service Rules,
- (b) The Karnataka Financial Code, 1958
- (c) The Karnataka Civil Services (Classification Control and Appeal) Rules, 1957,
- (d) The Karnataka Civil Service (General Recruitment) Rules, 1977,
- (e) The Karnataka Civil Services (Conduct) Rules, 1966,
- (f) The Karnataka Civil Services (Probation) Rules, 1957.
- (g) The Karnataka Government Servants (Seniority) Rules, 1957.
- (h) The Karnataka Government Servants (Medical Attendance) Rules, 1963,
- (i) The Karnataka Civil Services (Performance Report) Rules, 1994.

- (j) Rules made or deemed to have been made under the Provisions of the Karnataka Civil Services Act, 1978, (Karnataka Act 1 of 1978),
- (k) The Karnataka Civil Service (Kannada Language Examinations) Rules, 1974 and
- (l) All other rules relating to conditions of service applicable to Government servants, shall mutatis mutandis apply to the employees of the State Authority, High Court Legal Services Committee or District Authority or Taluk Legal Services Committee and the Departmental Examinations required to be passed by the employees specified in column (2) of Schedule – II shall be those specified in the corresponding entries in column (3) of the said Schedule.

(c) Instructions, Manuals and others.

1. The manual of Contingent Expenditure.
2. The Departmental Promotion Committees.
3. The Criminal Procedure Code.
4. The Civil Procedure Code.
5. Reservation for Ex-Servicemen.
6. Reservation roster for Scheduled Castes, Scheduled Tribes and other Backward Classes.

(vi) A Statement of the categories of documents that are held by it or under its control:

Following documents of Group –A & B Officers and Group-C & D Officials:

1. Service Registers,
2. Annual Performance Reports
3. Assets & Liabilities statements of the officers and officials of the State Authority except the Judicial officers who are on deputation.