

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

**Subject: - Schedule for the Legal Aid Helpline: - Front Office/ Legal Aid Clinic situated at District Legal Services Authority, District Courts, Panchkula, for the month of August & September, 2021.**

The schedule for the Legal-Aid Helpline, Front Office/Legal-Aid Clinic situated District Legal Services Authority, District Courts, Panchkula for month of August & September, 2021 is as under:-

Period	Time & Name of Retainer Adv/ PLV		Duty
<b>August 2021</b>			
01.08.2021 to 31.08.2021	Ms.Shivani Kanwar (9.30 AM to 1.00 PM)	Sh.Hari Krishan (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic
<b>September 2021</b>			
01.09.2021 to 30.09.2021	Ms.Monika Kapil (9.30 AM to 1.00 PM)	Ms.Samiksha Sharma (1.30 PM to 5.00 PM)	Front office Legal Help line (0172-2585566) Legal Aid Clinic

You all are requested to maintain a register at Front Office in which the status of all legal aid cases should be entered as under:-

Name of the applicant	Husband's / Father name	Address with contact no.	Date of Call and receiving time	Brief of grievance	Advice given
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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 Helpline shall work throughout the day during working hours.


A copy of entries in the register will be sent every month to Haryana State Legal Services Authority, Panchkula alongwith a 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/she needs to go through the relevant law he/she can do so and thereafter call the person who had sought the advice and answer his/her query. **If during the month, retainer advocate has to remain absent for sometime or whole day, then she/he has to seek consent of the another retainer lawyer but at no point the front office or the helpline are to be left unattended during the working hours.**

  
(Sampreet Kaur)  
CJM-cum-Secretary,  
District Legal Services Authority,  
Panchkula.

Endst No:- 309/09  
A copy is forwarded to the following for information and necessary action, Please:-

Dated: - 26/7/21

1. The Ld. District & Sessions Judge-cum-Chairman, District Legal Services Authority, Panchkula.
2. The Ld. Member Secretary, Haryana Legal Services Authority, Panchkula.
3. All the Learned Judicial Officers, Panchkula.
4. All the concerned Legal Aid Counsels.
5. Notice Board of District Legal Services Authority, Panchkula.
6. The Computer Incharge, District Court, Panchkula to publish this schedule on the website of the District Court, Panchkula.

  
(Sampreet Kaur)  
CJM-cum-Secretary,  
District Legal Services Authority,  
Panchkula.