

Duties, Responsibilities and Expectations of DLAO

A) Legal Literacy Camp-

1. To arrange for legal literacy camp and be responsible for smooth conduct under direction of the Chairman DLSA.
2. To organize camp in village and town areas.
3. To coordinate the camp.
4. To give proper publicity seven days before the scheduled date of camp through cinematographic slides, newspaper and drumbeats in village areas.
5. To compile and preserve the record pertaining to the camp.

B) Duties pertaining to legal Advice-

1. Impart legal Advice/services to entitled persons (under section 12 of the Legal Services Act 1987)
2. To receive applications of desirous persons, scrutinize their applications, assist them in filling the applications and submission of report whether prima facie entitled to legal services.
3. To give appropriate guidance and advice during office hours to litigants who come to the legal aid cell.
4. Assist in disposal of cases after scrutinizing applications and rendering legal advice.
5. Giving legal advice and rendering legal services to minimum of 70 and 30 persons respectively per month.

C) Lok Adalat/permanent and continuous Lok Adalat-

1. To prepare matters fit for being placed before the bench of the Lok Adalat/permanent and continuous Lok Adalat.
2. To assist and coordinate the proceedings of the bench as the Chief Executive Officer and to be present during the proceeding.

3. To coordinate the proceedings between the Judges, Advocates and litigant.
4. To process any applications presented for compromise and place before the bench.
5. To examine all cases at the pre litigation stage regarding eligible persons for legal aid and taking steps for the disposal in Lok Adalat.
6. To present a minimum of two applications through individual efforts for pre litigation in every Lok Adalat at the District or Tehsil Level.

D) Miscellaneous progress and financial matters-

1. To prepare monthly progress reports of legal advice/legal services and place before the Chairman/Secretary DLSA and to ensure that it is sent on a monthly basis within time to Legal Service Authority.
 2. To prepare statements in according with the format for Lok Adalat and permanent Lok Adalat.
 3. To prepare monthly statements of income & expenditure and to ensure that it is sent to the Authority by tenth of each month.
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Other duties -

- to spread awareness of various beneficial schemes of the State and Central Government particularly with regard to women, children, handicapped, old persons and SC/ST.
- To ensure access to justice and legal services to all above persons.
- To ensure availability in office hours with view to extend legal services/advice to litigants.
- To ensure conduct of at least one Lok Adalat per month and to keep ready information of matters to be placed before the bench of Lok Adalat.

Further Duties-

1. To observe compliance of MP Civil Services Conduct Rules 1965
2. To observe discipline.
3. To motivate subordinate officials and supervise their work.
4. To render all assistance for successful conduct of policies of the State Authority.
5. To maintain positive coordination with other departments.
6. To render assistance for refund of court fees and payment of advocate fees timely.
7. To organize legal aid counseling centers and Pariwar Paramarsh Kendra sittings every month.