

INFORMATION HAND BOOK UNDER RTI ACT, 2005

SUPREME COURT LEGAL SERVICES COMMITTEE
Front office: 108, Lawyers Chambers
R.K. Jain Chambers Block
Supreme Court Compound,
New Delhi-110001

SUPREME COURT LEGAL SERVICES COMMITTEE

As per the statutory mandate of Right to Information Act 2005 as provided under Section 4(1)(b), necessary information pertaining to Supreme Court Legal Services Committee and its officials/employees is given hereunder:

(i) Particulars of organization, functions and duties:

The Supreme Court Legal Services Committee has been constituted under Section 3A of the Legal Services Authorities Act, 1987 with a view to provide free and competent legal services to the persons entitled thereto in the cases insofar as they relate to the Supreme Court. It also organizes Lok Adalats in respect of the cases referred by the Hon'ble Supreme Court.

Free legal services is provided by Supreme Court Legal Services Committee in terms of Section 12 of the Legal Services Authorities Act, 1987.

Section 12 of the Legal Services Authorities Act, 1987 provides the criteria for giving legal services.

“12. Criteria for giving legal services: Every person who has to file or defend a case shall be entitled to legal services under this Act if that person is-

- (a) a member of a Scheduled Caste or Scheduled Tribe;
- (b) a victim of trafficking in human beings or beggar as referred in article 23 of the Constitution;
- (c) a woman or a child;
- (d) a person with disability as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- (e) a person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or
- (f) an industrial workman; or
- (g) in custody, including custody in a protective home within the meaning of clause (g) of section 2 of the Immoral Traffic (Prevention) Act, 1956, or in a Juvenile home within the meaning of clause (j) of section 2 of the Juvenile Justice Act, 1986, or in a psychiatric hospital or psychiatric nursing home within the meaning clause (g) of section 2 of the Mental Health Act, 1987; or
- (h) in receipt of annual income less than rupees nine thousand or such other higher amount as may be prescribed by the State Government, if the case is before a court other than the Supreme Court, and less than

rupees twelve thousand or such other higher amount as may be prescribed by the Central Government, if the case is before the Supreme Court.”

Note: In terms of Section 12(h) of the Legal Services Authorities Act 1987, the annual income criteria has been prescribed and fixed under Rule 7 of The Supreme Court Legal Services Committee Rules 2000.

“Rule 7- The upper limit of annual income of a person entitling him to legal services under clause (h) of section, if the case is before the Supreme Court:
A person whose annual income from all sources does not exceed Rs. 5,00,000 (Rupees five lakh) per annum shall be entitled to legal services under clause (h) of section 12 of the Act.”

A person seeking free legal services through the Committee has to apply to its Secretary at Chamber No. 108, R.K. Jain Lawyers Chambers Block, Supreme Court Compound, New Delhi, in the prescribed form which is available free of cost in its office or its website or can be obtained from any of the nearest Taluk/District/State/High Court Legal Services Committee. He is required to submit the requisite documents along with the application form. For obtaining legal advice one can call in the office of the Committee between 10.00 A.M. to 5.00 P.M. on any working day.

A Mediation Centre in the Supreme Court has been functioning under the aegis of the Committee. The cases found suitable for a negotiated settlement are referred by the Supreme Court wherein mediation is conducted by the Advocate-Mediators of the Supreme Court.

(ii) Powers and duties of its officers and employees:

The officers and employees discharge their functions as prescribed under Supreme Court Legal Services Committee Regulations, 1996 and Supreme Court Legal Services Committee Rules, 2000.

(iii) Procedure followed in the decision making process, including channels of supervision and accountability:

The applications for legal services are received by the Diary Clerk, who distributes them to the concerned Dealing Assistant for being processed further. The applications are scrutinized and the files are submitted to the Superintendent/Secretary/Chairman, as per the requirement of each case, in accordance with Supreme Court Legal Services Committee Rules, 2000.

(iv) Norms set by SCLSC for the discharge of its functions:

The applications for legal services are prioritized and efforts are made to deal with them as expeditiously as possible in accordance with the Supreme Court Legal Services Committee Regulations, 1996 and the Supreme Court Legal Services Committee Rules, 2000.

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

The Supreme Court Legal Services Committee discharges its functions in accordance with the following :

- (a) The Legal Services Authorities Act, 1987
- (b) The Supreme Court Legal Services Committee Regulations, 1996
- (c) The Supreme Court Legal Services Committee Rules, 2000
- (d) The Permanent Lok Adalat [Other Terms and Conditions of Appointment of Chairman and Other Persons) Rules, 2003
- (e) The National Legal Services Authority [Lok Adalats] Regulations, 2009
- (f) The National Legal Services Authority [Free and Competent Legal Services] Regulations, 2010

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

Details of the panels of advocates on record, of senior advocates and of mediators are available on the website of the Supreme Court Legal Services Committee. The documents held by the Supreme Court Legal Services Committee includes the files of the legal services provided by the applicants for legal services and service documents of its officers/officials.

(vii) 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:

Not Applicable

(viii) 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 councils, committees and other bodies are open to the public, or minutes of such meetings are accessible for public:

The constitution of the Supreme Court Legal Services Committee is available on the website of Supreme Court Legal Services Committee. The meeting of the Committee is not open to the public. The minutes of such meeting are open for inspection at all reasonable times by the members of the Committee in accordance with the Supreme Court Legal Services Committee Regulations 1996.

(ix) Directory of its officers and employees:

| S. No. | Name of Officers | Designation | Telephone |
|---------------|----------------------------|--|------------------|
| 1. | Shri Yajuvender Singh | Secretary | 011-23116353 |
| 2. | Mrs. Sonal Suniljeet Patil | Officer on Special Duty | 011-23116353 |
| 3. | Ms. Nidhi | Legal Services Counsel-cum- Consultant | 011-23116354 |
| 4. | Mr. Ashok K. Verma | Assistant Section Officer | |
| 5. | Mr. I.D Sharma | Assistant Section Officer | |

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| 6. | Ms. Madhuli Bhakuni | Jr. Stenographer | 011-23116353 |
| 7. | Mr. Harish Bhardwaj | Senior Secretariat Assistant | |
| 8. | Mr. Vijay Kumar Sharma | Senior Secretariat Assistant | |
| 9. | Mohd. Shahid Khan | Senior Secretariat Assistant-Cum-Accounts Clerk | |
| 10. | Mr. Varun Kumar | Junior Secretariat Assistant | |
| 11. | Mr. Laxman Singh Rawat | MTS | |
| 12. | Mr. Shahdab Alam | MTS | |
| 13. | Ms. Jyotsna Rani Mohanty | MTS | |
| 14. | Mr. Surya Nath Yadav | MTS | |
| 15. | Mr. Raju Kushwaha | MTS | |

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

| S. No. | Name of Officers | Designation | Scale of Pay | Remarks |
|--------|----------------------------|---------------------------------------|--------------------|---|
| 1. | Shri Yajuvender Singh | Secretary | | OSD (Registrar) of the Supreme Court. Nominated by the Chief Justice of India as Secretary. He is drawing allowances and other benefits attached to the post from the Registry of the Supreme Court |
| 2. | Mrs. Sonal Suniljeet Patil | Officer on Special Duty | | |
| 3. | Ms. Nidhi | Legal Services Counsel-cum-Consultant | (Level-12, Cell-9) | |

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| 4. | Mr. Ashok K. Verma | Assistant Section Officer | (Level-8, Cell-12) | |
| 5. | Mr. I.D. Sharma | Assistant Section Officer | (Level-7, Cell-11) | |
| 6. | Ms. Madhuli Bhakuni | Jr. Stenographer | (Level-7, Cell-6) | |
| 7. | Mr. Harish Bhardwaj | Senior Secretariat Assistant | (Level-4, Cell-14) | |
| 8. | Mr. Vijay Kumar Sharma | Senior Secretariat Assistant | (Level-4, Cell-13) | |
| 9. | Mohd. Shahid Khan | Senior Secretariat Assistant-Cum-Accounts Clerk | (Level-4, Cell-12) | |
| 10. | Mr. Varun Kumar | Junior Secretariat Assistant | (Level-2, Cell-1) | |
| 11. | Mr. Laxman Singh Rawat | MTS | (Level-3, Cell-18) | |
| 12. | Mr. Shahdab Alam | MTS | Level-2, Cell-16) | |
| 13. | Ms. Jyotsna Rani Mohanty | MTS | (Level-2, cell-13) | |
| 14. | Mr. Surya Nath Yadav | MTS | Level-2, Cell-13) | |
| 15. | Mr. Raju Kushwaha | MTS | (Level-4, Cell-11) | |

(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Not Applicable

(xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not Applicable

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Not Applicable

(xiv) Details in respect of the information, available to or held by it, reduced in an introduced in an electronic form:

Not Applicable

(xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

People can get information by post or they can visit the office of the Supreme Court Legal Services Committee on any working day i.e., from Monday to Friday 10.00 a.m. to 4.00 p.m. and on Saturday from 10.00 a.m. to 12.00 noon.

(xvi) Names, designations and other particulars of the Public Information Officers:

Mrs. Sonal Suniljeet Patil,
Central Public Information Officer for Supreme Court Legal Services Committee,
107, Lawyers Chambers Supreme Court Compound,
New Delhi -110001
Ph : 011 23116353

APPELLATE AUTHORITY

Shri Yajuvender Singh
OSD (Registrar), Supreme Court of India & Secretary
Supreme Court Legal Services Committee
107, Lawyers Chambers Supreme Court
Compound New Delhi -110001
Ph : 011 23116353

(xvii) Such other information as may be prescribed and thereafter update these publications every year:

Not Applicable

Additional information in terms of Section 4(c) and (d) of the RTI Act 2005:

(c) All relevant facts while formulating important policies or announcing the decisions which affect public:

As per resolution dated 13.01.2004 passed by the Supreme Court Legal Services Committee request for filing Curative Petitions are being entertained confined only to cases of life and capital sentences.

(d) Provide reasons for its administrative or quasi judicial decisions to affected persons:

Not Applicable