

TELANAGANA STATE LEGAL SERVICES AUTHORITY
INFORMATION UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT

<p>i.</p>	<p>the particulars of its organisation, functions and duties;</p>	<p>The Organisation is in the following set up:</p> <ol style="list-style-type: none"> 1.National Legal Services Authority. 2.Supreme Court Legal Services Committee. 3 State Legal Services Authorities. 4.High Court Legal Services Committees. 5.District Legal Services Authorities. 6.Mandal Legal Services Committees. <p><u>Functions and Duties:</u></p> <p>For providing free and competent legal services to the weaker sections of the society to ensure that opportunities for securing justice were not denied to any citizen by reason of economic or other disabilities and to organize Lok Adalats to ensure that the operation of the legal system promoted justice on a basis of equal opportunity. The system of Lok Adalat, which is an innovative mechanism for alternate dispute resolution, has proved effective for resolving disputes in a spirit of conciliation outside the courts. To spread legal awareness by frequent awareness camps all over the State.</p>
<p>ii.</p>	<p>the powers and duties of its officers and employees;</p>	<p>The Member Secretary of State Legal Services Authority is the Head of the Department in the State.</p> <p>The Administrative Officer is the drawing and disbursing officer.</p> <p>The other Officers and employees are discharging their duties as provided under the Legal Services Authorities Act, Rules and Regulations framed there under.</p>
<p>iii.</p>	<p>the procedure followed in the decision making process, including channels of supervision and accountability;</p>	<p>The decision making process commences by way of office note and decisions will be taken with the approval of the Hon'ble Patron-in-Chief or the Hon'ble Executive Chairman, Telangana State Legal Services Authority as the case may be.The policy decisions are being taken with the kind approval of the Hon'ble Patron-in-Chief and the Hon'ble Executive Chairman.Other decisions, if any, will be taken by the Member Secretary who is the Head of the Department.The decisions are being implemented through the process of records by the</p>

		office consisting of officers and employees.
iv.	the norms set by it for the discharge of its functions;	The State Legal Services Authority for the purpose of discharging its functions set norms by way of circular instructions to implement the decisions without any loss of time through its offices at districts and mandals. The decisions and schemes and programmes are being communicated to all its agencies from time to time with suitable instructions for its implementation.
v.	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	The Telangana State Legal Services Authority under the provisions of Legal Services Authorities Act, 1987 formulated the following rules and regulations. a. Telangana State Legal Services Authority Rules, 2016. b. Telangana State Legal Services Authority Regulations, 2016.
vi.	a statement of the categories of documents that are held by it or under its control;	The office is maintaining various categories of records as per guidelines issued in G.O.Ms.No. 60 LAW (LA&J-Home-Courts-A1) Department dated 13.06.2013, the documents held by this office and its control.
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;	Not Applicable
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 Telangana State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities and Mandal Legal Services Committees holds statutory meetings from time to time as provided under the rules and take decisions on the items of agenda. Such meetings are for the members of those authorities / committees only but the decisions taken by those authorities / committees are for the benefit of the general public. However, these meetings are not open to the public and the meeting presided by the Hon'ble High Court Judges, District Judges and Judicial Officers as the case may be at their respective levels. The minutes of those meetings are recorded and decisions are communicated to all the

		concerned for implementation.																								
ix.	a directory of its officers and employees;	<table border="1"> <tr> <td>Member Secretary</td> <td>1</td> </tr> <tr> <td>Administrative Officer</td> <td>1</td> </tr> <tr> <td>Deputy Administrative Officer</td> <td>1</td> </tr> <tr> <td>Section Officer</td> <td>1</td> </tr> <tr> <td>Accounts Officer</td> <td>1</td> </tr> <tr> <td>Senior Assistant</td> <td>1</td> </tr> <tr> <td>Senior Stenographer</td> <td>1</td> </tr> <tr> <td>Junior Assistants</td> <td>3</td> </tr> <tr> <td>Typists</td> <td>1</td> </tr> <tr> <td>Record Assistant</td> <td>1</td> </tr> <tr> <td>Drivers</td> <td>2</td> </tr> <tr> <td>Office Subordinates</td> <td>10</td> </tr> </table>	Member Secretary	1	Administrative Officer	1	Deputy Administrative Officer	1	Section Officer	1	Accounts Officer	1	Senior Assistant	1	Senior Stenographer	1	Junior Assistants	3	Typists	1	Record Assistant	1	Drivers	2	Office Subordinates	10
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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;	The officers and employees are entitled for the salaries in respect of their categories as fixed by the State Government from time to time.																								
xi.	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Total budget allotted for the financial year 2017-18 is Rs.16,26,22,000/-																								
xii.	the 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 authorisations granted by it;	<p>The Legal Services are meant for various beneficiary groups as provided under the Act. The services are available to those eligible category of persons at various courts right from mandals to state headquarters at Hyderabad.</p> <p>The following categories are the eligible</p>																								

		<p>persons:</p> <p>a. a member of a scheduled caste or scheduled tribe;</p> <p>b. a victim of trafficking in human beings or beggar as referred to in Article 23 of the Constitution;</p> <p>c. a woman or a child;</p> <p>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.</p> <p>e. a person under circumstances of underserved want such as being a victims of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or</p> <p>f. an industrial workman;or</p> <p>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, (104 of 1956), or in a juvenile home within the meaning of clause (i) of Section 2 of the Juvenile Justice Act, 1986 (53 of 1986) or in a psychiatric hospital or psychiatric nursing home within the meaning of clause (g) of Section 2 of the Mental health Act, 1987 (14 of 1987); or</p> <p>h) in respect of persons whose annual income from all sources does not exceed Rs.1,00,000/- (Rupees One Lakh only) or such higher amount as may be notified by the State Government, from time to time.</p>
xiv.	details in respect of the information, available to or held by it, reduced in an electronic form;	All relevant information relating to the Telangana State Legal Services Authority is available on its website : www.tslsa.telangana.gov.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;	No library or reading rooms are maintained by this Authority for the public use.
xvi.	the names, designations and other particulars of the Public Information Officers;	The Administrative Officer, Telangana State Legal Services Authority, is the State Public Information

		<p>Office at State Office.</p> <p>The Deputy Administrative Officer, State Legal Services Authority shall be the State Assistant Public Information Officer at State office.</p> <p>The Section Officer, A.P.High Court Legal Services Committee shall be the Assistant Public Information Officer for that Committee.</p> <p>The Senior Assistant of District Legal Services Authority of each shall be the Assistant Public Information Officer in respect of that District Legal Services Authority.</p> <p>The Typist-cum-Assistant of each Mandal Legal Services Committee shall be the Assistant Public Information Officer of that Mandal Legal Services Committee.</p>
xvii.	such other information as may be prescribed; and thereafter update these publications every year;	The Member Secretary, Telangana State Legal Services Authority is the Appellate Authority.