



## **SUPREME COURT LEGAL SERVICES COMMITTEE**

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### **RIGHT TO INFORMATION**

SUPREME COURT LEGAL SERVICES COMMITTEE  
108, LAWYERS CHAMBERS  
R.K. JAIN CHAMBERS BLOCK  
SUPREME COURT COMPOUND,  
NEW DELHI –110001

4(b)(i) **The particulars of its 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 organizes Lok Adalats in respect of the cases referred by the Hon'ble Supreme Court.

As prescribed under Section 12 of the said Act, the Committee provides free legal services to the litigants whose annual income does not exceed Rs.1,25,000/-. It also provides free legal assistance to the persons belonging to Scheduled Caste/Scheduled Tribe, women, children, disabled persons, victims of trafficking of human beings, mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster, industrial workmen, persons in custody, irrespective of their financial means.

However, no legal aid is given in matters, namely,

- [1] Proceedings wholly or partly in respect of [a] defamations; or [b] malicious prosecution; [c] or a person charged with contempt of Court proceedings; and; [c] perjury.
- [2] Proceedings relating to any election.
- [3] Proceedings incidental to any proceedings referred to in sub-regulations [1] and [2].
- [4] Proceedings in respect of offences where the fine imposed is not more than Rs.50/-

- [5] Proceedings in respect of economic offence and offences against social laws, such as the Protection of Civil Rights Act, 1955, and the Immoral Traffic [Prevention] Act, 1956 unless in such cases the aid is sought by the victim:

Provided that the Chairman may in an appropriate case grant legal services even in such proceedings.

- [6] Where a person seeking legal services, -
- [a] is concerned with the proceedings only in a representative or official capacity; or
  - [b] is a formal party to the proceedings, not materially concerned in the outcome of the proceedings and his interests are not likely to be prejudiced on account of the absence of proper representation.

Irrespective of the means test, legal service may be granted -  
[a] in cases of great public importance; or [b] in a special case, reasons for which to be recorded in writing, is concerned otherwise deserving of legal services.

A person seeking free legal aid 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) The powers and duties of its officers and employees;**

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

**(iii) The procedure followed in the decision making process, including channels of supervisions 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 Rules, 1996.

**(iv) The norms set by it 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) The 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 Condition Appointment of Chairman and other persons) Rule, 2003.
- e) The National Legal Services Authority [Lok Adalat] Regulations, 2009.
- f) The National Legal Services Authority [Free and Competent Legal Services] Regulations, 2010.

**(vi) A statement of the categories of documents that are held by it or under its control.**

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

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

**(ix) A directory of its officers and employees;**

S.No.	Name of Officers	Designation	Telephone
1.	Mr. Dharmender Rana	Secretary	01123073970
2.	Mr. Anuj Agarwal	Additional Secretary	01123073970
3.	Ms. Nidhi	Legal Service Counsel –Cum Consultant	01123381257

4.	Mr. Brahma Singh	Assistant	011-23388313
5.	Mr. Ashok K. Verma	Assistant	011-23388313
6.	Mr. B.K. Sharma	Upper Division Clerk	011-23388313
7.	Mr. I.D. Sharma	Upper Division Clerk	011-23388313
9.	Ms. Madhuli Bhakuni	Jr. Stenographer	011-23388313
10.	Mr. U.K. Bose	Lower Division Clerk	011-23388313
11.	Mr. Harish Bhardwaj	Lower Division Clerk	011-23388313
12.	Mr. Vijay Kumar Sharma	Lower Division Clerk	011-23388313
13.	Mohd. Shahid Khan	Lower Division Clerk	011-23388313
14.	Mr. Laxman Singh Rawat	Daftry	011-23388313
15.	Mr. Shadab Alam	Peon	011-23388313
16.	Ms. Jyotsana Rani Mohanty	Peon	011-23388313
17.	Mr. Surya Nath Yadav	Peon	011-23388313
18.	Mr. Raju Kushwaha	Farash	011-23388313

[x] **The 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.	Mr. Dharmender Rana	Secretary		Addl. 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.	Mr. Anuj Agarwal	Additional Secretary		Delhi judicial officer on diverted cap
3.	Ms. Nidhi	Legal Service Counsel -Cum Consultant	(Level - 12, Cell - 6)	
4.	Mr. Brahma Singh	Assistant	(Level - 8, Cell - 12)	
5.	Mr. Ashok K. Verma	Assistant	(Level - 8, Cell - 9)	
6.	Mr. B.K. Sharma	Upper Division Clerk	(Level - 5, Cell - 15)	
7.	Mr. I.D. Sharma	Upper Division Clerk	(Level - 5, Cell - 15)	
9.	Ms. Madhuli Bhakuni	Jr. Stenographer	(Level - 4, Cell - 9)	
10.	Mr. U.K. Bose	Lower Division Clerk	(Level - 3, Cell - 21)	
11.	Mr. Harish Bhardwaj	Lower Division Clerk	(Level - 2, Cell - 16)	
12.	Mr. Vijay Kumar Sharma	Lower Division Clerk	(Level - 3, Cell - 14)	
13.	Mohd. Shahid Khan	Lower Division Clerk	(Level - 2, Cell - 15)	
14.	Mr. Laxman Singh Rawat	Daftry	(Level - 1, Cell - 19)	
15.	Mr. Shadab Alam	Peon	(Level - 2, Cell - 13)	
16.	Ms. Jyotsana Rani Mohanty	Peon	(Level - 1, Cell - 11)	
17.	Mr. Surya Nath Yadav	Peon	(Level - 1, Cell - 12)	
18.	Mr. Raju Kushwaha	Farash	(Level - 2, Cell - 15)	

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Not applicable.

**[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 authorizations granted by it;**

Not applicable.

**[xiv] details in respect of the information, available to or held by it, reduced in an electronic form;**

All relevant information relating to the Supreme Court Legal Services Committee is available on its website : sclsc.nic.in

**[xvi] 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;**

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) the names, designations and other particulars of the Public Information Officers;**

Mr. Brahma Singh,  
Central Public Information Officer for Supreme Court  
Legal Services Committee,  
108, Lawyers Chambers  
Supreme Court Compound,  
New Delhi -110001  
Ph : 011 -23388313

**APPELLATE AUTHORITY**

Mr. Dharmender Rana  
**Additional** Registrar, Supreme Court of India &  
Secretary,  
Supreme Court Legal Services Committee,  
108, Lawyers Chambers  
Supreme Court Compound,  
New Delhi -110001  
**Ph : 011 - 23073970**

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

Not applicable.

- ( c ) publish 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 the cases of life and capital sentences.

- (d) Provide reasons for its administrative or quasi judicial decision to affected persons.**

Not applicable.

