

**Confidential Report of the Full Time Secretary, DLSA's/ RHCLSC**  
**Report for the year/ Period ending .....**

**PERSONAL DATA**

**PART-I**

**(To be filled by the Officer himself)**

1. Name of the Officer :
  
2. Present Post/ Designation :
  
3. Date of Last Promotion :
  
4. Present Station (Since when) :
  
5. Period of leave on account of-
  - (a) Medical ground :
  - (b) Personal reason :
  - (c) Other reasons :
  
6. Number of working days :
  - (a) Official working days -
  - (b) Work done on holidays, Sundays, Second Saturday etc. –
  
7. Are you punctual in attending your Office?
  
8. Whether you have published any Study material, Pamphlets, Booklets, Posters etc. for Legal Awareness? If yes, please give detail.
  
9. Whether you have got prepared any Audio, Visual CD/ DVD etc. for Legal Awareness? If yes, please give detail.
  
10. Please assess your performance in spreading Legal Awareness through print and electronic media.
  
11. Whether any National/State/Divisional Level Programme/Conference/Seminar was organized during this period? If yes, please give detail.
  
12. Please specify how many Legal Awareness Camps were organized by you personally? How many Legal Awareness Camps were organized by Legal Awareness Teams during this period?
  
13. Whether you have inspected the Observation & Reformatory Homes, Special Homes, Children Homes, Jail etc. as per direction of RLSA? If yes, please give detail.

14. How many applicants were provided Free Legal Aid under Section 12 of the Legal Services Authority Act, 1987? Please give detail.
15. What steps have been taken by you to ensure Free Legal Aid to the Inmates of Jail?
16. What steps have been taken by you to ensure justice to Juveniles in Conflict with Law and Children in Need of Care & Protection?
17. Monitoring of work of Retainer Advocate. Please specify how you utilized the services of Retainer Advocate?
18. State within how many days after completion of assignment you normally paid honorarium to PLV, Mediator, Panel Advocate, Retainer Advocate and other Stakeholder? Please specify the instances and reasons where payment was not made timely.
19. Whether you have inspected the Office once in a year as required under the rules? If so state briefly the defects found and remedial measures taken. Please also indicate if there is any improvement after inspection?
20. Please indicate if your Office was inspected by Chairman, DLSA/ Member Secretary, RLSA/ Hon'ble Executive Chairman, RLSA and if so, briefly state the defects found and remedial measures taken.
21. Please specify whether you implemented the action plan of RLSA effectively?
22. Please state whether monthly/quarterly/half-yearly/yearly reports were sent to RLSA timely? State the reasons and instances where the reports were not sent timely?
23. Please assess your performance by brief narration regarding use of Information & Communication Technology (ICT) in your work.
24. How did you monitor the working of Para Legal Volunteers? Please specify how many Para Legal Volunteers were working in your DLSA during this period? Whether any nomination/selection and training programme was conducted during this period?
25. Whether you utilized the Mobile Van effectively for spreading Legal Awareness and Mobile Lok Adalat?

26. How did you monitor the working of Panel Advocates? Please specify how many Panel Advocates were working in DLSA? Whether any nomination/selection and training programme was conducted during this period?
27. Effective Implementation of different Schemes of NALSA. Please give detail of steps taken by you for effective implementations of NALSA Schemes.
28. Successful organization of School, Block, District, Division & State Level games/competitions. Please specify how many students participated in these games/competitions?
29. Please specify how many Mega Legal Awareness and Public Welfare Camps were organized by you during this period? Please specify number of beneficiaries category-wise.
30. Please specify performance in National Lok Adalats, Mega Lok Adalat, Lok Adalat under Section 19, Lok Adalat under Section 22B and Special Lok Adalat. Please give detail of cases referred and cases disposed of through these Lok Adalats during this period.
31. Please specify how many Pre-litigation cases were disposed of during this period?
32. Please specify how many applications were disposed of & amount awarded under the Victim Compensation Scheme during this period?
33. Effective Implementation of Mediation Activities. Please give detail of mediation activities including the number of cases referred and disposed of through mediation, training programmes etc.
34. Please assess your performance in optimal utilization of State budget and budget allotted under Section 4(c) of the Legal Services Authority Act, 1987.
35. Is there any audit objection pending? If so, since when and what measures have you taken to meet the said objection?
36. Whether any unique initiative was taken by you to achieve the goal enshrined under Article 39A of Constitution of India during this period? Please give detail.
37. Any Other Important Information.

**PART-II**  
(To be filled by the Reporting Authority Member Secretary, RLSA)

Name of the Officer:.....

Designation: .....

Year of the Report:.....

1. Integrity of the Officer
2. If he is fair and impartial in dealing with litigants, applicants, advocates and public at large.
3. If he is cool minded and does not show temper in office.
4. His private character, if such as to lower him in the estimation of the public and adversely affected the discharge of his official duties.
5. Capacity to handle different activities of RLSA/ Committee and NALSA systematically.
6. Control over the office and administrative capacity and tact.
7. Capacity to control the legal services activities of RLSA, with firmness and follow the procedure prescribed by law.

(To be tick marked one of the five heads and initialled)

8. General Remarks:-

(i) Outstanding      (ii) Very Good      (iii) Good      (iv) Average      (v) Below Average

**INTEGRITY CERTIFICATE**

Nothing has come to my knowledge which casts any reflection on the integrity of Sh.....His general reputation for honesty is good and I certify his integrity.

Member Secretary, RLSA

**REMARKS BY THE HON'BLE EXECUTIVE CHAIRMAN, RLSA**

(i) Outstanding      (ii) Very Good      (iii) Good      (iv) Average      (v) Below Average

**REMARKS BY THE HON'BLE CHIEF JUSTICE, RAJASTHAN HIGH COURT & PATRON-IN-CHIEF, RLSA:**