Legal Services Management System (LSMS)

Getting Started Guide

National Legal Services Authority
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1. Introduction
The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to monitor and evaluate implementation of legal aid programs and to lay down policies and principles for making legal services available under the Act. Actually, Article 39A of the Constitution of India provides for free legal aid to the poor and weaker sections of the society and ensures justice for all. Articles 14 and 22(1) of the Constitution also make it obligatory for the State to ensure equality before law and a legal system which promotes justice on the basis of equal opportunity to all.

Legal Services Management System application is an interface for citizens to apply online for free legal aid, track the status of the application online and send reminders/clarifications. It also provides an interface for all authorities/committees to manage the applications, Lawyers panel, Data related to legal services schemes, funds received & transferred and generated various statistical reports.

2. Home
Open the URL: http://nalsa.gov.in/lsams/ in any browser or device to access the Legal Services Management System (LSMS) tool.
3. Modules in Application

3.1 About Us

3.2 Lodge Application

There will be a Lodge Application Form for Legal Services. Lodge Application Form has been divided into six parts: Legal Aid Application, Legal Aid, Personal Details, Legal Aid Details, Case Details and Attach Document. These forms look like
User can change the medium of Lodge Application Form by clicking on Hindi/English button on top left side of form. After submitting the form user will get the Diary Number for future reference which shown in below screen:

### 3.3 Track Your Application

This section provides provision to Track a Filed application

- Click on Track Your Application. Track Your application form will be display as shown in figure below:

  3. Select either Diary No or Registration No.
  4. If Diary Number is selected then following fields will display:
     - Month
     - Number
     - Year
  4. If Registration Number is selected then following fields will display:
     - Authority Type
     - Number
     - Year
Fill the fields.

Click on Submit button.

Status of Application will generate as shown in figure below:-

3.4 Reminders/Clarifications

User can create Reminder or clarification for any Application by filling required details of application in Reminder/Clarifications form.
To file a reminder or clarification, do the following steps:

- Select Diary Number
- Select Month
- Enter Diary Number
- Select Year
- Enter Remarks
- Upload Documents
- Click on Submit button

After click on Submit button, message will display
Note: - User can only file a reminder after 15 days of lodge application.

3.5 FAQ/Help

3.6 Contact Us – On click on ‘Contact Us’ link, contact us screen will appear as shown in figure below:-
3.7 Who is Entitled

Screen of above page looks like as under

Who Is Entitled To Free Legal Services
The sections of the society as enlisted under Section 12 of the Legal Services Authorities Act are entitled for free legal services, they are:

a. A member of a Scheduled Caste or Scheduled Tribe
b. A victim of trafficking in human beings or beggar as referred to in Article 23 of the Constitution
c. A woman or a child
d. A mentally ill or otherwise disabled person
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
   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(s) 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 (41 of 1987); or
g. In receipt of annual income less than rupees one 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.

3.8 How to apply

In this page, process of how to apply the application has been mentioned which shown in below screen:

How To Apply
A person in need of free legal services can approach the concerned authority or committee through an application which could either be made by sending in written form, or by filling up the forms prepared by the said authorities stating in brief the reason for seeking legal aid or can be made orally in which case an officer of the concerned legal services authority or a paralegal volunteer can assist the person.

A person can also apply online for getting Legal Aid to any Legal Services Institution in the country by filling up the Legal Aid Application form available online at NALSAs website by going on the ‘Online Application’ link on the Home Page, along with uploading necessary documents.

Various LALSAs/DLSAs/SCLSC/HCLSC/TLSCs also have application forms available on their websites.

3.9 Nature of Free Services

Nature Of Free Legal Services
Free legal services entail the provision of free legal aid in civil and criminal matters for those poor and marginalized people who cannot afford the services of a lawyer for the conduct of a case or a legal proceeding in any court, tribunal or before an authority.

Provision of free legal aid may include:

a. Representation by an Advocate in legal proceedings.
b. Preparation of pleadings, memo of appeal, paper book including printing and translation of documents in legal proceedings;
c. Drafting of legal documents, special leave petition etc.
d. Rendering of any service in the conduct of any case or other legal proceeding before any court or other authority or tribunal and;
e. Giving of advice on any legal matter.

Free Legal Services also include provision of aid and advice to the beneficiaries to access the benefits under the welfare statutes and schemes framed by the Central Government.
3.10 Procedure after Filing

Procedure after filing the application, has been given in this page

4. Type of Users

There will be two types of users which is given below:

4.1 Committee – Supreme Court and High Court legal services committees come under this type.

4.2 Authorities – Authority has been given to below users

- State Level
- District Level
- Taluka Level
- NALSA itself
All users will work according to above mentioned hierarchy.
5. Authority/Committee Login

Authority/Committee users can login through the Login Form by clicking on authority/committee login button near Indian Emblem in top section as shown in the screen below:

Below login form will open
6. Authority/Committee’s Dashboard

After login, dashboard screen will be displayed as shown in screen below:

![Dashboard Screen]

7. Authority/Committee’s Functionality

After login by authority/committee, the application functionality have been divided into following categories:-

- Filling
- Application Tracking
8. Filling

Filling action has been further divided into three sub categories i.e. Lodge Application, Legal Aid for Prisoners and Reminders/Clarification.

8.1 Lodge Application

After login authorities/committee, user can lodge an application from here.

To lodge an application, do the following steps:-

- Fill all mandatory fields of Legal Aid Application section
- Fill Legal Aid section
- Fill Personal Details section
- Fill Legal Aid Details
- Upload document under Attach Document section
- Click on submit button
Click on submit button

After submitting application, Diary Number will generates for generated application as shown in
8.2 Legal Aid for Prisoners

To fill application for free Legal aid for prisoners, do the following steps:-

- Fill all mandatory fields of Legal Aid Application section
- Fill Legal Aid section
- Fill Personal Details of prisoner section
- Fill Legal Aid Details
- Upload document under Attach Document section
- Click on submit button

Except for the Personal Details section all the section are the same as in Lodge Application option. In the personal details section the details of the prisoner are to be filled. Screen of Personal Details, is shown below:

User can select a jail from the list of jails of the state. If jail name is not available in the list of jails of the state, 'Other' option can be selected from the list which will enable to enter the jail name. On selecting a jail, the list of prisoners is displayed under UTP Name. Similarly, if UTP name is not available in the list of
UTPs of the jail, Other option can be selected from the list which will enable to enter the UTP name. User can further enter the Date of Custody, Charges, whether UTP has lawyer, if has a panel lawyer then can select a lawyer from the list of lawyers. User can also enter the stage of the case, its hearing stage, next date etc

8.3 Reminders/Clarifications

Users (authorities/committees) can create a reminder for filed application after 15 days from filed date. Screen of reminders/clarifications, has been shown here

To file a reminder or clarification for any application, do the following steps:-

- Choose Diary/Registration no.
- Select month with respect to diary no. and authority type with respect to registration no.
- Enter diary/registration no.
- Select year
- Enter remarks
- Attach document
- Click on submit button
- After submitting reminder/clarification form, status of filed lodge application displays like following attachment:
 Reminder of application which has been filed before 15 days from current date, has been submitted successfully like above attachment.

9. Application Tracking

This action has been further divided into seven sub categories as shown in figure below:-
9.1 **New Applications**

All those applications which were filed on Lodge Application page will appear in this screen.
View Application Button: - User can view and edit the application by clicking on view icon.

- Click on View Application icon, Application will appear in non-editable mode along with edit button.

- Click on Edit button. Application will appear in editable mode along with Submit and Cancel button. User can edit the application.
Print Application Button: - User can take out the print of an application by clicking on Print icon

Forward Application Button: - Click on Forward Application icon. Application forwarding for Legal Aid screen will appear. Here user can forward the application to different authorities.

- Select authority type from Application For dropdown field to whom user wants to forward the application
- Click on Forward button. Application will get forwarded to select Authority.

Note: - Fields State, District and Taluka will appear in editable mode according to selected Authority.

Register Application Button: - Click on Register Application icon. Register Application screen will appear. Here user can register the application.
Click on Register Application button, following screen will display
9.2 Forwarded Applications

Click on “Forwarded Applications” link. List of all forwarded application will appear as shown in figure below:

Against each application user can take four action i.e. View, Print, Forward & Register by clicking on respective icon.

9.3 Registered Applications

Click on “Registered Applications” link. List of all registered application will appear as shown in figure below:

Against each application user can take four actions i.e. View, Print, Forward & Action Taken by clicking on respective icon.

- View Application Button: User can view the application by clicking on view application icon.
- Print Application Button: User can take out the print of an application by clicking on Print Application.
- Forward Application Button: User can forward the application to different authorities by clicking on forward application icon.
- Action Taken Button: User can take various actions against each application by clicking on Action Taken icon.
Click on Action Taken icon. Following screen will appear:

User can take any action against application.

For example if user selects 'Clarification required' then following screen will appear
Enter Compliance Date
Click on Submit button
After submitting, status will get updated according to selected Action Taken which has been shown in screen below:

Same process can be performed for rest of all options.
If user selects Interaction with Applicant then following screen will appear
Enter Interaction Date
Click on Submit button, status will get updated according to selected Action Taken
User can see the application letter by clicking on 'Print Letter' button as shown in below screen:
When user choose action taken as "Counseling to both parties" following screen will display:

To,
Jyoti Sethi Roy
134/6, Nirankari Colony,
First floor, opp metro tyres,
Delhi.

Subject: Disposal of Application.

Sir / Madam,

The request of the applicant is to get legal advice on service matter. Applicant is resident of Nirankari Colony, Delhi and as such she is advised to approach nearby District Legal Services Authority, North West District, Room No. 306, Rohini Courts, Delhi =Ph No 27555536 email ID northwest-dlsa@nic.in or Delhi State Legal Services Authority, Pre-fab Building, Patiala House Court, New Delhi -Ph NO= 23342222 email id dlsathebest@gmail.com or helpline no.1516.

In view of the above, present applicant stands disposed of.

National Legal Service Authority
Enter Counseling Date
Click on Submit button, status will get updated according to selected Action Taken

If user selects action taken as "Opinion of lawyer on suitability of case" following screen will display:-
Select advocate type by selecting any radio button
Select advocate
Enter compliance date
Enter Remarks
Click on Submit button

If user selects action taken as “Filed” following screen will display:

- Enter Filed date
- Select Filing Reason
- Click on Submit button and status will get updated according to selected action taken
If user selects action taken as "Lawyer Assigned and Application Disposed" following screen will display:

- Select advocate type by selecting any radio button
- Select advocate
- Enter Remarks
- Click on Submit button
If user selects action taken as "Application Disposed" following screen will display:

- Enter Disposal date
- Enter Remarks
- Click on Submit button and status will get updated according to selected action taken

<table>
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<tr>
<th>#</th>
<th>Registration Number (Diary Number)</th>
<th>Registration Date</th>
<th>Authority Type</th>
<th>Applicant Name</th>
<th>Category</th>
<th>Status</th>
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<td>1</td>
<td>NALSA/00008/2017 (04/0011/2017)</td>
<td>18/04/2017</td>
<td>NALSA</td>
<td>Jyoti Sethi Roy</td>
<td>Woman</td>
<td>Application Disposed</td>
</tr>
</tbody>
</table>
9.4 Filed Applications

In the "Filed Applications" screen, a list of all filed applications will appear. All those applications whose action taken is selected as "Filed" will show here.

9.5 Disposed Applications

In the "Disposed Applications" screen, a list of all disposed applications will appear. All those applications whose action taken is selected as "Disposed" will show here.

User can take three actions against each application i.e. View, Print and Action Taken.

9.6 Submitted Reminders/Clarifications

In this screen, reminders and clarifications submitted by the user on the "Reminder/Clarification" page for applications will be displayed, and the screen of this section will be displayed as below:
9.7 Track Your Application

This section provides provision to Track a Filed application

- Click on Track Your Application. The Track Your application form will be displayed as shown in the figure below:

- Select either Diary No or Registration No.
- If Diary Number is selected then the following fields will display:
  - Month
  - Number
  - Year
- If Registration Number is selected then the following fields will display:
  - Authority Type
  - Number
  - Year
 ço Fill the fields.
  
 ço Click on Submit button.
  
 ço Status of Application will generate as shown in figure below :-
10. Lawyer Management

Lawyer Management action has been divided into two categories i.e. Lawyer List & Application Assigned

10.1 Lawyer List

User can see the list of all lawyers in Lawyer Detail page. Click on Lawyer list, "Lawyer Detail" page will appear as shown in figure below:

- User can edit the details of Lawyer. To edit details, click on Edit details, form will appear in editable mode. Update details and click on submit button, detail will get edited.
- User can also create a lawyer. To create lawyer, click on Add Lawyer.
On click on Add Lawyer, form will appear to add lawyer details.

Fill all mandatory fields and click on submit button, lawyer will get create and will appear in Lawyer Details.

Note: User can also search any data by using Search text field.
10.2 Applications Assigned

The applications to which lawyer is assigned will appear in this page.

View - To view the application, click on View button. On click on view button, application will appear in non-editable mode and edit button will appear in the page. User can edit the application by clicking on Edit button. On click on Edit button, application will appear in editable mode.

Print - To take the print out of application, click on Print button.

Case Details - To add the case details of application, click on Case Details. Case details form will appear as shown in figure below:

11. Legal Service Data Management:

Legal Service Data Management action has been divided into 12 sub categories as shown in figure below:
11.1 National Lok Adalat

User can view the details of Lok Adalat which held for different authorities i.e. NALSA, SCLSC, HCLSC, SLSA, DLSA and TLSC.

- Click on National Lok Adalat under Legal Service Data Management group
- List of National Lok Adalat held will appear in Tabular form as shown in figure below:
Note: - User can verify the National Lok Adalat details by clicking on Verify button.

➢ To add National Lok Adalat details, click on Add National Lok Adalat Details link

➢ Form will appear to add National Lok Adalat Details as shown in figure below:-
After filling details, click on submit button, details will get added and will display in National Lok Adalat Detail Table.

### 11.2 Permanent Lok Adalat

User can view the details of Permanent Lok Adalat which held for different authorities i.e. NALSA, SCLSC, HCLSC, SLSA, DLSA and TLSC.

- Click on Permanent Lok Adalat under Legal Service Data Management group
- List of Permanent Lok Adalat held will appear in Tabular form as shown in figure below:
Note: - User can verify the National Lok Adalat details by clicking on Verify button

➢ To add Permanent Lok Adalat details, click on "Add Permanent Lok Adalat Details"
After filling details, click on submit button, details will get added and will display in Permanent Lok Adalat Detail Table as shown in figure below:-
11.3 Lok Adalat (u/s 19)

User can view the details of Lok Adalat (u/s 19) which held for different authorities i.e. NALSA, SCLSC, HCLSC, SLSA, DLSA and TLSC.

- Click on Lok Adalat (u/s 19) under 'Legal Service Data Management' group
- List of Lok Adalat (u/s 19) held will appear in Tabular form as shown in figure below:

To add Lok Adalat (u/s 19) details, click on "Add Lok Adalat Details (u/s 19)".
Form will appear to add Lok Adalat Details (u/s 19) as shown in figure below:

![Lok Adalat (U/S 19) Form]

After filling details, click on submit button, details will get added and will display in Lok Adalat (u/s) Detail Table.

11.4 Mobile / Field Lok Adalat

User can view the details of Mobile / Field Lok Adalat which held for different authorities i.e. NALSA, SCLSC, HCLSC, SLSA, DLSA and TLSC.

- Click on Mobile / Field Lok Adalat under Legal Service Data Management group
- List of Mobile / Field Lok Adalat held will appear in Tabular form as shown in figure below:
To add Mobile / Field Lok Adalat details, click on the Add Mobile / Field Lok Adalat Details button.

Form will appear to add Mobile / Field Lok Adalat Details as shown in figure below:
After filling details, click on submit button, details will get added and will display in Mobile / Field Lok Adalat Detail Table.
11.5 Jail Lok Adalat

User can view the details of Jail Lok Adalat

- Click on Jail Lok Adalat under Legal Service Data Management group
- List of Jail Lok Adalat held will appear in Tabular form as shown in figure below:

![Jail Lok Adalat Table](image)

Note: - User can verify the details on click on Verify button.

- To add Jail Lok Adalat details, click on “Add Jail Lok Adalat Details”

![Add Jail Lok Adalat Details](image)

- Form will appear to add Jail Lok Adalat Details as shown in figure below:-
After filling details, click on submit button, details will get added and will display in Jail Lok Adalat Detail Table.

11.6 Settlement through Mediation

User can view the Settlement through Mediation details.

- Click on Settlement through Mediation under Legal Service Data Management group
- List regarding the details of Settlement through Mediation will appear in Tabular form as shown in figure below:
To add Settlement through Mediation details, click on "Add Settlement through Mediation" link.

Form will appear to add Settlement through Mediation Details as shown in figure below:

After filling details, click on submit button, details will get added and will display in Settlement through
Mediation Detail Table.

### 11.7 Legal Services Beneficiaries

User can view the Legal Service Beneficiaries detail.

- Click on Legal Service Beneficiaries under Legal Service Data Management group
- List regarding the details of Legal Service Beneficiaries will appear in Tabular form as shown in figure below:

![Legal Services Beneficiaries Table](image1)

- To add Legal Service Beneficiaries details, click on "Add Legal Service Beneficiaries" link

![Add Legal Services Beneficiaries](image2)

- Form will appear to add Legal Service Beneficiaries Details as shown in figure below:
After filling details, click on submit button, details will get added and will display in Legal Service Beneficiaries Detail Table.

11.8 Awareness Camps / Programmes

User can view the Awareness Camps / Programmes detail.

- Click on Awareness Camps / Programmes under Legal Service Data Management group
- List regarding the details of Awareness Camps / Programmes will appear in Tabular form as shown in figure below:
➢ To add Awareness Camps / Programmes details, click on "Add Awareness Camps / Programmes" link

➢ Form will appear to add Awareness Camps / Programmes Details as shown in figure below:-
After filling details, click on submit button, details will get added and will display in Awareness Camps / Programmes Detail Table.

11.9 Para Legal Volunteers

User can view the Para Legal Volunteers detail.

- Click on Para Legal Volunteers under Legal Service Data Management group
➢ List regarding the details of Para Legal Volunteers will appear in Tabular form as shown in figure below:

![Para Legal Volunteers Table]

➢ To add Para Legal Volunteers details, click on Para Legal Volunteers link

![Para Legal Volunteers Form]

➢ Form will appear to add Para Legal Volunteers Details as shown in figure below:-
After filling details, click on submit button, details will get added and will display in Para Legal Volunteers Detail Table.

11.10 Legal Service Clinic

User can view the Legal Service Clinic detail.

- Click on Legal Service Clinics under Legal Service Data Management group
- List regarding the details of Legal Service Clinic will appear in Tabular form as shown in figure below:

- To add Legal Service Clinics details, click on “Add Legal Service Clinics Details” link
Form will appear to add Legal service Clinics Details as shown in figure below:

After filling details, click on submit button, details will get added and will display in Legal Service Clinics Detail Table.
11.11 R/O Victim Compensation Scheme

User can view the R/O Victim Compensation scheme details.

- Click on R/O Victim Compensation scheme under 'Legal Service Data Management' group
- List regarding the details of R/O Victim Compensation scheme will appear in Tabular form as shown in figure below:

![R/O Victim Compensation Scheme](image)

- To add of R/O Victim Compensation scheme details, click on 'Add R/O Victim Compensation scheme Details' link

![Add R/O Victim Compensation Details](image)

- Form will appear to add of R/O Victim Compensation scheme Details as shown in figure below:
After filling details, click on submit button, details will get added and will display in R/O Victim Compensation scheme Detail Table.
11.12 Training Programmes

User can view the Training Programmes details.

- Click on Training Programmes under Legal Service Data Management group
- List regarding the details of R/O Victim Compensation scheme will appear in Tabular form as shown in figure below:

![Training Programmes Table](image1)

- To add Training Programmes details, click on Add Training Programmes Details link

![Add Training Programmes Details](image2)

- Form will appear to add Training Programmes Details as shown in figure below:-

![Add Training Programmes Details Form](image3)
After filling details, click on submit button, details will get added and will display in Training Programme Detail Table.

12. Fund Management
This action has been divided into two parts i.e. Funds Received & Fund Utilization
12.1 Funds Received

To add funds detail click on Funds Received, Add Funds Details screen will appear as shown in figure below:

- Fill the details.
- Click on Submit button, details will get added.

12.2 Fund Utilization

To view the fund utilization details, click on Fund Utilization.
To add Fund Management details, click on Add Fund Management

- Fill the details.
- Click on Submit button, details will get added.
13. Reports

Reports category has been divided into two sub categories i.e. Reports & Advance Search as shown in figure below:-

![Reports Category](image)

13.1 Reports

- Click on Reports under Report group. Here User can generate the reports for all those authorities/committees which are under the logged in authority/committee and for those sub categories which fall under Legal Service Data Management category.

<table>
<thead>
<tr>
<th>S No.</th>
<th>Report Name</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>National Lok Adalat Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Permanent Lok Adalat Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lok Adalat (u/s 19) Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mobile / Field Lok Adalat Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Jail Lok Adalat Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Settlement through Mediation Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Legal Service Beneficiaries Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Awareness Camps/Programmes Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Para Legal Volunteers Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Legal Service Clinics Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>RTO Victim Compensation Schemes Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Training Programmes Report</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Jail Applications</td>
<td>Legal Service Data Management</td>
<td></td>
</tr>
</tbody>
</table>

13.1.1 National Lok Adalat Report

If user wants to see report of National Lok Adalat then click on National Lok Adalat Report link, following screen will display:-
To view the reports do the following steps:

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:
### National Lok Adalat Information

**Search Result For: Authority Type: All State - All Subject Category - All Lok Adalat Date - 01/04/2017, Lok Adalat Date - 01/06/2017.**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category</th>
<th>No Of Adalats</th>
<th>Pre-Litigation</th>
<th>Pending in Court/Post Litigation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Taken Up</td>
<td>Disposed Of</td>
<td>Settlement Amount</td>
</tr>
<tr>
<td>1.0</td>
<td>ANDHRA PRADESH</td>
<td>4 3</td>
<td>200</td>
<td>7 6</td>
<td>200</td>
</tr>
<tr>
<td>1.1</td>
<td>Bank Recovery Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.2</td>
<td>Criminal Compounded Offence Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.3</td>
<td>Labour Dispute Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.4</td>
<td>Land Acquisition</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.5</td>
<td>MACT Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.6</td>
<td>Matrimonial Disputes</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.7</td>
<td>Nd Act Cases u/s 138</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.8</td>
<td>Other Civil Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.9</td>
<td>Others</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1.10</td>
<td>Revenue Cases</td>
<td>0 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>4 3</td>
<td>200</td>
<td>7 6</td>
<td>200</td>
</tr>
</tbody>
</table>

---

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13.1.2 Permanent Lok Adalat Report

If user wants to see report of Permanent Lok Adalat, then click on Permanent Lok Adalat Report, following screen will display:

![Permanent Lok Adalat Report](image)

To view the reports do the following steps:

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

![Permanent Lok Adalat Report Result](image)

13.1.3 Lok Adalat (U/S 19) Report

If user wants to see report of Lok Adalat (U/S 19) then click on Lok Adalat (U/S 19) Report, then:

![Lok Adalat (U/S 19) Report](image)
The following screen will display:

![Lok Adalat (U/s 19) Report](image)

To view the reports do the following steps:

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

![Lok Adalat (U/s 19) Report Result](image)
13.1.4 Mobile / Field Lok Adalat Report

If user wants to see report of Mobile / Field Lok Adalat then click on Mobile / Field Lok Adalat Report link,

To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:-
13.1.5 Jail Lok Adalat Report

If user wants to see report of Jail Lok Adalat then click on Jail Lok Adalat Report link,

To view the reports do the following steps:-

- Select Authority Type
- Select State
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:-

13.1.6 Settlement through Mediation Report

If user wants to see report of Settlement through Mediation then click on Settlement through Mediation Report link,
To view the reports do the following steps:

- Select Authority Type
- Select State
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

### Settlement Through Mediation Report Result

- **Period From:** 01/01/2017
- **Period To:** 25/06/2017

#### Search Result For: Authority Type - 1, Mediation Date - 01/01/2017, Mediation Date - 25/06/2017,

<table>
<thead>
<tr>
<th>S No.</th>
<th>ADR Centers</th>
<th>Established</th>
<th>Functioning</th>
<th>Under Construction</th>
<th>Judicial Officer Trained</th>
<th>Judicial Officer Deployed</th>
<th>Lawyers Trained</th>
<th>Lawyers Deployed</th>
<th>Any Other Trained</th>
<th>Any Other Deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 13.1.7 Legal Services Beneficiaries Report

If user wants to see report of Legal Services Beneficiaries, then click on Legal Services Beneficiaries Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

### Legal Service Beneficiaries Report Result

<table>
<thead>
<tr>
<th>S No</th>
<th>Category</th>
<th>Providing Panel Advocate</th>
<th>Advice/Counselling</th>
<th>Other Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 13.1.8 Awareness Camps / Programmes Report

If user wants to see report of Awareness Camps / Programmes then click on Awareness Camps / Programmes Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:-

### 13.1.9 Para Legal Volunteers Report

If user wants to see report of Para Legal Volunteers then click on Para Legal Volunteers Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

13.1.10 Legal Services Clinics Details Report

If user wants to see report of Legal Services Clinics Details then click on Legal Services Clinics Details Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:

13.1.11 R/O Victim Compensation Report

If user wants to see report of R/O Victim Compensation then click on R/O Victim Compensation Details Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:-

13.1.12 Training Programmes Report

If user wants to see report of Training Programmes then click on Training Programmes Details Report link,
To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Category
- Enter Period From
- Enter Period To
- Click on Generate Report. Report will get generated as shown in figure below:-

13.1.13 Under Trial Prisoners Report

If user wants to see report of Under Trial Prisoners then click on Under Trial Prisoners link,

To view the reports do the following steps:-

- Select Authority Type
- Select State
- Select Jail
- Select Offence Charges
- Enter Custody Date From
- Enter Custody Date To
- Click on Generate Report. Report will get generated as shown in figure below:-
13.2 Advance Search

User can search record through single or multiple parameters.

- Click on Advance Search under Reports group. Advance search page will display as shown in figure below:

![Advance Search Page]

- Select one or more than one field and click on Search button.
Record will display according to selected fields.

14. User Management

User Management category has been divided into three sub categories:

14.1 Change Password

Authority/Committee can change the password of their login through the Change Password form which is shown below:

- Fill Existing Password & New Password
- Click on Submit button, password will get change.
14.2 Create User

To create a user, click on Create user link, an Add User form will appear as shown in figure below:

- Fill the Mandatory Fields
- Click on Create User

After click on Create User button, following message will display:-
14.3 User List

To view the list of user, click on User List link, List of all users which were created on Create User form will appear as shown in figure below:-

<table>
<thead>
<tr>
<th>S No.</th>
<th>Userid</th>
<th>Name</th>
<th>Address</th>
<th>PinCode</th>
<th>Mobile</th>
<th>Email</th>
<th>Designation</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>dlsamp_rajgarh</td>
<td>DLSA RAJGARH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>dlsag_debhumidwarka</td>
<td>DLSA DEBHUMIDWARKA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>dlska_shivamogga</td>
<td>DLSA SHIVAMOGGA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>tscap_nandigama67</td>
<td>TLSC NANDIGAMA67</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>dlsrj_merta</td>
<td>DLSA MERTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>dlsaramanagara</td>
<td></td>
<td></td>
<td>7090603555</td>
<td></td>
<td><a href="mailto:dineshyothi009@gmail.com">dineshyothi009@gmail.com</a></td>
<td>Administrative Assistant</td>
<td>DLSA</td>
</tr>
</tbody>
</table>

*** END OF DOCUMENT ***