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LAW DEPARTMENT

NOTIFICATION

The 12th February, 2013

S.R.O. No.92/2013— In exercise of the power conferred by Section 28 of the Legal Services Authorities Act, 1987(39 of 1987), the State Government, in consultation with the Chief Justice of the Odisha High Court, do hereby make the following rules further to amend the Odisha State Legal Services Authority Rules, 1996, namely:—

1. (1) These rules may be called as the Odisha State Legal Services Authority (Amendment) Rules, 2013.

(2) They shall come into force from the date of their publication in the *Odisha Gazette*.

2. In the Odisha State Legal Services Authority Rules, 1996, (hereinafter referred to the said rules), in rule 2 after clause (e) the following clause shall be inserted, namely:—

“(e-i) Permanent Lok Adalat” means Permanent Lok Adalat under Section 22B”.

3. In the said rules, after rule 7, the following rule shall be inserted, namely:—

“7A.(1) The Permanent Lok Adalat shall have such number of employees to render assistance in day to day work and perform such other function as or as assigned to them by the Chairman of the Permanent Lok Adalat.

(2) The employees of the Permanent Lok Adalat shall be entitled to draw pay and allowances as admissible in the Scale of Pay as indicated against each post in Schedule-E to these Rules.

(3) In all the matters relating to service conditions of the employees of the Permanent Lok Adalat shall be governed by the Rules/Regulations/Notifications/ other Circulars of the State Government as are applicable to person holding equivalent posts in the State Government Services.”

4. In the said rules for SCHEDULE-A to these rules, the following SCHEDULE shall be substituted, namely:—

“ SCHEDULE-A

[See rules 6 & 7(1)]

Sl. No.	Nomenclature of posts	Scale of Pay	No. of posts	Job description
(1)	(2)	(3)	(4)	(5)
1	Deputy Secretary in the cadre of Senior Civil Judge.	Own Scale of Pay (He shall be entitled special pay as admissible to officers of that grade)	1(One)	To render Secretarial assistance to the Member-Secretary of the State authority.
2	Establishment Officer	9,300-34,800 plus G.P. of Rs.5400/P.M.	1(One)	To remain in charge of Office Establishment.
3	Superintendent Level-I	9,300-34,800/- G.P. Rs. 4,600/-	2(Two)	To remain in overall charge of the work of Class III and Class-IV employees. Besides, his primary duty shall be in relation to correspondence, maintenance of records, statistics and information of legal aid activities and dealing with urgent important matters, or, the duty as may be assigned by the Member-Secretary.
4	Superintendent, Level-II (Group –B)	9,300-34,800/- plus G.P.Rs.4200/-	1(One)	He will perform the duties as assigned by the Member-Secretary.
5	Personal Assistant to the Member-Secretary (Group-C)	9,300-34,800/- plus G.P. Rs 4,200/-	1 (One)	He will function as the Personal Assistant to the Member-Secretary.
6	Senior Stenographer to the Deputy Secretary (Group-C)	9300-34,800 plus G.P.Rs.4200/-	1 (One)	He will function as the Stenographer to the Deputy Secretary.

(1)	(2)	(3)	(4)	(5)
7	Senior Assistant(One) being accounts knowing (Group-C)	9300-34,800 plus G.P.Rs.4200/-	3(three)	(i)To remain in charge of legal aid applications and Lok Adalat. He will accompany to the Member-Secretary or Deputy Secretary to the place of legal aid programmes like Lok Adalat and other legal aid activities like holding of para-legal training camps, Legal Literacy Camps , Seminars and Workshops ,etc. as and when required. (ii)To remain in charge of statistics information, figures and progress report, library and accounts etc.
8	Junior stenographer (Group-C)	5200-20,200 G.P.Rs.1900/-	1(One)	He will perform the duties as assigned by the Member-Secretary
9	Junior Assistant (Group-C)	5200-20,200 G.P. Rs.1900	6 (Six)	1. To remain in charge of stationery, stock of furniture and forms, cash and vehicles. 2. To deal with District Authority, High Court/Taluk Committee's files and record. 3. The duties as assigned by the Member-Secretary.
10	Senior Grade Typist (Group-C)	5200-20200 G.P. Rs.2400/-	1(One)	To remain in charge of despatch & postal accounts or duties assigned by the Member Secretary.
11	Junior Grade typist (Group-C)	5200-20200 G.P. Rs.1900/-	1(One)	As prescribed for equivalent post in State Government Offices.
12.	Junior Grade Diarist (Group-C)	5200-20200 G.P. Rs.1900/-	1(One)	To maintain dairy & other relevant to the correspondence, received.
13.	Driver (Group-C)	5200-20200 G.P. Rs.1900/-	3 (Three)	The duty provided for equal post in State Government Offices.

(1)	(2)	(3)	(4)	(5)
14	Peon	4,750-14,680/- plus G.P. Rs. 1,500/-	5 (Five)	To perform the duties as may be entrusted by the Member-Secretary.
15	Sweeper-cum-Watchman	-ditto-	1 (One)	He is to watch the office building and sweep the rooms of the office.

Note:— the manner of recruitment and appointment of Officers and employees shall be such as the State Legal Services authority may, subject to the approval of the State Government.

5. In the said rules, after SCHEDULE-D, to these rules, the following SCHEDULE shall be inserted, namely:—

“ SCHEDULE-E

[See rule-7A]

Sl. No.	Name of the Posts	Scale of Pay	Number of Posts	Job description
(1)	(2)	(3)	(4)	(5)
1	Sr. Stenographer	Rs.9300-34,800/- G.P. Rs.4200/-	1(One) in each Permanent Lok Adalat	To function as the Stenographer to the Chairman and deal with confidential matters under the direction of the Chairman of the Permanent Lok Adalat .
2	Bench Clerk	Rs.9300-34,800/- G.P. Rs.4200/-	1(One) in each Permanent Lok Adalat	To deal with the case records and place the same before the Permanent Lok Adalat and to perform such other duties as assigned to him by the Chairman of the Permanent Lok Adalat.
3	Senior Clerk (Accounts)	Rs.5200-20,200/- G.P. Rs.2400/-	1(One) in each Permanent Lok Adalat	To deal with accounts and financial matters, remain in-charge of all the Registers of Accounts, to remain in-charge

(1)	(2)	(3)	(4)	(5)
	Senior Clerk (Accounts)			of statistical information's, figures, progress reports, library and to perform any other duties as assigned to him by the Chairman of the Permanent Lok Adalat.
4	Jr.Clerk-cum-Typist	Rs.5200-20,200/-, G.P. Rs.1900/- Knowledge in Computer is essential	2(Two) in each Permanent Lok Adalat	(i) To receive and register applications/petitions, maintain registers relating to them, to remain in custody of all office files, case records, prepare copies and maintain the connected registers and attend such other works as assigned to him by the Chairman. (ii) To remain in-charge of Process registers, Issue and Receive registers Forms, Stationeries and furniture and to perform such other duties as assigned to him by the Chairman.
5	Peon (Orderly and Office)	Rs.4,750-14,680/- plus G.P. Rs.1500/-	2(Two) in each Permanent Lok Adalat	(i) The Office peon shall be attached to the Office Establishment to assist the Bench Clerk, the Sr.Clerk and Jr.Clerk-cum-Typist in movement of case records, registers, distribution of local daks and to render assistance in Bank and Treasury transaction and to attend such other works as assigned to him by the Chairman. (ii) The orderly peon will carry out the order of the Chairman.

(1)	(2)	(3)	(4)	(5)
6	Process Server	Rs.4,750-14,680/- plus G.P. Rs.1500/-	1(One) in each Permanent Lok Adalat	To carry and serve process and render assistance to Jr.Clerk in-charge of Process Register in maintenance of the said register.

Note: — The manner of recruitment, appointment, promotion, transfer and posting of staff of the Permanent Lok Adalat shall be such as the State Legal Services Authority may determine under approval of State Government”.

[No.1676-LSA-03/13/L.]

By order of the Governor

S.K. MOHANTY

Principal Secretary to Government, I/C
Law Department