

## LAW AND JUDICIARY DEPARTMENT

Mantralaya, Bombay 400 032, dated the 10th January 1989

No. LAB-4087/(179)-XIV.—The following Maharashtra State Legal Aid Camp Rules, 1989 made by the Maharashtra State Legal Aid and Advice Board, are hereby published for general information :—

## NOTIFICATION

## MAHARASHTRA STATE LEGAL AID AND ADVICE BOARD

## LAW AND JUDICIARY DEPARTMENT

Mantralaya, Bombay 400 032, dated the 10th January 1989

## MAHARASHTRA STATE LEGAL AID AND ADVICE SCHEME, 1979

No. LAB. 4087/(179)-XIV.—Whereas, for the purpose of effective implementation of the Legal Services Programmes in the State, the Maharashtra State Legal Aid and Advice Board has established District Legal Aid and Advice Committees, Taluka Legal Aid and Advice Committees and the Legal Aid Clinics in the State;

And Whereas, sub-clauses (g), (h), (i), (j), (k) and (n) of clause (2) of paragraph 4 of the Government Resolution, Law and Judiciary Department, No. LAB-1080/(208)-XIV, dated the 30th October 1980 provide various programmes for extending legal services to the weaker sections of the community through the Committees and Clinics;

And Whereas, for the purpose of increasing the efficiency of the Committees<sup>s</sup> and Clinics in respect of providing free legal services to the weaker sections of the community, a proposal to formulate a scheme for legal aid camps was under consideration of the Board for some time past;

Now, therefore, in pursuance of sub-clauses (g), (h), (i), (j), (k) and (n) of clause (2) of paragraph 4 read with clause (2) of paragraph 16 of the Government Resolution, Law and Judiciary Department, No. LAB-1080/(208)-XIV, dated the 30th October 1980 and of all other powers enabling it in that behalf the Maharashtra State Legal Aid and Advice Board, in supersession of all the previous orders issued by it in this behalf with the previous approval of the State Government hereby makes the following rules in that respect, namely :—

## CHAPTER I

## PRELIMINARY

1. *Short title and commencement.*—(1) These rules may be called 'the \*Maharashtra State Legal Aid Camp Rules, 1989'.

(2) They shall come into force from the date of publication of these rules in the *Official Gazette*—

2. *Definitions.*—(1) In these rules, unless the context requires otherwise,—  
(i) 'Board' means the Maharashtra State Legal Aid and Advice Board;

\*These rules were first published in the *Maharashtra Government Gazette*, Part IV-A, dated the 23rd February 1989 on page No. 114.

(ii) 'Board Rules' means the Maharashtra State Legal Aid and Advice Board Rules, 1981;

(iii) 'Clinic' means a legal aid Clinic established by the Board under the Maharashtra State Legal Aid Clinic Rules, 1986, in the Law Colleges or Law Faculties of Universities in the State;

(iv) 'Committee' means the Bombay Legal Aid and Advice Committee, the Nagpur Legal Aid and Advice Committee, or the Aurangabad Legal Aid and Advice Committee or the District Legal Aid and Advice Committee or, as the case may be, the Taluka Legal Aid and Advice Committee constituted in accordance with the Maharashtra State Legal Aid and Advice Scheme, 1979, and also includes sub-Committees and Legal Aid Centres constituted under sub-clause (4) of clause 12 of the said Scheme;

(v) 'Counselling Centre Rules' means the Maharashtra State Legal Aid and Advice Counselling Centre Rules, 1986;

(vi) 'Counselling Centre' means the Counselling Centre established under the Maharashtra State Legal Aid and Advice Counselling Centre Rules, 1986;

(vii) 'Legal Aid Scheme' means the Maharashtra State Legal Aid and Advice Scheme, 1979;

(viii) 'Legal Aid Camp' means a programme organized for extending legal aid and for providing free legal services to the weaker sections of the community;

(ix) 'Member-Secretary' means the Member-Secretary of the Committee and includes Secretary of the sub-Committee or Legal Aid Centre constituted under sub-clause (4) of clause 12 of the Legal Aid Scheme and Member-Secretary of the Clinic constituted under the Maharashtra State Legal Aid Clinic Rules, 1986;

(x) 'office-bearers' means the Chairman, Vice-Chairman, Member-Secretary and the Joint Secretary of the Committee or the Chairman, Director and the Member-Secretary of the Clinic;

(xi) 'organizers' means the office bearers and the members of the concerned Committees or Clinics or both Committees and Clinics;

(xii) 'officer' or 'Government officer' means an officer of Government or, as the case may be, of semi-Government, local authority, public undertaking acting in his official capacity;

(xiii) 'social worker' means a person having background of social work and interested in the Legal Aid work.

(2) The words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Maharashtra State Legal Aid and Advice Scheme, 1979.

## CHAPTER II

## HOLDING OF CAMPS

3. *Organizing Camps.*—(1) Every District Committee, Taluka Committee or Clinic shall periodically organize Camps at different places in the areas coming within their jurisdiction.

(2) If a Camp is conducted by a District Committee or a Clinic and the place of such Camp comes within the jurisdiction of a Taluka Committee, then such Camp may be conducted in consultation with the concerned Taluka Committee and with the co-operation of that Taluka Committee.

(3) Every Committee and Clinic shall endeavour to organize at least six Camps in a year.

4. *Spreading of Legal Literacy and extending legal assistance.*—During the Camps, every Committee or Clinic shall make efforts :—

(a) to promote Legal Literacy and create awareness among the weaker sections of the community in regard to the rights, benefits and privileges conferred upon them by social welfare legislation and other enactments;

(b) to enlighten the people in rural areas about the agrarian reforms and facilities made available to them by the Central Government and the State Government from time to time and to render legal services wherever necessary;

(c) to arrange for publicity of—

(i) important legislation and schemes concerning women, bonded labour, industrial workers, agricultural labour, tenants, agriculturists, Scheduled Castes, Scheduled Tribes and other weaker sections of the community, and

(ii) legislation dealing with social and economic reforms etc.

(d) to render assistance to the members of the weaker sections of the society in complying with necessary legal requirements in order to secure the benefits under the various schemes sponsored by the Central or the State Government for the welfare of the public in general or of any section thereof, and

(e) to take the legal assistance to the door-steps of the poor and to render maximum service to the poor at the site of the Camp.

## CHAPTER III

## PROCEDURE FOR ORGANIZING CAMPS

5. *Involvement of Social Workers.*—(1) The persons participating in the Camps shall be socially dedicated persons imbued with a spirit of service to the people.

(2) The programmes of Camps shall be aloof from politics and political parties.

6. *Procedure for organizing Legal Aid Camps.*—(1) The office bearers of the local Committee or the Clinic shall initiate the proposal to organize the Legal Aid Camp. Then the matter shall be brought before the concerned Committee or Clinic for consideration and approval.

(2) After the proposal is approved by the concerned Committee or Clinic, the said Committee or clinic shall endeavour to associate the local Bar Association, social organizations, social workers, charitable trusts and educational institutions etc. with the proposed Legal Aid Camp as far as possible.

(3) If the proposal is initiated by the Taluka Committee or clinic, then the concerned District Committee shall endeavour to associate itself with the proposed Legal Aid Camp and extend all possible help to the concerned Taluka Committee or as the case may be the Clinic and see that the said Camp is organized successfully.

7. *Previous intimation to the Board.*—(1) Prior intimation of the organization of the Legal Aid Camp shall be given to the Board by the concerned committee or Clinic.

(2) While sending the intimation to the Board, the following information shall be furnished :—

- (i) the place where the Legal Aid Camp is proposed to be arranged;
- (ii) the date on which the proposed Camp is going to be organized;
- (iii) the name of the Committee within whose jurisdiction the place of the Camp comes;
- (iv) whether the agencies mentioned in sub-rule (2) of rule 6 have agreed to associate themselves;
- (v) the financial position of the Committee or clinic organizing the Camp;
- (vi) whether additional grants are required for the proposed Legal Aid Camp and, if so, the following details may be given :—

- (a) the grants allotted to the concerned Committee or Clinic;
- (b) the head-wise expenditure incurred so far;
- (c) the balance of grants available for use;
- (d) the amount of additional grants required;
- (e) the detailed item-wise expenditure proposed to be incurred during the Camp;
- (f) the reasons for demanding additional grants;
- (vii) the class or category of persons for whom the Camp is going to be organized;
- (viii) whether the persons attending the Camp belong to the local area or will be coming from other villages or places;
- (ix) approximate number of persons attending the Camp;
- (x) whether the Camp is proposed to be organized for one single category or different categories of persons such as women, Scheduled Castes, Scheduled Tribes, agriculturists, labourers, etc.;

- (xi) number of Legal Aid Camps previously held at the said place;
- (xii) the nature of assistance proposed to be extended by the agencies mentioned in sub-rule (2) of rule 6;
- (xiii) whether any organization has agreed to serve lunch, breakfast, tea etc. in the Camp or agreed to share any expenditure in this connection;
- (xiv) whether any special assistance is required from the Board;
- (xv) any other relevant information relating to the programme of the Camp.

8. *Involvement of Ex-officio members.*—(1) After the decision to organise a Legal Aid Camp is taken by a Committee or Clinic the *ex-officio* members of the said Committee or Clinic shall personally endeavour to involve themselves in the organization of the proposed Legal Aid Camp.

(2) The *ex-officio* members of the Committee or Clinic shall issue special circulars to their subordinate officers functioning at the place where the Legal Aid Camp is proposed to be organized requesting them to render all requisite help. They may also request the said subordinate officers to—

- (i) give publicity to the said Camp;
- (ii) persuade the persons to attend the Camp;
- (iii) persuade the persons to avail of the opportunity of obtaining knowledge about the laws and schemes during the Camp;
- (iv) persuade the persons to present their grievances if any during the Camp.
- (v) inform the people to get applications or petitions prepared by the social workers in the Camp.

9. *Pre-arrangements.*—(1) A special messenger shall be sent in advance to the place where the Legal Aid Camp is proposed to be held for making the requisite arrangements by contacting the various authorities, social organizations, social workers and Charitable Trusts, etc.

(2) A meeting of the office bearers of the social organizations etc. may be called in which the possibility and the extent of their participation in the Camp may be discussed with particular reference to publicity, conveyance and food etc.

10. *Utilization of services of law students, etc.*—If it is possible, the concerned Committee or Clinic may send some students, preferably law students, to the place of the proposed Legal Aid Camp in advance for undertaking the work specified in rule 9.

11. *Objects of Legal Aid Camp.*—The objects of Legal Aid Camp shall be,—

- (a) to create a strategy for reaching to the poor and taking legal assistance to their door steps;
- (b) to spread legal literacy; and
- (c) to give a boost to the legal aid programmes;

12. *Period required for completion of the actions.*—As far as possible all actions specified in rules 6, 7, 8, 9 and 10 may be completed well in advance of the date of holding of the legal aid camp.

13. *Publicity to the proposal.*—After completing the actions specified in rule 12 efforts may be made to give extensive publicity to the proposed Legal Aid Camp through the media of—

(i) television, radio, cinema slides, news-papers, posters and beating of drums etc. in the concerned area;

(ii) special circulars may be issued to all the offices of Government, semi-Government, public undertakings and local bodies situated in the concerned area and local social organizations, charitable trusts, educational institutions, etc.

(iii) special announcements may be made during the dramas, tamashas cinema shows, weekly bazzars, fairs, Yatras, etc.;

(iv) every available forum may be utilized for giving wide publicity to the Legal Aid Camp.

## CHAPTER IV

### ORGANIZATION OF LEGAL AID CAMPS

14. *Venue of Legal Aid Camps.*—The Camps may be organized in the primary or secondary schools, colleges, or trust buildings or the premises belonging to Government, semi-Government, local authority, public undertakings or social organizations or institutions, etc. If other suitable or convenient premises are not available any other premises may be used in consultation with the Chairman of the concerned Committee or Clinic.

15. *Duration of Camp.*—(1) The entire Camp shall be for one day only.

(2) Normal working hours of the Camp shall be from 10 a.m. to 6 p.m. with a convenient lunch break of one hour:

Provided that, the working hours of the Camp may be adjusted according to the convenience of the organizers subject to the condition that all the items of the programme are completed on that day.

(3) As far as possible, Camps may be organized on Sundays or holidays :

Provided that, Camps shall not be organized on the day on which the Committee has organized at its head-quarters other Legal Services Programme such as Lok Nyayalayas, Para-Legal Training Courses, etc.

16. *Language used in the Camps.*—Marathi language shall preferably be used in the Camps.

17. *Eligibility of availing of facilities of Camps.*—The limitation as to the annual income prescribed under clause 19 of the Legal Aid Scheme shall not apply to the persons attending and participating in the Camps.

## CHAPTER V

## WORKING OF LEGAL AID CAMPS

18. *Programme for the Camps.*—The Legal Aid Camp shall be arranged in two sessions. The first session may function from 10 a.m. to 1 p.m. and the second session may function from 2 p.m. to 6 p.m. with a lunch break from 1 p.m. to 2 p.m.:

Provided that, the organizers may adjust the timings of both the sessions downwards or upwards or both, if the circumstances necessitate to do so.

*First session of the Camp*

19. *Programme for the first session.*—(1) The first session may be in the form of a public gathering. The purpose of this session shall be to spread legal literacy among the weaker sections of the society.

(2)(a) There may be two or four main speeches in this session depending upon the availability of lecturers :

Provided that, the main speakers shall not exceed four in number.

(b) The first main speaker may speak on the Legal Aid Scheme and the remaining speakers may speak on different Acts or schemes or on different topics of one single Act or scheme.

(c) Generally, the main speeches may be on the Acts and schemes selected by the organizers from the syllabus appended to the Maharashtra State Para-Legal Training Course Rules, 1989.

(3) There may be an inaugural function with a short speech by a guest invited for the function :

Provided that, the inaugural function shall not be considered as an obligatory part of the first session. As far as possible, efforts may be made to avoid the same.

*Explanation.*—The “Main Speaker” in this chapter means a Speaker who has been designated to deliver a substantial lecture on a given law or topic in a Camp.

(4) As far as possible, the agenda for the first session may be as follows :—

- (i) Welcome and introduction;
- (ii) Inauguration and inaugural speech;
- (iii) The main speech on the Legal Aid Scheme;
- (iv) Two or three main speeches on different Acts or schemes or on different topics on one single Act or Scheme;
- (v) Valedictory speech by the Chairman of the function;
- (vi) Vote of thanks.

(5) After the end of the speeches, the main speakers may give answers to the questions raised by the listeners for few minutes:

(6) As far as possible, specific time limits may be prescribed for each speech so that the session shall not exceed the prescribed period.

20. *Selection of speakers for the Camp.*—(1) The speakers for the Camp shall be drawn from the following professions :—

- (i) Retired or serving Judges of Supreme Court, High Court, District Court, Taluka Court, statutory Tribunal or of any Court;
- (ii) Government Pleaders or Assistant Government Pleaders;
- (iii) Advocates from the Supreme Court, High Court or local Court;
- (iv) Women lawyers;
- (v) Retired or serving officers of the Central or State Government or local authority or public undertakings;
- (vi) Heads of Departments or Deans of Law Faculties of Universities.
- (vii) Retired or serving Principals, Professors, lecturers or teachers in the law colleges or law faculties of Universities.

*Note.*—The leaders and active workers of political parties shall not be appointed as the main speakers in the Camps :

Provided that, the Chairman for the meeting and the chief guest of the function may be drawn from any profession;

(2) As far as possible, important persons in the locality having good influence on the local people may be selected to preside over the function:

Provided that, if any suitable person from the locality is not available, then one of the office bearers of the concerned Committee or Clinic may preside over the function.

(3) Save as provided in sub-rule (3) of rule 19, the organizers may invite a person as a guest or chief guest whose presence may be helpful in boosting the legal aid scheme.

(4) While organizing Legal Aid Camp, the services of lady Advocate may be utilized wherever possible.

21. *Supplementary Programme.*—For any reason, if it is not possible to organize the programme specified in rule 19 during the first session, efforts may be made to arrange any suitable Legal Literacy Programme from the programmes specified in the Maharashtra State Legal Literacy Programme Rules, 1989.

22. *Distribution of Literature.*—The literature containing the information regarding Legal Aid Scheme and the various Acts or schemes may be distributed to the persons attending the Camp during the first session.

23. *Display of books etc.*—The organizers may, with the assistance of the District Publicity Officer, arrange to display the useful books and publications on the social welfare laws etc. for the information of public and for sale at the place of the Camp.

24. *Exhibition on Legal Literacy.*—Efforts may be made to arrange an exhibition on the legal literacy during the Legal Aid Camp with the help of the following material :—

- (i) reprints and books on various Acts and schemes;
- (ii) posters on various Acts and schemes;
- (iii) booklets, pamphlets and leaflets on various Acts and schemes.
- (iv) notifications about the recent amendments to the important Acts and schemes and judgements of High Court and Supreme Court in respect of important social laws;
- (v) charts explaining the important provisions of important Acts and schemes and judgements of High Courts and Supreme Court in respect of important social laws;
- (vi) pictures depicting and explaining the provisions of important Acts and schemes;
- (vii) literatures about the history of important Acts and schemes;
- (viii) important articles of renowned personalities on social laws;
- (ix) models or floats explaining the provisions of important Acts and schemes;
- (x) other important and useful material.

#### *Second session of the Camp*

25. *Programme for the second session.*—(1) The programme of the second session shall be as follows :—

- (i) There shall be one or two booths for extending assistance in respect of non-legal matters;
- (ii) There shall be one or two booths for extending assistance in legal matters;
- (iii) There shall be one or two Counselling Centres consisting of Advocates.

(2) The organizers shall take assistance of the local students and social workers for manning the booths for extending assistance in legal as well as non-legal matters. Subject to the provision of sub-rule (3) of rule 34, according to the necessity, limited number of Advocates and students may be taken from the head-quarters to the Camps.

26. *Booths for extending assistance in non-legal matters.*—(1) The organizers shall post in the first booth as many college students or social workers as possible to man the booths for extending assistance in non-legal matters. The persons may be having various problems in respect of which they want to send applications, petitions or memoranda to various administrative authorities. Workers posted in these booths shall help such persons by writing the applications, petitions, or memoranda addressing them to the appropriate Administrative authorities and ask the persons to go to the particular Counselling Centre in the Camp for further action in the matter.

(2) In the cases of indigent persons, the concerned Committee or Clinic may take the responsibility of dispatching the correspondence at its cost.

(3) The social workers or students of these booths shall maintain a list of persons assisted in the Camp in the following form :—

Serial No.	Name and address of the person assisted	Nature of correspondence written	Administrative authority to whom addressed	The amount spent for dispatching communication
(1)	(2)	(3)	(4)	(5)

27. *Booths for extending assistance in legal matters.*—(1) The organizers shall endeavour to post as many law students or lawgraduate social workers as possible to man the booths in respect of the legal matters. The persons may be having many grievances which are fit to be taken up before the Courts, Tribunals or statutory authorities for their redressal. The students or social workers posted in these booths shall write the applications giving all details about the problems, addressing them to the Member-Secretary of the concerned Committees. Then the persons shall be asked to go to the particular Counselling Centre in the Camp for further action in the matter.

(2) The students or social workers of this booth shall maintain a list of persons assisted by them in the following form :—

Serial No.	Name and address of the assisted persons	Problem in brief	Remarks
(1)	(2)	(3)	(4)

(3) If persons approach for old age pension, disabled pension, widow pension or service pension etc. legal assistance shall be given to them filling the requisite forms, and guiding them about the certificates to be obtained and procedure to be followed for presenting the applications to the concerned officer.

(4) Workers in this booth shall also fill up the 'A' form appended to the Legal Aid Scheme, obtain the signature or thumb mark of the persons and attach it to the formal application and then direct the persons to go to the particular Counselling Centre in the Camp for further necessary action.

28. *Counselling Centres during Camps.*—(1) The organizers shall organize the Counselling Centres, not exceeding four in number, to cope up with the applications for legal aid and advice at the place of the Legal Aid Camp.

(2) The Counselling Centres shall function according to the provisions of the Counselling Centre Rules.

29. *Authority to organize Counselling Centres.*—Notwithstanding anything contained in sub-rule (3) of rule 1 of the Maharashtra State Legal Aid and Advice Counselling Centre Rules, 1986, all the Committees and Clinics shall deem to be authorized to organize Counselling Centres during the Legal Aid Camps organized by them in their jurisdiction.

30. *Attendance of Government officers in Camps.*—As far as possible, all the heads of Departments or offices, and the officers of semi-Government bodies and local bodies and public undertakings having offices at the place where the legal aid camp is held may attend personally the Camp or depute an officer to attend the Camp and render all assistance required for the Camp in all respects including redressing the grievances of persons.

31. *Assistance to the persons in the Camps.*—If any of the grievances expressed by the persons under rules 26 and 27 pertain to their Departments or offices and if it is possible to redress the grievances during the Camp, the concerned officers attending the Camp may endeavour to redress the grievances on the spot and inform the organizers accordingly.

32. *Attendance Register.*—(1) All the staff, office bearers, Members of the Committee or Clinic, students and social workers, who have been asked to attend the Camp for helping the organizers shall attend the Camp in time and attend to the allotted work sincerely.

(2) They shall behave courteously with the members of public and co-workers, officers, etc. during the Camp.

(3) They shall sign the attendance register in token of their attendance in the Camp.

## CHAPTER VI

### REMUNERATION AND ALLOWANCES

33. *Honorarium to the main speakers and Advocates.*—(1) The main speakers delivering lectures as required by sub-rule (2) of rule 19 may be paid an honorarium of Rs. 25 per lecture;

Provided that the main speakers may waive the honorarium wholly or partly and may render their services voluntarily.

(2) The Advocates posted as Duty Counsels in the Counselling Centres during the Camp may be paid the honorarium according to the provisions of the Counselling Centre Rules.

(3) Notwithstanding anything contained in other rules or orders the Judicial Officers, Government or semi-Government officers shall also be eligible to receive the honorarium and travelling expenses for giving main lectures specified in sub-rule (2) of rule 19.

34. *Allowances to the Office-bearers.*—(1) The Office bearers and the members of the Committees or Clinics may draw only travelling allowance according to the rules applicable to them for attending the Legal Aid Camps.

(2) The Office-bearers, members of Committees or Clinics, staff, social workers and students etc. shall not be paid any remuneration for organizing the Camp.

(3) As far as possible, the number of office-bearers and Members of the Committees or clinics attending the Camp may not exceed ten.

## CHAPTER VII

## FINANCE CONTROL AND SUPERVISION OF CAMPS

35. *Finance.*—The expenditure required for conducting Legal Aid Camps shall be made by the concerned Committee or Clinic from the funds placed at its disposal by the Board for the year.

36. *Refreshments to the guests staff and members etc.*—The concerned Committee or Clinic shall make the arrangements for serving snacks and tea to the guests, office-bearers, members of the Committee or Clinic, staff members the students and Advocates brought from outside for participating in the Camp.

37. *Lunch to the guests, staff, etc.*—(1) Lunch to the Office-bearers, members of the Committee or Clinic, staff, Advocates and students brought from outside for participating in the Camp may be served during the lunch period on the day of the Legal Aid Camp.

(2) The concerned Committee or Clinic may take the voluntary assistance from the social organizations, educational institutions, Charitable Trusts, Bar Associations, etc. to undertake to provide lunch to the guests, office-bearers, members of the Committee or Clinic, staff, Advocates and students brought from outside for participating in the Camp :

Provided that, if nobody comes forward to serve the lunch, then the organizers may make arrangements for serving lunch to the office bearers, members of the Committee or Clinic, staff, Advocates and students brought from outside.

38. *Expenditure on organizing the Legal Aid Camps.*—(1) The concerned Committee or Clinic may incur such other expenditure as is required for organizing the Camp.

(2) The expenditure for erection of pendals, photographs, decorations, garlands and other forms of ostentations shall be avoided.

(3) The expenditure incurred in connection with Legal Aid Camp shall be as low as possible.

39. *Control and supervision.*—(1) The Board may control and supervise the Legal Aid Camps through the Office-bearers of the respective Committees or Clinics.

(2) The Member-Secretary of the concerned Committee or the Director of the concerned Clinic shall be responsible for the organization, arrangements, administration and proper functioning of the Legal Aid Camp.

(3) The Camp shall be organized under the overall control, guidance and direct supervision of the Chairman of the concerned Committee or the Clinic.

(4) The organizers shall endeavour to maintain highest quality of professional services in the Legal Aid Camp by engaging competent personnel, and inspecting the programme through the competent persons duly authorised in that behalf.

(5) The statement showing the successful functioning of the Camp shall be placed before the monthly meetings of the concerned Committee or the Clinics.

(6) The Committee or Clinic shall take into consideration the performance of the Legal Aid Camp and find out the ways and means to improve the same in future.

40. *Submission of report about the Camp.*—As soon as the Legal Aid Camp is over the concerned Committee or Clinic shall forward to the Board a report of the Legal Aid Camp held, incorporating the following details :—

- (i) the date of the Camp;
- (ii) the place of the Camp;
- (iii) the title of the Acts or schemes on which lectures were arranged;
- (iv) the number of persons who attended the Camp;
- (v) the number of applications received; for (a) advice; (b) legal aid;
- (c) writing petitions and applications; (d) conciliation; and (e) other matters.
- (vi) steps taken in respect of application for Legal aid in legal matters;
- (vii) steps taken in respect of non-legal matters;
- (viii) steps taken for expediting the disposal of applications by the Administrative Officers in the Camp.
- (ix) expenditure incurred with sufficient details.

*Note.*—Constant follow-up action shall be taken for the effective disposal of the applications submitted to the various Administrative Officers.

## CHAPTER VIII

### MISCELLANEOUS

41. *Transport.*—The arrangement of transport for the office-bearers, members, staff, officers, Advocates and students taken from the head-quarters for participating in the Legal Aid Camp shall be made in accordance with the provisions of the Government Circular, General Administration (Law and Judiciary) Department No. LAB-2886(75)XIV, dated the 17th December 1986.

42. *Publicity.*—Extensive publicity shall be given to the Legal Aid Camp.

43. *Concluding function.*—(1) At the end of the second session there may be a concluding function.

(2) The announcement may be made in the said function about the number of persons who attend the Camp, number and nature of applications received and the action proposed to be taken by the Committee or Clinic in the matter.

44. *Maintenance of List of registered social organizations etc.*—Every Committee or Clinic may maintain a list of registered social organizations, institutions, societies or trusts functioning in its jurisdiction. Whenever a Legal Aid Camp is organized such organizations may be requested to extend their co-operation and assistance for the same.

By order of the Board,  
M. B. PAWAR,  
Member-Secretary.

By order and in the name of the Governor of Maharashtra,  
S. S. DANI,  
Secretary to Government.