

## LAW AND JUDICIARY DEPARTMENT

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

No. LAB. 5287/4261(190)-XIV.—The following Maharashtra State Legal Literacy Programme 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-5287/4261(190)-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 and Taluka Legal Aid and Advice Committees and Legal Aid Clinics in the State;

And whereas, for the purpose of increasing the efficiency of the District Legal Aid and Advice Committees, Taluka Legal Aid and Advice Committees and the Legal Aid Clinics in the field of providing free legal services to the weaker sections of the community in the State, a proposal to formulate a scheme prescribing the method and manner of providing such free legal services to the community was under consideration of the Board for some time past;

Now, therefore, in pursuance of clauses (b), (c), (d), (f), (h), (i), (j), (o) (p), (t) and (v) of sub-paragraph (2) of paragraph 4, read with sub-paragraph (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 Literacy Programme 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;

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

\*These rules were first published in the *Maharashtra Government Gazette*, Part IV-A, dated the 23rd February 1989 on page No. 159.

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

(vi) 'Legal Literacy Programme' means the programmes enumerated in rule 4;

(vii) '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;

(viii) '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;

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

(x) '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;

(xi) 'social worker' means a person having a 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 assigned to them in the Maharashtra State Legal Aid and Advice Scheme, 1979.

## CHAPTER II

### HOLDING OF LEGAL LITERACY PROGRAMME

3. *Organisation of Programmes.*—(1) Every District Committee, Taluka Committee or Clinic shall periodically organise different programmes from the Legal Literacy Programmes specified in rule 4, at different places within their jurisdiction.

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

(3) Every Committee and Clinic shall endeavour to organise as many such programmes in a year as possible.

4. *Types of programmes.*—The following types of Legal Literacy Programmes may be organised by the Committees and the Clinics :—

- (i) Legal Aid Workshops;
- (ii) Legal Aid Conferences (Melawe);
- (iii) Symposia on Legal Aid;
- (iv) Legal Aid Seminars;
- (v) Rural Entitlement Programmes;
- (vi) Legal Aid Campaigns;
- (vii) Public Interviews on Legal Aid;
- (viii) Public Meetings on Legal Aid;
- (ix) Legal Aid Exhibitions;
- (x) Audio-visual Programmes on Legal Aid;
- (xi) To prepare publications on Legal Aid; such as booklets, leaflets pamphlets, handbills, wall hangings, wall posters, charts, etc.

5. *Purposes of the Programmes.*—During the Legal Literacy Programmes every Committee or Clinic shall make efforts,—

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

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

(iii) to arrange for publicity of important legislation concerning women, bonded labour, tenants, agriculturists, Scheduled Castes, Scheduled Tribes and other weaker sections of the community as also legislation dealing with social and economic reforms, etc.

(iv) to render assistance to the members of the weaker sections of the community in compliance with necessary legal requirements in order to secure the benefits under the various schemes sponsored by the Central or the State Governments for the Welfare of the public in general or of any section thereof;

(v) to take Legal Services to the door steps of the weaker sections of the community in rural areas and in slums;

(vi) to suggest improvements in practice and procedure of the Courts so as to reduce the costs and delays in litigation.

(vii) to suggest law reforms for the purpose of improving socio-economic conditions of the weaker sections of the community and making social welfare legislation effective for them.

(viii) to draw the attention of the administrative bodies or authorities to the grievances of the poor persons and to press for redressal of their grievances; and

(ix) to undertake socio-legal survey and research into the life conditions of the weaker sections of the society with a view to ascertaining their problems and difficulties and determining how far and to what extent social

legislation has been able to achieve the object and purpose for which it was enacted and to utilise social workers and students for this purpose.

### CHAPTER III

#### PROCEDURE FOR ORGANISING LEGAL LITERACY PROGRAMMES

6. *Initiation of the proposal.*—(1) The office-bearers of the Committee or the Clinic shall initiate the proposal to organize the Legal Literacy Programme at any place within the jurisdiction of the concerned Committee or Clinic, then the matter shall be brought before the concerned Committee or Clinic for approval.

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, educational institutions and charitable trusts etc. with the proposed legal literacy programme as far as possible.

(3) If the proposal is initiated by the Taluka Committee or the Clinic then the concerned District Committee shall endeavour to associate itself with the proposed legal literacy programme and extend all possible help to the Taluka Committee or as the case may be the Clinic and see that the said programme is made successful.

7. *Previous intimation to the Board.*—(1) Prior intimation of organizing legal literacy programmes 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 forwarded :—

- (i) the place where the legal literacy programme is proposed to be arranged.
- (ii) the date on which the proposed legal literacy programme is going to be organized;
- (iii) the class or categories of persons for whom the legal literacy programme is going to be organized;
- (iv) the total number of participants proposed to be admitted to the legal literacy programme;
- (v) the name of the Committee within whose jurisdiction the place comes;
- (vi) number of legal literacy programmes previously held at the said place;
- (vii) the name or names of social organizations etc. who are going to help or associate themselves in the legal literacy programmes;
- (viii) the nature of assistance agreed to be extended by the social organizations, etc.
- (ix) the approximate expenditure proposed to be incurred for the legal literacy programme;
- (x) the financial position of the Committee or Clinic organizing the legal literacy programme;

(xi) whether additional grants are required for legal literacy programme if so, the following details may be furnished to the Board :—

- (a) the grants already allotted to the Committee or Clinic;
  - (b) the head-wise expenditure incurred so far;
  - (c) the balance grants available for use;
  - (d) the head-wise expenditure to be incurred for the proposed legal aid programme;
  - (e) the detailed reasons for demanding additional grants;
- (xii) whether any special assistance is required from the Board;
- (xiii) any other relevant information relating to the legal literacy programme.

8. *Involvement of ex-officio members.*—(1) After the decision to organise the legal literacy programme is taken, *ex-officio* members of the concerned Committee or Clinic shall personally involve themselves in the organisation of the proposed legal literacy programme.

(2) The *ex-officio* members of the Committee or Clinic shall issue special circulars to their subordinate officers functioning at the place of the programme requesting them,—

- (a) to render all the requisite help to the organisers in this respect;
- (b) to give publicity to the programme;
- (c) to persuade the persons to attend the programmes and obtain benefits thereto,
- (d) to inform the persons to present their grievances, if any, to the office bearers of the Committee or Clinic during the programme.

9. *Visits by law students.*—If it is possible, the concerned Committee or Clinic may arrange to send some law students to the place of programme in advance for undertaking the work specified in sub-rule (2) of rule 8.

10. *Pre-arrangements*—(1) A special messenger may be sent to the place of programme in advance for making the requisite arrangements by contacting the various authorities, social workers, office-bearers of social organisations, educational institutions and charitable trusts, etc.

(2) A meeting of the office-bearers of the social organisations may be called for discussing and obtaining their assistance for the programme with special reference to the accommodation, publicity, conveyance, refreshments and food etc.

11. *Publicity to the programmes.*—After completing the actions specified in rules 6, 7, 8, 9 and 10, extensive publicity shall be given to the proposed programme through the media of—

- (a) television, radio, cinema slides, posters and beating of drums, etc., in the entire area,

(b) special circulars in respect of the programme shall be issued to all the offices of Government, semi-Government, public undertakings, local bodies, social organisations, educational institutions and charitable trusts, etc., situated in the concerned area.

(c) special announcements shall be made during the dramas, tamashas, cinema shows, weekly bazzars, fairs and Yatras, etc.

(d) Every available forum shall be utilized for giving wide publicity to the programme.

12. *Period required for completion of Actions*—The actions specified in rules, 6, 7, 8, 9, 10 and 11 may be completed well in advance of the proposed legal literacy programme.

## CHAPTER IV

### ORGANISATION OF LEGAL LITERACY PROGRAMME

13. *Venue for the programmes*.—Generally, the legal literacy programmes may be organised in the primary or secondary schools, colleges, or trust buildings or premises belonging to Government, semi-Government, local authority, public undertakings or social organisations or institutions, etc.:

Provided that, if suitable or convenient premises are not available, any other premises, pandals or shelters may be used in consultation with the Chairman of the concerned Committee or Clinic.

14. *Duration of programmes*.—The organizers may organise the legal literacy programmes on any days of the week or for any duration according to the convenience of the organisers depending on the nature of the programmes :

Provided that, no legal literacy programme shall be organised on the day on which the Committee has organised a Lok Nyayalaya session at any place within its jurisdiction.

15. *Language used in the programmes*.—Marathi language shall preferably be used in the legal literacy programmes:

Provided that, in exceptional circumstances Hindi or English may be used in the legal literacy programmes.

16. *Eligibility for availing of facility of Legal Literacy Programmes*.—The limitation as to the annual income prescribed under clause 19 of the Legal Aid scheme shall not be applicable to the persons attending or participating in the legal literacy programmes.

17. *Legal Assistance*.—(1) During the Legal Literacy Programmes the organisers shall endeavour to identify the problems of the people and refer the applications of the eligible persons to the concerned Committees for extending legal aid.

(2) If needy and eligible persons approach the organisers during the Legal Literacy Programme, the organisers shall obtain the applications from them

and refer them to the concerned Committees or take action if such applications relate to their Committee.

18. *Attendance of Government Officers, etc.*—(1) As far as possible, all the heads of Departments or offices and the officers of Government or semi-Government bodies, local authorities or public undertakings having their offices at the place of the programme may personally attend the programme or depute an officer to attend the programme and render all help required for the programme in all respects including redressing the grievances of the people.

(2) If any of the grievances expressed by the persons during the programmes pertain to their Departments or offices, and if it is possible to redress their grievances during the programme itself, the officers attending the programme may endeavour to redress the grievances and inform the organisers accordingly.

19. *Attendance Register.*—(1) All the officers, staff, office-bearers, members of Committees or Clinics, students and social workers who have been asked to attend the Legal Literacy Programmes for extending assistance in the programme shall attend the programme in time and execute the allotted work sincerely and with the spirit of social service.

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

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

20. *Sponsoring the Legal literacy Programmes.*—(1) The Social Welfare Organizations, Mahila Mandals, public and private registered trusts, registered societies, co-operative societies, local authorities, public or private undertakings, industrial units, semi-Government bodies or any educational institutions or social workers interested in the social work may be allowed to sponsor the Legal Literacy Programmes with a view of purely social welfare aspect.

(2) The sponsoring bodies may involve themselves in extending all possible assistance and co-operation to the concerned Committees and Clinics in the organisation of Legal Literacy Programmes.

## CHAPTER V

### FINANCE, CONTROL AND SUPERVISION OF LEGAL LITERACY PROGRAMMES

21. *Finance.*—(1) The expenditure required for conducting Legal Literacy Programmes shall be made by the concerned Committee or Clinic from the funds placed at its disposal by the Board.

(2) The expenditure incurred in connection with the Legal Literacy Programmes shall be as low as possible.

22. *Control and Supervision.*—(1) The Board may control and supervise the Legal Literacy Programmes through office-bearers of the concerned Committee or Clinic.

(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 Literacy Programme.

(3) The Legal Literacy Programmes shall be conducted under the overall control, guidance and direct supervision of the Chairman of the concerned Committee or Clinic.

(4) The concerned Committee or the Clinic shall endeavour to maintain highest quality of professional services in the Legal Literacy Programmes by engaging competent personnel, ensuring maintenance of standard of speeches or lectures and inspecting the programmes periodically through the competent person duly authorised in that behalf by the said Committee or Clinic.

(5) The statement showing the successful functioning of the Legal Literacy Programmes shall be placed before the monthly meetings of the concerned Committee or the Clinic. The Committee or the Clinic may take into consideration the performance of the Legal Literacy Programmes and find out the ways and means to improve the same in future.

23. *Transport facilities.*—Transport arrangements of the office-bearers, members, officers, staff, Advocates, students and social workers taken from the headquarters for participating in the Legal Literacy Programmes 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.

24. *Publicity.*—The concerned Committee or Clinic shall make arrangements, to give wide publicity to the Legal Literacy Programmes during the inaugural and concluding functions.

25. *Submission of Report.*—After the end of Legal Literacy Programme, the concerned Committee or Clinic shall send a detailed Report about the programme to the Board.

26. *Concluding function.*—Wherever possible, separate concluding functions may be organized with a view to give wide publicity to the Legal Literacy Programmes.

## CHAPTER VI

### LEGAL AID WORKSHOPS

27. *Organization of Workshop.*—(1) Every Committee and Clinic shall organize Legal Aid Workshops for social workers belonging to the following categories :—

- (i) Women;
- (ii) Scheduled Tribes;
- (iii) Scheduled Castes;
- (iv) Vimukta Jatis;
- (v) Nomadic Tribes;
- (vi) Nav-Buddhas;

- (vii) Other weaker sections of the society;
- (viii) Other persons including students, desiring to work voluntarily in the field of Legal Aid.

(2) The workshop shall be in the form of Primary Training Class in law.

28. *Conditions for admission to the Workshops.*—The persons to be admitted to the Legal Aid Workshop shall fulfil the following conditions, namely:—

- (i) the person shall generally be a social worker;
- (ii) he shall belong to one of the classes or categories of persons specified in rule 27;
- (iii) he shall be in a position to read, write and speak either Marathi, English or Hindi;
- (iv) he shall be of more than 20 years of age;
- (v) he shall be interested in the Legal Aid Work;
- (vi) he shall possess the aptitude for work towards the Welfare of the poor and down-trodden persons in the society including backward class people, women, children, etc.
- (vii) he shall preferably be a resident of the place or working at the place where the workshop is arranged.

29. *Selection of persons for the Workshops.*—(1) The Committee or Clinic may generally select the candidates for the Workshop through the following authorities:—

(i) offices of Government, semi-government, Local bodies, public or private undertakings functioning in the vicinity of the area where it is proposed to organize the workshop; or

(ii) the local social welfare organisations, educational institutions, charitable trusts or Mahila Mandals etc. functioning in the area of the Workshop; or

(iii) registered public or private trusts, registered societies, co-operative societies, non-trading Corporations, etc. functioning in the area of the workshop.

(2) After the selection of candidate, a final list of such selected candidates shall be prepared and the Member-Secretary of the concerned Committee or Clinic shall send letters to the candidates asking them to attend the workshop on the prescribed date, time and place alongwith the necessary articles or material specified therein.

(3) The selected candidates shall remain represent in the least in time on the prescribed date and report to the co-ordinator appointed for the said workshop.

30. *Number of candidates to be admitted and fees.*—(1) Generally, a workshop may consist of not less than 25 persons and not more than 100 persons.

(2) No admission fee or tuition fee shall be charged and recovered from the candidates. The entire workshop shall be free of charge.

31. *Venue, duration and number of periods for the Workshop.*— (1) The venue may be as prescribed under rule 13.

(2) The entire course shall be for three days.

(3) There shall be 18 lectures in the entire course.

32. *Programme for the course.*— (1) Normal working hours shall be from 9-45 a. m. to 5-15 p. m. with a convenient lunch break for one hour.

(2) On the morning of the first day, there shall be an inaugural function of the workshop for one hour from 8-30 a. m. to 9-30 a. m. All the instructions, directions or suggestions to the participants may be given during this period itself:

Provided that, if it is convenient to the organizers, the inaugural function may be organized at any time on the previous day of the workshop.

(3) The regular lectures shall start from 9-45 a. m. daily.

33. *Periods for the course.*— (1) There shall be six periods daily during the course. The duration of each period shall be 60 minutes.

(2) There shall be a regular lecture on the subject for the first 45 minutes and the latter 15 minutes shall be allotted for questions and answers.

(3) The timings for the periods may be as follows :—

*Morning Session*

First period— from 9-45 a. m. to 10-55 a. m.

Second period— from 10-45 a. m. to 11-45 a. m.

From 11-45 a. m. to 12-00 noon Tea break.

Third period— from 12-00 noon to 1-00 p. m.

From 1-00 p. m. to 2-00 p. m. Lunch break.

*Afternoon Session*

Fourth Period .. from 2-00 p. m. to 3-00 p. m.

Fifth Period .. from 3-00 p. m. to 4-00 p. m.

From 4-00 p. m. to 4-15 p. m. Tea break

Sixth Period .. from 4-15 p. m. to 5-15 p. m.

34. *Groups of Laws for the Course.*—The following one or two groups of laws or schemes may be taken up during the entire course for promoting legal literacy :—

*Group of Laws or Schemes*

(i) Complete Legal Aid Scheme;

(ii) Constitutional Law structure and functions of Legislature, Judiciary and Executive;

- (iii) Matrimonial Laws;
- (iv) Maintenance and Succession Laws;
- (v) Land and Property Laws;
- (vi) Procedural Laws;
- (vii) Criminal Laws;
- (viii) Education and Public Health Laws;
- (ix) Social Welfare Laws;
- (x) Land Reform Laws;
- (xi) Local Authorities and Rent Laws;
- (xii) Labour Laws;
- (xiii) Trusts and Societies;
- (xiv) Service rules.

35. *Selection of subjects.*—(1) Generally, each period may consist of lecturers on one or more Acts falling under the groups of laws or schemes mentioned in rule 34. The laws may be selected by the organisers from the syllabus appended to the Maharashtra State Para-Legal Training Course Rules, 1989.

(2) The Committee or Clinic may select the Acts according to its convenience depending upon the availability of lecturers.

36. *Appointment and functions of co-ordinator.*—(1) The concerned Committee or Clinic may appoint one of its members as a co-ordinator for co-ordinating and conducting the workshop.

(2) The co-ordinator shall carry out the following functions, namely :—

- (i) He shall help the organisers in arranging the workshop in all respects;
- (ii) He shall look after the arrangements of participants;

(iii) He shall remain in the workshop during whole day and look after all the arrangements in the workshop and see that the workshop is conducted smoothly and concluded successfully;

(iv) He shall take the attendance of lecturers and participants in every period.

37. *Honorarium to the co-ordinator.*—For performing the functions specified in rule 36, the co-ordinator may be paid an honorarium not exceeding Rs. 10 (Rupees ten) per day :

Provided that, the co-ordinator may waive the honorarium wholly or partly and may work voluntarily.

38. *Appointment of lecturers.*—(1) The Committee or Clinic may appoint as many lecturers as necessary for delivering lectures in the workshop on the selected Acts on the prescribed days and periods allotted to them.

(2) The lecturers may be selected from the Advocates, Judges, Government Pleaders, Assistant Government Pleaders, Judicial Officers, Central Government or State Government Officers, Principals, Professors, Lecturers of Law

Colleges or Law Faculties of Universities, Heads of Departments or Deans of Law Faculties of Universities etc. :

Provided that, the workers of political parties shall not be appointed as lecturers for the workshop.

39. *Functions of lecturers.*—(1) The lecturer shall deliver the lecture on the given subject for one hour in the workshop. He shall prepare synopsis on the subject on which he is asked to deliver the lecture and cause the copies of the same distributed to the participants before starting the lecture.

(2) The lecturer shall attend the workshop regularly and in time and remain in the class during the period prescribed for that class.

(3) The lecturer shall behave courteously with the participants, colleagues and members of the Committee.

(4) The organizers shall get the copies of the synopsis prepared from the concerned lecturer, cyclostyle and distribute the copies to all the participants before the beginning of the concerned lecture.

40. *Outlines of lectures.*—While delivering the lectures in the workshop, the lecturer may include the following items in his lecture—

(i) General introduction of the Act;

(ii) Salient features of the Act;

(iii) Duties, rights, benefits and privileges conferred upon the persons by the Act and the ways and means to implement them.

(iv) Consequences of breaking the laws.

41. *Honorarium to the lecturers.*—(1) The lecturers may be paid the following honorarium for performing the functions specified in rules 39 and 40 :—

(i) An amount of Rs. 25 per lecture in the head-quarters of District and Talukas and at any place in the District or Taluka;

(ii) An amount of Rs. 40 per lecture in the cities of Thane and Greater Bombay :

Provided that, the lecturers may waive the honorarium wholly or partly and may work voluntarily.

(2) The lecturers shall be paid the actual travelling expenses by the ordinary mode of journey from their residence to the place of workshop :

Provided that, if the organisers make the transport arrangements for the lecturers, then separate travelling expenses shall not be paid to the lecturers.

(3) Notwithstanding anything contained in any other rules or orders, the Judicial Officers, Government or Semi-Government Officers, Government Pleaders, Assistant Government Pleaders shall also be eligible to receive honorarium and travelling expenses for performing the functions specified in rules 39 and 40 :

Provided that, the lecturers may waive the honorarium wholly or partly and may work voluntarily.

42. *Refreshment to the lecturers, members and participants.*—The concerned Committee or Clinic shall make arrangements to serve tea to the lecturers, members and participants twice a day i.e. at 11-45 a.m. and 4 p.m. during the workshop.

43. *Lunch to the participants, etc.*—Lunch packets may be served to the participants, lecturers and members during the lunch period daily during the workshop.

(2) The concerned Committee or Clinic may persuade the social organizations, etc. to voluntarily undertake to provide lunch packets to the participants, lecturers, members etc. during the workshop :

Provided that, if nobody comes forward to serve the lunch packets, the concerned Committee or Clinic shall make the arrangements to serve the lunch packets to the participants, lecturers and members from its funds.

44. *Supply of stationery etc.*—For enabling the participants to take notes in the workshop, the organizers may provide following stationery to each participant free of cost :—

- (i) An exercise book;
- (ii) A ball pen;
- (iii) Copies of cyclostyled notes on the subject;
- (iv) Printed pamphlets on the subject, if any;
- (v) Copies of literature published by the Board, if available.

45. *Monetary assistance to the participants.*—If a workshop is organized purely for women, scheduled castes and scheduled tribes at villages and in the interiors of the Tribal areas, then the participants may be paid an amount of Rs. 10 daily for three days during the workshop. This monetary help shall be in addition to the facility of free lunch and tea served during the course.

46. *Duties of the participants during the workshop.*—(1) During the workshop, the participants shall attend all the periods regularly.

- (2) They shall sign the muster roll or give roll call during every period daily.
- (3) They shall behave courteously with their colleagues and organizers.
- (4) They shall listen to the lectures patiently and take down the notes wherever necessary during the lecture.
- (5) They shall not give any presents etc. to the lecturers.
- (6) They shall not organize any demonstrations etc. for or against the lecturers or organizers.
- (7) They shall not collect any money for any purpose whatsoever during the course.
- (8) They shall be responsible for the safe custody of their books and belongings.
- (9) The participants shall not leave the class during the period or shall not leave the course incomplete in the middle.

(10) If they leave the course in the middle, they may be liable for recovery of amounts spent upon them during the period when they attended the course :

Provided that, the Chairman of the concerned Committee or Clinic may waive the recovery if he finds that the reasons for leaving the course are valid. The decision of the said Chairman shall be final in this matter.

(11) Irregular attendance, habitual idleness, disobedience or conduct injurious to the normal tone of the workshop may justify dismissal of participants from the workshop.

(12) Record of the addresses of the participants shall be maintained by the concerned Committee or Clinic.

(13) No participant shall absent himself or herself without obtaining leave from the Chairman of the concerned Committee or Clinic.

(14) The leave may be obtained by the participants by writing an application to the Chairman.

47. *Award of certificates.*—After the end of the workshop, a simple certificate in the following form may be awarded to the participants who have attended all or at least 15 periods during the entire workshop and shown interest in the lectures.

*Form of Certificate*

Certified that Shri/Smt./Kum. ....  
attended the Legal Aid Workshop conducted by the .....  
Committee/Clinic at ..... from ..... to .....

Member-Secretary of the Committee  
or the Director of the Clinic.

Chairman of the Committee  
or Clinic.

48. *Registers and records.*—For the purpose of keeping the record and watching the progress of workshops, every Committee or Clinic shall maintain the following registers :—

(i) A register of participants in the workshop containing all the particulars such as name, age, sex, educational qualifications, residential address, office address, etc ;

(ii) A register containing the particulars of the lecturers appointed for the workshop;

(iii) A register containing the particulars of expenditure incurred for the workshop;

(iv) The attendance register of the participants;

(v) The attendance register of the lecturers.

49. *Concluding function.*—(1) On the last day of the workshop or next day thereof there shall be a concluding function. This function may be kept open to all persons. Generally, all the social organizations etc. functioning in the area may be invited to attend the concluding function.

(2) Certificates may be awarded to the participants during the concluding function.

(3) There may be one or two speeches explaining the Legal Aid Scheme and the Legal Literacy Programmes.

(4) The agenda of the function can be decided by the concerned Committee or Clinic according to its convenience.

50. *Submission of report.*—The report to be submitted to the Board under rule 25 shall contain the following additional information in respect of Legal Aid Workshop :—

- (i) The dates of the workshop;
- (ii) The place of the workshop;
- (iii) The names of group of Acts taken for promoting legal literacy in the workshop;
- (iv) The number of participants admitted to workshop;
- (v) The class or categories of persons for whom the workshop was organized;
- (vi) The names of social organizations associated in the organization of the workshop;
- (vii) The expenditure incurred for conducting the workshop with sufficient details.

## CHAPTER VII

### LEGAL AID CONFERENCE (MELAWA)

51. *Organization of Conference (Melawa).*—A Committee or Clinic may organise the Legal Aid Conferences (Melawa) for the following Categories of persons periodically at any place under its jurisdiction :—

- (i) Legal Aid workers;
- (ii) Gram Sevakas;
- (iii) Gram Sevikas;
- (iv) Extension Officers;
- (v) Nurses and Health visitors;
- (vi) Sarpanchas;
- (vii) Office bearers of local authorities;
- (viii) Police Patils;
- (ix) Police Constables;
- (x) Lady Police Constables;
- (xi) Home Guards;
- (xii) Talathis;
- (xiii) Revenue Officers;
- (xiv) Primary School Teachers;
- (xv) Secondary School Teachers;

- (xvi) Women Social workers;
- (xvii) Adivasi social workers;
- (xviii) Office bearers of—
  - (a) Social welfare organisations;
  - (b) Educational institutions;
  - (c) Charitable trusts;
  - (d) Mahila Mandals;
  - (e) Registered public or private trusts;
  - (f) Registered amateur societies;
  - (g) Registered co-operative societies;
  - (h) Registered non-trading Corporations;
  - (i) Public or private undertakings.

(xix) Any other class of persons who come into contact with the members of the public while performing their official duties.

52. *Purposes of Conference.*—The objects of conference shall be as specified below :—

- (i) to impart the knowledge about the Legal Aid Scheme and the Legal Services Programmes to the participants;
- (ii) to guide the participants as to how the Legal Aid Scheme and the Legal Services Programme can be taken to the needy persons by them;
- (iii) to make the participants feel and realise that they can become the good media for spreading Legal Literacy;
- (iv) to take survey of the functions of the Legal Aid Scheme and the Legal Literacy Programmes in the area;
- (v) to consider the quantum of Legal Aid Work done so far and find out the reasons for the inadequate work;
- (vi) to co-ordinate the Legal Aid Work in the area;
- (vii) to exchange the experience and views in respect of implementation of the Legal Aid Scheme and the Legal Services Programmes;
- (viii) to evolve effective method for spreading Legal Literacy in the area;
- (ix) to invite suggestions for the effective implementation of the Legal Aid Scheme and the Legal Services Programmes;
- (x) any other relevant matters.

53. *Working of the conference.*—(1) The conference may be organized in the form of a meeting consisting of a single continuous session or two sessions i.e. morning session or evening session depending upon the volume of business of work.

(2) There may be one or two speeches explaining the Legal Aid Scheme and the Legal Services Programmes and there may be one or two speeches explaining as to how the said scheme and the programmes can be implemented through the participants.

(3) Generally, the Chief Officer of the participants may be invited to peak in the conference.

(4) Difficulties of the participants, if any, may be solved in the conference and the valid suggestions may be communicated to the Board for consideration and action.

(5) The agenda of the conference may be settled by the concerned Committee or Clinic in consultation with the Chairman of the Committee or Clinic.

(6) Few participants may be allowed to express their views in the conference.

(7) At the end of the conference, efforts may be made to obtain the assurance by the participants about the fulfilment of the purposes of the conference.

## CHAPTER VIII

### LEGAL AID SYMPOSIA

54. *Organisation of symposium.*—(1) Symposia may be organised at various places for effecting the contribution on one subject from various authors or speakers before the large number of persons.

(2) The object of discussion in the symposia shall be to teach the subject to the large number of people at a time.

55. *Method of teaching in symposium.*—(1) Generally, the method of imparting knowledge in the symposium shall be problem-oriented and shall be in a style and language easily understood by the common man.

(2) Each topic in each symposium shall be handled by the main speakers not exceeding four in number who shall supplement each other to cover the subject as comprehensively as possible.

(3) The main speakers may prepare synopsis of their presentations which may be circulated among the participants well before the beginning of the symposium.

56. *Selection of topics.*—The organisers may select the topics of symposia according to the availability of speakers and their convenience.

(2) If it is convenient, along with other topics, the following topics may be tried by the organisers for discussion in the symposia :—

(i) Society, women and the law.

*Explanation.*—The main speakers may take a survey of the status of women in India, rural as well as urban and identify the problems and their dimensions in a socio-legal perspective. It may further examine the role of law generally and the factors which retard or promote the legal ordained status.

The main speakers may also analyse the nature and scope of welfare services of women in different sections and regions and assess their efficacy with a view to explore the prospects for legal services in reaching justice to the women in difficulty.

(ii) The Constitution, the Laws and the Judicial System.

*Explanation.*—The discussion on this topic is intended to give an overall view of the constitutional structure, values and principles under which Indian democracy functions. In particular, the main speakers may examine the court system and nature and scope of judicial remedies. They may also emphasise on the study or mechanism of constitutional development and rule of law and ordered change in the society. The frame-work of fundamental rights and social justice may be discussed with reference to women and weaker sections of the society.

(iii) The Civil Law, Civil Courts, Procedure and Remedies

*Explanation.*—Under this topic, the main speakers may discuss the concept of civil wrong, the system of Civil Courts, procedure and remedies in relation to laws of Contract, Tort, Property Tax etc. The issues relating to agrarian reforms and consumer protection may also come up for study.

(iv) Family Law.

*Explanation.*—In this topic, the main speakers may discuss the issues and problems of matrimonial relations in different personal laws and examine the nature and scope of legal remedies available.

(v) Labour Law and Administration

*Explanation.*—Under this topic, the main speakers may discuss the Labour Laws with reference to women, children and weaker sections of the society identifying their problems and suggesting remedies.

(vi) The Criminal Law and Criminal Justice, Administration.

*Explanation.*—In this topic, the main speakers may discuss the system of Criminal Law and administration generally and crimes against women, children etc. in particular.

(vii) Public interest litigation.

*Explanation.*—Under this topic, the main speakers may discuss the status of Legal Aid Schemes in the country and also analyse the nature and methods of involvement of Social Workers, the delivery of legal services to the weaker sections of the society.

- (viii) The Indian Legal System;
- (ix) Problems of a women;
- (x) The marriage and divorce under Hindu Law;
- (xi) Matrimonial rights of women;
- (xii) Law of Maintenance;
- (xiii) Law of Custody;
- (xiv) Law of Succession;
- (xv) Outlines of Criminal Law;
- (xvi) Offences against women;
- (xvii) Your rights against police;
- (xviii) Law of Contracts and Torts;
- (xix) Legal Aid, Status, Structure and Scope;

- (xx) Legal Aid for women and children;
- (xxi) How the Supreme Court enforces rights of citizens;
- (xxii) Courts and the poor;
- (xxiii) Lok Nyayalaya;
- (xxiv) Legal Literacy Programmes.

57. *Evaluation.*—There shall be an evaluator to evaluate the speeches and preside over the symposium. The evaluator shall summarise the points raised in the speeches and deliver an analytical address containing the summary of all speeches.

58. *Agenda for the Symposium.*—The function of symposium shall be simple one. There may be few main speakers not exceeding four in number and an evaluator who shall preside over the function. Generally, the agenda of the symposium may be as follows :—

- (i) Welcome, introduction and explaining the purpose of symposium;
- (ii) Main speeches on the laws or topics;
- (iii) Evaluation of speeches;
- (iv) Vote of thanks.

59. *Remuneration to the main speakers.*—The main speakers participating in the symposium may only be paid an honorarium of Rs. 25 per speech :

Provided that, the main speakers may waive the honorarium wholly or partly and may work voluntarily.

*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 symposium.

## CHAPTER IX

### LEGAL AID SEMINARS

60. *Organization of Seminar.*—Every Committee and Clinic shall endeavour to organize seminars on various laws periodically at various places coming within their jurisdiction.

61. *Working of Seminars.*—(1) Generally, the speeches in the seminar shall be individual Act-oriented and shall be in a style and language easily understood by the common man.

(2) Each speaker may handle one independent Act and cover the subject as comprehensively as possible.

(3) The speakers may prepare synopsis of their presentations copies of which may be circulated to the people well before the beginning of the seminar.

62. *Selection of Acts.*—The Acts for seminars shall be so selected that no two or more Acts shall fall under one general topic; but still the selected Acts shall be of such nature that they must be useful to the people of the locality in their day-to-day life.

*Explanation.*—(1) General topic in this rule refers to ‘ Matrimonial Laws ’, ‘ Family Laws ’, ‘ Labour Laws ’, ‘ Property Laws ’, etc.

(2) The discussion in seminars, shall not be restricted to one general topic of law. The main purpose of seminar shall be to see the practical legal needs of the people of the locality when seminar is arranged. The people of the locality may not be interested in the laws relating to Christian Marriage or Parsee Marriage but still as these Acts fall under the general topic “ Matrimonial Laws ” these laws are also taught to the people. This situation shall be avoided in the seminars.

(3) If a seminar is arranged in a rural area inhabited by agriculturists, the selection of the Acts may be as follows :—

- (i) The Maharashtra Land Revenue Code;
- (ii) The Dowry Prohibition Act;
- (iii) The Irrigation Act;
- (iv) The Employment Guarantee Scheme Act;
- (v) Hindu Marriage Act; etc.

63. *Agenda for the Seminar.*—The programme of seminar shall be simple one. There may be a chairman, and few main speakers, not exceeding four in number, who may speak on individual Acts. The agenda of seminar may be as follows :—

- (i) Welcome, introduction and explaining the purpose of seminar;
- (ii) Speeches by the main speakers;
- (iii) Speech by the chairman;
- (iv) Vote of thanks.

64. *Remuneration to the main Speakers.*—The main speakers participating in the seminar may only be paid an honorarium of Rs. 25 per speech :

Provided that, the main speakers may waive the honorarium wholly or partly and may work voluntarily.

*Explanation.*—‘ Main Speaker ’ in this Chapter means a Speaker who has been designated to deliver a substantial lecture on a given laws or topic in a seminar.

## CHAPTER X

### RURAL ENTITLEMENT PROGRAMME

65. *Organization of Rural Entitlement Programme.*—Every Committee and Clinic jointly or separately shall organize periodically Rural Entitlement Programmes in the villages, slums and colonies coming within their jurisdiction.

66. *Procedure of the programme.*—(1) Every Committee or Clinic shall constitute small units of Advocates interested in the Legal Aid and Social work. Each unit may consist of one or two Advocates. Certain villages or slums or colonies may be allotted to each unit. The unit shall visit these villages, slums or colonies regularly every week or every month according to the convenience.

(2) The Committee or Clinic shall prescribe the dates for visiting the units in consultation with the Sarpanchas of villages or concerned ward Officers of local authorities or social workers in respect of slums or localities.

(3) The Committee or Clinic shall make the arrangement of circulating the programme in advance in the area through the Sarpanchas, Ward Officers or Social Workers, etc.

67. *Working of the programme.*—(1) With the help of Sarpanchas or the Ward Officers and the Social workers, arrangements may be made to collect the residents (men and women) at the office of the *Gram panchayat* or village *Chavadi* or at any convenient place at the prescribed time and the prescribed date.

(2) The Committee or Clinic may also make arrangements of collecting the people by loud-speakers, personal contacts, through the law students or social workers, etc.

68. *Promotion of Legal Literacy.*—(1) As soon as sufficient number of villagers or people are gathered, the Advocates in the Unit shall first impart the knowledge about one or two Acts concerning the villagers or the people.

(2) Advocates shall also enlighten the people about the agrarian reforms and facilities made available to them by the Central Government and the State Government from time to time.

(3) Selection of Acts shall be made after taking into consideration the needs of the villagers or people. Generally, the Acts may relate to the topics such as Property, Revenue, Irrigation, Rent, Co-operation, Employment, Succession, Matrimonial, Divorce, Dowery, prohibition, etc.

(4) After the end of the lectures, there shall be a question and answer session. The Advocates may try to satisfy the doubts of the villagers or people.

69. *Legal Assistance.*—(1) After the end of the lectures, the Advocate shall ask one by one all the villagers or people present in the meeting, as to whether they have any problems. If there are any problems, the students and social workers assisting the unit shall help the people in writing the applications on behalf of the villagers or the people. Such applications shall be handed over to the concerned Committees for further necessary action.

(2) Before starting the main Legal Literacy session or after the end of it the students or social workers shall visit every home by going door to door, in the village or slum area or locality and enquire as to whether villagers or slum dwellers have any problems.

(3) If the students or social workers identify any problem, they shall write applications on behalf of the concerned villagers or slum-dwellers and hand over them to the concerned Committee for necessary action.

70. *Facility to the units.*—If the Advocates, students and social workers are brought from other places, arrangements of their transport, accommodation, lunch and refreshments, etc. shall be made by the organizers.

71. *Remuneration to the Advocates.*—The Advocates attending the Rural Entitlement Programme shall be paid an honorarium of Rs. 25 per day;

Provided that, the Advocates may waive the honorarium wholly or partly and may work voluntarily.

## CHAPTER XI

### LEGAL AID CAMPAIGNS

72. *Organization of Campaign.*—For the purpose of propogating provisions of any single Act or remoting the Legal Literacy about that Act, every Committee or Clinic shall organize Legal Aid Campaigns periodically at different places coming within their jurisdiction with the assistance of the social welfare, organizations, etc. functioning in the locality.

73. *Methods of Campaign.*—The Legal Aid Campaigns may be organized in the following ways, namely :—

- (i) The oath-taking session ;
- (ii) The lecture session ;
- (iii) The debate session ; and
- (iv) Other programmes.

74. *Oath-taking session.*—(1) The organisers shall organize special campaigns in the cities, villages, slums, schools, colleges, universities, factories, industrial units, offices, etc. and make the citizens, villagers, slum dwellers, agriculturist, labourers, students, officers, servants, staff, etc. to take oath of non-committing offences under the provisions of the Act.

(2) The oath shall be taken in the prescribed forms and it shall be signed in duplicate. The first copy may be given to the person taking oath, second copy may be retained by the organizers.

(3) The oath taking ceremony may be organized in the form of a public meeting presided over by on eminent persons with influence and with sufficient high status. Oath shall be taken by persons before these persons.

(4) In respect of social welfare laws such as the Dowry Prohibition Act, etc., the oath taking ceremony may be divided into four categories of persons such as,—

- (i) unmarried girl ;

- (ii) unmarried boy ;
- (iii) parents of unmarried girl ;
- (iv) parents of unmarried boy.

(5) The organizers may get the copies of suitable oaths printed or cyclostyled locally according to the requirement.

75. *Agenda for the function.*—The agenda of the oath-taking ceremony may generally be as follows :—

- (i) Welcome, introduction and explaining the purposes of the Campaigns;
- (ii) Taking of oath by the persons ;
- (iii) The valedictory address by the Chairman of the function ;
- (iv) Vote of thanks.

76. *Oral Advocacy session.*—The organizers shall invite the expert persons not exceeding four in number to deliver main speeches on the selected Acts as a part of the campaign.

(2) The oral advocacy session may be preceded or succeeded by the oath-taking ceremony.

(3) Arrangements may be made to bring the people in procession to the place of campaign. The useful slogans in respect of selected Acts may be arranged. The poems and songs prepared on the provisions of the Acts may also be sung in the procession.

77. *Debate session.*—The organizers may arrange debate of eminent lawyers, social workers and jurists etc., not exceeding four in number, to deliver main speeches on the provisions of the selected Acts. The discussion in the debates may emphasize on the efficacies of the provisions of the Act and the means to eradicate the social evils etc.

78. *Other Programmes.*—As a part of the Campaign, the organizers may also arrange the following programmes :—

(i) *The street dramas.*—Through the dramas, street dramas, tamashas etc. efforts may be made to depict the efficacy of the provisions of the Act and the evils existing in the society which are required to be eradicated.

(ii) *Essay competition etc.*—Campaign can also be made successful by arranging competitions of various types such as essay, eloquence, Rangawali and dance, songs, mimicry, memory tests etc. The organisers may give, some prizes of small value etc. to the winners :

Provided that, the social organisations may be persuaded to keep the prizes for such events.

79. *Selection of main speakers.*—The main speakers required for the programme of campaign may generally be selected from the following professions—

- (i) Advocates ;
- (ii) Judges including retired Judges ;

- (iii) Government or semi-Government Officers including retired officers ;
- (iv) Teachers, lecturers, professors, Principals etc. including retired persons ;
- (v) Non-political social workers or persons working in the field of legal Aid.

80. *Outlines of lectures and Debates, etc.*—Generally, while delivering the lectures in the meetings of the Campaigns or participating in the discussion of Debates, etc. the speakers may include the following points in their lectures or Debate :—

- (i) General introduction of the Act ;
- (ii) Salient features of the Act ;
- (iii) Duties, rights, benefits and privileges conferred upon the people by the Act and the ways and means to implement or execute them ;
- (iv) The consequences of breaking the laws ;
- (v) Efforts shall be made to elevate the status of women in the society by changing the views of the society towards the women.
- (vi) Efforts shall be made to eradicate the social impediment and superstitions in implementing the laws.

81. *Remuneration to the main speakers.*—The main speakers participating in any programme of campaign may only be paid an honorarium of Rs. 25 per day :

Provided that, the speakers may waive honorarium wholly or partly and may work voluntarily.

*Explanation.*—‘ Main speaker ’ in this chapter means, the speaker who has been designated to deliver a substantial lecture on a given law or topic in a campaign.

## CHAPTER XII

### PUBLIC INTERVIEWS

82. *Organization of Public Interview.*—Every Committee or Clinic shall organize public interview programmes periodically at various places coming under their jurisdiction.

83. *Procedure of the programme.*—(1) The programme may be in the form of public meeting. There may be one person to ask questions and there may be few eminent main speakers not exceeding four in number to give replies to the questions. The question and answer session may be held before the general public or a class of persons. The purpose of questions and answers shall be to promote Legal Literacy and to educate the people.

84. *Working of the Programme.*—(1) A person selected for asking questions may ask questions regarding the provisions of various laws concerning the people or on any legal problems concerning the general public. The persons

designated to give replies shall answer the questions in detail in a style and language easily understood by the common man. Pictures or any articles may be used for explaining the provisions of any law etc.

(2) There may be another method for conducting the programme. Before starting the programme, people may be requested to ask the questions on any problems by writing down the questions on pieces of papers. After collecting the questions, the persons selected for asking questions may ask the questions from this collection of questions and the persons designated to give replies shall answer these questions.

(3) There may be a third method of conducting this programme. There may be only two main speakers. These two persons may discuss or debate on the subject relating to one Act or group of Acts. Out of these two persons, one may open the discussion and the second person will supplement the debate. This may be repeated by the first person. The debate may go on for the period of prescribed for that purpose.

85. *Agenda for the programme.*—(1) The public interviews programme may be very simple. Generally, the agenda for the programme may be as follows :—

- (i) welcome, introduction and explaining the purpose of the programme;
- (ii) questions and answers ;
- (iii) chairman's address ;
- (iv) vote of thanks.

(2) After the end of the questions and answers session, the chairman of the function may evaluate the session and summarise the subject for enabling the people to understand it more clearly.

86. *Selection of the speakers.*—The speakers for the programme may be selected from the persons mentioned in rule 79.

87. *Remuneration to speakers.*—The person asking the questions and the main speakers participating in any programme of public interviews may be paid an honorarium of Rs. 25 per day :

Provided that, the speakers may waive the honorarium wholly or partly and may work voluntarily.

## CHAPTER XIII

### PUBLIC MEETINGS ON LEGAL AID

88. *Organization of Public Meeting.*—Every Committee or Clinic may organize public meetings on legal aid periodically during the fairs, yatras, weekly bazars, exhibitions or at any gatherings with the help of students and social workers, etc.

89. *Working of the programme.*—The Legal Aid workers may stand on a table placed at a convenient place in the fairs, yatras, weekly bazars

gatherings and exhibitions etc. and enlighten people in respect of availability of legal aid under the Legal Aid Scheme and the various laws etc.

(2) The people may also be requested to bring their problems, if any. The problems may be reduced to writing and handed over to the concerned Committee for taking further necessary action in the matter.

90. *Remuneration to the workers.*— The workers participating in any programme of public meeting shall not be paid any honorarium or remuneration.

## CHAPTER XIV

### LEGAL AID EXHIBITIONS

91. *Organization of Exhibitions.*— (1) Every Committee or Clinic may organise periodically exhibition programmes on legal aid and legislation at various places within their jurisdiction with the help of social workers, social welfare organisations and students etc.

(2) The purpose of exhibition shall be to promote legal literacy and propagate Legal Aid Scheme and legislation.

92. *Procedure of the Programme.*— Efforts shall be made to arrange exhibition for one or more days with the help of the following material :—

- (i) re-prints 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 Court and Supreme Court in respect of important social laws ;
- (vi) pictures depicting and explaining the provisions of important Acts and Schemes ;
- (vii) literature 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.

93. *Legal Services.*— (1) During the exhibition, the volunteers shall explain the material with reference to the provisions of the concerned legislation.

(2) There may be short speeches on the important legislation covering the topic;

(3) The people may be requested to bring their problems, if any. The problems shall be reduced to writing and handed over to the concerned Committee for necessary action.

## CHAPTER XV

## AUDIO-VISUAL PROGRAMMES

94. *Organisation of Programmes.*—(1) Every Committee or Clinic shall organise audio-visual programmes periodically at various places within their jurisdiction.

(2) The purposes of audio-visual programme shall be to propagate the Legal Aid Scheme and to promote legal literacy.

95. *Procedure of the programme.*—(1) Efforts may be made to exhibit the following documentary films at various places in the area :—

(i) documentary film on Legal Aid Scheme ;

(ii) documentary film on Lok Nyayalaya ;

(iii) films and audio-visual slides on various social and labour laws prepared by the State Government and the Central Government.

(2) Cinema slides may be shown in the cinema theatres.

(3) The programme may be organised with the active assistance of the Revenue Authorities and the State Publicity Officers.

(4) The assistance may also be taken from the social welfare organisations, social workers and students, etc., for organising and conducting the programme.

## CHAPTER XVI

## MISCELLANEOUS

96. *Printing of publications.*—(1) Every Committee or Clinic may print and publish small booklets of one or two pages, pamphlets, hand-bills, posters of one page on Legal Aid Scheme and Social Welfare Laws, etc., and circulate or distribute to the people free of charge during any Legal Literacy Programmes

(2) The booklets, pamphlets, hand-bills, posters, etc., supplied by the Board shall also be circulated or distributed to the people during the Legal Literacy Programmes

97. *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 Literacy Programme 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.