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LAW AND JUDICIARY DEPARTMENT

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

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No. LAB. 3887/(91)/XIV.—The following Maharashtra State Para-Legal Training Course 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. 3887/(91)-XIV.—Whereas, in pursuance of Article 39A of the Constitution of India the Government of Maharashtra has framed the Maharashtra State Legal Aid and Advice Scheme, 1979, for the purpose of providing free legal services to the weaker sections of the community in the State;

And whereas, under the Government Resolution, Law and Judiciary Department, No. LAB. 1080/(208)-XIV, dated the 30th October 1980, the Government of Maharashtra has constituted a Board called “the Maharashtra State Legal Aid and Advice Board” for the purposes of setting up, administering and implementing the said Legal Aid Scheme in the State;

And whereas, according to sub-clause (g) and (m) of clause (2) of paragraph 4 of the said Resolution it is the duty of the said Board to promote legal literacy and create awareness amongst weaker sections of the community in regard to the rights, benefits and privileges conferred upon them by social welfare, legislation and other enactments and prepare a cadre of social workers for para-legal services;

And whereas, the question of establishing a concrete programme in respect of setting up, administration, implementation and supervision of the para-Legal Training Course in the State was under consideration of the Maharashtra State Legal Aid and Advice Board for some time past;

Now, therefore, in pursuance of the provisions of sub-clauses (g) and (m) of clause (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, the Maharashtra State Legal Aid and Advice Board with the approval of the State Government and in supersession of all the previous orders issued in this behalf, hereby makes the following rules for the purpose of establishing and operating the legal services

programmes in the State and for preparing a cadre of social workers for para-legal services, namely:—

CHAPTER I

PRELIMINARY

*1. *Short title and commencement.*—(1) These rules may be called the Maharashtra State Para-Legal Training Course 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,—

(a) “Board” means the Maharashtra State Legal Aid and Advice Board;

(b) “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;

(c) “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;

(d) “Form” means the Form appended to these Rules;

(e) “Legal Aid Scheme” means the Maharashtra State Legal Aid and Advice Scheme, 1979;

(f) “Maharashtra Civil Services Rules” means the Maharashtra Civil Services Rules as in force on the date of publication of these Rules and as amended from time to time;

(g) “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;

(h) “office-bearers of the Committee or Clinic” 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;

(i) “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;

(j) “Schedule” means the Schedule appended to these Rules;

(k) “session of Training Course” means a continuous, single and uninterrupted course during which the periods for imparting training in the Course are arranged;

*These rules were first published in the *Maharashtra Government Gazette*, Part I-Centra Section dated the on page No.

(l) "social worker" means a person having background of social work and interested in the Legal Aid work;

(m) "Training Course" means para-Legal Training Course organised for promoting legal literacy and creating awareness among the weaker sections of the community in regard to the rights, benefits and privileges conferred upon them by the social welfare, legislation and other enactments and for preparing a cadre of social workers for para-legal services.

(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, and the Maharashtra Civil Services Rules.

CHAPTER II

PROCEDURE FOR INITIATING PROPOSALS FOR ORGANIZING TRAINING COURSES

3. *Organisation.*—Every District Committee shall organise Training Courses in different areas in the District periodically with the assistance of the concerned Taluka Committees or Legal Aid Clinics.

4. *Number of training Courses in a year.*—Every District Committee shall endeavour to organise at least one Training Course in the District in a year.

5. *Procedure for organising Training Courses.*—(1) The office bearers of the local Committees, that is, District Committee or, as the case may be, Taluka Committee or the Legal Aid Clinics shall initiate the proposal to organise the Training Course. Then the matter shall be brought before the meeting of the concerned Committee or the Clinic for discussion and approval.

(2) After the proposal is approved by the concerned Taluka Committee or the Clinic,—

(a) it shall endeavour to associate the local Bar Association, social organisations, social workers and charitable trusts, etc. with the proposed Training Course as far as possible;

(b) it shall move the concerned District Committee to approve the proposal and process the same.

(3) If the proposal is initiated by Taluka Committee or the Clinic then the concerned District Committee after due scrutiny shall approve the same and process it immediately :

Provided that, the concerned District Committee may itself initiate the proposal to organise Training Course in any part of the District and process the same.

6. *Previous intimation to the Board.*—(1) Prior intimation of organising training course shall be given to the Board by the concerned District Committee.

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

- (i) The Place where the Training Course is proposed to be organised ;
- (ii) The Dates on which the proposed Training Course is going to be organised ;
- (iii) The Number of sessions in which the Training Course is going to be organised ;
- (iv) The name of the Committee within whose jurisdiction the place is included ;
- (v) Whether the agencies mentioned in clause (a) of sub-rule (2) of rule 5 have agreed to associate themselves ;
- (vi) The Financial position of the District Committee ;
- (vii) Whether additional grants are required for the proposed Training Course ;
- (viii) Class or category of persons for whom the proposed Training Course is going to be organised ;
- (ix) Whether the trainees belong to the local areas or will be coming from different villages or places ;
- (x) Total number of trainees proposed to be admitted for the Training Course ;
- (xi) Whether the Training Course is proposed to be organised for one single category or different categories of persons such as women, men, gramsewaks, gramsewikas, Talathis, Extension Officers, etc. ;
- (xii) Whether any arrangements of lodging or boarding or security are made for the trainees during the Training Course and, if so, the particulars ;
- (xiii) If any Training Course was held previously at the same place, then the particulars of that Course ;
- (xiv) Number of Training Courses held previously in the said Taluka and the District ;
- (xv) The nature of assistance proposed to be extended by the local Bar Association, local social organisations, charitable trusts, social workers, etc. ;
- (xvi) Whether any organisation has agreed to serve lunch, breakfast, tea, etc., to the trainees during the Training Course or agreed to share any expenditure in this connection ;
- (xvii) Whether any special assistance is required from the Board ;
- (xviii) Any other information in relation to the programme.

7. *Period required for completion of the actions.*—All the actions specified in rules 5 and 6 shall be completed well in advance of the date of commencement of the Training Course ;

8. *Role of Local Bar Association in Organising Training Course.*—The concerned Committee or the Clinic may take the local Bar Association into confidence and try to solicit its maximum co-operation in organising and conducting Training Course.

CHAPTER III

PERSONS FOR WHOM THE TRAINING COURSES MAY BE ORGANISED

9. *Categories of persons eligible for Training Course.*—The District Committee may organise the Training Courses for the following categories of persons, namely:—

- (1) Women social workers;
- (2) Scheduled Tribes social workers;
- (3) Social Workers belonging to Scheduled Castes, Vimukta Jatis, Nomadic Tribes and Nav Buddhas;
- (4) Indigent social workers;
- (5) Other persons including students desiring to work voluntarily in the field of legal aid;

Provided that, after obtaining permission from the concerned head of Department or Office, the Training Courses may be organised for the following categories of persons also:—

- (i) Gramsewaks;
- (ii) Gramsewikas;
- (iii) Extension Officers;
- (iv) Nurses and Health Visitors;
- (v) Sarpanchas;
- (vi) Police Patils;
- (vii) Police Head Constables;
- (viii) Lady Police Constables;
- (ix) Home Guards;
- (x) Talathis;
- (xi) Primary School Teachers;
- (xii) Secondary School Teachers;

Provided further that, an applicant volunteering for inclusion of his name in the Training Course may not be rejected on the ground for want of eligibility specified above, if the Chairman of the concerned District Committee is of the opinion that he is otherwise competent to render the necessary services to the weaker sections of the society.

10. *Conditions for admission to the Training Course.*—The persons to be admitted to the Training Course shall fulfil the following conditions, namely:—

- (1) The person shall be a social worker;
- (2) He shall be belonging to one of the classes or categories of persons specified in rule 9;
- (3) He shall be more than 20 years of age;
- (4) He shall have studied at least upto IX standard;
- (5) He shall be interested in the Legal Aid work;
- (6) He shall possess aptitude to work for the welfare of the poor and downtrodden persons in the society including backward class people, women, children, etc.
- (7) He shall normally be a resident of the concerned District.

CHAPTER IV

PROCEDURE FOR SELECTING AND ADMITTING THE TRAINEES IN THE
TRAINING COURSE

11. *Selection of persons for the Training Course.*—The suitable persons shall be selected for the Training Course through the following sources, namely :—

(i) After completing the preliminaries for organising the Training Course the concerned District Committee shall invite the applications from the eligible persons for admission to the Training Course by giving wide publicity to the Training Course through the following media:—

(a) Special circulars may be issued to all the local social welfare organisations, charitable trusts and offices of Government, semi-Government, local bodies, public or private undertakings, functioning in the vicinity of the area where it is proposed to organise the Training Course giving full particulars of the course and requesting them to sponsor the eligible persons for joining the Training Course.

(b) Due publicity may be given through television, radio, cinema slides, newspapers, posters and beating of drums etc. in the entire area concerned.

(c) Special announcements may be made during the public meetings, dramas, tamashas, cinema shows, weekly bazars, fairs and yatras etc.

(d) Every available forum may be utilised for giving wide publicity to the Training Course programme.

(ii) The local social organisations, Mahila Mandals and social workers may be requested to take keen interest in the training course programme and persuade the social workers to apply for the Training Course.

(iii) The local social organisations, Mahila Mandals, Trusts and societies etc. may be requested to depute their eligible members for the training course.

(iv) The local officers of Government, semi-Government bodies, local authorities, public and private undertakings may be requested to depute their eligible employees interested in the social work for the training course.

(v) Pamphlets giving information regarding the aims and objectives as well as method of the working of the training course may be distributed to the people through the revenue officers and the Sarpanchas of nearby Gram Panchayats and they may be requested to forward applications received from the eligible persons interested in the social work for the enrolment to the training course.

12. *Application for admission to the training course.*—Persons intending to join the training course may send the applications to the District Committee through the concerned Committee or clinic in Form 'A'.

13. *Procedure for processing the applications.*—The Member-Secretary shall consolidate all the applications received by the concerned Committee and forward them along with a consolidated list of applications to the Scrutiny Committee appointed under Rule 14.

14. *Scrutiny Committee.*—The applications received by the District Committee shall be scrutinised by a Scrutiny Committee of two or three persons drawn from the concerned District and Taluka Committees or Clinic and placed for decision before the Chairman of the District Committee. The decision of the Chairman shall be final in this matter.

15. *Sponsoring the training course programme.*—(1) The social organisations, Mahila Mandals, public and private trusts, registered societies, co-operative societies, local authorities, public or private undertakings, semi-Government bodies or any social institutions or social workers interested in the social work may be allowed to sponsor the training course programmes with a view of purely social welfare aspects.

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

16. *Intimation to the trainees.*—After the selection of candidates a final list of such selected candidates shall be prepared and the Member-Secretary of the District Committee shall send the letters to the candidates asking them to attend the training course on the prescribed date, time and place along with the necessary articles of materials specified therein. This letter may be issued in Form 'B'.

17. *Appearance of trainees.*—The trainees who have been asked to attend the training course shall remain present in the class in time on the prescribed date and report to the Controller appointed for the said training course.

18. *Number of Divisions.*—According to the availability of the candidates and the venue, the District Committee may arrange one or more divisions at a time in one training course.

19. *Number of trainees in a Division.*—A Division may consist of not less than 25 trainees and not more than 100 trainees.

20. *No Admission or Tuition Fee.*—There shall be no fees for admission or tuition in the Training Course. The entire training course shall be free of charge.

CHAPTER V

ORGANISATION AND WORKING OF TRAINING COURSE

21. *Venue for Training Course.*—The training course may be organised in the primary or secondary schools or colleges or trust buildings, etc. If other suitable and convenient premises are not available, any other premises may be used in consultation with the Chairman of the concerned District Committee.

22. *Duration of training course.*—(1) The entire training course shall be for a period of 14 days in all.

(2) The training course shall be organised,—

(i) in one continuous session of 14 days; or

(ii) In seven sessions consisting of two days each organised on Saturdays and Sundays every week; or

(iii) in 14 sessions consisting of one day each organised on any Sundays or holidays.

23. *Number of periods for the training course.*—Each training course shall consist of 75 lectures in all delivered during 75 periods.

24. *Programme for the entire training course.*—(1) Normal working hours of the training course shall be from 9.45 a.m. to 5-15 p.m. with convenient lunch break for one hour and tea break.

(2) The details of the programme of training course shall be as follows :—

(i) First day morning, there shall be an inaugural function of training course for one hour from 8-30 to 9-30 a.m. All the instructions, directions or suggestions to the trainees may be given during this period itself:

Provided that, if it is convenient to the concerned Committee the inaugural function may be organised at any time on the previous day of the starting of the Training Course.

(ii) The regular lectures shall start from 9.45 a.m. daily.

(iii) There shall be six periods daily for 12 days and three periods upto lunch hour on the 13th day of the training course.

(iv) There shall be a written and oral examination after lunch hour on the 13th day.

(v) In the morning of 14th day of the training course, the trainees shall be taken to see the working of—

(a) Legislative Assembly/Council, Municipal Corporation, Mantralaya, High Court, office of Police Commissioner, office of Inspector General of Police and some police stations if the training course is organised in Greater Bombay.

(b) District Court, Zilla Parishad, office of Superintendent of Police, Collector and some police stations, if the training course is organised at the District place;

(c) Panchayat Samiti, Civil and Criminal Courts of Taluka, office of Tahsildar etc. and some police stations, if the training course is organised at Taluka place.

(vi) After lunch on the 14th day of the training course, there shall be a concluding function where certificates shall be distributed to the successful trainees.

25. *Medium of instructions.*—Generally, the medium of instructions in the training course shall be Marathi:

Provided that, in exceptional circumstances the lectures may be given in Hindi or in English.

26. *Duration of the periods.*—(1) Duration of each period shall be sixty minutes.

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

27. *Arrangements of periods.*—Daily there shall be six periods with a lunch break for one hour. The timings for the periods shall be as follows :—

Morning session

- | | | |
|------------------------------------|----|---------------|
| (i) From 9-45 a.m. to 10-45 a.m. | .. | First period |
| (ii) From 10-45 a.m. to 11-45 a.m. | .. | Second period |
| From 11-45 a.m. to 12-00 Noon | .. | Tea break |
| (iii) From 12-00 Noon to 1-00 p.m. | .. | Third period |
| From 1-00 p.m. to 2-00 p.m. | .. | Lunch break |

Afternoon session

- | | | |
|----------------------------------|----|---------------|
| (iv) From 2-00 p.m. to 3-00 p.m. | .. | Fourth period |
| (v) From 3-00 p.m. to 4-00 p.m. | .. | Fifth period |
| From 4-00 p.m. to 4-15 p.m. | .. | Tea break |
| (vi) From 4-15 p.m. to 5-15 p.m. | .. | Sixth period |

28. *Syllabus.*—The Syllabus for the training course shall be as specified in Schedule

29. *Selection of subjects.*—Generally, each period may consist of lectures on one or more Acts specified in the syllabus. The District Committee may select the Acts according to its convenience depending on the availability of teachers.

30. *Appointment of Controller for the training course.*—(1) The concerned District Committee, before taking action under sub-rule (3) of rule 5 shall consider the matter in a monthly meeting or a special meeting called for that purpose and approve the proposal.

(2) In the aforesaid meeting, the District Committee shall appoint a Controller for conducting the training course.

(3) If a training course is organised in a Taluka place, one of the members of the Taluka Committee may be selected to work as Controller of training course.

(4) If the training course is organised in a District place, one of the members of the District Committee may be selected to work as a Controller of training course.

31. *Duties of Controller.*—(1) The Controller shall visit the training classes daily and supervise the activities.

(2) The Controller shall appoint a group leader for a group of ten trainees.

(3) The group leader shall check notebooks of the trainees in his Group and verify whether the trainees in this group have taken the notes during the period and put his initials and date daily during the recess after second period, third period and fifth period and report the names of trainees who have not taken the notes, to the Controller.

(4) On the report of the group leader, the Controller shall advise the trainees to take down the notes in the class.

(5) The Controller shall verify the notebooks of group leaders and see whether they are taking notes in the class.

(6) The group leaders may also take care of the trainees in their group in all respects.

32. *Honorarium to the Controller.*—For performing the above functions, the Controller may be paid an honorarium not exceeding Rs. 10 (Rupees ten only) per day :

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

CHAPTER VI

FUNCTIONS AND REMUNERATION OF TEACHERS

33. *Composition of teaching staff.*—The teachers chosen for delivering lectures in the training course shall be conversant with the subject and they shall be chosen from the following professions:—

- (i) Advocates from the High Court having more than five years practice;
- (ii) Advocates from the local Bar having more than five years practice;
- (iii) Women lawyers having more than five years practice;
- (iv) Working or retired Judges of Supreme Court, High Court, District Court, Taluka Court, statutory tribunal or of any other Court.
- (v) Government Pleaders; and Public Prosecutors;
- (vi) Assistant Government Pleaders and Additional Public Prosecutors.
- (vii) Working or retired officers of Government or local authority;
- (viii) Principals or professors or lecturers of law colleges or law faculties of Universities;
- (ix) Heads of Departments or Deans of Law Faculties of Universities :

Provided that, in exceptional cases, if the Chairman of the District Committee is satisfied that a person possessing legal qualifications, but not falling in the above profession is quite competent to deliver lectures in the training course, he may include his name in the teaching staff for any training course:

Provided further that, the workers of political parties shall not be appointed as teachers for the training course.

34. *Outlines of lectures.*—Generally while delivering the lectures in the training course on the subjects specified in Schedule, the teachers may include the following points in their lectures:—

(i) Salient features of the Act;

(ii) General introduction of the Act;

(iii) Duties, rights, benefits and privileges conferred upon the weaker sections of the community by the Act and the ways and means to implement them;

(iv) The consequences of breaking the law.

35. *Nature of work of the teachers.*—The person chosen for giving lectures in the training course shall perform the following duties:—

(i) To deliver the lecture on the given subject for one hour in the training class;

(ii) To prepare notes on the subject on which he is asked to deliver lecture;

(iii) To take written as well as oral examination of the trainees;

(iv) To assess the answer papers and help the Controller in finalising and declaring the results.

36. *Attendance of teachers.*—(1) The teacher shall attend the training class regularly and in time and remain in the class during the period prescribed for that class.

(2) The teacher shall behave courteously with the trainees, colleagues, members of the Committees etc.

37. *Distribution of notes.*—The organisers shall get the copies of the notes prepared from the concerned teacher, cyclostyle them and distribute the notes to all the trainees in the class before the beginning of the concerned lecture.

38. *Duties of the trainees during the training course.*—(1) During the training course trainees shall attend all the periods daily.

(2) They shall sign the muster roll during every period daily.

(3) They shall behave courteously with the colleagues, teachers and the organisers.

(4) They shall listen the lectures patiently and take down the notes wherever necessary during the lecture.

(5) They shall appear at the examination.

(6) They shall study the working of various offices demonstrated during the special visits.

(7) They shall not give any presents to the teachers without the previous consent of the Chairman of the District Committee.

(8) They shall not organise any demonstration etc. for or against the teachers or organisers.

(9) They shall not collect any money for any purpose whatsoever without the previous permission of the Chairman of the District Committee.

(10) The trainees shall be responsible for the safe custody of their books and belongings.

(11) The trainees shall not leave the class during the period or shall not leave the training course incomplete in the middle. If they leave the course in the middle they may be liable for recovery of amount spent upon them during the period when they attended the course :

Provided that, the Chairman of the District Committee may waive the recovery if he finds that the reason for leaving the course in the middle is valid. The decision of the Chairman of the District Committee shall be final in this matter.

(12) Irregular attendance, habitual idleness, disobedience or conduct injurious to the normal tone of the training course shall justify dismissal of trainees from the course.

(13) Record containing the addresses of the trainees shall be maintained by the District Committee and the trainees shall communicate any change in the addresses to the District Committee without delay.

(14) No trainee shall absent himself without obtaining leave from the Chairman of the District Committee. The leave may be obtained by a written application submitted to the Chairman of the District Committee.

(15) A trainee who has attended less than 70 periods during the entire session of the training course shall not be allowed to appear for the written and oral examination.

(16) The certificates may be given to those trainees, who satisfy all the prescribed conditions.

39. *Honorarium to the teachers.*—(1) The teachers shall be paid the following honorarium for performing the functions specified in Rule 35 :—

- (a) An amount of Rs. 25 per lecture in District or Taluka places;
- (b) An amount of Rs. 40 in Thane and Greater Bombay.

(2) The teacher shall be paid the actual travelling expenses by the ordinary mode of journey from his residence to the place of training course.

(3) Notwithstanding anything contained in other rules or orders, the Judicial Officers, Government or semi-Government Officers shall also be eligible to receive honorarium and travelling expenses for performing the duties specified in Rule 35:

Provided that, the teachers mentioned in sub-rules (1) and (3) may waive the honorarium wholly or partly and may work voluntarily.

CHAPTER VII

FACILITIES TO THE TRAINEES

40. *Travelling expenses to trainees.*— For attending the training course; if a trainee is required to travel by public conveyance from his residence to the place of training and back, he may be paid the actual travelling expenses which shall be of the lowest class by the ordinary mode of journey.

41. *Overnight stay.*—If it is necessary for the trainees to stay overnight at the place of training, the following arrangements may be made by District Committee, namely :—

(i) Lodging, boarding and breakfast arrangements may be made for the trainees in a hostel, hotel, college, school or trust premises, etc. :

Provided that, the total expenditure on each trainee per day shall not exceed Rs. 15 (Rupees fifteen only) ;

(ii) If a trainee is required to stay overnight at the place of training makes his own arrangements of lodging and boarding, etc. he shall be paid an amount of Rs. 15 (Rupees fifteen only) per day :

Provided that, a trainee staying in the town or city where the training course is being held shall not be eligible for any allowances etc. :

Provided further that, a trainee, who is in a position to meet all his expenses on travelling, lodging and boarding etc. during the training course, may not be eligible for any allowances etc.

42. *Supply of stationery and other material.*—For enabling the trainees to take notes in the class, the District Committee shall provide following stationery to each trainee free of cost:—

- (i) An exercise book of 300 pages;
- (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.

CHAPTER VIII

EXAMINATION AND AWARD OF CERTIFICATES

43. *Examination.*—(1) After giving training in all subjects, a written and oral examination shall be taken.

44. *Written examination.*—(1) For written examination, a question paper containing hundred questions, with space to write answers against them shall be supplied to each trainee.

(2) The written examination shall be for two hours. The answers shall be written opposite or below the question in the question paper itself.

(3) There shall be hundred marks for hundred questions. The answers shall be in the form of 'yes' or 'no' or at the most in one or two sentences.

45. *Oral examination.*—After completing the written examination, there shall be an oral examination of 25 marks. Simple questions such as short titles of the Acts, subject-matter of the Acts, etc. may be asked in the oral examination.

46. *Allocation of marks.*—There shall be 200 marks for the examination. The allocation of marks shall be as follows:—

- (i) There shall be hundred marks for written examination ;
- (ii) 25 marks for oral examination ;
- (iii) 75 marks for attendance i.e. one mark for each period of attendance.

47. *Assessment of papers.*—The assessment of papers shall be made by the respective teachers liberally. The assessment of papers shall be made on the following guidelines :—

- (i) A trainee who has secured more than 80 per cent of marks, shall be placed in ' A ' Grade ;
- (ii) A trainee, who has secured the marks between 60 per cent and 79 per cent shall be placed in ' B ' Grade ;
- (iii) A trainee who has secured marks between 50 per cent and 59 per cent shall be placed in ' C ' Grade ;
- (iv) A trainee who has secured marks between 30 per cent and 49 per cent shall be placed in ' D ' Grade ;
- (v) A trainee who has secured 29 per cent or less than 29 per cent of marks may be declared as " unsuccessful " and may not be given certificates.

48. *Award of certificates.*—The trainees placed in the Grades ' A ', ' B ', ' C ' and ' D ' shall be given certificates on the concluding day of the training course at the hands of a V.I.P. invited for the function.

49. *Authentication of certificates.*—The certificates shall be in the Form ' C ' and signed by the Chairman, Vice-Chairman and the Member-Secretary of the concerned District Committee.

CHAPTER IX

FINANCE, CONTROL AND SUPERVISION OF THE TRAINING COURSE

50. *Finance.*—The expenditure required for conducting the training course shall be made by the concerned District Committee from the funds placed at its disposal by the Board for the year.

51. *Additional grants.*—If the funds at its disposal are not sufficient for holding a training course, the concerned District Committee may request the Board for sanctioning additional grants by furnishing the details of headwise expenditure incurred so far and the amount of additional grants with the heads of proposed expenditure and detailed reasons for demanding additional grants.

52. *Control and supervision.*—(1) The Board may control and supervise the training course programme through the office-bearers of the respective District Committees.

(2) The Member-Secretary of the concerned District Committee shall be responsible for the organisation, arrangements, administration and proper functioning of the training course.

(3) The training course programme shall be conducted under the overall control, guidance and direct supervision of the Chairman of the District Committee.

(4) In addition to the supervision by the Chairman, the District Committee shall endeavour to maintain highest quality of professional services in the training course by engaging competent personnel, ensuring maintenance of standard of instructions and inspecting the programme periodically through competent persons duly authorised in that behalf.

(5) The statement showing the successful functioning of the training Course shall be placed before the monthly meetings of the concerned Committees.

(6) The Committee shall take into consideration the performance of the Training Course and find out the ways and means to improve the same.

CHAPTER X

MISCELLANEOUS

53. *Report about the holding of Training Course.*—After the end of the Training Course, the District Committee shall send a report to the Board.

54. *Registers.*—For the purpose of keeping the record and watching the progress of the training courses, every District Committee shall maintain the following registers :—

(i) Register containing the particulars such as name, age, sex, caste, educational qualification, residential address, office address, etc. of the trainees;

(ii) Register containing the particulars of the teachers appointed for the training course;

(iii) Register containing the particulars of expenditure incurred for the training course;

(iv) The attendance register of trainees;

(v) The attendance register of teachers;

(vi) The Register containing the follow-up actions.

55. *Transport.*—(1) The District Committee shall make arrangements of transport for the trainees to visit the various offices or institutions on the concluding day of the training course.

(2) Transport arrangements for the office-bearers 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 which has been reproduced in the Appendix appended to these Rules.

56. *Publicity.*—Extensive publicity shall be given to the training course during the inaugural and concluding functions.

57. *Concluding functions.*—(1) On the last day of the training course, there shall be a concluding function. This function may be kept open to all persons. Generally, all the institutions specified in clause (a) of sub-rule (2) of rule 5 functioning in the area may be invited to attend the concluding function.

(2) Certificates shall be awarded to the trainees during the concluding function.

(3) There shall be one or two speeches explaining the legal aid scheme and the legal literacy programmes.

(4) The agenda for the concluding function may be as specified in Form 'D'.

CHAPTER XI

FOLLOW-UP-ACTION

58. *Expectations from the trainees.*—After obtaining the full training in the training course, every trainee is expected to perform the following functions :—

(i) He shall inform the other persons in the area about the availability of free legal aid.

(ii) He shall make use of the knowledge acquired in the training course in assisting the needy persons.

(iii) He shall find out the persons having any problems and guide them and bring them to the nearest legal aid Committee for assistance.

(iv) He shall identify the cases and send the parties to the nearest Legal Aid Committee for getting free legal aid.

(v) He shall assist the Legal Aid Committees and Clinics in rendering 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.

(vi) He shall assist the Committees in organising the Lok Nyayalayas, legal aid camps, conferences, training courses, work-shops, seminars, symposia and campaigns and other legal literacy programmes etc.

(vii) He shall recommend and bring the trainees for the training courses.

(viii) He shall identify the pre-litigation cases and assist the parties to bring them before the conciliation Cells of the concerned Committees or before the Lok Nyayalayas for amicable settlement.

(ix) He shall assist the Committees in spreading the legal literacy in his area.

(x) He shall make survey of common problems of women, children or poor etc. and recommend the ways and means to solve their problems.

(xi) He may suggest amendments to the existing social welfare laws or suggest new legislation in the matter.

(xii) He may identify the pending cases and persuade the parties to bring their cases before the Lok Nyayalayas for amicable settlement.

(xiii) After referring the cases under clauses (iii) and (iv) above,—

(a) he may contact the Member-secretary of the concerned Committee and expedite the matter for extending legal aid;

(b) if the matter is entrusted to an Advocate of the concerned Committee he may contact the said Advocate and try to expedite the matter;

(c) he may keep constant touch with the Advocate and expedite the matter from time to time;

(d) if the matter is delayed extra-ordinarily in the Court, he may contact the Member-Secretary or the Chairman of the concerned Committee for taking necessary action for expediting the matter in the Court.

(e) he may act as a liaison between the Legal Aid Committee and the needy Persons.

(f) He may provide rudimentary legal advice and drafting facility to the needy poor Persons in his area and the tribal areas.

(g) he may act as a bare-foot lawyer motivated with social spirit to assist the poor;

(h) he may act as a first aid centre or primary legal assistance centre for rendering aid to the poor.

59. *Collection of information from the trainees.*—After a period of one year from the end of the training course, a special meeting of all the trainees may be called once again at a specified place and the following information may be collected from them by the concerned Committee :—

(i) How they have utilized the knowledge acquired by them during the training course. This information may be collected in writing as well as orally.

(ii) The details of fulfilling the expectations specified in rule 58.

(iii) Whether they experienced any difficulty in making the use of the knowledge acquired by them in the training course. If so, what are those difficulties?

(iv) Whether they have any suggestions in respect of changes or improvements in the training courses. If so, what are they?

(v) Whether the trainees need any guidelines from the Board. If so, what are they?

(vi) What is their experience about the training course?

60. *Information by survey.*—The information specified in rule 59 may also be collected separately by conducting a survey through the law students of the legal aid clinics.

61. *Manner of conducting a survey.*—A student of the legal aid clinic may obtain the list and addresses of the trainees from the concerned Committee

and may contact the trainees personally and collect the information by asking Questions and noting down the details with reference to the particulars specified in rules 58 and 59. This information may be posted name wise of the trainees and the consolidated statement of all the information relating to one training course may be prepared and submitted to the concerned Committee.

(2) The concerned Committee shall forward a consolidated review report of the training courses to the Board from time to time.

62. *Use of the information.*—(1) The information collected under Rules 59, 60 and 61 shall be analysed by the concerned District Committee properly and identify the items of defects, weaknesses and failures and try to avoid these mistakes during the next training course.

(2) The District Committee shall forward a copy of the analytical statement to the Board for information.

63. *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 jurisdictions. Whenever a Para-Legal Training Course is organized such organizations may be requested to extend their co-operation and assistance for the same.

FORM ' A '

(See rule 12)

Application for admission to the training course

To

The Chairman,

..... District Legal Aid and Advice Committee,
 District Court Building,
 District.

Sir,

I, aged
 son/daughter/wife/widow of
 at present residing at, wish to join the Para-
 legal Training Course to be held at on

1. My particulars are as follows :—

- (1) Full Name and address of the applicant.
- (2) Occupation ..
- (3) Educational qualifications ..

Forwarded to the Scrutiny Committee for considering the request of the candidate.

Date : Member-Secretary,
Place : District Legal Aid and Advice Committee.

After due scrutiny of the application of the candidate, the Scrutiny Committee hereby recommends the name of the candidate _____ for admission to the Training Course.
does not recommend the name of the candidate _____

Date : Head of the Scrutiny Committee.

Place :

Recommendation of the Scrutiny Committee accepted/not accepted, candidate admitted/not admitted to the Training Course.

Chairman,
..... District Legal Aid and Advice Committee.

FORM ' B ' (See rule 16)

Letter of intimation regarding admission to the Training Course

To
.....
.....
.....

Subject.—Admission to the Para-Legal Training Course.

Sir/Madam,

With reference to your application dated on the subject mentioned above, I am directed to inform you that you have been selected for taking training in the Para-Legal Training Course to be organized by the District Legal Aid and Advice Committee at in the month of19

2. You are now requested to remain present at (place) on the day of 19 at p. m./a. m. and report to Shri Controller of the said Training Course.

- (3) Brief speeches by four trainees explaining their experience about the training course.
- (4) Speech by the President of the District Bar Association.
- (5) Speech by the President of the Taluka Bar Association.
- (6) Distribution of certificates at the hands of the chief guest.
- (7) Speech by the chief guest.
- (8) Validictory speech by the Chairman of the function.
- (9) Vote of Thanks by the Vice-Chairman of the District Committee.

APPENDIX

जिल्हा व तालुका कायदेविषयक सहाय्य व सल्ला समित्यांना कायदेविषयक सहाय्य व सल्ला कार्यक्रमासाठी शासकीय वाहने पुरविण्याबाबत

महाराष्ट्र शासन

सामान्य प्रशासन (विधि व न्याय) विभाग

शासन आदेश क्रमांक एलबी-२८८६ (७५)-१४

मंत्रालय, मुंबई ४०० ०३२, दिनांक १७ डिसेंबर १९८६.

आदेश

भारतीय राज्यघटनेच्या कलम ३९-अ मध्ये, असे नमूद केले आहे की, समान संधी तत्वावर न्याय मिळेल अशी कायदेविषयक पद्धत अंमलात आणण्यासाठी व प्रामुख्याने आर्थिक व इतर अपात्रतेमुळे एखादा नागरिक न्याय मिळण्याच्या संधीला मुकणार नाही याची खातरजमा करून घेण्यासाठी मोफत कायदेविषयक सहाय्य देण्याची शासन तरतूद करील. राज्यघटनेच्या या तरतूदीस अनुसरून महाराष्ट्र शासनाने एक सर्वकष योजना म्हणजेच, "महाराष्ट्र राज्य कायदेविषयक सहाय्य व सल्ला योजना, १९७९" बनवून भारतीय राज्यघटनेचे शिल्पकार डॉ. बाबासाहेब आंबेडकर यांच्या जन्मदिनी म्हणजेच दिनांक १४ एप्रिल १९७९ पासून अंमलात आणली आहे. ती योजना शहरी व ग्रामीण अशा दोन्हीही भागांमध्ये लागू करण्यात आली असून आर्थिक वा मागासलेपणा हा या योजनेचा निकष असून ही योजना धर्मनिरपेक्ष व राजकारणापासून अलिप्त अशी आहे. या योजनेचे वैशिष्ट्य म्हणजे ही (१) न्यायिक अधिकारी, (२) वकील, (३) समाजसेवक व (४) शासकीय आणि निमशासकीय अधिकारी यांच्या-मार्फत राबविली जाते. सदर योजना कार्यक्षमपणे राबविण्यासाठी महाराष्ट्र राज्य कायदेविषयक सहाय्य व सल्ला मंडळाने जिल्हास्तरावर ३० जिल्हा कायदेविषयक सहाय्य व सल्ला समित्या व तालुकास्तरावर २६९ कायदेविषयक सहाय्य व सल्ला समित्यांची निर्मिती केली आहे. सदर योजनेची व्याप्ती समाजातील तंटे-बखडे सोडविणे एवढीच नसून गरीब, मागासवर्गीय व इतर तळागाळातील लोकांना कायदेविषयक ज्ञान करून देणे ही सुद्धा बाब या योजनेत अंतर्भूत आहे. त्यासाठी निरनिराळ्या समित्यांकडून राज्यात वेगवेगळ्या ठिकाणी वरचेवर कार्यक्रमांचे आयोजन केले जाते. अशा कार्यक्रमांना उपस्थित राहण्यासाठी जिल्ह्यातील किंवा तालुक्यातील समित्यांच्या सदस्यांना, पदाधिकाऱ्यांना व इतर पाहुण्यांना प्रवास करणे आवश्यक असते. यासाठी त्यांना वाहनांची अत्यंत निकड असते. ही निकड लक्षात घेऊन शासनाने असे ठरविले आहे की, जिल्ह्यातील किंवा तालुक्यातील वेगवेगळ्या शासकीय विभागांच्या

अखत्यारीत असलेल्या शासकीय वाहनांचे अधिग्रहण करून आवश्यकतेनुसार अशा कार्यक्रमां-
साठी देण्यात यावीत म्हणून याद्वारे खालील आदेश निर्गमित करण्यात येत आहेत.

जिल्हाधिकारी आणि तहसीलदार यांनी त्यांच्या हद्दीतील कायदेविषयक सहाय्य व सल्ला
समित्यांच्या कायदेविषयक सहाय्य व सल्ला कार्यक्रमासाठी शासकीय वाहनांची मागणी केली
जाईल तेव्हा इतर शासकीय कार्यालयांच्या अखत्यारीत असलेल्या वाहनांचे आवश्यकतेनुसार
अधिग्रहण करून संबंधित समित्यांना द्यावे. सदर वाहनांवर होणारा पेट्रोल खर्च संबंधित
समित्यांकडून वसूल करण्यात यावा.

जर शासकीय वाहन उपलब्ध नसेल तर जिल्हाधिकारी व तहसीलदार यांनी खाजगी वाहने
भाड्याने घेऊन संबंधित समित्यांना द्यावीत आणि भाड्याची रक्कम संबंधित समित्यांकडून
वसूल करावी.

वरील आदेशांचे काटेकोरपणे पालन व्हावे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

के. ग. परांजपे,
मुख्य सचिव.

Schedule

(See rule 28 and rule 34)

Syllabus for the Para-Legal Training Course

FIRST DAY OF TRAINING

**Constitutional Law, Structure and functions of Legislature, Judiciary
and Executive**

- First Period* .. The Constitution of India.
Second Period .. How the laws are framed and made.
Third Period .. Structure, functions and general working of the Legislature.

Lunch Break

- Fourth Period* .. Structure, functions and general working of the Courts and
Tribunals.
Fifth Period .. Structure, functions and general working of the Executive,
that is Government Machinery.
Sixth Period .. (1) The Motor Vehicles Act, 1939 (IV of 1939) relating
to Motor Accidents Claims Tribunal.
(2) The Arbitration Act, 1940 (10 of 1940).

SECOND DAY OF THE TRAINING

Legal Aid and Legal Services Programmes

- First Period** .. (1) The Maharashtra State Legal Aid and Advice Scheme, 1979.
 (2) The Legal Services Authorities Act, 1987 (39 of 1987).
- Second Period** .. (1) The Maharashtra State Legal Aid and Advice Board Rules and Regulations, 1981.
 (2) The Maharashtra State Councelling Centres Rules, 1986.
 (3) The Maharashtra State Relief Through Authorities Rules, 1989.
- Third Period** .. (1) The Legal Aid to Unrepresented Accused Persons in cases before the Court of Sessions Rules, 1982.
 (2) The Legal Aid to Unrepresented Accused Person in Criminal Cases other than those before the Court of Sessios Rules, 1982.
 (3) The Maharashtra State Motor Accidents Cells Rules.
 (4) The Maharashtra State Jail Visits Project Rules.

Lunch Break

- Fourth Period** .. The Maharashtra State Lok Nyayalaya Rules, 1986.
- Fifth Period** .. (1) The Maharashtra State Para-Legal Training Course Rules, 1989.
 (2) The Maharashtra State Legal Aid Camp Rules, 1989.
 (3) The Maharashtra State Legal Literacy Programme Rules, 1989.
- Sixth Period** .. (1) The Maharashtra State Legal Aid Clinic Rules, 1986.
 (2) The Dowry Prohibition Campaign.

THIRD DAY OF THE TRAINING

Matrimonial Laws

- First Period** .. (1) The Hindu Marriage Act, 1955 (25 of 1955).
 (2) The Tribal Law of Marriage and Divorce—Customary Law.
 (3) The Bombay Registration of Marriages Act, 1954 (Bom. V of 1954).
- Second Period** .. (1) The Child Marriage Restraint Act, 1929 (19 of 1929).
 (2) The Special Marriage Act, 1954 (43 of 1954).
 (3) The Indian Divorce Act, 1969 (4 of 1969).

- Third Period* .. (1) The Muslim Law of Marriage and Divorce.
(2) The Parsi Marriage and Divorce Act, 1936 (3 of 1936)

Lunch Break

- Fourth Period* .. (1) The Christian Marriage Act, 1872 (15 of 1872).
(2) The Foreign Marriage Act, 1969 (33 of 1969).
- Fifth Period* .. (1) The Dowry Prohibition Act, 1961 (28 of 1961).
(2) Rules made under the Dowry Prohibition Act, 1961.
(3) The Commission of Sati (Prevention) Act, 1988 (3 of 1988).
- Sixth Period* .. (1) Offences relating to Marriages.
(2) Role of Marriage Counsellors.
(3) Key to Happy Matrimonial Life.
(4) The Family Courts Act, 1984 (66 of 1984).

FOURTH DAY OF THE TRAINING

Laws relating to Maintenance and Succession

- First Period* .. (1) The Hindu Adoption and Maintenance Act, 1956
(78 of 1956).
- Second Period* .. (1) Maintenance under Sections 125-127 of the Code
of Criminal Procedure, 1973 (II of 1974).
(2) The Muslim Women (Protection of Rights on Divorce)
Act, 1986 (25 of 1986).
- Third Period* .. (1) The Hindu Succession Act, 1956 (30 of 1956).
(2) The Muslim Law of Succession and Inheritance.

Lunch Break

- Fourth Period* .. The Indian Succession Act, 1925 (39 of 1925).
- Fifth Period* .. (1) The Hindu Minority and Guardianship Act, 1956
(32 of 1956).
(2) The Guardians and Wards Act, 1890 (8 of 1890).
(3) The Bombay Court of Wards Act, 1905 (Bom. I of 1905).
- Sixth Period* (1) The Bombay Children Act, 1948 (Bom. LXXI of 1948).
(2) The Juvenile Justice Act, 1986 (53 of 1986).
(3) The Bombay Borstal Schools Act, 1929 (Bom. XVIII
of 1929).
(4) The Probation of Offenders Act, 1958 (20 of 1958).

FIFTH DAY OF THE TRAINING

Laws Relating to Land and Property

- First Period* .. (1) The Transfer of Property Act, 1882 (4 of 1882).
 (2) The Administrators General Act, 1963 (45 of 1963).
 (3) The Official Trustees Act, 1913 (2 of 1913).
- Second Period* .. (1) The Married Womens' Property Act, 1874 (3 of 1874).
 (2) The Land Acquisition Act, 1894 (I of 1894).
 (3) The Requisitioning and Acquisition of Immoveable Property Act, 1952 (30 of 1952).
 (4) The Bombay Prevention of Fragmentation and Consolidation of Holdings Act, 1947 (Bom. LXII of 1947).
- Third Period* .. (1) The Bombay Tenancy and Agricultural Lands Act, 1948 (Bom. LXVII of 1948).
 (2) The Maharashtra Restoration of Lands to Scheduled Tribes Act, 1975 (Mah. XIV of 1975).
 (3) The Maharashtra Felling of Trees (Regulation) Act, 1964 (Mah. XXXIV of 1964).
 (4) The Prevention of Damage to Public Property Act, 1984 (3 of 1984).

Lunch Break

- Fourth Period* .. (1) The Maharashtra Land Revenue Code, 1966 (Mah. XLI of 1966).
 (2) The Maharashtra Irrigation Act, 1976 (Mah. XXXVIII of 1976).
 (3) The Maharashtra Khar Land Development Act, 1979 (Mah. XI of 1979).
- Fifth Period* .. (1) Maharashtra Regional and Town Planning Act, 1966 (Mah. XXXVII of 1966).
 (2) Maharashtra Slum Areas (Improvement, Clearance and Re-Development) Act, 1971 (Mah. XXVIII of 1971).
- Sixth Period* .. (1) The Easements Act, 1882 (5 of 1882).
 (2) The Registration Act, 1908 (16 of 1908).
 (3) The Trusts Act, 1882 (2 of 1882).

SIXTH DAY OF THE TRAINING

Procedural Laws

- First Period* ... The Indian Contract Act, 1872 (9 of 1872).
- Second Period* ... (1) The Evidence Act, 1872 (I of 1872).
 (2) The Limitation Act, 1963 (36 of 1963).

- Third Period* .. (1) The Negotiable Instrument Act, 1881 (26 of 1881).
 (2) The Specific Relief Act, 1963 (47 of 1963).
 (3) The Sale of Goods Act, 1930 (3 of 1930).

Lunch Break

- Fourth Period* .. The Code of Criminal Procedure, 1973 (2 of 1974).
Fifth Period .. The Code of Civil Procedure, 1908 (5 of 1908).
Sixth Period .. (1) The Indian Partnership Act, 1932 (9 of 1932).
 (2) The Bombay non-Trading Corporations Act, 1959 (Bom. XXVI of 1959).

SEVENTH DAY OF THE TRAINING

Criminal Laws

- First Period* .. The Indian Penal Code, 1860 (XLV of 1860) (Offences affecting the human body and specific offences against Women).
Second Period .. The Indian Penal Code, 1860 (XLV of 1860) (Offences against Property and Public Tranquility).
Third Period .. The Indian Penal Code, 1860 (XLV of 1860) (Offences affecting Public Health, Safety, Convenience, Decency and Morals, etc.).

Lunch Break

- Fourth Period* .. (1) The Prevention of Corruption Act, 1988 (49 of 1988).
 (2) The National Security Act, 1980 (65 of 1980).
 (3) The National Security Guards Act, 1986 (47 of 1986).
Fifth Period .. (1) The Bombay Police Act, 1951 (Bom. XXII of 1951).
 (2) The Bombay Home Guards Act, 1947 (Bom. III of 1947).
 (3) The Maharashtra Villages Police Act, 1967 (Mah. XLVI of 1967).
Sixth Period .. (1) Public Gambling Act, 1867 (3 of 1867).
 (2) The Bombay Prevention of Gambling Act, 1887 (Bom. IV of 1887).
 (3) The Maharashtra Casinos (Control & Tax) Act, 1976 (Mah. XXXI of 1976).

EIGHTH DAY OF THE TRAINING

Laws relating to Education and Public Health

- First Period* .. Bombay Primary Education Act, 1947 (Bom. LXI of 1947).
- Second Period* .. Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 (Mah. XLI of 1965).
- Third Period* .. Universities Acts.

Lunch Break

- Fourth Period* .. (1) Prevention of Black Marketing and Maintenance of Supplies or Essential Commodities Act, 1980 (7 of 1980).
 (2) The Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
 (3) The Drugs (Control) Act, 1950 (26 of 1950).
- Fifth Period* .. (1) The Consumer Protection Act, 1986 (68 of 1986).
 (2) The Water (Prevention and Control of Pollution) Act, 1974 (6 of 1974).
 (3) The Environment (Protection) Act, 1986 (29 of 1986).
 (4) The Air Prevention and Control of Pollution Act, 1981 (14 of 1981).
- Sixth Period* .. (1) The Maharashtra Medical Practitioners Act, 1961 (Mah. XXVIII of 1961).
 (2) The Maharashtra Medical Council Act, 1965 (Mah. XLVI of 1965).
 (3) The Maharashtra Nurses Act, 1966 (Mah. XL of 1966).
 (4) The Bombay Homoeopathic and Biochemic Practitioners Act, 1960 (XII of 1960).

NINTH DAY OF THE TRAINING

Social welfare Laws

- First Period* .. (1) The Immoral Traffic (Prevention) Act, 1956 (104 of 1956).
 (2) The Bombay Devdasis Protection Act, 1934 (Bom. X of 1934).
- Second Period* .. (1) The Protection of Civil Rights Act, 1955 (22 of 1955).
 (2) The Bombay Money-Lenders Act, 1946 (Bom. XXXI of 1947).
 (3) The Young Persons (Harmful Publications) Act, 1956 (93 of 1956).

- (4) The Bombay Agricultural Debtor Relief Act, 1947 (Bom. XXVIII of 1947).

- Third Period* .. (1) The Medical Termination of Pregnancy Act, 1971 (34 of 1971).
 (2) The Registration of Births and Deaths Act, 1969 (18 of 1969).
 (3) The Indecent Representation of Women (Prohibition) Act, 1986 (60 of 1986).
 (4) The Maharashtra Regulation of Use of Pre-Natal Diagnostic Technics Act, 1988 (Mah. XV of 1988).

Lunch Break

- Fourth Period* .. (1) The Prevention of Food Adulteration Act, 1954 (37 of 1954).
 (2) The Prevention of Cruelty to Animals Act, 1960 (59 of 1960).
 (3) The Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954 (21 of 1954).
 (4) The Drugs and Cosmetics Act, 1940 (23 of 1940).

- Fifth Period* .. (1) The Maharashtra Co-operative Societies Act, 1960 (Mah. XXIV of 1961).
 (2) The Maharashtra Apartment Ownership Act, 1971 (Mah. XV of 1971).
 (3) The Maharashtra Ownership Flats (Regulation of the Promotion of Construction, Sale, Management and Transfer) Act, 1963 (Mah. XLV of 1963).

- Sixth Period* .. (1) The Bombay Public Trusts Act, 1950 (Bom. XXIX of 1950).
 (2) The Societies Registration Act, 1860 (21 of 1860).
 (3) The Standards of Weights and Measures (Enforcement) Act, 1985 (54 of 1985).
 (4) The Bureau of Indian Standards Act, 1986 (63 of 1986).

TENTH DAY OF THE TRAINING

Labour Laws (Monetary Benefits)

- First Period* .. (1) The Payment of Wages Act, 1936 (4 of 1936).
 (2) The Minimum Wages Act, 1948 (11 of 1948).

- Second Period* (1) The Payment of Bonus Act, 1965 (21 of 1965).
 (2) The Equal Remuneration Act, 1976 (25 of 1976).

- Third Period* .. (1) The Payment of Gratuity Act, 1972 (39 of 1972).
 (2) The Workmen's Compensation Act, 1923 (8 of 1923).
 (3) The Dock Workers (Safety, Health and Welfare) Act, 1986 (54 of 1986).

Lunch Break

- Fourth Period* .. (1) The Maternity Benefit Act, 1961 (53 of 1961).
 (2) The Fatal Accidents Act, 1855 (13 of 1855).
- Fifth Period* .. (1) The Employees State Insurance Act, 1948 (34 of 1948).
 (2) The Personal Injuries (Compensation Insurance) Act, 1963 (37 of 1963).
 (3) The Indian Boilers Act, 1923 (5 of 1923).
- Sixth Period* .. (1) The Bombay Labour Welfare Fund Act, 1953 (Bom. XL of 1953).
 (2) The Employees Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952).
 (3) The Employees Family Pension Scheme, 1971.
 (4) The Employees' Provident Fund and Family Pension Fund Act, 1952 (19 of 1952).
 (5) The Maharashtra Workmen's Minimum House Rent Allowance Act, 1988 (Mah. XXII of 1988).

ELEVENTH DAY OF THE TRAINING

Labour Laws

- First Period* .. (1) The Maharashtra Employment Guarantee Act, 1978 (Mah. XX of 1978).
 (2) The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959).
 (3) The Apprentices Act, 1961 (52 of 1961).
- Second Period* .. (1) The Factories Act, 1948 (63 of 1948).
 (2) The Bombay Shops and Establishments Act, 1948 (Bom. LXXIX of 1948).
 (3) The Dangerous Machines (Regulation) Act, 1983 (35 of 1983).
- Third Period* .. (1) The Industrial Disputes Act, 1947 (14 of 1947).
 (2) The Bombay Industrial Relations Act, 1946 (Bom. XI of 1947).

Lunch Break

- Fourth Period* .. (1) The Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).
 (2) The Employment of Children Act, 1938 (26 of 1938).
 (3) The Children (Pledging of Labour) Act, 1933 (2 of 1933).
 (4) The Child Labour (Prohibition and Regulation) Act, 1986 (61 of 1986).

- Fifth Period* .. (1) The Trade Unions Act, 1926 (16 of 1926).
 (2) The Maharashtra Recognition of trade Unions and Prevention of Unfair Labour Practices Act, 1971 (Mah. I of 1972).
 (3) The Maharashtra Mathadi, Hamal and other Manual Workers (Regulation of Employment and Welfare) Act, 1969 (Mah. XXX of 1969).

- Sixth Period* .. (1) The Bonded Labour System (Abolition) Act, 1976 (19 of 1976).
 (2) The Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970).
 (3) The Maharashtra Debt Relief Act, 1976 (Mah. III of 1976).

TWELTH DAY OF THE TRAINING

Laws relating to Local Authorities and rent Laws

- First Period* .. (1) The Bombay Municipal Corporation Act, 1988 (Bom. III of 1988).
 (2) The Bombay Provincial Municipal Corporations Act, 1949 (Bom. LIX of 1949).
- Second Period* .. The Maharashtra Municipalities Act, 1965 (Mah. XL of 1965).
- Third Period* .. (1) The Maharashtra Zilla Parishads and Panchayat Samities Act, 1961 (Mah. V of 1961).
 (2) The Bombay Village Panchayats Act, 1959 (Bom. III of 1959).
 (3) The Maharashtra Drinking Water Supply (Requisition) Act, 1983 (Mah. XX of 1983).

Lunch Break

- Fourth Period* .. The Rent Laws.
 (1) The Bombay Rents, Hotel and Lodging House Rates Control Act, 1947 (Bom LVII of 1947).
 (2) The Central Provinces and Berar Letting of Houses and Rent Control Order, 1949.
 (3) The Hyderabad Houses (Rent, Eviction and Lease) Control Act, 1954.

- Fifth Period* .. (1) The Maharashtra Housing and Area Development Act, 1977 (Mah. XXVIII of 1977).
 (2) The Bombay Metropolitan Regional Development Authorities Act, 1975 (Mah. IV of 1975).

- Sixth Period* .. Elections—
 The Representation of the People Act, 1950 and 1951 (43 of 1950 and 43 of 1955).

THIRTEENTH DAY OF TRAINING

Service matters and Examination

- First Period* .. (1) The Maharashtra Civil Services (General Condition of Services) Rules, 1981.
 (2) The Maharashtra Civil Services (Conduct) Rules, 1979.
 (3) The Administrative Tribunals Act, 1985 (13 of 1985)
- Second Period* .. The Maharashtra Civil Services (Pension) Rules, 1982.
- Third Period* .. (1) Pleadings—Such as plaint, Written Statement, Caveat or Purshis, Appeal memo, Petitions etc.
 (2) Applications to various administrative authorities, etc.

Lunch Break

- Fourth, Fifth and Sixth Periods.* } .. Written and oral examinations.

FOURTEENTH DAY OF THE TRAINING

Visits to various offices and concluding function

- First, Second and Third Periods.* } .. Visits to various offices and institutions.

Lunch Break

- Fourth, Fifth and Sixth Periods.* } .. Concluding function and award of certificates to trainees.

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.