



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, SOUTH 24 PARGANAS

OrderNo: 50 /DLSA/SOUTH 24 PARGANAS/2017 Dated :02.05.2017

**'FRONT OFFICE' DUTY ORDER'**

**For the Month of 'May', 2017'**

In continuation of the earlier Order no.35, Dated. 25/03/2015, and in partial modification of the same, the following **Para Legal Volunteers'** shall perform their duty for manning the "**Front Office**", at **ground floor** in the '**A.D.R. Centre, South 24 Parganas**', during official hour from **10 am to 5.00 pm** in respect of following '**Front Office Duty**' as mentioned below:-

The following **PLV's** shall regularly sit against the respective date of allotted duty at the '**Front Office**' at '**A.D.R. Centre, South 24 Parganas**' and in case of any unavoidable absence, the prior intimation to that effect is directed to be given to the **Office of DLSA, South 24 Parganas** for making necessary alternative arrangement, in his or her absence.

The selected **PLV** performing **his/her** duty in **Front Office** shall report to the office strictly by **10.00 am** every day, with the regular maintenance of '**visitor/ Attendance register**' in respect of the '**Legal Aid seeker**' approaching for '**Legal Aid**', on day to day basis, and such Register shall be deposited before the office of **DLSA, South 24 Parganas**, after every day's completion of their '**Front Office duty**'. The following **PLV's** performing '**Front Office Duty**' shall be entitled to draw the **prescribed Honorarium**, against each of their satisfactory day's work, in terms of this order. This Order is given effect on and from **02.05.2017** on wards for the **Month of May'2017** or until further Order.

**Front Desk Duty' for the month of May '2017 follows:**

Sl. No	Name of PLVs	Registration No	CONTAC NO	Allotted Date
1.	Barnali Dhar	20(45)/2016	9804570277	From (2 <sup>nd</sup> to 5 <sup>th</sup> & 8 <sup>th</sup> ), (11 <sup>th</sup> , 12 <sup>th</sup> ), 15 <sup>th</sup> to 18 <sup>th</sup> ) May, 2017
2.	Swapna Jasu	16(29)/2016	8013199605	From 19 <sup>th</sup> & (22 <sup>nd</sup> to 26 <sup>th</sup> ), (29 <sup>th</sup> to 31 <sup>st</sup> ) May, 2017

Be it mentioned here that the following **PLV's** are directed to remain and make themselves ready to perform '**Front Office Duty**' in respect of the period noted against, as the '**Stand by Duty**', in case of any emergency and exigency arises and faced by this '**Authority**'. The **PLV** selected for performing '**Stand by Duty**' **'shall have to keep their contact no accessible over phone for this' Authority** for any emergency call and contact against the respective period, noted in respect of their **stand by duty** chart, and they shall be entitled to the prescribed Honorarium per day, for any such '**Stand By Duty**', if performed, on call basis

**'Stand by duty' for the month of May -2017'**

Sl. No	Name of PLV's	Registration No	Contact No
1.	Jhulan Pal	22(49)/16	9748758855
2.	Ila Rani Das	21(47)/16	9748469128

No. 1340 (5) / DLSA/SOUTH 25 PARGANAS/ 2017 DATED: 02.05.2017

Copy forwarded for information and necessary action:

1. The Office Master, for keeping records.
- 2.....

Secretary

District Legal Services Authority  
South 24 Parganas

Secretary  
District Legal Services Authority  
South 24-Parganas, Alipore