



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, SOUTH 24 PARGANAS

OrderNo: **71** /DLSA/SOUTH 24 PARGANAS/2016 Dated : 01.07.2016

'FRONT OFFICE' DUTY ORDER'
For the Month of 'July , 2016'

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 01.07.2016 on wards for the Month of July , 2016 or until further Order.

Front Desk Duty' for the month of July, 2016 follows:

Sl. No	Name of PLVs	Registration No	CONTAC NO	Allotted Date
1.	Swapna Jasu	6/2014	8013199605	From (1 st , 4 th , 5 th , 7 th , 8 th) & (11 th to 15 th) July, 2016
2.	Barnali Dhar	21/2014	9804570277	From (18 th to 22 nd) & (25 th to 29 th) July, 2016

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 July , 2016'

Sl. No	Name of PLV's	Registration No	Contact No
1.	Debrani Sardar	37(31)/2014	9331916929
2.	Ila Rani Das	20/2014	9748469128

No.2473(5) / DLSA/SOUTH 25 PARGANAS/ 2016 DATED: 01.07.2016

Copy forwarded for information and necessary action:

1. The Office Master, for keeping records.

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Debrani Sardar 01/07/16

Secretary

District Legal Services Authority

South 24 Parganas

Secretary

District Legal Services Authority

South 24-Parganas, Alipore