



DAILY ACTIVITY REGISTER

National Legal Services Authority

12/11, Jamnagar, House, Shahjahan Road, New Delhi-110011

Phones : 011-23386176, 23382778, Fax : 23382121

Website : www.nalsa.gov.in

INSTRUCTIONS ON USING THE DAILY ACTIVITY REGISTER OF PLVs

The daily activity register consists of two sections, Section I and Section II. Section I consists of a case journal where the particulars of individuals who approach PLVs for legal advice should be entered. The journal also charts the follow up action taken by the PLV and the assistance thus provided to these individuals. Section II includes a diary to record the daily activities of the PLVs. Furthermore, Section II has been divided into two parts Part A and Part B. Part A is to record all awareness related activities and programmes undertaken by a PLV. Part B is to document any other activities of a PLV that does not fall in any other category of the case journal or daily diary.

To fill up the register, the PLV must either open Section I or II based on the activity. If the PLV wishes to enter the details of the case, he/she must open Section I. Once open, the first step is filling up the case journal index. Here the PLV must enter the serial number, date, case reference number (daily activity register number/serial number/date), name of aid seeker and page number. The case reference number is unique to an aid seeker and should be given to the aid seeker to produce every time he approaches the PLV for advice or assistance. Every time the aid seeker visits the same reference number must be entered in the index, but the serial number, date and page number must be changed according to the sequence. Every case in the case journal has two pages of information to be filled. The first page has the basic details of the aid seeker and the nature of the problem faced by him/her. The second page provides the details of the problems, suggestions made and assistance offered on each day the aid seeker has approached the PLV, tracking the progress of the case.

If the activities of a PLV on a particular day include either awareness programmes or any other activity other than assistance on cases, Section II must be filled. The index of Section II must be filled up in the same manner as Section I, with details such as serial number, date, reference number (daily activity register number/serial number/date), part and page number in a sequential manner. Part A must be used for information on activities related to awareness programmes. This page lists out the details of the activities and the participants. Part B is used for miscellaneous activities with the information of the activity and action taken further, if any.

Activities related to awareness include:

1. Organising legal awareness camps
2. Informing people about legal services activities of SLSA/DLSA/TLSC/HCLSC/SCLSC and providing the address and other related contact details to them
3. Generating awareness about the benefits
4. Raising awareness on applicable government schemes, the application process and the benefits thereunder

5. Making people aware about the benefits of settlements of disputes through the Lok Adalat and other ADR mechanisms

6. Any other awareness activities

Miscellaneous activities include:

1. Visiting police stations to find information on missing children

2. Providing assistance to women/girls who are victims of a crime

3. Providing assistance in the case of offences against scheduled caste/scheduled tribes

4. Providing assistance to the accused

5. Taking action on violations in the community, by the government or by police authorities that have been reported to SLSAs

6. Visiting jails for legal services

7. Visiting observation homes for legal services

8. Visiting psychiatric hospitals for legal services

9. Visiting children's homes for legal services

10. Informing authorities on the lack of amenities at the aforementioned places

11. Reporting violations of child rights and instances of child labour and trafficking of children

12. Securing compensation for victim of crime under Section 357A of CrPC

13. Any other _____, which must be clearly specified

SECTION I : CASE JOURNAL

SECTION II : DAILY DIARY

CASE JOURNAL OF PARA- LEGAL VOLUNTEERS

Sl. No.	Date (DD/MM/YYYY)	Details of the aid seeker																				
		Name:																				
	Time [(HH/MM) AM/PM]	[First] [Middle] [Last]																				
		Gender: Female <input type="checkbox"/> Male <input type="checkbox"/> Third <input type="checkbox"/>																				
	Location of the Clinic	Date of Birth (DD/MM/YYYY):																				
		Residential Address:																				
		Permanent Address:																				
		Contact No: Mobile _____ Landline _____																				
		Signature (with date):																				
		Thumb Impression: Right <input type="checkbox"/> Left <input type="checkbox"/>																				
Nature of the Problem																						
<input type="checkbox"/> Family related matters <table border="0" style="width:100%"> <tr> <td><input type="checkbox"/> Registration of Marriage</td> <td><input type="checkbox"/> Adoption</td> </tr> <tr> <td><input type="checkbox"/> Adultery</td> <td><input type="checkbox"/> Dowry</td> </tr> <tr> <td><input type="checkbox"/> Sexual abuse of children/ Incest issues</td> <td><input type="checkbox"/> Divorce/ Judicial Separation</td> </tr> <tr> <td><input type="checkbox"/> Forced Abortions</td> <td><input type="checkbox"/> Pre- natal sex determination</td> </tr> <tr> <td><input type="checkbox"/> Registration of birth/ death</td> <td><input type="checkbox"/> Guardianship/ Custody</td> </tr> <tr> <td><input type="checkbox"/> Bigamy</td> <td><input type="checkbox"/> Child marriage</td> </tr> <tr> <td><input type="checkbox"/> Senior citizen (maintenance/ residence/ property)</td> <td><input type="checkbox"/> Domestic Violence (physical/ emotional/ economical)</td> </tr> <tr> <td><input type="checkbox"/> Maintenance</td> <td><input type="checkbox"/> Other marriage related issues</td> </tr> <tr> <td><input type="checkbox"/> Others (Please specify):</td> <td></td> </tr> </table>			<input type="checkbox"/> Registration of Marriage	<input type="checkbox"/> Adoption	<input type="checkbox"/> Adultery	<input type="checkbox"/> Dowry	<input type="checkbox"/> Sexual abuse of children/ Incest issues	<input type="checkbox"/> Divorce/ Judicial Separation	<input type="checkbox"/> Forced Abortions	<input type="checkbox"/> Pre- natal sex determination	<input type="checkbox"/> Registration of birth/ death	<input type="checkbox"/> Guardianship/ Custody	<input type="checkbox"/> Bigamy	<input type="checkbox"/> Child marriage	<input type="checkbox"/> Senior citizen (maintenance/ residence/ property)	<input type="checkbox"/> Domestic Violence (physical/ emotional/ economical)	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Other marriage related issues	<input type="checkbox"/> Others (Please specify):			
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<input type="checkbox"/> Missing Children	<input type="checkbox"/> Others (Please specify):																					

CASE JOURNAL OF PARA- LEGAL VOLUNTEERS

Details of the Problem		Suggestion/ Assistance Offered		Remarks by the aid seeker	
				Signature/ Thumb impression	
Actions taken in furtherance of the suggestion(s)					
Date	Authority/ person dealt with	Outcome	Remarks by the aid seeker		
			Remarks	Signature (with date) and Thumb Impression	

Sarpanch/ School Principal/ BDO

Secretary, DLSA/ Chairman, TLSC

Signature (with date):

Signature (with date)

Name and Seal:

Name and Seal:

PARA-LEGAL VOLUNTEER DIARY: PART A [ACTIVITIES RELATED TO AWARENESS PROGRAMMES]

Sl. No.	Details	Topics	No. of people attended	Remarks of participants	Information of participants
	Date [DD/MM/YYYY]: Place: Time:				Name 1: Contact: Address: Signature: Name 2: Contact: Address: Signature:
	Date [DD/MM/YYYY]: Place: Time:				Name 1: Contact: Address: Signature: Name 2: Contact: Address: Signature:
	Date [DD/MM/YYYY]: Place: Time:				Name 1: Contact: Address: Signature: Name 2: Contact: Address: Signature:

Sarpanch/ School Principal/ BDO

Secretary, DLSA

Signature (with date):

Signature (with date):

Name and Seal:

Name and Seal:

PARA-LEGAL VOLUNTEER DIARY: PART B [MISCELLANEOUS ACTIVITIES]

Sl. No.	Details	Information on activity/Problem of aid-seeker	Action taken/Assistance offered	Remarks on activity/ by aid seeker
	Date [DD/MM/YYYY]: Place: Time:			Signature/ Thumb impression:
	Date [DD/MM/YYYY]: Place: Time:			Signature/ Thumb impression:
	Date [DD/MM/YYYY]: Place: Time:			Signature/ Thumb impression:

Sarpanch/ School Principal/ BDO

Signature (with date):

Name and Seal:

Secretary, DLSA

Signature (with date):

Name and Seal: