

## National Legal Services Authority

### Internship Programme –Batch –I (7.5.2018 to 30.5.2018)

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## **INTERNSHIP PROGRAMMES FOR LAW STUDENTS**

Haryana State Legal Services Authority has started summer and winter internship programmes. Interested law students pursuing studies (2<sup>nd</sup> and 3<sup>rd</sup> year of three year and 3<sup>rd</sup> to 5<sup>th</sup> year of five year law degree course only) at any recognized college/Law School/University may send their application in the enclosed format. For winter internship programmes cut off date for submitting applications is 25<sup>th</sup> November and for summer internship programmes the cut off date is 10<sup>th</sup> May. They can submit their applications through e-mail, by post or by hand. The proforma for application is attached as Annexure 'A' and the guideline for programme is attached as Annexure 'B'. The interested law students may submit their applications accordingly.

-Sd-  
Joint Member Secretary,  
For Member Secretary,  
Haryana State Legal  
Services Authority,  
Panchkula.

**Annexure-A**

**PROGRAMME FOR VOLUNTARY INTERNSHIP FOR LAW  
STUDENTS IN HARYANA STATE LEGAL SERVICES AUTHORITY  
FORMAT OF APPLICATION**

Name:

Address for correspondence:

E-mail address:

Mobile No./ Tel. No:

Date of Birth:

Sex:

Educational Qualification starting from 1<sup>st</sup> year of Law course onwards:-

<b>Sr. No.</b>	<b>Name of Board/University /Institute</b>	<b>Examination passed</b>	<b>Years of passing</b>	<b>Divisions obtained with percentage grade in all semesters</b>	<b>Subjects</b>

Name of the institute; semester of the course presently pursuing and its duration:

Period during which internship required:

Names of the Head of Department of the present Institute with telephone number and fax/e-mail:

Indicate the proposed topic of research during internship with a brief note on specific aspects relating thereto:

**(Signature with date)**

## **Annexure-B**

### **PROGRAMME FOR INTERNSHIP FOR L.L.B STUDENTS**

Haryana State Legal Services Authority provides opportunities by holding summer (May/June) Winter (November/December) Voluntary Internship Programme.

The programme is open for students pursuing studies in Law from recognized colleges/law schools/Universities in India.

#### **GUIDELINES OF THE PROGRAMME**

1. Duration of internship will be 2 weeks ordinarily.
2. Haryana State Legal Services Authority pays no remuneration/expenses.
3. The interested law students pursuing studies (2<sup>nd</sup> and 3<sup>rd</sup> year of three year and 3<sup>rd</sup> to 5<sup>th</sup> year of five-year law degree course only) at any recognized college/Law school/University may send their applications in the enclosed format by 10<sup>th</sup> May (in case of Summer Programme) and by 25<sup>th</sup> Nov (in case of winter programme).
4. These applications may be sent either by post/courier or through e-mail or by hand to reach the office of the Haryana State Legal services Authority. Application received after the cutoff date shall not be considered and no correspondence will be entertained in this regard. Incomplete application will not be entertained.
5. All these applications will be scrutinized and the actual offer will be sent to the selected students subject to the availability of slot and approval of the Competent Authority.
6. The students will have to produce a recommendation/no objection letter from their Director or Head of Department.
7. Interns will be required to present a research paper on a selected topic at the end of their study and also undergo other studies assigned and prepare notes on it and submit to the concerned officer for evaluation and suggestions, if and by Haryana State Legal Services Authority.
8. A certificate will be issued to the intern at the end of her/his internship after evaluation of the research paper or assessment of work done.

## **INTERNSHIP PROGRAMMES**

Haryana State Legal Services Authority has introduced Internship programmes to give law students an insight into the legal aid and services mechanism besides various legal literacy programmes and schemes framed for “Access to Justice for All”. It is one of its kind initiative to build the capacity of not only Intern/Students by providing them an opportunity to gain practical experience in the legal services field but also of this Authority through feedback received from law interns. Internship programme is a unique platform for law students to put their legal knowledge, skills and experience into practices and take initiatives to reach out to the weaker sections of the society and see that they are benefited by the legal Services Programmes. Internship programme will be instrumental in bringing about directional changes in the implementation of various schemes and Legal Services Programmes. The knowledge and experience of grass root realities gained at the initial stage of academic pursuit would be immensely valuable in their professional career.

### **OBJECTIVES OF INTERNSHIP PROGRAMMES**

1. To provide them opportunity to have an insight into the legal system of India.
2. To provide students specialized training and practical experience in Legal Services Programmes at the threshold of their career.
3. To provide a framework by which students may be associated with legal services programmes where their educational experience can be enhanced through practical work assignments.
4. To provide a systematic mechanism for interns so as to enhance their practical knowledge about working of Legal Services System in India.
5. To provide an opportunity to students to help expand the reach of Legal Services Programmes to the weaker and vulnerable sections of society.
6. To provide a strong platform for students to learn and contribute to the society.
7. To promote the scheme of National Legal Services Authority (Legal Aid Clinic) regulations 2011 and National Legal Services Authority(Legal Services Clinics in Universities Law College and other Institution) Scheme 2013.

## **SUGGESTED FIELD AREAS DURING INRTERNSHIP PROGRAMMES**

- (a) District Legal Services Authority.
- (b) Permanent Lok Adalat (PUS).
- (c) Motor Accident Claim Tribunal.
- (d) Section 138 N.I. Act Special Courts.
- (e) Awareness Programmes in Slum areas & labour colonies.
- (f) Legal Care & Support Centres.
- (g) Mediation & Conciliation Centre.
- (h) Family Court.
- (i) Labour Courts & Tribunals, Consumer Forums etc.
- (j) Old Age Home.
- (k) Juvenile Justice Boards.
- (l) Children Homes & Child Welfare Committees.
- (m) Civil & Criminal District Courts.
- (n) Lok Adalats.
- (o) Jails
- (p) Police Stations laying emphasis on activities of DLSA.
- (q) Awareness Programmes in Village.
- (r) Haryana State Legal Services Authority Chandigarh.

### **QUALIFICATION**

Interns should study in Law Schools/Colleges. Interns must be interested to work in legal services field and eager to learn and work for legal services.

### **TRAINING**

Interns are given training on the Legal Services Programmes

### **ACADEMIC CREDIT**

The certificates of internship are issued after assessment of the work done reports submitted by interns.

Till date the following intern programmes were undergone by law students under the aegis of Haryana State Legal Services Authority (HALSA) in District Legal Services Authorities of Haryana:-

Panchkula-	04
Karnal-	01
Gurgaon-	01
Rewari-	01
Sonepat-	01

One such report along with proforma is attached herewith as Annexure-A received from DLSA, Gurgaon.



# Annexure-A



## **DISTRICT LEGAL SERVICES AUTHORITY**



### **GURGAON**

**District Court Gurgaon**

Office No. 0124-2310288

Help Line No. 0124-2221501 (Court working hours)

Email: - [cjmgn@gmail.com](mailto:cjmgn@gmail.com)

### **“SUMMER INTERNSHIP PROGRAMME-2014”**

District Legal Services Authority has introduced Summer Internship to give law students an insight into the legal aid and services mechanism besides various legal literacy programmes and schemes framed for “Access to Justice for All”. It is one of its kind initiative to build the capacity of not only Intern/Students by providing them an opportunity to gain practical experience in the legal services field but also of this Authority through feedback received from law interns. Internship programme is a unique platform for law students to put their legal knowledge, skills and experience into practices and take initiatives to reach out to the weaker sections of the society and see that they are benefited by the legal Services Programmes. Internship programme will be instrumental in bringing about directional changes in the implementation of various schemes and Legal Services Programmes. The knowledge and experience of grass root realities gained at the initial stage of academic pursuit would be immensely valuable in their professional career.

## **OBJECTIVES**

1. To provide them opportunity to have an insight into the legal system of India.
2. To provide students specialized training and practical experience in Legal Services Programmes at the threshold of their career.
3. To provide a framework by which students may be associated with legal services programmes where their educational experience can be enhanced through practical work assignments.
4. To provide a systematic mechanism for interns so as to enhance their practical knowledge about working of Legal Services System in India.
5. To provide an opportunity to students to help expand the reach of Legal Services Programmes to the weaker and vulnerable sections of society.
6. To provide a strong platform for students to learn and contribute to the society.
7. To promote the scheme of National Legal Services Authority (Legal Aid Clinic) regulations 2011 and National Legal Services Authority(Legal Services Clinics in Universities Law College and other Institution) Scheme 2013.

## **PERIOD**

Internship is offered during Summer Vacations-2014. Internship would commence from:-

Batch I - **1<sup>st</sup> July to 28<sup>th</sup> July 2014.**

## **MISSION STATEMENT**

To establish linkages with socially & economically weaker and vulnerable sections of society with a view to create an enabling environment in which they are able to access Legal Services Mechanism for enforcement of their rights.

## **PROJECTS**

Interns will work on live projects framed to reach out benefits of various legal services programmes and schemes to the weaker and vulnerable sections of the society focusing on:-

1. To maximize benefits of free legal aid services.
2. To conduct legal literacy camps in District Jail Bhondsi.
3. To organize Awareness Programmes in slum & labour colonies.
4. To promote Alternate Dispute Redressal Mechanism Viz. Pre-Litigation Conciliation & Counseling, Lok Adalats, Mediation etc.

## **SUGGESTED FIELD AREAS**

- (a) District Legal Services Authority Gurgaon.
- (b) Permanent Lok Adalat(PUS) Gurgaon.
- (c) Motor Accident Claim Tribunal Gurgaon.
- (d) Section 138 N.I. Act Special Courts, Gurgaon.
- (e) Awareness Programmes in Slum areas & labour colonies.
- (f) Legal Care & Support Centre Gurgaon.
- (g) Mediation & Conciliation Centre Gurgaon.
- (h) Family Court Gurgaon.
- (i) Labour Courts & Tribunals, Consumer Forums etc.
- (j) Old Age Home Gurgaon.
- (k) Juvenile Justice Boards Gurgaon.
- (l) Children Homes & Child Welfare Committees Gurgaon.
- (m) Civil & Criminal District Courts Gurgaon.
- (n) Lok Adalats.
- (o) District Jail at Bhondsi Gurgaon.

- (p) Police Station Gurgaon laying emphasis on activities of DLSA Gurgaon.
- (q) Awareness Programmes in Village.
- (r) Haryana State Legal Services Authority Chandigarh(optional)

### **PROJECT GUIDE**

CJM-cum-Secretary District Legal Services Authority Gurgaon will frame suitable projects for the interns. Interns will work under the supervision & guidance of CJM-cum-Secretary DLSA Gurgaon.

### **PRIMARY RESPONSIBILITIES**

1. To prepare publicity material on Legal Services and legal rights under various social welfare legislations for mass awareness.
2. To create an enabling environment where the poor, weaker and vulnerable people can come forward for justice and equality.
3. To develop linkage between the people belonging to peripheral section & legal aid.
4. To assist the needy in preparation of application to access Legal Services.
5. To promote Alternate Dispute Redressal Mechanism Viz. Pre-Litigation Conciliation & Counseling, Lok Adalats, Mediation etc. with special emphasis on family & matrimonial matters.

### **QUALIFICATION**

Interns should study in Law Schools/Colleges. Interns must be interested to work in legal services field and eager to learn and work for legal services.

### **TRAINING**

Interns will be given training on the Legal Services Programmes

### **HOW TO APPLY**

Interested students can send their scanned applications through e-mail [cjmgn@gmail.com](mailto:cjmgn@gmail.com) or courier/post/by-hand on or before 12<sup>th</sup> June 2014 before 2.30 PM at District Legal Services Authority Gurgaon, District Court Gurgaon.

### **MONITORING & EVALUATION**

District Legal Services Authority Gurgaon will prepare for law students after imparting training to them about various Legal Services Programmes implemented in Gurgaon and coordinate with NGOs District Jail Bhondsi Gurgaon and legal experts in connection with execution of project. Students shall submit a detailed report on the concluding day of the internship programme enumerating problems & challenges faced by the beneficiaries in assessing Legal Services and their recommendation to improve the efficiency of Legal Services mechanism so as to ensure equal opportunity of justice to all. On evaluation of the work done and date complied during the project, a Certificate of internship will be issued to the interns.

### **ACADEMIC CREDIT**

The certificates of internship will be issued after assessment of the work done reports submitted by interns.

(Shekhar Dhawan)

Ld. District & Sessions Judge-cum-Chairman,  
District Legal Services Authority, Gurgaon

### Schedule Internship Programme 2014

<b>1.07.2014</b>	<b>Induction/introduction Session</b>	<b>Briefing by Ld. District &amp; Sessions Judge-cum-Chairman DLSA Gurgaon.</b>
<b>2.07.2014 &amp; 3.07.2014</b>	<b>DLSA (Legal Aid) Processing of application Of Legal Aid, Front Office, Protection Home, Protection Office</b>	<b>CJM-Cum-Secretary DLSA Gurgaon</b>
<b>4.07.2014</b>	<b>Visit Old Age Home &amp; Sub Division Legal Services Committee</b>	
<b>5.7.2014</b>	<b>District Jail Bhondsi At Gurgaon. Jail Lok Adalat</b>	
<b>6.07.2014</b>	<b>Legal Care &amp; Support Centre</b>	
<b>7.07.2014 to 11.07.2014</b>	<b>Courts :-</b>	<b>:- Ld. District &amp; Sessions Judge-cum-Chairman District Legal Services Authority Gurgaon. :- Additional District &amp; Sessions Judges Gurgaon :- Motor Accident &amp; Claim Tribunal</b>

- :- Family Court**
- :- Special Court for Crime Against Women**
- :- Labour Courts**
- :- 138 Special Courts**
- :- Civil & Criminal Courts**

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**12.07.2014**                      **2<sup>nd</sup> Saturday**

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**13.07.2014**                      **Sunday ( Legal Care & Support Centre)**

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**14.07.2014 to**  
**18.07.2014**

**Permanent Lok Adalat (Public Utility Service)**  
**Mediation & Conciliation Centre Gurgaon.**  
**Juvenile Justice Board**  
**DLSA activities with police stations Gurgaon DLF**  
**Gurgaon**  
**Child Welfare Committee**

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**19.07.2014**                      **Lok Adalat Senior Citizen Cases District Court Gurgaon.**

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**20.07.2014**                      **Legal Care & Support Centre**

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**21.07.2014 to 25.07.2014**

**Legal Literacy & Legal Awareness**  
**in Village amongst the marginalized Sections of society**  
**Visit to Children Homes.**  
**DLSA activities with police stations District Gurgaon**

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**26.07.2014**      **Awareness of Rights of Women especially MGNERGA**

**27.07.2014**      **Legal Care & Support Centre.**

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**28.07.2014**      **Presentation of reports by interns.**





सत्यमेव जयते

## **DISTRICT LEGAL SERVICES AUTHORITY**



### **GURGAON**

**District Court Gurgaon**  
Office No. 0124-2310288  
Help line No. 0124-2221501  
Email: - [cjmggn@gmail.com](mailto:cjmggn@gmail.com)

### **SUMMER INTERNSHIP FORM-2014**

Internship No. \_\_\_\_\_

*(For Office Use)*

1. Name of the Intern : \_\_\_\_\_

(In Block Letters)

2. Father's/Husband's Name : \_\_\_\_\_

(In Block Letters)

**Self  
Photograph  
To Be Affixed**

3. Residence Address : \_\_\_\_\_

(In Block Letters)

4. Contact No. : \_\_\_\_\_

5. E-mail address : \_\_\_\_\_

6. Name of University : \_\_\_\_\_

With address & contact No. : \_\_\_\_\_

(In Block Letters) \_\_\_\_\_

7. Educational Qualification

Law	Name of Board/University	Year of Passing	Pass% (Aggregate)
1 <sup>st</sup> Year			
2 <sup>nd</sup> Year			
3 <sup>rd</sup> Year			
4 <sup>th</sup> Year			
5 <sup>th</sup> Year			

8. Why do you want to associate with District Legal Services Authority Gurgaon?

\_\_\_\_\_

9. Specify Academic Achievements and Extra Curricular Activities (Extra Sheet may be attached).

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(Signature of the Intern)

**RECOMMENDATION**

(Name of the student)\_\_\_\_\_ is a student of \_\_\_\_\_

(Semester/year). We intend to place him/her with your organization for internship of during the period from 1<sup>st</sup> July, 2014 to 28<sup>th</sup> July, 2014.

Signature

Name

Designation