

# **Guidelines for Holding Lok Adalats**

**OFFICE OF THE  
TRIPURA STATE LEGAL SERVICES AUTHORITY  
OLD DISTRICT & SESSIONS JUDGE COURT COMPLEX  
AGARTALA, WEST TRIPURA**

**Office Land line No- 0381-231-2481**  
**No. FA(24)-LAW/TLSA/AGT/ESTT/22/**

**email- [tslsaagt@gmail.com](mailto:tslsaagt@gmail.com)**  
**Dated, Agartala, the 30<sup>th</sup> Nov., 2023**

**Guidelines for holding Lok Adalats**

Under section 19 of the Legal Services Authorities Act, 1987, periodical Lok Adalats including National Lok Adalats are organized in Tripura in every judicial station and also at the premises of the High Court of Tripura. For successful organization of Lok Adalats on being directed by Hon'ble Executive Chairman, TSLSA following guidelines are being issued in addition to the instructions received from NALSA time to time in this regard.

- 1) Selection of proposed date-** Proposed date of any General, Special or Mobile Lok Adalat will generally be determined by concerned Legal Services Authority or Committee preferably 60 days prior to the date of such Lok Adalat.
- 2) Selection of cases-**
  - i)** Immediately after selection of the proposed date, concerned Legal Services Authority/Committee shall collect information from the concerned Courts about the nature and number of cases to be taken up in the Lok Adalat and shall determine how many benches of Lok Adalat should be constituted.
  - ii)** While selecting the cases for listing in Lok Adalats, the concerned Court shall keep in mind as to whether any particular case is fit and ready for taking up in the Lok Adalat and whether the submission of required documents by parties for settlement are complete or not.
- 3) Sending of Proposal to TSLSA -** After collection of all such information and after determining number of benches and nature of cases to be taken up, concerned Legal Services Authority/Committee, shall immediately send the proposal giving details of the same including the required information as envisaged in the National Legal Services Authority (Lok Adalat) Regulation, 2009 to the State Authority for necessary approval. Said proposal will preferably be sent to the State Authority atleast one and half month in advance from the proposed date of Lok Adalat.
- 4) Pre Lok Adalat meeting with Insurance Companies-**
  - i)** Where the Lok Adalat is supposed to be organized locally, the Chairman of the concerned District or Sub-divisional Legal Services Authority/ Committee and where the Lok Adalat is supposed to be held throughout the State, the Member Secretary, State Legal Services Authority shall just after selection of date of Lok Adalat and the claim cases under MV Act and EC Act to be taken up in the Lok

Adalat, will sit with the officers of the Insurance Companies to ascertain the possibilities of settlement of those cases. Endeavour should be taken to involve maximum numbers of Insurance Companies in the process.

- ii) Such sittings shall be made at least 45 days prior to the proposed date of Lok Adalat, so that the Insurance Companies get sufficient time to make them ready for settlement of cases in Lok Adalat.
- iii) The List of all the claim cases mentioning the name of the parties, name of the court in which the case is pending shall be furnished separately by the DLSAs & SDLSCs to TSLSA at the time of sending the proposal and the same will be furnished to the Insurance Companies in that meeting.

- 5) **Public awareness about the Lok Adalat-** When date of Lok Adalat is fixed on getting the approval of TSLSA, the Legal Services Authority/ Committee shall take necessary steps for publication of the same for general awareness, locally through announcement by mike and by other suitable modes. When any such Lok Adalat is organized throughout the State, TSLSA will take necessary steps for publication of the same in different news papers and also through cable network, publication through Govt. managed social media, display in large screen LED board and through other suitable mode such as issuance of press release, holding of press meet etc.
- 6) **Service of notice-** Special care should be taken by the secretary of the concerned Legal Service Authority / Committee that notices are properly served upon the parties in accordance with law.
  - i) Such notices shall normally be prepared and sent for services within 07 days of receipt of approval from State Authority.
  - ii) Attempt may also be taken for brief information of such lok adalat to be sent through SMS/ e-mail to the parties where same is feasible.
- 7) The Secretary of concerned Legal Services Authority/Committee shall scrutinize whether service returns are received after due service or not. In case, it is found that due to non-service of notices, some cases are not likely to be settled in the Lok Adalat, said Authority/Committee may take further new cases in the Lok Adalat or may take alternative steps for giving information to the notice recipients of such Lok Adalat.
- 8) The Chairman of District and Sub-Divisional Legal Services Authority/Committee shall hold discussion with police authority regarding service of summons etc. and with other Govt. Departments for their cooperation, coordination and representation in the Lok Adalat, where their presence is required.
- 9) **Pre-Lok Adalat/ Pre- conciliation sittings-** Pre -Lok Adalat/ Pre-conciliation sittings shall be organized by concerned Authority/Committee before the date of Lok Adalat and date(s) of the same may also be fixed continuously on different dates and even same may be continued for many dates just preceding the date of Lok Adalat.
- 10) **Constitution of Benches-** Endeavour should be taken for listing of maximum number of cases and maximum disposal of cases in the Lok Adalat. Sufficient number of cases should be taken up in each bench of Lok Adalat, and pre-lok Adalat sittings may be continued for 7-10 days just preceding the date of Lok Adalat, so that excess crowd and inconvenience in dealing with such cases by the stake holders may be avoided.

- 11) **Authorization to represent the State-** In compoundable nature of criminal cases where State is involved including offences under MV Act, 1988, Tripura Gambling Act, Tripura Police Act, Tripura Excise Act, 1987, Indian Electricity Act etc., matter shall be compounded as per the prescribed rate, if any, issued by the State Government from time to time. TSLSA will take up the matter of authorization of Govt. officers for compounding of such offences for the State, according to need.
- 12) **Submission of Statements-** Required statements of disposal of cases in Lok Adalat shall be communicated in proper form with accuracy immediately after Lok Adalat is over. Such statements shall be sent strictly in accordance with the format furnished by TSLSA and in no case, self created format shall be used by any Authority or Committee.
- 13) These guidelines are issued in addition to the National Legal Services Authority (Lok Adalat) Regulations, 2009 and all other instructions issued by NALSA and TSLSA from time to time and are subject to all the prevailing laws and rules in this regard.
- 14) The guidelines shall be applicable with immediate effect and will remain in force until further orders.

Sd/-  
( Mrs. J. Datta Chowdhury )  
Member Secretary  
Tripura State Legal Services Authority  
Agartala : West Tripura

**No. FA(24)-LAW/TSLSA/AGT/ESTT/22/9962-10,033 Dated, Agartala, the 30<sup>th</sup> Nov.2023**

**Copy to :-**

1. The principal Secretary to Hon'ble the Chief Justice, High Court of Tripura Agartala.
2. The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, Agartala.
  3. The Secretary to Hon'ble Mr. Justice A. Lodh, Chairman, High Court Legal Services Committee High Court of Tripura, Agartala
  4. The Secretary to Hon'ble Mr Justice S. Datta Purkayastha, High Court of Tripura, Agartala.
  5. The Secretary to Hon'ble Mr Justice B. Palit, High Court of Tripura, Agartala.
  6. The Advocate General, Tripura, Agartala.
  7. The Chairman, Bar Council of Tripura, High Court of Tripura, Agartala.
  8. The President/Secretary, High Court Bar Association, High Court of Tripura, Agartala.
  9. The Public Prosecutor, High Court of Tripura, Agartala.
  10. The Govt. Advocate, High Court of Tripura.
  11. The Director, Tripura Judicial Academy, Narisingarh, Agartala.
  12. The LR & Secretary, Law Department, Government of Tripura, Agartala
  13. The District & Sessions Judge, Dhalai District, Ambassa / West Tripura Agartala/ Gomati District Udaipur/ North Tripura, Dharmanagar/ Khowai District/ Unakoti District, Kailasharhar/ Sonamura, Sepahijala District/ South Tripura, Belonia for information.
  14. The Chairmen, District Legal Services Authority , Dhalai District, Ambassa / West Tripura Agartala/ Gomati District Udaipur/ North Tripura, Dharmanagar/ Khowai District/ Unakoti District, Kailasharhar/ Sonamura, Sepahijala District/ South Tripura, Belonia for information.
  15. The Chairmen, Sub- Divisional Legal Services Committee, Sadar/ Bishalgarh/ Sabroom/

Amarpur/Kamalpur/ Gonda Twisa/ Kanchanpur/ Longtharai Valley.

16. The Judge, Family Court, Agartala, West Tripura/ Udaipur, Gomati District/ Kailashahar, Unakoti District/ Khowai/ Ambassa, Dhalai/ Sonamura, Sepahijala/ Dharmanagar, North Tripura/ Belonia, South Tripura.
17. The Secretary, High Court Legal Services Committee, Agartala.
18. The Registrar (Judicial), High Court of Tripura, Agartala.
19. The District Secretary, District Legal Services Authority , Dhalai District, Ambassa / West Tripura Agartala/Gomati District Udaipur/ North Tripura, Dharmanagar/ Khowai District/ Unakoti District, Kailasharhar/ Sonamura, Sepahijala District/ South Tripura, Belonia for information.
20. The Member Secretary, Sub- Divisional Legal Services Committee, Sadar/ Bishalgarh/ Sonamura/ Udaipur/ Amarapur/ Belonia/ Sabroom/ Khowai/ Kamalpur/ Gonda Twisa/ Kanchanpur/ Longtharai Valley, Kailashahar/ Dharmanagar.
21. All Chief Regional Managers of the General Insurance Companies at Guwahati, Assam.
22. All Divisional Managers and Branch Managers of all General Insurance Companies running their office in Tripura.
23. The Chief Librarian, High Court of Tripura, Agartala.
24. Concerned files (s).

JHUMA  
DATTA  
CHOWDHURY

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F. 1A (24) -LAW/TSLSA/AGT/ESTT/2022/1400-1517

February 13, 2024

**Additional Guidelines for holding Lok Adalats**

In addition to the earlier guidelines for holding Lok Adalat issued vide no.F.A (24)-LAW/TSLSA/AGT/ESTT/22/9962-10033, Dated 30<sup>th</sup> Nov, 2023 the following are the further guidelines for holding Lok Adalat specially on the matter of constitution of Benches.

**1. Pre-Litigation / Petty cases.**

- i) Minimum 500 nos. cases in each bench of Lok Adalat shall be taken up.
- ii) In station where the total number of cases to be taken up is less than 500 nos. then in such station one single Lok Adalat bench may be constituted.

**2. Other cases pending before the courts.**

- i) Minimum 50 nos. cases in each bench of Lok Adalat.
- ii) In any station if the number of cases to be taken up is less than 50 nos. in such station one single Lok Adalat bench may be constituted.

Sd/-

(Smt. J. Datta Chowdhury )  
Member Secretary

Tripura State Legal Services Authority  
Agartala; West Tripura

No. FA(24)-LAW/TSLSA/AGT/ESTT/22/1400-1517 Dated, Agartala, the 13<sup>th</sup> February, 2024

Copy to :-

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2. The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, Agartala.
3. The Secretary to Hon'ble Mr. Justice A. Lodh, Chairman, High Court Legal Services Committee High Court of Tripura, Agartala
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6. The Advocate General, Tripura, Agartala.
7. The Chairman, Bar Council of Tripura, High Court of Tripura, Agartala.
8. The President/Secretary, High Court Bar Association, High Court of Tripura, Agartala.
9. The Public Prosecutor, High Court of Tripura, Agartala.
10. The Govt. Advocate, High Court of Tripura.
11. The Director, Tripura Judicial Academy, Narisingarh, Agartala.
12. The LR & Secretary, Law Department, Government of Tripura, Agartala
13. The District & Sessions Judge, Dhalai District, Ambassa / West Tripura Agartala/ Gomati District

- Udaipur/ North Tripura, Dharmanagar/ Khowai District/ Unakoti District, Kailasharhar/ Sonamura, Sepahijala District/ South Tripura, Belonia for information.
14. The Chairmen, District Legal Services Authority, Dhalai District, Ambassa, West Tripura, Agartala, Gomati District Udaipur/ North Tripura, Dharmanagar/ Khowai District/ Unakoti District, Kailasharhar/ Sonamura, Sepahijala District/ South Tripura, Belonia for information.
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  23. The Chief Librarian, High Court of Tripura, Agartala.
  24. Concerned files (s).

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13/02/24

(Smt. J. Datta Chowdhury )  
Member Secretary  
Tripura State Legal Services Authority  
Agartala; West Tripura