



DELHI HIGH COURT LEGAL SERVICES COMMITTEE

33-38, Lawyers' Chamber, Block-I, Delhi High Court, New Delhi -110503

Tel. No. 23383418, 43010101 Extn. 4381

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Website : www.dhclsc.org



No. DHCLSC/ 2422

Dated: 27th September, 2024

IMPORTANT NOTICE REGARDING COMMUNICATION WITH THE OFFICE OF DHCLSC.

It is hereby apprised to the general public that henceforth correspondences shall be entertained only Wing wise, in the following manner:

- 1) All correspondences with respect to **Jail Petition, Observation Home and TCR (Trial Court Record)/LCR (Lower Court Record)** shall be addressed from/to the following email id. **jailwing-dhclsc@dhc.nic.in**. For **Jail Petitions and Observation Home** related queries kindly contact to **Ms. Preeti Sharma, Judicial Assistant (Mob. No. 9990266674)** and for **TCR (Trial Court Record)/LCR (Lower Court Record)** related queries kindly contact **Mr. Sandeep Bansal, Judicial Assistant (Mob No. 8076344048)**.
- 2) All correspondences with respect to **Lok Adalat including Pre-Sitting Lok Adalat** shall be addressed from/ to the following email id. **lokadalatwing-dhclsc@dhc.nic.in**. For **Lok Adalat including Pre-Sitting Lok Adalat** related queries kindly contact **Mr. Girish Chandra, UDC (Mob No. 9910556255)** and **Ms. Kavita Kanojia, LDC (Mob No. 9910850905)**
- 3) All correspondences with respect to providing **Legal Aid/Legal Services** from Delhi High Court Legal Services Committee (DHCLSC) shall be



addressed from/to the following email id. legalaidwing-dhclsc@dhc.nic.in. For **Legal Aid/Legal Services** related queries kindly contact **Ms. Rajender Kaur, Sr. Judicial Assistant (Mob No. 9319062721)**

- 4) All correspondences with respect to **Pre-Institution Mediation** shall be addressed from/to the following email id. mediation.dhclsc@gmail.com. For Pre-Institution Mediation related queries kindly contact **Mr. Raghav Sharma, LDC CUM FOC (Mob No. 9654405393)**.
- 5) All other **enquiries of general nature** and not falling in the above category shall be addressed to the following email Id. dhclsc-dhc@nic.in. For general query/ enquiries not pertaining to the above categories then kindly contact **Mr. Shyam Singh, Judicial Assistant (Mob. No. 9818016765)**.
- 6) For Accounts related queries kindly contact **Ms. Anjana Khurana, UDC (Mob No. 9560089672)**.

Note: * It is mandatory for all the officials concerned to attend telephone calls during the office hours.

(Arul Varma)
Addl. District & Sessions Judge
Secretary, DHCLSC