



**Intelligent Communications Systems India Ltd**  
Administrative Building above Post Office, Okhla  
Industrial Estate Phase III, New Delhi-110020

**EOI Ref No: ICSIL/04LD/Tender-EOI/Advocate-Law firms/2024**  
**Issued on: 14/01/2025**

## **Expression of Interest for Empanelment of Law Firms**

Issued By:  
**Material Management/Legal Division**  
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Visit us at <http://www.icsil.in>

## 1. Notice Inviting Expression of Interests

Intelligent Communication Systems India Limited (ICSIL) is a joint venture of Telecommunications Consultants India Ltd. (TCIL), a Govt. of India enterprise and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. It has provided exemplary service in the IT sector, Contractual Manpower supply for Delhi Govt. and Central Govt. departments, specializing in providing complete solutions in computerization, networking and telecommunication since 1987. With a well-focused vision and a global mission, ICSIL looks at greener pastures across the globe. At present total number of employees outsourced by ICSIL is around 8000 which is expected to increase in the next couple of years.

ICSIL intends to empanel Law Firms based at Delhi / NCR through this Expression of Interest (EoI) in the following areas for availing their services as and when required:

- 1.1** (a) HR / Administration/Vigilance related cases in Court /CAT/ Labour court/ District courts  
 (b) Criminal cases as criminal complaints, FIR, etc.  
 (c) Corporate related cases of Company Law, Insolvency Act before NCLT, company Lawboard etc.  
 (d) Other commercial matters of IT & Technical Division and all other divisions of ICSIL.

**1.2** In addition to the above, the service of the retainershiped Law Firms are required for miscellaneous cases of Projects, tenders, MSME Cases, execution petitions by ICSIL, Insurance, vetting, drafts of FIR, termination notices, issuance of legal notice, Show Cause notices, low stake matters, etc.

**1.3** Important details/timelines are as follows: -

Intent of the EoI	Expression of Interest for Empanelment of Law Firms
Validity of empanelment	Initially, 2 (two) years, which may further be extended for another 1 year on the same terms & conditions, subject to satisfactory performance during the engagement period.
EoI Ref No	ICSIL/04LD/Tender-EOI/Advocate-Law firms/2024
Type of Tender	Open & Expression of Interest (EoI)
Availability of EoI document	website of ICSIL i.e. <a href="http://www.icsil.in">www.icsil.in</a>
Date of Commencement	14/01/2025
Pre- Bid Meeting	20/01/2025, 11:00 AM
Last date and time for submission of EoI	03/02/2025, 03:00 PM
Contact person for seeking clarifications	1. Mrs. Deepti Gupta, Manager (Legal) 2. Ms. Nafeesa Bano, Engineer (MM Division) 3. Mr Ravi Tripathy, System Analyst (IT&MM)
Address of Communication and Bid submission	Front Desk Officer, INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD (ICSIL) Administrative Building, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi -110020
EOI Fee	NIL

## 1.4. Eligibility Criteria:

The offers of only those Law Firms which fulfil the following Pre-Qualification Criteria will be considered:

### Pre-Qualification Criteria

- 1.4.1 Degree of Law of all the partners from recognized University.
- 1.4.2 Only the practicing Advocates of Law firms registered with Bar Council of India/Delhi Bar Council, with the senior most partners should have a practice in Delhi Courts for more than 10 years.
- 1.4.3 The Law firm must either have a Chamber in the Delhi Court Premises and an office in Delhi/New Delhi with all infrastructures as conference/meeting room, computers/laptops, printers, scanners, Internet connection etc. along with office supporting staff.
- 1.4.4 The Law Firm must submit a minimum of 10 Supreme Court/High Court and Arbitration orders showing the presence of the Senior most partner as the Main Counsel for the last five years in different cases.
- 1.4.5 The Partners of the Law Firm must have appeared as an arguing counsel in minimum 10 cases of stake value more than Rs. 20 lakhs (in civil cases/labour cases). 5 cases (out of the said 10 cases) should be in favor of the Law Firm's client in proof of the success rate.
- 1.4.6 The Law Firm must agree for the fee to be paid as per the ICSIL fee schedule as per OM (Office Memorandum No. 26(1)/2014/judl., dated- 1st October 2015 of Government of India, Ministry of Law & Justice, Department of Legal Affairs, Judicial Selection) at Annexure B of the EOI, whosoever appears and shall not claim any higher fee in any case during the pendency of the cases.(For the purpose of payment of fees as per Fee Schedule at Annexure-B, the Panel Law firm/Advocate of the Firm must have more than 10 years of proven experience/practice in the Courts from the date of enrolment as an Advocate.)

**\*Eligible bidders/law firms may be called for presentation/discussion for assessment of subject matter expertise.**

### Note: -

- a) Law Firms, intending to apply, may fill Application-Forms as per format provided at Annexure "A" after ensuring that they qualify above mentioned Pre-Qualification criteria. They have to furnish all the documentary evidence in support of the required eligibility. In the event of their failure to do so, their application shall be rejected. For downloading EOI, please visit our website <https://icsil.in/tenders>
- b) Applications in response to this EOI complete in all respect, can be submitted in sealed covers super scribing "**Expression of Interest for Empanelment of Law Firms**" to below mentioned address on or before 03/02/2025, up to 03:00 PM
- c) Applicants (Law Firms) may apply for the empanelment along with all the required documents. Their application along with supporting documents will be evaluated and those Law firms who qualify all the criteria Pre-qualification criteria, shall be invited to make presentation.
- d) ICSIL reserves the right to reject any or all bids without assigning any reason(s) and without any cost(s) or compensation there for.
- e) Interested Law Firms can send their applications exactly as per format specified at Annexure "A" and checklist along with copies of relevant documents in support of the eligibility conditions within the stipulated date at the **following address:**

Front Desk Officer,  
Intelligent Communication Systems India Limited (ICSIL)  
Administrative Building, Above Post Office, Okhla Industrial Estate, Phase – III,  
New Delhi -110 020  
Telephone: 011-40538951, 011-35024705

**For any clarifications Firm(s) may contact:**

**Contact Person 1-**

Name: - Deepti Gupta, Manager (Legal)  
Email id: - [deepti.gupta@icsil.in](mailto:deepti.gupta@icsil.in)  
Contact No- 9582474226

**Contact Person 2-**

Name: - Nafeesa Bano, Engineer(MM/IT)  
Email id: - [nafeesa@icsil.in](mailto:nafeesa@icsil.in)  
Contact No- 9560729470

**Contact Person 3-**

Name: - Ravi Prakash Tripathy, System Analyst (IT/MM)  
Email id: - [ravi.tripathy@icsil.in](mailto:ravi.tripathy@icsil.in)  
Contact No- 8744968611

## **2 General Conditions:**

- 2.1** ICSIL reserves the right to reject or accept any application or cancel this process of empanelment at any stage without assigning any reason.
- 2.2** The applications received shall be scrutinized by ICSIL Committee and decision of MD/Management Committee of ICSIL shall be final on all issues arising out of this empanelment.
- 2.3** The number of Law Firms to be empaneled for retainership shall be determined by ICSIL.
- 2.4** Initially, the empanelment shall be for 2 (two) years, which may further be extended for another 1 year on the same terms & conditions, subject to satisfactory performance during the engagement period.
- 2.5** The fee for handling individual case ICSIL matters shall be governed by the Office Memorandum No. 26(1)/2014/judl. for Panel Law Firms. The Law Firm shall give unconditional and unequivocal acceptance of the same.
- 2.6** The Law Firm on being empaneled on retainership with ICSIL shall not handle any case/matter against ICSIL. If the Law Firm is handling any case against ICSIL prior to such empanelment, then it will submit the brief of said matter.
- 2.7** ICSIL can assign any case/matter to any Law Firm or change any Law firm from any matter/case or cancel empanelment of any Law Firm at any time without assigning any reason whatsoever.
- 2.8** Any other terms not mentioned herein will be as per prevailing legal Guidelines.

### **2.9 Tenure / term of Retainership**

The initial Retainership will be for 2 (two) years. The performance of Law firm shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the Law firm, the Retainership may further be extended for another 1 year on the same terms & conditions, subject to satisfactory performance during the engagement period.

### **2.10 Procedure for Empanelment**

Only those bidders (Law Firms) shall be considered for presentation/further process of empanelment/retainership that fulfill the pre-qualification criteria. The Competent Authority may also consider any other factor relevant for Empanelment.

### **2.11 Documents to be submitted by the Law Firms**

- 1. Duly filled in application strictly as per Annexure-A.**
- 2. The self-attested copies of the following documents required to be submitted with application:**
  - a) High School certificate in support of age.
  - b) Certificate of registration with Bar Council
  - c) Copies of Empanelment with other Organizations.
  - d) Certificates in support of educational qualifications.

- e) An undertaking from the Law firm regarding correctness of the information furnished.
- f) In addition to the above, relevant additional documents may also be asked during the course of evaluation as a clarification call, if required.

### **2.12 Communication of Empanelment/Retainership**

After a decision to Empanelment/Retainership of the Law Firm is taken, a communication in writing to this effect shall be sent to the Law Firm. The process of Empanelment shall be complete when ICSIL receives an acceptance letter from the Law Firm.

### **2.13 Right to Private Practice and Restrictions**

- (a) The Law Firm shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of their duties as an empaneled Law Firm of the ICSIL.
- (b) The Law Firm shall not advise any party or accept any case against the retainership ICSIL in which he has appeared or is likely to be called upon to appear or advise
- (c) If the Law Firm happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against the ICSIL arising in any court.

### **2.14 Termination**

**Termination of empanelment of any empaneled/retainership Law Firm if indulges any of the following:**

- (i) Giving false information in the application for Empanelment/Retainership.
- (ii) Handing over the brief or matter to another advocate/Law firm without prior written permission of the ICSIL.
- (iii) Failing to attend the hearing of the case without sufficient reason and prior information.
- (iv) Not acting as per ICSIL's instructions or going against specific instructions
- (v) Not returning the brief when demanded or not allowing or evading to allow its inspection on demand.
- (vi) Misappropriation of the ICSIL's funds or earmarking, using the same towards his fee without ICSIL's permission.
- (vii) Threatening, intimidating or abusing any of the ICSIL's employees, officers, or representatives.
- (viii) Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/appeal related to ICSIL's without permission.
- (ix) Committing an act tantamount to contempt of court or professional mis-conduct.
- (x) Conviction of the Advocate/Law firm in any offence resulting into arrest or detention or disbarment by the Bar Council.
- (xi) Passing any information relating to ICSIL's case on to the opposite parties or their advocates/Law firms which is likely to cause damage to the ICSIL's interests
- (xii) Giving false or misleading information to the ICSIL relating to the proceedings of the case; and
- (xiii) Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason.

Notwithstanding anything stated herein above, the organization reserves its right not to empanel any Law firm even on fulfilling the eligibility criteria or postpone or cancel the process of Empanelment or terminate the Empanelment of any Law firm at any time without assigning any reasons in this regard.

### **2.15 Arbitration**

In the event of any dispute arising between ICSIL and the Law firm, in any matter covered under this empanelment, the matter shall be referred to the Managing Director, ICSIL who may himself act as sole arbitrator. The Law Firm expressly agrees that the arbitration proceedings shall be held at New Delhi.

### **3 Scope of Work**

**Following is the Scope of Work for Law Firm to be empaneled for representing and assisting ICSIL before various Courts/Tribunals, etc including but not limited to: -**

#### **3.1 Definitions**

For the purposes of these Guidelines, the terms used will have the following meaning: -

- (i) 'Advocate' means an advocate, entered in any roll of advocates under the provisions of Advocates Act, 1961 (25 1961);
- (ii) 'Law firm' means a law firm is a business entity that provides legal services to clients, such as individuals and corporation
- (iii) The competent authority shall be the Managing Director of ICSIL, or any officer so designated by the Managing Director of ICSIL.
- (iv) The court shall mean and include any Courts, any High Court/Supreme Court or Tribunals.

#### **3.2 General**

- 3.2.1 The Law firm shall be engaged only in cases where ICSIL is a necessary party.
- 3.2.2 Reconciliation/Mediation matters where the ICSIL is a party pending in different Labour Authorities may be taken care of by the officers of the ICSIL. However, the Law Firm may be engaged if deemed necessary in exceptional cases by the Competent Authority.
- 3.2.3 The Law Firm must have from diversified experience in different fields *viz.* Corporate Laws, Arbitration, Service, Labor & Industrial Laws, Information Technology, Laws related Human Resources and all types of civil and criminal matters, etc. depending upon the expertise, experience, performance and conduct of advocates of Law firm in general or experience in dealing labour cases / disputes or cases of the ICSIL, if any, in particular.
- 3.2.4 The Law Firm will have to coordinate and work with designated Senior Advocates, if any, engaged in the case, if required.
- 3.2.5 The Law Firm under these guidelines shall not be employees of the ICSIL and therefore, shall not be eligible for any benefits available to its employees.
- 3.2.6 The Law Firm shall maintain absolute secrecy and confidentiality about the cases of the ICSIL as required under the Act and rules/regulations made there under.
- 3.2.7 The Law Firm shall in full accept the terms and conditions of the Retainership as determined by the ICSIL from time to time.

**3.3** The advocate of Law firm shall attend the cases of ICSIL before different Courts/Tribunals / Authorities. The brief of services to be provided by the Advocate/Law Firms includes but not limited to the following:

- 3.3.1 Handling of approx 150 cases before different Courts/Tribunals / Authorities: -
  - i. Labour Court
  - ii. District Court (for Civil and Criminal Cases)

- iii. High Court
- iv. CAT
- v. Office of Labour Commissioner
- vi. Office of Arbitrator

**3.3.2 Drafting** of all kinds of pleadings as per requirement of the nature of cases:

- i. Writ Petition
- ii. Reply Affidavit to writ petition
- iii. Civil Suit
- iv. Reply to Civil Suit
- v. Counter claim
- vi. Rejoinder/Replication
- vii. Evidence
- viii. Complaint
- ix. Miscellaneous application
- x. Agreement
- xi. Business Contract
- xii. Contract with Employee

**3.4 Out station case to be attended on hearing dates/ its drafting and reply promptly.**

**3.5 The Scope of work under fixed Retainer ship includes but not limited to following: -**

- (i) To attend meeting at client office of ICSIL and to attend meeting at Police office, etc if required.
- (ii) Drafting of Legal Notice reply to Legal Notices.
- (iii) Drafting and vetting of all kinds of agreements/ contracts/ MoU /Appointment Letters/ Affidavit/ Undertaking/ Settlement Deed, etc.
- (iv) Drafting /Vetting of official emails/reply of official emails as and when required
- (v) Frequent visits / meetings with the legal division or with the management of ICSIL at least once in a week or as and when required.
- (vi) Any other implication arises on company or official, to be guided /advised.
- (vii) Any opinion required on subject arises on time to time.
- (viii) Any other issues arise during the day to day in the office of ICSIL and Client Dept.



**ANNEXURE 'A'**

**FORMAT OF APPLICATION FOR LAW FIRMS**

- 1) Name of the Law Firm: .....
  
- 2) Date of Registration: .....
  
- 3) Address: .....
  
- 4) (4.1)Contact details: .....
- (4.2)PAN: .....
- (4.3) GST: .....
  
- 5) Details of Partners of the Firm
  - (5.1)Number of Partners: .....
  - (5.2)Name of Senior Most Partner: .....
  - (5.3)Partners Details :( may attach details in proforma given below)

S.No	Name of the Partner	Details of Educational Qualifications		Details of Bar Council Registration (BCI/DBC)		Years Of Practice (as on 30-09-2024)	Number of cases (as per Eligibility conditions 1.4.5)
		Degree (attach Support documents)	Year of acquisition	Name of Bar Council	Date of Enrolment (Certificate to be submitted)		

- 6) Applied for empanelment/retainership in the category (Please tick mark minimum One and maximum Two and strike out whichever is not selected):
- 6.1 HR / Administration/Vigilance related matters before Court /CAT/ Labour court/District courts
  - 6.2 Criminal cases as criminal complaints, FIR, etc.
  - 6.3 Corporate matters (Company Law, Insolvency and Bankruptcy Code Act before NCLT, NCLAT etc.
  - 6.4 Other commercial matters involving Information Technology & other technical issues in Telecom/Electrical fields.

**7) Details of Experience/practice: (Applied Category Wise)**

Case titles/List of the Cases showing appearance of the Senior Most partner of the Firms in minimum 20 of Supreme Court/High Court/Arbitration orders in the last five years. (i.e. From September 2019 to Dec 2024). (Attach copies of the orders)

(Note: If a Law Firm applies for empanelment against Two categories, then it shall substantiate its eligibility by producing the requisite documents under para 7 or both categories of cases)

- 8) Case Titles/ List of cases showing that the partners of the law firm have appeared as arguing counsel in minimum 10 cases of stake value more than Rs. 20 lakhs (in civil cases/labour cases). Indicate minimum 5 cases which are in favour of law firm as a proof of success rate. (Attach copies of the orders)**

(Note: If a Law Firm applies for empanelment/retainership against Two categories, then it shall substantiate its eligibility by producing the requisite documents under para 7 & 8 for both categories of cases)

**9) Details of Advocate of Law firm on Record (attach document in support)**

- (9.1) Name of Advocate/law firm on Record (AOR): .....
- (9.2) Registration No./Date of BCI/DBC Enrolment: .....
- (9.3) Details of LLB: .....
- (9.4) Number of years of experience/practice: .....

**10) Details of Office Infrastructure - Please indicate the following:**

- Conference/meeting room: Yes/No
- Number of computers/laptops:.....
- Number of printers:.....
- Number of scanners:.....
- Wi-fi/Internet connection: .....
- Number of office supporting staff (para legal, clerk, work assistants, runners etc.):.....

**Declaration:**

- I. We declare that We will abide by the Fee Schedule of ICSIL as applicable to ICSIL Panel of Law Firm (As amended time to time).
- II. We have never been penalized by any bar council in any Disciplinary Proceedings.
- III. We also undertake to maintain absolute secrecy about the cases of ICSIL as required under the Act, Rules & Regulations thereunder.
- IV. We will not take any brief/case in any court of Law or will advise/assist any person against the ICSIL.

**Signature of Advocate of Law Firm**

**ON behalf of M/s. ....**

**(Name of the Law firm)**

**Address (Office/Chamber & Residence)**

**Tel. No./Mobile No./Email:**

## **Annexure -B**

### **Fee Schedule Applicable to Panel Advocates/Law Firm**

**Defined: -**

In the case of Court Notice/ Summon received from various Courts of Law, case to case hearing date fee as per the “OM of Govt. of India”, Ministry of law & justice, Department of Legal Affairs, Judicial Section No. 26(1)/2014/Judl. Dated 1<sup>st</sup> October 2015 is noted below.

1. Fee for per case in District Courts/ Labour Courts / Labour Commissioners offices in Delhi, case hearing date Rs. 1800/- per date.
2. Fee for drafting written statements, Grounds of Application, Written Arguments etc. Rs. 1500/- per pleading.
3. Fee for per case in Honble High Court of Delhi, Central Administrative Tribunal (CAT) or any service matter Tribunal in Delhi, case hearing Rs. 2250/- per date.
4. Clerkage @ 10% of total fees excluding miscellaneous and out of pocket expenses.
5. Typing Xerox and filing expenses as per application/documents submission Rs. 100/- (per application etc.)
6. Miscellaneous and out of pocket expenses, to be as per actual basis as per the department satisfaction.
7. Daily fee for Out Station from Delhi, Rs. 2700/- per day plus date hearing fee Rs. 1800/- per day.
8. Travelling expenses as per the actual basis and mode of travelling will be as per availability and urgency of the case matter.

**Notes:**

1. **In addition to the above, a fixed Retainership Fee @ INR 20,000/- per month will be payable to empaneled Law Firm(s), for Scope of Retainership refer clause 3.5 Page No 8 of EOI.**
2. Clerkage shall be paid at the rate of 10% in addition to fee. For this purpose, the fee means appearance fee and drafting/vetting fees only but shall not include fees towards conferences and any expenses incurred by the Advocates.
3. Reimbursement of misc. expenses up to Rs. 100/- shall be reimbursed to the counsel without production of details. In case the expenses exceed Rs. 500/- the counsels shall be required to produce vouchers there for. However, the rates that would be paid by ICSIL for such expenses shall not exceed the following limit:
  - Photocopy -Rs 1/- per page
  - Scanning-Rs 2/- per page,

- Affidavit attestation-Rs 50/- per affidavit,
  - Typing charges for pleadings – Nil (as included in fee structure only)
  - Steno/Typing charges for annexures etc. – Rs. 50/- per page if any
  - Certified copy of orders/Court fee- as per receipt
4. Local conveyance charges (in Delhi NCR) are inclusive in fee structure i.e. no separate fee/reimbursement would be made for travelling in Delhi NCR.
5. For the purpose of payment of fees as per Fee Schedule:
- (i) For law firms: the Advocate of the Firm must have more than 10 years of proven experience/practice in the Courts from the date of enrolment as an Advocate.

No. 26(1)/2014/jud.  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
Judicial Section  
\*\*\*\*\*

New Delhi the 1<sup>st</sup> October, 2013

OFFICE MEMORANDUM

**Sub: Revision of fee payable to various categories of Central Government counsel.**

In partial modification to this Department's various OMs issued from time to time, the undersigned is directed to convey approval of Competent Authority for the revision of the fee structure applicable to Government counsels of all the categories with immediate effect as per the details given below:-

(A)

The Fee structure applicable to Group 'A' 'B' and 'C' panel Counsel in Supreme Court:-

Sl.No.	Item of work	Revised fee Group 'A' Panel Counsel	Revised fee Group 'B' & 'C' Panel Counsel
1.	All Regular Appeals and defended Writ Petitions (for final hearing)	₹13,500/- per case per day	₹9,000/- per case per day
2.	All defended Admission matters (SLP/TP and writ petitions & other misc. matters for admission)	₹9,000/- per case per day	₹4,500/- per case per day
3.	Settling of pleadings	₹5,250/- per case	---
4.	Appearance in Miscellaneous Applications	₹4,500/- per case	---
5.	Conference	₹900/- per conference	---
6.	Out of Head quarter	₹13,500/- daily fee for the days of his absence from HQ	₹9,000/- daily fee for the days of his absence from HQ
7.	Conveyance charges for performing local journey while outside Headquarter.	₹1,500/-	₹1,500/-
8.	Clerkage	NIL	NIL
9.	Drafting SLP/Counter Affidavit/Rejoinder etc.	---	₹3,000/- per case
10.	Drawing Written Submission	---	₹3,000/- per case

11.	Drafting or Appearance in Miscellaneous Applications (including mentioning of the case/Caveat/Clearance/obtaining the number and taking date for hearing)	---	₹ 3,000/-per case
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All other terms and conditions applicable to Group 'A', 'B' and 'C' Panel Counsel in Supreme Court in the pre-revised OM No. 21(04)/1999-Judl. dated 24.09.1999 read with OM No. 21(05)/2011-Judl. dated 01.10.2011 shall continue to remain applicable unless specifically revoked/revised.

(b)

The Fee structure applicable to Assistant Solicitors General of various High Courts, Central Government Standing Counsel of Delhi High Court (CGSC), Senior Central Government Standing Counsel (Sr. CGSC) of various Benches of CAT and Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta) as per the following rates:-

Sl. No.	Item of work	Revised fee
1.	Retainer Fee of- Assistant Solicitor General of various High Courts, Central Government Standing Counsel of Delhi High Court (CGSC) and Senior Central Government Standing Counsel (Sr. CGSC) of various Benches of CAT.	₹ 9000/- per month.
2.	Suits, Writ Petitions and Appeals, including oral Applications for Leave to Appeal to Supreme Court in Writ Petitions.	₹ 9000/- per case per day of effective hearing in case of non-effective hearing ₹ 1500/- per day subject to a maximum of 5 hearing
3.	Application for Leave to Appeal to Supreme Court in Writ Petitions.	₹ 3000/- per case
4.	Settling pleadings	₹ 3000/- per case
5.	Miscellaneous Application	₹ 3000/- per case
6.	Conference	₹ 900/- per conference subject to:- (i) for settling pleadings- one conference. (ii) in respect of hearing of Writ matters, Suits, appeals and Supreme courts leave applications etc- Three conference (Maximum)
7.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the administrative Ministry/ Department

All other terms and condition applicable to Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta) in to this Department's, OM No. 24(2)/99-Judl., OM No. 26(1)/99-Judl., OM No. 25(3)/99-Judl., and OM No. 26(2)/99-Judl., all dated 24.09.99, read with OM No. 26(1)/2005-Judl. dated 31.01.2008 and OM No. 26(1)/2011-Judl., dated 01.10.2011, shall continue to remain applicable unless specifically revoked/revised.

(C)

Revision of the fee structure applicable to the Panel Counsel of High Courts as well as of CAT Benches of Bombay and Kolkata:-

Sl.No.	Item of Work	Special Counsel	Senior Counsel Group. I	Senior Counsel Group. II	Jr. Counsel Advocate on record
1.	Suits, Appeals, Writ /Revision Petitions including Special Civil Application in the High Court. Per conference/Consultation	₹ 9000 ₹ 900	₹ 6000 ₹ 750	₹ 3750 ₹ 600	₹ 1800 ₹ 450
2.	Application including Interim Motions, Notices, Appeals, Leave Application, Arbitration, Company Matters, Criminal Revision and other Land Acquisition References (per day per effective hearing) Per conference/Consultation	₹ 3000 ₹ 900	₹ 3000 ₹ 750	₹ 2250 ₹ 600	₹ 1350 ₹ 450
3.	Drafting or Settling Pleadings, and Affidavits (per pleadings) Per conference/Consultation	₹ 3000 ₹ 900	₹ 1800 ₹ 750	₹ 1500 ₹ 600	₹ 1050 ₹ 450
4.	Appearance before Arbitration and Tribunals, etc and Courts other than High Courts (Per day per effective hearing ) Per conference/Consultation	₹ 7500 ₹ 900	₹ 6000 ₹ 750	₹ 3750 ₹ 600	₹ 2250 ₹ 450
5.	Chamber Application, including Adjournment Application per day inclusive of consultation	NIL	₹ 1500	₹ 900	₹ 600
6.	Written opinions and written advice including advice on evidence (inclusive of consultation)	₹ 3750	₹ 2250	₹ 1350	₹ 1050

All other terms and conditions applicable to the Counsels of High Courts as well as of the CAT Benches of Bombay and Kolkata in the pre-revised OM No. 23(2)/2001-Judl. & OM No. 22(02)/2001 dated 14<sup>th</sup> July, 2001 read with 23(2)2011-Judl. dated 1<sup>st</sup> October, 2011 shall continue to remain applicable unless specifically revoked/revised:-

**Note:-** There will be no ceiling on the number of conference/ consultation in the case of Special Counsel, however in the case of other categories of Counsels, the number of conferences per cases will be limited to four (relaxable to six at the discretion of the Incharge (Litigation) of Branch Secretariat, Mumbai/Kolkata.



(D)

The Fee structure applicable for Panel Counsel, Delhi High Court and Central Govt. Counsel/ Pleader of various High Courts (including Panel Counsel of various CAT, Benches) excluding the High Courts of Bombay and Calcutta, as per the following rates:-

Sl.No.	Item of Work	Revised fee
1.	Civil or Criminal Writ Petitions under Article 226 & 227 of the Constitution, Contempt Petitions, Criminal/Civil Revision Petitions, Reference to the High Court under Sales Tax Act and Banking Company Petitions,	₹2250/- per effective hearing  ₹450/- per non-effective hearing (subject to maximum of five hearings in a case)
2.	Original Suits, Civil Appeal from Decrees in Suits and proceedings including second appeal and land acquisition appeal except LPA from Petitions under Article 226 & 227 of the Constitution (including drafting fee)	Ad. Valorem/regulation fee (subject to maximum of ₹ 45,000/- in a case.)
3.	Company Petitions	To be regulated by the rule contained in Appendix (iii) of the Company (Court) Rules, 1959
4.	Drafting of pleadings counter affidavits/returns/answer to Writ Petitions/Grounds of Appeal and application for leave to appeal to the Supreme Court	₹ 1,350/- per pleading
5.	Drafting of Civil Misc. applications to petitions under the Indian Succession Act, Contempt of Court proceedings and other proceedings of an original nature	₹1,125/- per petition
6.	Civil Misc. petitions, forma pauper, transfer petitions and other civil misc. petitions of routine nature	₹ 450/- per petition
7.	Consultation /conference fee	₹ 450/- per conference (subject to maximum of 4 conferences in a case)

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2.	Appearance before the High Court in application under Section 34 & 37 of the Arbitration and Conciliation Act, 1996 Appearance before Arbitrator/Umpires etc.	₹2,250/- per effective hearing  ₹ 450/- per non-effective hearing (subject to a maximum of 5 hearing in a case)  ₹ 450/- per non-effective hearing (subject to a maximum of 5 hearings in a case).
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All other terms and condition applicable to above mentioned Counsels in to this Department's, in OM No. 24(2)/99-Judl., OM No. 26(1)/99-Judl., OM No. 25(3)/99-Judl. and OM No. 26(2)/99-Judl. all dated 24.09.99 read with OM No. 26(1)/2005-Judl. dated 31.01.2008 and shall continue to remain applicable unless specifically revoked/revised.

(E)

The Fee structure Standing Govt. Counsel and Additional Standing Govt. Counsel in the District and Subordinate Courts:-

Sl.No.	Item of work	Revised fee
1.	Retainer fee for Standing Govt. Counsel	₹ 6000 per month
2.	Fee for effective hearing	₹ 1800 per day
3.	Fee for non-effective hearing	₹ 600 per day (not more than 5 such hearings in a case)
4.	Fee for drafting Written Statement, Grounds of Appeal etc.	₹ 1500 per pleading
5.	Fee for drafting other pleadings of misc. nature	₹ 600 per pleading
6.	Fee per Conference	₹ 900 (subject to maximum of 5 such conferences in a case / group of identical cases)
7.	Daily fee for out of Headquarters	₹ 2700 per day
8.	Conveyance charges for local journey outside Headquarters	₹ 900 (lump sum)
9.	Expenses for stay in hotels	₹ 1800 per day
10.	Clerkage	@ 10% of total fee excluding miscellaneous and out of pocket expenses (maximum ₹ 5250 in a case)
11.	Fee for identical Cases	Full fee in the 1 <sup>st</sup> case and ₹ 750 in per suit for connected cases (max. 3 cases)
12.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the administrative Department.

All other terms and conditions applicable to above mentioned Counsels in to this Department's, OM No. 27(11)/1999-Judl dated 24.09.1999 read with OM No. 27 (25)/2011-Judl. dated 01.09.2011. shall continue to remain applicable unless specifically revoked/revised.

*[Signature]*

(F)

The Fee structure applicable to Senior/Junior Arbitration Panel Counsel:-

Sl. No.	Details of work	Proposed Revised fee
1.	Fee for effective hearing Senior Counsel	Rs. 2,250/- per appearance
	Junior Counsel	Rs. 1,500/- per appearance
2.	Fee for non-effective hearing Senior Counsel	Rs. 450/- per appearance
	Junior Counsel	Rs. 300/- per appearance (maximum four such hearings)
3.	For drafting pleadings Senior Counsel	Rs. 1,500/- per pleading
	Junior Counsel	Rs. 750/- per pleading
4.	Conference fee Senior Counsel	Rs. 450/- per conference
	Junior Counsel	Rs. 300/- per conference (maximum three such conferences in a case)
5.	Daily fee out of Headquarters Senior Counsel	Rs. 3,000/- per day
	Junior Counsel	Rs. 2,250/- per day

All other terms and conditions applicable to OM No. 30(3)/99-Judl. dated 24.09.99 read with OM No. 26(1)/2005/Judl. dated 31.01.2008, shall continue to remain applicable unless specifically revoked/revised.



2. The above revised fee will be effective from 01.10. 2015.
3. The counsel will be paid fee at the old rates in respect of their appearance in the Court etc. and other work done by them prior to 01.10. 2015 and at the revised rates in respect of the work done by them on/ after 01.10. 2015.
4. This issues with the approval of the Ministry of Finance, Department of Expenditure E.II(B) Branch, ID Note No.9 (11)/99-E.II(B) dated 02.03.2015 and 07.08.2015.

(Suresh Chandra)

Joint Secretary and Legal Adviser

Tele No. 23387806

Copy to:

1. All Ministries/Departments to the Government of India.
2. Incharge, Central Agency Section, Litigation (HC) Section, Litigation Lower Courts Section. All Groups-A, B & C panel counsel of Supreme Court through Incharge, Central Agency Section.
3. All Senior Panel Counsel of High Courts/ CATs through concerned Assistant Solicitors General in High Courts/ Sr. CGSC of CATs Benches.
4. All Assistant Solicitors General in various High Courts/ Sr. CGSC of CATs Benches.
5. All Central Government Standing Counsel/Central Government Pleaders of Delhi High Court.
6. All Assst. Solicitors General/Central Legal Adviser of various High Courts.
7. All Senior Central Government Standing Counsel/Addl. Central Government Standing Counsel of various CAT Benches.
8. All Standing Govt. Counsel and Additional Standing Govt. Counsel before various District and Subordinate Courts as per the list.
9. All Senior/Junior Counsel of the Arbitration Panel.
10. All Special Counsel, Senior Counsel Group-I, Senior Counsel Group-II and Junior Counsel of High Courts as well as CATs Benches of Bombay and Kolkata through the concerned Incharge of Branch Secretariat of Bombay and Kolkata.
11. Incharge, Branch Secretariats Mumbai/ Kolkata/ Chennai/ Bangalore.
12. All Sections of Department of Legal Affairs.
13. Legal Advisor, Railway Board, New Delhi (with 5 spare copies).
14. Department of Personnel and Training (AT Section), New Delhi (with 5 s/copies.)
15. Joint Secretary (Legal), Department of Revenue, Ministry of Finance, New Delhi (with 5 s / copies)
16. CDDT, Department of Revenue, Ministry of Finance, New Delhi (with 5 s / copies).
17. Branch Secretariats Mumbai/Calcutta/Chennai/Bangalore.
18. Ministry of Urban Development, Nirman Bhawan, New Delhi.
19. Department of Expenditure, Ministry of Finance, New Delhi w.r.t. their ID Note No.9 (11)/99-E.II(B) dated 02.03.2015 and 07.08.2015..
20. DGS&D, New Delhi.
21. NIC Cell with the request to upload the same in the website of this Department.
22. Judicial Section with 50 spare copies.
23. O.L. Section for Hindi translation.

Madhulika Upadhyay

(Madhulika Upadhyay)

Central Govt. Advocate

Tel. 23300006