



Tel No.- 011-46060506,556

**SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(CENTRAL UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA
NEW DELHI-110016**

No.F.1(45)/LBSNSU/Estt.-NT/2022/ 499

Dated: 06.09.2022

07

NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES

Applications are invited from eligible Advocates for empanelment of Advocates/Law firms to represent the University in legal cases before different Courts of Law in India. The practicing Advocates who are registered with Bar Council of India/State Bar Council are eligible for empanelment. The qualification, experience, schedule of fees, other terms and conditions have been prescribed. The Advocates who are on the existing panel of SLBSNSU shall cease to be on the panel of SLBSNSU after new panel is finalized against this Notice. Therefore, they may also apply afresh in response to this Notice.

How to Apply:

Eligible practicing Advocate/Law Firms must submit application in the format prescribed in Annexure "A" enclosed herewith, along with all supporting documents in a sealed envelope to:-

The Registrar

**Shri Lal Bahadur Shastri National Sanskrit University(Central University)
B-4, Qutab Institutional Area,
New Delhi-110016**

The last date of receiving applications in the prescribed format along with supporting document is 30.09.2022. Application for empanelment at SLBSNSU does not confer any right/ assurance whatsoever, to an applicant that he /she will be empanelled on the panel of SLBSNSU. Letters to advocates confirming their empanelment will be issued by SLBSNSU.

Guidelines for Empanelment of Advocates

Following guidelines are designed to provide and regulate the manner and procedure for empanelling the advocates to represent and assist SLBSNSU before various courts including the district courts and for regulating the referrals of the cases and payment of fee/remuneration.

Eligibility of Empanelment

Before filling the application form, the Advocates/Law Firms are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in SLBSNSU mentioned herein below:

Qualification & Experience:

- Bachelor degree in Law from a recognized University.
- The practicing Advocates who are registered with Bar Council of India/State Bar Council are eligible
- Professional experience of at least 5 years in handling Educational Institutes/Universities/ Government department cases (writ petitions/appeals) in Hon'ble Supreme Court/Hon'ble High Court and Hon'ble District Courts.
- Having good communication skills in English and good knowledge of law and procedure, both in civil and

criminal matters.

- The Advocates / Law Firms should be familiar with various branches of law especially those conceiving laws of matters related to various writs, PIL, Land Disputes/Constitutional/ Service Law/Contract Law/ Property Laws and Taxations, etc.
- The advocates are required to have the minimum professional court practice experience as under:-
 - (a) For supreme court : 10 Years experience in the Supreme court
 - (b) For High Court : 7 Years experience in the High Court
 - (c) For subordinate court : 5 Years experience in subordinate courts/Tribunal
 - (d) In case of Law firm, the managing partner and one another senior partner of the firm should have at least 10 year of practice each.

Documents required to be submitted by the Advocate

- The Advocates will be required to submit their Applications in the prescribed format as given in Annexure-A. The self attested copies of the following documents are required to be submitted with application:
- High School certificate in support of age of Advocate (Sr. Partner in case of law firm)
- Certificates in support of educational qualifications of Advocate (Sr. Partner in case of law firm)
- Certificate of Registration with Bar Council
- Identity card issued by Bar Association / Bar Council
- Details regarding representation of other Govt/PSU/Statutory Bodies/ Universities etc.,
- Documents regarding empanelment with other Organizations, if any.
- Details regarding the cases in which the Advocate was able to get favorable outcome/decision which are reported/referred in reputed legal journals etc.
- Details of office Infrastructure and number of Associates in addition to office staff.
- Other relevant information, if any.

Tenure/Term of Empanelment

- The initial empanelment will be for a period of three years. Performance of empanelled Advocates/Law Firms shall be reviewed on annual basis.
- On completion of the terms and satisfactory performance of the advocate/firm, the empanelment may be extended for another term of 03 years.
- The University reserves the right to terminate the empanelment of any advocate at any time without assigning any reason. The empanelment shall not confer any right for engagement and or allocation of cases.

Payment of fees & other conditions.

- The fee payable to the empanelled Counsels/Advocate are as per approved fee structure of Ministry of Law and Justice, Govt. of India. No retainer fee shall be paid to any panel Advocate merely because such advocate has been empanelled. **(Annexure-B)**
- If more than one matter of similar or different nature is listed in the same court on the same day, the advocate shall be paid full fee as entitled in the first case and 50% of fee as entitled in each of the other case(s).
- The advocate shall not be paid any additional fee for providing legal opinion pertaining to the result of a case, where the said Advocate had represented the authority/university.
- Effective hearing means a hearing in which either one or both or all the parties involved in a case are heard by the court. If the matter is called in its turn and the advocate is present to present SLBSNSU, New Delhi and the court/Tribunal listens to the submission made by him or by other side or by both and if, thereafter, the court/tribunal adjourns the matter, that will be treated as effective hearing. If the judgement is pronounced it would not constitute an effective hearing for the purpose of these guidelines but as non-effective hearing. In the case of non-effective hearing Rs.1000/- of fee will be paid to the advocate.
- 30% of the fees payable to the counsel shall be deducted if the certified copy of the judgment is not handed over to the University Administration within three days (excluding the time taken by the court in

preparation of the copy) from the date of publication of judgment.

If the advocate is required to travel outside the town in connection to a case where interests of SLBSNSU is involved, the advocates shall be entitled to claim TA/DA as applicable to the officers of the university as per rule.

Right to Private Practice & Registration

- An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled Advocate of the authority.
- An advocate shall not advise any party or accepts any case against the authority in which he has appeared or is likely to be called upon to appear or advise which is likely to affect or lead to litigation against the SLBSNSU.

Scope of Work

- To represent SLBSNSU, New Delhi before the Hon'ble Supreme Court of India, High Court, Subordinate Courts & Tribunal, District Court, Commission.
- Drafting and vetting of affidavit, applications, petition, replies, written statements rejoinders and any other legal documents
- To prepare and or vet MOU, agreements/contracts Tender documents and provide legal opinion
- Keep the authority/university informed of the date wise development in cases from time to time particularly with regard to setting of drafts filling of papers, dates of hearing of cases, supplying copies of judgment/interim orders.
- To perform such other duties of legal nature that may be assigned by the University.

Duties of the Empanelled Advocates

- (a) Timely appearance of the Counsel to contest the cases for SLBSNSU in the court is a must. His/her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- (b) SLBSNSU sends the information to the panel advocates through email regarding entrustment of a case and after receiving the e-mail, it is the duty of the panel Advocates to collect the brief/copy of petition along with assignment letter from the concerned office of SLBSNSU at the earliest.
- (c) No empanelled advocate is allowed to engage any advocate of her/his own choice and an empanelled Advocate shall make no claim that he/she alone should be entrusted with SLBSNSU's legal matter (s).
- (d) Refusal by any advocate to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such advocate from the panel, forthwith without waiting for the empanelment period to expire.
- (e) The advocates shall accept the terms and conditions of the empanelment as determined by the SLBSNSU from time to time.
- (f) In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the lawyer concerned from the panel.
- (g) In cases where on the request of the Union of India, Ministry of Education and University Grants Commission (UGC) have also to be represented, no extra fee shall be paid to the advocate to watch and safeguard the interests of Union of India, Ministry of Education and University Grants Commission (UGC)
- (h) If required the empanelled advocate has to render all assistance to special or senior Counsel engaged in a particular cases before the Supreme Court, High Court and other judicial bodies.
- (i) Keep SLBSNSU informed and updated on all-important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of orders /judgment etc as soon as possible.
- (j) Furnish monthly statement about the cases represented by him/her before the concerned courts or any other authority and their outcomes.
- (k) When any case attended by him/her is decided against the University, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order (kachha copy).

Grounds for removal from panel

- (a) SLBSNSU reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The Counsel may also resign from the Organization by serving one month's notice.
- (b) Giving false information in the application for empanelment;
- (c) Failing to attend the hearing of the case without any justifiable reason and/without prior information;
- (d) Not acting as per SLBSNSU's instructions or going against specific instructions;
- (e) Threatening, intimidating or abusing any of the SLBSNSU's employees, officers, or representatives;
- (f) Passing on information relating to SLBSNSU's case on to the opposite parties or their advocates or any third party which is likely to cost any damage to the SLBSNSU's interests;
- (g) Giving false or misleading information to the SLBSNSU relating to the proceedings of the case;
- (h) Seeking frequent adjournments or not objecting to the adjournment moved by other party without sufficient reason; and
- (i) Frequent absences from the Court proceeding even if "pass over" or "proxy" is obtained by an advocate.

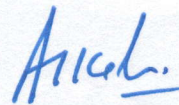
Procedure for Empanelment

The Competent Authority of SLBSNSU will consider the applications for empanelment in terms of these guidelines only on merits after due Notice in this regard is published on the website of the SLBSNSU. For this purpose, the Competent Authority of SLBSNSU may authorize any officer/group of officers of SLBSNSU and such authorized officer(s), while appraising the applications of the Advocates, may consider the following points:

- (a) Length of practice and specialization.
- (b) Proper and adequate infrastructure such as office premises, number of junior Advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection etc.
- (c) 3 years Annual income-tax return filed with the Tax Authorities.
- (d) Track record and integrity.
- (e) If considered necessary, an enquiry with the respective Bar Council/Bar Association about the claims and conduct of the Advocate to be empanelled may be made and credentials may also be verified.
- (f) If the Advocate is empanelled by other organizations/authorities, their opinion may also be obtained, if felt necessary.
- (g) The applicant advocate must apply on the format prescribed by the SLBSNSU only. No other format will be entertained.
- (h) Any application received after the last date prescribed in the advertisement shall not be entertained.
- (i) No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- (j) Depending upon the requirement and number of applications received, SLBSNSU reserves the right to shortlist the candidates for empanelment.
- (k) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be empanelled.
- (l) The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- (m) Canvassing in any form shall be treated as a disqualification. The candidature of such applicants shall be cancelled forthwith.
- (n) A list of shortlisted applicant advocates with the date, time and venue of interaction session will be uploaded on the website i.e www.slbsrsv.ac.in
- (o) The applicant advocate shall bring original documents at the time of interaction with the University.
- (p) The list of selected advocates will be made available on the website www.slbsrsv.ac.in. Letter to applicant advocates confirming their empanelment will be issued by SLBSNSU separately.

General Instructions:

- (a) The size of the panel and number of Advocates / Law Firm in panel shall be determined by the University based on the requirement and quantum of work.
- (b) Refusal of any Advocate / Law Firm to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such advocate from the panel.
- (c) The Advocate / Law Firm shall accept the terms and conditions of the empanelment as determined by the SLBSNSU from time to time.
- (d) The Advocate / Law Firm shall not advise any party or accept any case against the SLBSNSU in which he/she has appeared or is likely to be called upon to appear for (or) advise which is likely to affect or lead to litigation against the SLBSNSU. If the Advocate / law firm happens to be partner of a firm of lawyers or solicitors, it shall be incumbent upon the firms not to take up any case against the SLBSNSU in any court of Law / Tribunal / Commissioner/Forum or any case arising out of those cases e.g. appeals and revisions.
- (e) That the empanelled Advocate in matters of urgency shall obtain the order (Dasti) from the concerned Hon'ble court and send it to the Registrar on the same day to avoid any inconvenience.
- (f) That the empanelled Advocate (either in person or through an authorized Associate), shall visit the University to discuss urgent legal cases/matters whenever called upon by the University.
- (g) That the empanelled Advocates shall send the bills as per approved rates and complete in all respects, preferably within three months.
- (h) That the empanelled Advocates when called upon to do so shall assist, as far as possible, the University staff.
- (i) To pass on cases to the Standing Counsel or vice versa, when asked to do so.
- (j) That the empanelled advocates should have proper infrastructural facilities including man power. It includes scanner, photocopier, computer etc. as well as peon, dealing clerk and Associate advocate.



REGISTRAR(I/C)

APPLICATION NO. (To be filled by Office)
APPLICATION FORM FOR EMPANELMENT IN SLBSNSU

(TO BE FILLED IN BY ALL APPLICANT ADVOCATE)

To
Registrar
SLBSNSU,
New Delhi.

FORMAT OF BIO-DATA FOR ADVOCATE / LAW FIRMS

1	Name of the Advocate	
2	Name of the Law Firms	
3	Date of Birth	
4	Date of Enrolment. Name of Bar Council (Enclose attested copy of enrolment certificate)	
5	Period of Practice	
6	Details of Experience/Practice	
7	Area of Practice (specialized)	
8	Specialization, if any (constitution / taxation / service etc.) the details of a few important cases the advocate has dealt with/handled and reported judgment, if any.	

9	Whether Central/State Govt. Counsel/Pleader (indicate period) (with documentary evidence)	
10	Brief list of clients e.g. Govt./Organization/Institutes or Autonomous body/PSUs (Enclose the documentary evidence)	
11	The Courts where the Advocate is regularly practicing (Enclose attested copy of Bar Association Member Certificate)	
12	Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks and fax mobile phone, fixed phone and internet connection etc.	
13	Date of enrolment as an Advocate and Registration No.	
14	Income tax PAN Number (Enclose copy of PAN Card)	
15	A brief note on suitability for empanelment. (If required please enclosed separate Annexure)	
16	Office Address (copy enclose)	
17	Residential Address (copy enclose)	
18	Court Chamber Address (copy enclose)	
19	3 Years Income Tax Return (Enclose the supporting documents)	
20	3 years Audit Reports (Enclose the supporting documents)	

Declare that I had never been penalized / convicted by any bar Council/Court of Law.

I also undertake to maintain absolute secrecy about the case of the SLBSNSU as required under the Act, Rule and Regulation there under.

I agree with the Fee Scheduled notified by SLBSNSU.

A brief note on suitability for empanelment (details of major case dealt/ contested by the Advocate/Law firm successfully).

Signature of Advocate
Name:-

Place:-

Date:-

Annexure-B**Fees for standing Counsel and Panel Advocates in Hon'ble Supreme Court of India/High Courts/Tribunals/ Commission, etc.***

S.No.	Item of Work	Rates
1.	Fee for appearance in Supreme Court	Rs.9,000/- per case per day (for effective hearing); Rs. 1000/- per case per day (for non-effective hearing subject to a maximum of 5 hearings)
2.	Fee for appearance in High Court	Rs. 4,000/- per case per day (for effective hearing); Rs. 1000/- per case per day (for non-effective hearing subject to a maximum of 5 hearings)
3.	Fee for appearance in Tribunals/ Commissions	Rs. 3,000/- per case per day (effective hearing) ; Rs.1,000/- per case per day (for non-effective hearing subject to a maximum of 5 hearings)
4.	Fee for appearance in District Courts/Subordinate Courts	Rs. 2,500/- per case per day (effective hearing) ; Rs.1,000/- per case per day (for non-effective hearing subject to a maximum of 5 hearings)
5.	Fee for drafting SLP/ Writ Petition/Transfer Petition/Counter Affidavit	Rs.5,000/-
6.	Fee for drafting Additional Affidavit/ Miscellaneous Applications etc.	Rs.4,000/-
7.	Fee for Legal Opinion	Rs.4,000/-
8.	Fee for Filing appeals (revision/review on behalf of University	RS.6,000/- per case
9.	Clerkage	10% (no clerkage will be paid on simple adjournment)
10.	Miscellaneous Charges	As per Actual (on production of Bills/Receipts)
11.	Similar/Identical cases	Where in two or more cases involve substantially identical questions of law or facts and where the main difference is in the names, addresses of the parties concerned, amount of money involved, etc., and/or where common or identical judgments are delivered, irrespective of the fact that all the cases are heard together or not, the Counsel/Advocate shall be paid the full amount in the main case and Rs.250/-per case per effective hearing for each of the connected case(s). SLP /petitions of appeal arising out of one common judgment or order will be considered as one case, if they are heard together;