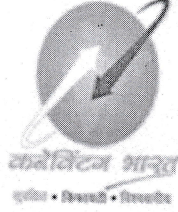


विधिक विभाग/ Legal Section
कार्यालय मुख्य महाप्रबंधक यू.पी.(प०) परिमंडल कार्यालय,
शास्त्रीनगर तेजगढ़ी, मेरठ, उत्तर प्रदेश-250004
O/o Chief General Manager U.P (W) Circle Office,
ShastriNagar, Tejgarhi Meerut, U.P-250004,
E-mail:- agmlcomrt1@gmail.com



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. : UP(W)/LC/Advocate Empanelment/2026-28/85 Dated:26-10-2026

Notification for Empanelment of Advocates/Law Firms in UP(W) Circle.

BSNL UP (West) Telecom Circle Meerut invites applications in the prescribed format from eligible Advocates/Law Firms for empanelment to represent BSNL before the following courts/tribunals only:

- Hon'ble High Court, Allahabad
- Central Administrative Tribunal (CAT), Allahabad Bench
- Customs, Excise & Service Tax Appellate Tribunal (CESTAT), Allahabad Bench
- Central Government Industrial Tribunal (CGIT), Lucknow
- State Consumer Commission, Lucknow
- Commercial Courts/MSME/ District Courts/District Consumer Commissions etc in Agra, Aligarh, Amroha, Auriya, Baghpat, Bareilly, Badaun, Bijnor, Bulandshahr, Etah, Etawah, Firozabad, Gautam Buddh Nagar/Noida, Ghaziabad, Hapur, Hathras, Kasganj, Mathura, Mainpuri, Meerut, Moradabad, Muzaffarnagar, Pilibhit, Rampur, Sambhal, Shamli and Saharanpur.

Applicants are requested to carefully read the following documents before submitting their applications:

1. Guidelines and Instructions – **Annexure-I**
2. Ministry of Law & Justice Fee Schedule dated **05.02.2026** – **Annexure-II**
3. Biodata/Application Format – **Annexure III**
4. Terms & Conditions – **Annexure VI-A**

Important Instructions:

1. Applicants must ensure that they fulfill all eligibility criteria before applying. If any information furnished is found to be false, incorrect or misleading at any stage, the candidature shall be cancelled without any further correspondence.
2. In case of multiple applications submitted by the same applicant, only the latest application shall be considered and all previous applications shall stand rejected.
3. BSNL reserves the right to accept or reject any application or to cancel the empanelment process, either wholly or partially, at any stage without assigning any reason.

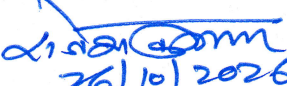
Completed application form along with all requisite documents must reach the

following address **on or before 16.11.2026.**

Assistant General Manager (Legal)
O/o CGMT, BSNL UP (West) Telecom Circle
Shastri Nagar Telephone Exchange Building
Tejgarhi Chauraha, Garh Road
Meerut – 250004. **Mobile:** 9428508251
E-mail: agmlcomrt1@gmail.com

For any clarification, applicants may contact the above office through the above e-mail address.

Enclosures: As above.


26/10/2026

AGM (Legal)
BSNL, UP (West) Telecom Circle, Meerut

ANNEXURE- 1

GUIDELINES AND INSTRUCTIONS FOR EMPANELMENT OF ADVOCATES/LAW FIRMS FOR UP (WEST) TELECOM CIRCLE

1. Scope of Legal work:

The scope of work for empanelled advocates shall be categorized into Litigation, Advisory, and Compliance functions as detailed below:

i. Litigation and Court Representation:

- **Drafting and filing:** Preparation and filing of Special Leave petition (SLP), Writ Petitions, Affidavit, Counter-Affidavits, Rejoinders, Sur-Rejoinder, Appeals, Stay application, caveat Applications, and Miscellaneous Applications. Providing copies of filed documents to concerned BSNL officers/offices.
- **Court Appearances & Reporting:** Representing and arguing assigned case on all scheduled dates of hearing without seeking unnecessary adjournments. The advocate shall submit a brief summary of the court proceedings via email or designated digital platform to the concerned BSNL Officer within 24 hours of the hearing, accompanied by a copy of the daily order sheet.

ii. Advisory and Consultative Services

Advocates are expected to provide high-quality legal guidance to prevent unnecessary litigation:

- **Legal Opinions:** Providing written advice on the interpretation of statutes, Judgments, BSNL Service Rules, and Government of India (DoT/DoPT) guidelines.
- **Pre-litigation Strategy:** Advising the management on the "vulnerability" of a case and recommending whether to contest, settle, or concede a matter based on settled law (e.g., following **Supreme Court precedents**).
- **Vetting of other Documents:** Reviewing Tender Documents, Memorandums of Understanding (MoUs), Inter-connect Agreements, and Lease Deeds to safeguard BSNL's commercial interests.

iii. Post-Judgment Actions and Compliance

The advocate's duty does not end with the delivery of a judgment and following action is required by Advocates:

- **Certified Copies:** Applying for and providing certified copies of orders/judgments to the Legal Cell within **5 working days** of the order being received.
- **Judgment Analysis:** Detailed analysis of the final judgment/order to be submitted on priority. This must include a summary of the findings, their administrative/financial implications for the Company, Facts ignored by Courts while delivering Judgment and a specific recommendation regarding implementation or the filing Review Petition / Appeal/SLP.
- **Limitation Management:** Ensuring that all appeals or reviews are filed well within the statutory limitation period to avoid the need for "Condonation of Delay" applications.
- **Execution Proceedings:** Filing and pursuing Execution Petitions to ensure that decrees passed in favor of BSNL are effectively realized.

2. Eligibility for Empanelment

- i. Advocates must be well-versed in any branches of law relevant to BSNL, especially telecom laws, service matters, contractual/commercial laws, arbitration, regulatory matters (TDSAT/TRAI), competition/IBC, taxation (GST/Income Tax), land/property, labour, and constitutional law. Due weightage shall be given to experience in handling CPSE/Government/PSU cases.
- ii. Categorization/Professional experience:
 - a. Category A: Designated Sr. Advocates having experience of regular practice of more than 15 years.
 - b. Category B: Sr. Counsel/AoR having experience of regular practice of more than 10 years.
 - c. Category C: Junior Advocates/ AoR having experience of regular practice from 5-10 years.

3. Documents required (Bio-data format):

The Advocates will be required to furnish their Bio-data as per format given in Annexure-III, along with self-attested copies of following documents. (Supporting documents may also be enclosed).

- i. Bar Council enrolment certificate & Identity card issued by Bar Council/Bar Association.
- ii. List of other organizations wherein Advocate is on Panel (with contact details for verification).
- iii. Detail of BSNL cases handled.
- iv. LLB Degree Certificate.

- v. Reported judgments.
 - vi. ITRs for last 3 years.
 - vii. Undertaking that information submitted is correct and no disciplinary proceedings are pending and in case of false information BSNL have the right to take action as per empanelment policy.
 - viii. Undertaking of not being blacklisted/debarred by any Govt./PSU (as per ITDC/APEDA best practice).
4. For any queries or further clarifications, please write to us at agmlcomrt1@gmail.com with your complete details including mobile number.

No.J-12011/6/2025-Judicial/E.158060
Government of India
Ministry of Law & Justice
Department of Legal Affairs
(Judicial Section)

Shastri Bhawan, New Delhi,
Dated the 05th February, 2026

Office Memorandum

Subject - Revision of fee payable to various categories of Central Government Counsel – reg.

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 categories with effect from i.e.01.02.2026 as per the details given below: -

Table 'A'

The fee structure applicable to Group 'A', 'B' and 'C' panel Counsel in Supreme Court

Sl. No.	Item of work	Group 'A' Counsel	Group 'B' & 'C' Counsel
1.	All Regular Appeals and defended Writ Petitions (for final hearing) per case per day	21600/-	14400/-
2.	All defended Admission matters (SLP/TP, writ petitions & other misc. matters for admission) per case per day	14400/-	7200/-
3.	Settling of pleadings (per case)	8400/-	—
4.	Appearance in Miscellaneous Applications (per case)	7200/-	—
5.	Drafting SLP/Counter Affidavit/ Rejoinder etc. (per case)	—	4800/-
6.	Drawing Written Submission (per case)	—	4800/-
7.	Drafting or Appearance in Miscellaneous Applications (including mentioning the case / Caveat / Clearance/ obtaining the number and taking date for the hearing) (per case basis)	—	4800/-
8.	Conference	1440/-	—
9.	Daily fee for services out of Headquarters	21600/-	14400/-
10.	Entitlement for travel / hotel expenses for services availed outside Headquarters	Where a Counsel is required to perform journey outside the	


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		headquarter in the course of his duties (official purpose), he shall be paid or reimbursed travelling and on boarding and lodging as per the level - 12 of 7 th CPC of the Central Government.	
11.	Clerkage	NIL	NIL
12.	Fee in identical/ connected cases: If matter is contested (per case) If matter is disposed without contest (per case) (in terms of clause 8 (ii) in chapter 1 hereinabove)	If substantially identical SLP/Petitions - of Appeal/Counter Affidavits including stay applications are drafted in connected cases, only one drafting fee will be payable in the main case and no separate drafting fee will be payable in connected cases	
13.	Out of pocket and Misc. expenses	Not applicable	Not applicable

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.

Table-B

**All the High Courts and Tribunals
(Except Principal Benches of High Court of Bombay and Calcutta)**

The Fee structure applicable to Deputy Solicitors General of all High Courts and its Benches, Counsels of all the High Courts and Tribunals (except Principal Benches of High Court of Bombay and Calcutta alongwith CAT Mumbai and Kolkata Benches) as per the following rates:

Sl. No.	Item of work	Dy.SG, Sr. CGSC, CGSC, and SPC	CGC, Addl. CGSC & GP
1.	Retainership fee (per month) [admissible to all the Deputy Solicitors General of India; Sr. CGSC and CGSC (DHC)]	14400/-	


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2.	Suits, Writ Petitions, and Appeals, including oral Applications for Leave to Appeal to the Supreme Court in Writ Petitions along-with Criminal Revision Applications, Criminal Reference matters, Contempt Petition (Criminal), Misc. Criminal cases, Bail Applications etc. (per case per day)	(a) 14400/- (b) 2400/-	(a) 3600/- (b) 720/-
	(a) For effective hearing		
	(b) for non-effective hearing (maximum five non-effective hearings in a case or bunch of cases)		
3.	Application for Leave to Appeal to Supreme Court in Writ Petitions (per case)	4800/-	-
4.	Settling pleadings (per case)	4800/-	-
5.	Drafting of pleadings, counter affidavits / returns / answer to writ petitions / grounds of appeal and application for leave to appeal to the Supreme Court except in cases where fee on ad valorem basis has been prescribed (per pleading)		2160/-
6.	Drafting of civil miscellaneous applications to petitions under the Indian Succession Act, contempt of court proceedings and other proceedings of an original nature (per petitions)		1800/-
7.	Original suits, civil appeals from decrees in suits and proceedings including 2 nd appeal and land acquisition appeal except LPA from petitions under article 226 and 227 of the Constitution i.e. Ad Valorem/regulation fee (It is a lump sum fee per case including drafting fee)		As per concerned respective High Court General rules/procedure.
8.	Miscellaneous Application	4800/-	-
9.	Conference fee* (per conference)	1440/- Subject to : (i) for setting pleadings : one conference (ii) In respect of hearing of Writ matters, Suits	720/-

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		appeals and Supreme Courts leave applications etc. - three conferences (maximum)	
10.	Entitlement for travel / hotel for services availed outside Headquarters	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed travelling and on boarding and lodging as per the level - 11 of 7 th CPC of the Central Government.	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed travelling and on boarding and lodging as per the level - 12 of 7 th CPC of the Central Government.
11.	Clerkage @10% of total fee in a case	—	2880/-
12.	Fee in identical / connected cases:		
	(a) If matter is contested -	(a) 1500/-	(a) 600/-
	When the Counsel filed Separate and materially different, affidavits, applications or grounds of appeal etc. in more than one case but the argument is heard in the main case and the other cases are decided accordingly, the Counsel shall be paid the full fee in the main case and Rs.150/- in each of the connected cases.	(b) 750/-	(b) 300/-
	(b) If matter is disposed of without contest -		
	when the main case has been contested as in (a) above, but in the connected cases either affidavits or grounds of an appeal or petition similar to the one in the main case or nothing at all has been drafted by the Counsel, he shall be paid the full fee in the main case and Rs.75/- only in each of the connected case.	(c) 1/3rd fee in main case and Rs. 1500/- in each of	(c) 1/3rd fee in main case and Rs. 600/- in

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(c) When substantially different affidavits are drafted in each connected case but all the cases are disposed of without contest, the Counsel shall get 1/3rd fees in the main case and Rs.150/- in each of the connected cases. (d) When the Counsel has drafted the affidavit, petition or ground of appeal in the main case and has not drafted them in the connected cases or the drafts in the connected cases are substantially similar to the one in the main case and the cases are disposed of without contest, the Counsel shall get 1/3rd fees in the main case and Rs.75/- in each of the connected cases	the connected matters. (d) 1/3rd fee in main case and Rs. 750/- in each of the connect matters.	each of the connected matters. (d) 1/3rd fee in main case and Rs. 300/- in each of the connected matters.
13. Out of pocket and Misc. expenses	As per actual and subject to satisfaction of Ministry / Department concerned	

All other terms and conditions applicable to Counsel in various High Courts/CAT Benches (excluding the High Court of Bombay and Calcutta) in to this Department's OM No. 24(02)/99-Judl. OM No. 26(01)/99-Judl., OM No. 25(03)/99-Judl. and OM No. 26(02)/99-Judl. all dated 24.09.1999 read with OM No. 26(01)/2005-Judl. dated 31.01.2008 and OM No. 26(01)/2011-Judl. dated 01.10.2011 shall continue to remain applicable unless specifically revoked/revised.

Table 'C'

High Courts (Principal Benches) as well as CAT & Other Tribunals Benches of Bombay and Calcutta

The Fee structure applicable to Counsels of High Courts (Principal Benches) as well as Central Administrative Tribunal & Other Tribunals Benches in Bombay and Calcutta as per the following rates:

Sl. No.	Item of work	Rates of fee			
		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 High Court along-with Criminal Revision Applications, Criminal Reference matters.	14400/-	9600/-	6000/-	2880/-

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	Contempt Petition (Criminal), Misc. Criminal cases, Bail Applications etc.				
	Per conference/ consultation	1440/-	1200/-	960/-	720/-
2.	Application including interim Motions, Notices, Appeals, Leave Application, Arbitration, Company Matter, Criminal revision and other Land Acquisition References (Per day per effective hearing)	4800/-	4800/-	3600/-	2160/-
	Per conference/Consultation	1440/-	1200/-	960/-	720/-
3.	Drafting or Settling Pleadings, and Affidavits (per pleading)	4800/-	2880/-	2400/-	1680/-
	Per conference/Consultation	1440/-	1200/-	960/-	720/-
4	Appearance before Arbitration and Tribunal etc. and Courts other than High Courts (Per day per effective hearing) Per conference/ Consultation	12000/-	9600/-	6000/-	3600/-
	Per conference/Consultation	1440/-	1200/-	960/-	720/-
5	Chamber Application, including Adjournment Application per day inclusive of consultation		2400/-	1440/-	960/-
6	Written opinions and written advice including advice on evidence (inclusive of consultation)	6000/-	3600/-	2160/-	1680/-
7	Entitlement for Travel and Hotel expenses for services availed out of headquarter	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed travelling and on boarding and lodging as per the level - 12 of 7 th CPC of the Central Government.			Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed travelling and on boarding and lodging as per the level - 11 of 7 th CPC of the Central Government.

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

Note: There will be no celling 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.

Table - D

All the District & Subordinate Courts throughout the Country

The fee structure applicable to Standing Government Counsel and Additional Standing Government Counsel in all the District & Subordinate Courts throughout the Country as per the following rates:

Sl. No.	Item of work	Rate of fee (all figures are in Indian Rupees)
1.	Retainership fee admissible to 'Standing Government Counsel' only (per month) (except in Delhi)	9600/-
2.	Fee for effective hearing (per case per day)	2880/-
3.	Fee for non-effective hearing (per case per day for maximum five non-effective hearings in a case)	960/-
4.	Fee for drafting Written Statement, Grounds of Appeal, etc. (per pleading)	2400/-
5.	Fee for drafting other pleadings of misc. nature (per pleading)	960/-
6.	Fee per Conference* (Subject to maximum five conferences in a case or group of identical cases)	1440/-
7.	Daily fee for out of Headquarters (per day)	3600/-
8.	Entitlement for travel / hotel expenses for services availed out of Headquarters	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid on

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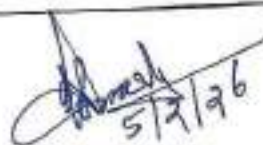
		reimbursed travelling and on boarding and lodging as per the level - 8 of 7 th CPC of the Central Government.
9.	Clerkage 10% of total fee excluding miscellaneous and out of pocket expenses	8400/-
10.	Fee in identical/connected cases	1200/-
11.	Out of pocket and Misc. expenses	As per actual and subject to satisfaction of Ministry / Department concerned

All other terms and conditions applicable to above mentioned Counsels in to this Departments' 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.

Table -E
Panel Counsel for conducting arbitration cases before the arbitrators and arbitration tribunals

The fee structure applicable to counsel for conducting arbitration cases before the arbitrators and arbitration Tribunals as per the following rates:

Sl. No.	Item of work	Rates of fee	
		Senior Arbitration Counsel	Junior Arbitration Counsel
1.	Fee for effective hearing (per appearance)	3600/-	2400/-
2.	Fee for Non-effective hearing (per appearance and for maximum four hearings in a case)	720/-	480/-
3.	For drafting pleadings (per pleading)	2400/-	1200/-
4.	Conference fee (subject to a maximum of three conferences in a case)	720/-	480/-
5.	Daily fee (Out of Headquarters) (per day)	4800/-	360/-
6.	Entitlement for travel / hotel expenses (for services availed out of Headquarters)	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed	Where a Counsel is required to perform journey outside the headquarter in the course of his duties (official purpose), he shall be paid or reimbursed


5/2/26

		travelling and on boarding and lodging as per the level - 12 of 7 th CPC of the Central Government.	travelling and on boarding and lodging as per the level - 11 of 7 th CPC of the Central Government.
7.	Clerkage (NEW ITEM)	10% of total fee in a case subject to a maximum of Rs. 2880/-	

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 01.02.2026.

3. The counsels 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 01.02.2026 and at the revised rates in respect of the work done by them on/ after 01.02.2026.

4. This issues with the approval of the Ministry of Finance, Department of Expenditure E.II(B) Branch, ID Note No.9/8/2025-E.II(B) dated 02.03.2015 and 12.01.2026.


5.2.26

(M C Prusty)

Senior Government Advocate

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.
3. Nodal Officer of Legal Cell, all Ministries/Departments to the Government of India
4. All Senior Panel Counsel of High Courts/ CATs through concerned Deputy Solicitors General in High Courts/Sr. CGSC of CATs Benches.
5. All Deputy Solicitors General in various High Courts/Sr CGSC of CATs Benches
6. All Central Government Standing Counsel/Central Government Pleaders of Delhi High Court
7. All Deputy Solicitors General/Central Legal Adviser of various High Courts
8. All Senior Central Government Standing Counsel/Addl. Central Government Standing Counsel of various CAT Benches.
9. All Standing Govt. Counsel and Additional Standing Govt. Counsel before various District and Subordinate Courts as per the list.
10. All Senior/Junior Counsel of the Arbitration Panel.

11. All Special Counsel, Senior Counsel Group-1, 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.
12. Incharge, Branch Secretariats Mumbai/Kolkata/Chennai/ Bangalore.
13. All Sections of Department of Legal Affairs.
14. Legal Advisor, Railway Board, New Delhi (with 5 spare copies).
15. Department of Personnel and Training (AT Section), New Delhi (with 5 s/copies.)
16. Joint Secretary (Legal), Department of Revenue, Ministry of Finance, New Delhi (with 5s/copies)
17. CBDT, Department of Revenue, Ministry of Finance, New Delhi (with 5s/copies).
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, 9/8/2025-E.II(B) dated 12.01.2026
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



(Ramesh Kairamkonda)
Section Officer
Tele - 23384945
Mail - judicial-dla@nic.in

ANNEXURE-III

FORMAT OF BIO-DATA FOR ADVOCATE

(To be submitted by the Applicant Advocate)

Recent Photograph

Name	
Father's Name	
Date of Birth, Age	
Date of Enrolment	
Name of Bar Council (enclose copy of enrolment certificate)	
Details of Experience and period of practice	
Area of practice (specifically mention experience in Telecom/ Regulatory /Service/Contract/Arbitration/IBC/GST etc.)	
Specialization, if any (Telecom laws, TRAI/TDSAT matters, Service matters, Arbitration, etc.) The details of a few important cases the Advocate has dealt with/handled and reported Judgment if any.	
Whether Central Govt./State Govt./PSU counsel/pleader (indicate period)	
Brief list of clients e.g. Govt./organizations/Company/PSUs (especially BSNL or other CPSEs)	
The courts where the Advocate is regularly practicing (Enclose copy of Bar Association Membership Certificate)	
Name of Court for which applied.	
Date of enrolment as an Advocate-on-Record of the Supreme Court and Registration No. (if applicable)	
Income Tax PAN number	
Notable achievements	
A brief note on suitability for empanelment with BSNL (highlighting telecom/regulatory expertise).	

Declaration: I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute secrecy about the cases of BSNL as required under the Act, Rules and Regulations thereunder. I further declare that I am not blacklisted/debarred by any Government/PSU.

(Signature of Advocate)

Address (office & residence/ chamber):

Tel. No.:

Mobile No.:

E-mail:

Annexure-VI-A

Terms & Conditions for Empanelled Advocates for UP(West) Telecom Circle

Terms & Conditions for Payment of Fee:

- i. Fees shall be governed by the Schedule of Fees (Annexure-I & II) approved by the competent authority and finalized at the time of empanelment.
- ii. Full fee only for effective hearings and prescribed percentage for non-effective hearings (max. of five non-effective hearings) allowed in case.
- iii. There shall be a cap or ceiling on the number of non-effective hearings for which payment is admissible to the Counsel. Fees for maximum five non-effective hearings actually taken place in a case shall be payable to the Counsel at the prescribed percentage.
- iv. No fee: No payment will be made to the Counsel during absence, if the case is not called out or if called out but adjournment is given without hearing either party.
- v. The Counsel will be entitled to 10% of fees as "Clerkage", subject to a maximum of Rs. 800 in a case or batch of cases. For this clause, the fees comprise of Appearance Fee, Drafting Fee and Conference, but does not include any other expenses.
- vi. Reimbursement of miscellaneous expenses upto Rs. 800 per case shall be reimbursed to the counsel without production of details. For this Clause, the Misc. Expenses shall comprises of Typing, Stenographic Assistance, Photocopying, Binding charges.
- vii. Conveyance fee for appearance before arbitrators /umpires is restricted to Rs 500/- towards reimbursement of conveyance for each day of hearing.
- viii. When a case is heard before the court/Arbitrator in multiple sessions in a single day, in such cases fee for appearance before the court/Arbitrator will be regulated as per a single day for a case, even if the hearing is held in multiple sessions in a single day.
- ix. When two or more cases together involve substantially identical questions of law and/or fact, one of such cases will be treated as the main case and the others as connected case and the fees in such cases will be regulated as under, provided the cases are heard together.
 - a. Full fee would be admissible for appearance in the main case and 50% in each of the connected cases, subject to a maximum of one additional full fees, i.e. not more than twice the amount of full fees in the main case would be admissible irrespective of number of cases.

- b. If substantially identical affidavits, counter-affidavits, complaints, written statements grounds of appeal applications and other pleadings are drafted in connected cases, or drafting fees will be admissible in the main cases and only 20% separate drafting fee per case will be admissible in connected cases.
- x. The Conference Fee as shown in the Fee Schedule will be subject to the following:-
 - a. In General, for Conference between the Advocates and BSNL officers maximum number of Five [05] such conferences (Through Physical /VC mode), comprising of Two [02] for settlement of pleadings and Three [03] during the proceedings, in a single case.
 - b. Record of conference will be made in register by concerned officer and Advocate indicating detail of place/date/time/duration/matter discussed and sign will be made by Advocate and concerned officer and photocopy will be placed by Advocate with bill for claim of conference charges.
 - c. However, wherever required, the Unit/Branch Heads handling the subject matter of litigation will have the powers to exceed the limits, subject to certification of the necessity and importance for conferences beyond the prescribed limits, in a single case.
 - d. The Nodal Officer/Nodal Branch/Officer-in-charge of Litigation shall ensure that all the required paper work viz Obtaining all the required approvals of the appropriate authority, Preparation of background papers, briefs, Annexure etc., are got completed at the first instance before calling/meeting the Advocate, so that not more than 2 Hours is spent on a day for conference/briefing of the Advocates. However, wherever required, the Unit/Branch Heads handling the subject matter of litigation will have the powers to exceed the limits, subject to certification of the necessity and importance for conferences beyond prescribed limits, in a single day.
- xi. Procedure to be followed for making payments, when the Hon'ble Supreme Court/ Hon'ble High Court(s) / Hon'ble Tribunal(s) tags/clubs One SLP/Case of any Circle of BSNL with other SLPs/case relating to one or more than one Circle of BSNL, pending either at the Hon'ble Supreme Court itself or at various Hon'ble High Courts/Hon'ble Tribunals.
 - A. The Cases, wherein, the Counsel(s) nominated by the BSNL Corporate Office Legal Cell/Unit remains the same in all such matters:-
 - (a) The Circle, whose SLP/case has been treated as the main subject matter by the Hon'ble Supreme Court/Hon'ble High Court(s)/Hon'ble Tribunal(s) will be the

Nodal Circle, for co-ordinating/settling the fee matters of the BSNL CO Panel Advocate nominated by BSNL Corporate Office Legal Cell/Unit, in the circumstances, where the Hon'ble Apex Court / Hon'ble High Court(s) / Hon'ble Tribunal(s) clubs/tags the similar SLPs/Petitions of various Circles of the Company;

(b) Such Nodal Circle will, keeping in view various clauses of the BSNL's Fee Schedule for the CO Panel - (i) ascertain the details of fee bills and appearance details from Advocate(s) and other concerned circles; (ii) co-ordinate payments from single point as per relevant clauses of Fee Schedule for BSNL CO Panel Advocates / BSNL CO Panel Designated Senior Advocates, as the case be.

(c) The payment of fee to the advocates by the Nodal Circle may be made as under:-

Fee in the main Case:	Full Fee
Fee for connected cases	50 % in each of the connected cases subject to a maximum of One additional full fee.

(d) Nodal Circle, after payment, will submit a demand to the other circles in the following manner in consultation with their IFA and settle the payments by raising debit as per Corporate Accounts' existing guidelines:-

No. of Cases	Payment percentage by Nodal Circle	Payment percentage by other circles
1 + 1	100% for main case	50% for connecting case
1 + 2	100% for main case	50% for each of 2 Circles
1 + More than 2 cases	100% for main case	100% Divided by No. of cases = % by each Circle.

(e) As regards briefing the Advocate(s), filing their counters/rejoinders/petitions etc., respective circle seized with the particular SLP/Petition will continue to do the same.

B. The Cases, wherein, the Counsel(s) nominated by the BSNL Corporate Office Legal Cell/Unit remains different for each of the Circle(s) then, in such matters:-

Where, the Counsels nominated by the BSNL Corporate Office are different [that is X for the matter treated as main and Y, Z, A etc., for different matters of various other circles,], then, the payments will be made to the respective Advocates by the circles concerned themselves, as per the relevant clauses of the Fee Schedule for the BSNL CO Panel Advocates.

- xii. Fee for drafting and settling of pleading will be settled in terms of Fee Schedule. No separate drafting charges for any other item such as Synopsis, List of Dates, Annexures to Writs etc., is permissible
- xiii. Outstation appearances: Travel (economy air / AC 1st class/ AC 2 Tier/AC Chair car/Executive Chair car), road mileage, hotel stay (max. INR 7,500+ taxes/day including food with bills) in case BSNL IQ is not available.
- xiv. No retainer fee merely for empanelment.
- xv. Professional bill from empanelled Advocates against case will be submitted along with relevant documents within 1 year of disposal of case however period can be extended with the approval of competent authority limited to further 06 months if circumstances are such that which prevented the Advocate for submission of bills. BSNL has the right not to pay bills if advocate fails to submit bills after 1.5 years of disposal of case.
- xvi. Bills/claims shall be generated only by the empanelled advocate.
- xvii. Special Fee Structures, Performance Incentives, and Retainership Fees:
 - a. High-Value Cases: Fees for high-value and specialized matters may not be governed by the fee schedules (fee schedule for BSNL CO as well as fee schedule for other BSNL Circles) and may be decided on a case-to-case basis, subject to the prior approval of the Competent Authority.
 - b. Performance Incentives for Advocates: With a view to encouraging effective representation and favorable outcomes, where an advocate wins the complete case for BSNL, a performance incentive/bonus shall be admissible as under:
 - Lower Court / CAT Cases: ₹10,000
 - High Court Cases: ₹20,000
 - Supreme Court Cases: ₹30,000
 - c. Retainership Fees: There shall be no retainership fees payable to empanelled advocates appearing before any judicial forums (including Lower Courts, CAT, High Courts, or the Supreme Court) in BSNL (including Circles). A retainership fee shall only be applicable if the counsel is specifically

appointed as a Standing Counsel or Retainer Counsel, with a clear-cut provision explicitly mentioning that a retainership fee will be paid.

- d. Non-effective Hearing: There shall be a cap or ceiling on the number of non-effective hearings for which payment is admissible to the Counsel. Fees for maximum five non-effective hearings actually taken place in a case shall be payable to the Counsel at the prescribed percentage. However, No payment shall be made to the Counsel during absence, if the case is not called out or if called out but adjournment is given without hearing either party.

2. Terms and Conditions of Empanelment

- i. Empanelment does not confer any right to allocation of work. Assignments are case-to-case based on suitability.
- ii. Advocates shall attend all the cases entrusted to him/her and keep BSNL informed of all developments of cases/each hearing promptly (in writing through email/digital modes + urgent calls) to authorized officer appointed by BSNL.
- iii. In case of refusal to take case, non-cooperation, Breach of any terms and conditions of this policy, Advocates will be considered for de-empanelment.
- iv. Advocate will depute their office staff to collect the necessary Affidavits/reply from O/o authorized officer for submission of same in Court.
- v. No use of BSNL name/logo on letterheads/signboards.
- vi. Cross-utilization: Advocates empanelled by BSNL CO may be used by Circles or vice-versa at the same fee, will attend cases through VC/Online if assigned in any bench/Court all over India.
- vii. If Advocate fails to appear for 05 times in a case or continuously 03 times in a case, he will be debarred and process will be initiated for de-empanelment.
- viii. That the empanelled Advocate/Firm of Advocate will not receive notice directly from any of the petitioner(s) on behalf of the Company. Only nominated Counsel will receive the Notice from Court.
- ix. That the empanelled Advocate/Firm of Advocate shall attend to all the matters referred to him/her/them for opinion immediately and render his/her/their opinion expeditiously.
- x. The empanelled Advocate/any partner of the empanelled firm of Advocate shall not accept / proceed against in any matter against BSNL. Further, the Advocate / Any partner of the Firm of Advocate shall also not appear in court / accept briefs / advise to the competitors of BSNL.
- xi. BSNL reserves the right to delete the name of the empanelled Advocate/Firm of Advocate from the panel without any prior notice.

- xii. The empanelled Advocate/Firm of Advocate shall not enter into any compromise or agree to grant any concession or move any statement in Courts to the effect in any matter without prior permission in writing of the concerned Nodal Officer.
- xiii. That the allocation of cases will be done by the competent authority on case-to-case basis and mere empanelment of an Advocate/Firm of Advocate will not grant any right to the Advocate/Firm of Advocate for allocation of cases to him/her/them.
- xiv. That the empanelled Advocate/Firm of Advocate will give his/her/their specific consent to these terms & conditions and the fee schedule (Annexure-I & II) failing which his/her/their empanelment will stand cancelled without any notice to him/her/them in this regard.
- xv. Empanelled advocates are not restricted to specific courts but must accept assigned work in other courts of same or other location unless there is a genuine conflict of interest. Refusal without reasonable cause or contesting any matter against BSNL shall lead to consideration for de-empanelment.
- xvi. Advocates shall personally handle the assigned cases and coordinate with officers of BSNL/Sr. designated Advocates as required.
- xvii. Empanelled advocates are not BSNL employees and are not entitled to any employee benefits.
- xviii. Absolute secrecy and confidentiality shall be maintained as per the Advocates Act and rules.
- xix. Initial empanelment shall be for two (2) years or until further orders, whichever is earlier. Performance of empanelled Advocates shall be reviewed on Quarterly basis. However, on satisfactory performance, empanelment may be renewed for a further period of one (1) year on existing terms and conditions.

3. Monitoring & Evaluation of Advocacy:

A. Performance Evaluation: Performance shall be evaluated quarterly (or as required) on qualitative and quantitative parameters. Performance evaluation will be carried out on a structured 100-point scale with defined benchmarks and scoring thresholds as under:

- Success Rate / Outcome of Cases (25–30 marks):
 - Above 70% favourable outcomes – Excellent
 - 50–70% – Satisfactory
 - Below 50% – Needs Improvement (To be applied with due consideration to nature/merit of cases and role of advocate)
- Timeliness & Compliance (15–20 marks):

- Filing of pleadings, opinions, and appeals within prescribed timelines
- No delay attributable to counsel – Full marks
- Minor delays – Proportionate deduction
- Quality of Drafting & Legal Inputs (15–20 marks):
 - Completeness of pleadings, use of relevant case laws, clarity and accuracy
 - High-quality, error-free drafting – Higher score
- Adjournment Management (10–15 marks):
 - Minimal adjournments sought without valid reasons – Higher score
 - Frequent/unjustified adjournments – Lower score
- Responsiveness & Communication (10–15 marks):
 - Timely reporting of hearings (within 24 hours), accessibility, coordination with BSNL officers
- Professional Conduct & Court Performance (10–15 marks):
 - Preparedness, effectiveness in arguments, adherence to instructions, court conduct
- Cost Effectiveness & Compliance with Fee Norms (5–10 marks):
 - Adherence to fee schedule, avoidance of unnecessary expenses

Further, based on the total score achieved, the following grading system shall be adopted:

- Above 80 marks – Exceptional (eligible for high-value/complex cases)
- 60–80 marks – Satisfactory (continuation on panel)
- 50–60 marks – Needs Improvement (warning / limited assignments)
- Below 50 marks – Unsatisfactory (liable for de-empanelment)

B. Monitoring Mechanisms: Effective monitoring requires a structured flow of information from the courtroom to the administrative office.

a. Periodic Reporting

- Quarterly Progress Reports: Advocates should submit a summary of all pending cases, including the last date of hearing and the next step.
- Case Outcome Analysis: After a final judgment, the advocate should provide a "Brief of Outcome" explaining why the case was won or lost.

b. Court Presence & Observation

- Nodal Officer Checks: Surprise or scheduled visits by departmental legal officers to observe the advocate's performance in open court.

- Review Meetings: Quarterly/monthly meetings between the Legal Cell and the empanelled advocates to discuss strategy and bottlenecks.

4. Disabilities (Grounds for Removal/De-empanelment)

Any of the following shall render the advocate liable for immediate removal:

- False information in the application submitted for empanelment.
- Not providing signed copies of pleadings to BSNL which are submitted in court.
- Undue Delay in preparing Draft Reply/Rejoinder/Sur-rejoinder/MA etc.
- Delegation without permission.
- Non-attendance without reason or acting against BSNL instructions.
- Misappropriation of company's funds.
- Threatening/intimidating BSNL officers.
- Representing opposite parties in BSNL-related matters or allowing partner/associates/juniors to appear against BSNL in any matter.
- Professional misconduct or conviction/disbarment.
- Breach of confidentiality or leaking information.
- Frequent unjustified adjournments or not objecting adjournment moved by other party without specific reason.
- Providing false or misleading information to BSNL related to proceedings of case.
- Any other act prejudicial to BSNL's interests.

5. Right to Private Practice and Restrictions

- An Advocate shall have the right to private practice provided it does not conflict with BSNL's interests or efficient discharge of duties as an Empanelled Advocate.
- No advocate (including juniors/associates) shall accept/advise any case against BSNL or its interests during empanelment.
- If a partner in a law firm is empanelled in BSNL, the entire firm shall not entertain cases against BSNL.

Violation shall entail immediate removal and possible Bar Council reference for disciplinary proceedings.

@ (i) 'Effective Hearing' shall mean a hearing wherein either one or both or all the parties involved in a case are heard on merits/facts of Law. If the case is only mentioned adjourned, or merely some directions/time is granted for filing reply/rejoinder/sur-rejoinder/compliance or interim order/final judgment is delivered. It would not constitute an effective hearing for the purpose of this policy.

@ (ii) Non-effective hearing shall mean a hearing wherein some directions/instructions are issued to either party for filing reply/rejoinder/Sur-rejoinder/compliance or matter. Fees for maximum five non-effective hearings actually taken place in a case shall be payable to the Counsel at the prescribed percentage.

@ (iii) No fee: No payment will be made to the BSNL Counsel during absence/Proxy, if the case is not called out or adjourned without hearing or without instructions.