



CIRCULAR

Subject: Review of Guidelines for Empanelment of Advocates/Law firms and schedule of fee thereof.

Reference: Circular No. CWC/IRO-Advocate Empanelment/2019/10640 dated 06.11.2020

With the approval of the Competent Authority the following modifications are made in the guidelines for empanelment of Advocates/Law firms and schedule of fee circulated vide circular dated 06.11.2020:

Sl. no. in Schedule of fee	Existing guideline		Revised guideline
4	Fee for appearance, out station visit along with Senior Advocate before court, arbitrator, tribunals etc. for getting the special leave petition/ writ petition/counter affidavit/ plaint/ affidavits/ written arguments/synopsis/ conferences/written statements/replication/ rejoinders, pleadings settles, getting the opinion etc. from senior advocate	1/5th of senior counsel charges or 200% of the rates specified in this Schedule of Rates (depending on the level of court being represented), whichever is lower.	1/5th of senior counsel charges or 200% of the rates specified in this Schedule of Rates (depending on the level of court being represented), whichever is higher .
6	Fee for conference/ discussions (per hour) subject to maximum 2 hours per sitting & up to 3 sittings per case	SC : Rs. 5000 HC: Rs. 3750 Lower Court:Rs.2500	Fee for conference/ discussions (per hour). The number and duration of conferences per case will be approved by the Head of the Division/RM concerned; subject to the condition that number of conferences shall not exceed the number of appearances of the advocate in a particular case/ arbitration.

Note: Conferences held by Senior Advocates in any court case/arbitration are not covered under empanelment guidelines. In such cases, when the empanelled advocate attends the conference called by the Senior Advocate, the conferences will not be counted for empanelled advocate. **However, the payment of such conferences attended by empanelled advocates may be released as per the rates of empanelment.**

2. The experience required as per para **3(b)** of the guidelines for empanelment in respect of various courts/arbitration matters as stated therein, can be relaxed by the Managing Director for a maximum period of 2 years.
3. The Regional Managers may engage advocates from the list of empanelled advocates of CWC for defending the cases before respective courts; for which the approval of the Director concerned will not be required.
4. The above modifications in the guidelines, as approved by the Competent Authority, shall be applicable with immediate effect, and shall also be applicable to existing empanelled advocates for future hearings in the on-going matters.

(Pankaj Singh)
Manager (IR)

Copy to:

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All Regional Managers.
3. Sr. PA to Managing Director, SAM to Director (Fin.), PS to Director (Pers.), PS to Director (MCP), PA to CVO
4. GGM (Systems)- with the request to arrange to upload the same on the official website of CWC
5. All empanelled advocates via email.