

**CIRCULAR****Subject: Consolidated Schedule of Fee for Empanelled Advocates/Law firms-reg.**

Reference: 1. Circular No. CWC/IRO-Advocate Empanelment/2019/10640 dated 06.11.2019
 2. Circular No. CWC CO-PDOIR/14/2020-PERS dated 14.12.2020

The guidelines for empanelment of advocates/Law firms and Schedule of fee thereof were circulated vide this office Circular dated 06.11.2019. The guidelines and the schedule of fee were reviewed and the same was circulated vide Circular dated 14.12.2020. It is now proposed to consolidate the guidelines regarding schedule of fee for empanelled advocates, so as to remove any doubts, as the Corporation continues to receive references on the same. The consolidated Schedule of fee for empanelled advocates effective from 14.12.2020 is as follows:

Legal Service	Supreme Court	High Court	Lower Court
1. Fee for drafting Writ Petition/ Plaint/ Counter Affidavit/ Affidavit by way of evidence and written arguments/ Written Statement/ Replication/ Rejoinder etc.	12000	9000	6000
2. Fee for drafting miscellaneous applications/ Interlocutory Applications/ Replies thereto/ Interim application & its replies/ affidavits etc.	5000	3750	2500
3. Fee for appearance before court, arbitrator, Tribunal, commission etc. (per appearance)			
a) For effective hearing	10000	7500	5000
b) For non- effective hearing	5000	3750	2500
4. Fee for appearance 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	1/5 th of senior counsel charges or 200% of the rates specified in this Schedule of Fee (depending on the level of court being represented), whichever is higher.		
5. Fee per written opinion	10000	7500	5000
6. 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.	5000	3750	2500
7. Fee for drafting legal notice/ reply to the notice and other similar legal documents/ letters & filing of Caveats	5000	3750	2500
8. Fee for out station visits individually of any nature (per diem)(including fee for appearance before courts, Arbitrators, Tribunals, Commissions etc. or any other visit for official purpose of the Corporation).	10000	7500	5000
9. Connected Cases/Identical Cases	A. When advocate files affidavit/ application or grounds of appeal etc. in all connected/Identical Cases and the cases are decided accordingly, the Advocate shall be paid the full fee in the main case and 1/4 th in each of the connected cases. B. When the main case and the connected cases are disposed-off without contest, the Advocate shall get 1/3 rd fee in the main case and 1/3 rd fee of main case in each of the connected matter.		
10. Clerkage	10% of the professional fee of the Advocate	10% of the professional fee of the Advocate	10% of the professional fee of the Advocate

11. Out of pocket Expenses	At actual, on certificate by advocate with limit of Rs. 500/- per case and beyond Rs. 500/- subject to actual supporting bills/vouchers.
12. Fee for drafting, vetting, finalization of agreement/Deed/MOU etc & Other similar legal Documents.	5000
<p>Note: 1. The rates of fee provided in the Schedule are exclusive of GST. 2. 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. <i>However, the payment of such conferences attended by empanelled advocates may be released as per the rates of empanelment.</i> 3. The above rates are also applicable to existing empanelled advocates w.e.f. 14.12.2020 for future hearings in the on-going matters.</p>	

Notes:

1. For Cases in Arbitration, the fee of advocates will be paid on the basis of amount of claim (excluding interest and counter claims). Where the said claim amount is less than Rs. 5 Crores the rates of High Court will be applied and in case it is more than Rs. 5 Crores the rates of Supreme Court will be applied.

2. In the case of outstation visits, either with Sr. Advocate or otherwise, the advocates on CWC panel will be paid the fee for outstation visit (per diem) only. Further no other fees, as listed in the Schedule of Fee for Advocates, will be payable in the case of outstation visits. For outstation work, in addition to fee for outstation visit (per diem), air ticket and rail ticket (in case there is no air connection) and stay in hotels (both boarding and lodging) and local and outstation conveyance, at par with E-7 level in CWC on the basis of the submission of bills may be provided, i.e. as follows:

DA Rates/day (Rs.):

Level	X & Y Cities for the purpose of HRA (Rs.)	Z class cities for the purpose of HRA (Rs.)
E-7	1000	700

Lodging charges for a single room (Rs./day):

Level	Principal Cities (Rs.)*	Other Cities (Rs.)
E-7	8000	6400

*Principal Cities: - The list of cities issued by the Government on the basis of Census 2011, for the purpose of allowing higher travelling allowances and further amended from time to time. Taxes and other levies as applicable at actuals.

(Pankaj Singh)
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Copy to:

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All Regional Managers.
3. Sr. PA to Managing Director/PS 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.