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Azadi Ka
Amrit Mahotsav



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-PDOIR/12/2022-PERSONNEL

Dated: 02.02.2023

CIRCULAR

Sub: Creation of Legal Cell.

In line with implementation of NPC report and in order to efficiently and effectively monitor the legal cases for speedy disposal & monitoring of performance of advocate engaged by the Corporation it has been decided to a create Legal Cell at CWC, Corporate Office.

1. The Duties and responsibilities of Legal cell would be as under:

- a. Guidelines formulation and updating empanelment of Advocates/law firms.
- b. Empanelment of advocates and Law firms on CWC panel for PAN India.
- c. Empanelment of Arbitrators on CWC panel.
- d. Finalization and updation of Schedule of fee for empanelled advocates and arbitrators.
- e. Monitoring and updation of information on e-Litigation portal. Change as per requirement and data analysis.
- f. Receiving petitions/plaints notices filed in High Court of Delhi at CWC, CO and directing them to concerned sections/divisions for immediate necessary action.
- g. Liaising & follow-up with the engaged advocates for better monitoring.
- h. Monitoring of status of court cases being contested in CO & RO.
- i. Analysing the performance of advocates after every 5 hearings in a court case, in respect of court cases being handled by Corporate Office.
- j. Approval of engagement of advocates in court cases other than empanelled advocates through Single file system (empanelled advocates can be engaged by RMs and HoDs as per existing guidelines).
- k. Detailed Study and preparation of comments in respect of 05 pending court cases each month, for taking a view by the Director/Managing Director through concerned HOD on monthly basis. The list of cases to be reviewed each month to be finalized by HOD Personnel and complete details to be sought from section/division concerned by legal cell.
- l. Maintaining and circulating details of Debarment of firms/agencies and contractors from bidding on monthly basis.
- m. Maintaining data base of case allotment to advocates and arbitrators and Co-ordination with Division at CO & ROs for monthly review of the cases.

2. The Administrative setup of Legal cell would be as under:

- a) The legal cell will be headed by a Group A level Officer preferable of DGM/AGM rank assisted by the support staff posted in the legal cell.
- b) The head of legal cell will directly report to HOD. Personnel Division.

This issues with the approval of Competent Authority.

(Anil Manik Rao)
Group General Manager (Personnel)

Copy to: -

1. All Heads of Divisions, CWC, CO, New Delhi.
2. All Regional Managers.
3. PS to Managing Director/ PS to Director (MCP)/PA to Director (Fin.)/PPS to Director (Pers.), CWC, CO, New Delhi.
4. SAM (Systems)- with the request to arrange to upload the same on the official website of CWC.