



# Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of Education, Govt. of India.)

Narayanpur, Dist: Malda, Pin- 732141, West Bengal

ন হি জানেন সদৃশ পরিত্রামিহ বিদ্যুতে

**Advt No. GKCIET/Advt-01/Legal/2026 Dated: 18.01.2026**

## **Empanelment of Advocates/Law Firms to represent GKCIET, Malda before Hon'ble Supreme Court / Calcutta High Court / Other Courts.**

Ghani Khan Choudhury Institute of Engineering and Technology, Malda is a Centrally Funded Technical Institute(CFTI) under Ministry of Education, Govt. of India. GKCIET, Malda intends to empanel advocate/law firms for attending the legal cases in various courts like the Supreme court, High court & District/lower level courts on the subject matter related to:

- (i) Service Matters (Administration, Establishment, Academic, Labour Law/ Payment of wages, etc.)
- (ii) Civil Suits (Land / Properties, Contract etc.)

The Eligibility Criteria, Schedule of Fees, Terms and Conditions and the application format (in which the application has to be made), have been prescribed and are as given below. Eligible Law Firms and practicing Advocates may send their applications through post/courier/by hand in the format prescribed in Annexure “A” enclosed herewith along with all supporting documents.

The hard copy of the Application may be forwarded to the below mentioned address:

### **The Director**

**Ghani Khan Choudhury Institute of Engineering and Technology,  
Narayanpur, Malda, West Bengal-732141.**

“Application for Empanelment of Advocate” must be super scribed on the envelop.

The last date of receiving applications in the prescribed format along with supporting documents is till **20/02/2026**.

The Institute shall not be responsible for any postal delay or non-receipt of the application. Further no such request will be entertained.

Note: *Applying for empanelment at GKCIET, Malda does not confer any right/assurance whatsoever that they will be empaneled.*

### **(b) Eligibility of Empanelment**

- i) The Law firms and practicing advocates who are registered with Bar Council of India /State Bar Council.
- ii) Capable of handling matters before District courts / lower courts, High court, and Supreme court of India on the basis of criteria laid down below.
- iii) Practicing legal experience of at least **05** years.
- iv) Experience of handling legal cases of Educational Institute / Central Govt. Organisations will be preferable.

**(c) Tenure of Empanelment**

The initial empanelment will be for **02** years which may be extended on yearly basis for another two years on satisfactory rendering of service.

**(d) General Terms and Conditions**

- i)** The Advocates shall be engaged only in cases where GKCIET, Malda and Union of India (if applicable) is a party, or where GKCIET, Malda seeks to pursue a legal case. The decision on number of Advocates to be empaneled will be made by the Institute.
- ii)** 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.
- iii)** The empaneled Advocates will not delegate cases and would themselves deal with the same. They may have to coordinate and work with designated Senior Advocates, if any, engaged in the case, as well as with the officers of the GKCIET, Malda, if required.
- iv)** The empaneled Advocate / Legal firm shall maintain absolute secrecy and confidentiality about the cases of the Institute as required under the Act and rules/regulations framed there under. Other advocates of the empanelled Legal firm should not take up case against the Institute.
- v)** The advocate shall keep the Institute informed of the important developments in the cases from time to time, particularly with regard to drafting, filing of papers, dates of hearing of the cases, supplying copies of judgement etc. Accordingly, a monthly statement shall be furnished about the status of cases represented by him/her.
- vi)** The advocate shall provide legal advice to the Institute on various legal matters as may be referred including:
  - a. Examination and drafting of legal documents.
  - b. Drafting of applications, petitions etc., to be filed in various courts of law.
  - c. Prompt removal/curing of defects in appeals/petitions filed.
- vii)** If required and considered appropriate by the Competent Authority, Attorney General of India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior Advocates/non-empaneled advocates, may be engaged to argue the cases on behalf of the Institute keeping in view the urgency and importance of a particular matter. They shall be engaged on case to case basis with the approval of the Competent Authority. Engagement of Sr. Advocates etc. and their fees for such cases may be approved and decided by the competent authority on the merits of each case.

**(e) Payment of Fee and Other Conditions**

- i)** The fee payable to the Advocates shall be governed by the Schedule of fee annexed as Annexure 'B' which is based on the basis of the fees of the Central Government Counsels notified by Ministry of Law & Justice, Department of Legal Affairs, Judicial Section vide OM No. 26(1)/2014/judl. dated: 01.10.2015 and **revised from time to time.**
- ii)** The Institute shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned in the annexed schedule keeping in view the importance of the matter and the labour and efforts put in by the advocate in a particular case after approval of competent authority.
- iii)** No retainer fee shall be paid to any panel Advocate / law firm merely because such advocate / firm has been empanelled.

**(f) Documents required to be submitted along with application.**

- i)** Certificates in support of educational qualifications.
- ii)** Valid Certificate of Registration with Bar Council / Valid Id card issued by the Bar Council.
- iii)** Any other document showing continuous enrolment in the Bar and practice for a duration of at least 05 years.
- iv)** Experience certificate for handling legal cases of Educational Institutions / Central Govt. Organisations.

**(g) Disablements**

Disablement on the part of the Advocate shall mean and include any of the following:

- i)** Giving false information in the application for empanelment.
- ii)** Handing over the brief or matter to another advocate without prior written permission of the Institute.
- iii)** Failing to attend the hearing of the case without any sufficient reason and/or prior information.
- iv)** Not acting as per the Institute's instructions or going against specific instructions and not in the interest of the Institute.
- v)** Not returning the brief when demanded or not allowing or evading to allow its inspection on demand.
- vi)** Making any of his/her associates or juniors to appear on behalf of any of the opposite parties in case/appeal related to GKCIET, Malda.

- vii) Committing an act that tantamount to contempt of court or professional misconduct.
- viii) Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council.
- ix) Passing on information relating to the Institute's case on to the opposite parties or their advocates or any third party which is likely to cause any damage to the Institute's interests.
- x) Giving false or misleading information to the Institute relating to the proceedings of the case.
- xi) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate.

\*For any queries you may contact Assistant Registrar, Legal Cell, GKCIET, Malda.

✆ +917866931528

✉ [legalcell@gkciet.ac.in](mailto:legalcell@gkciet.ac.in)

Assistant Registrar (Legal)

## **APPLICATION FOR EMPANELMENT OF ADVOCATES (GKCIET, Malda)**

### **(ANNEXURE 'A')**

- 1) Name:
- 2) Father's Name:
- 3) Date of Birth:
- 4) Educational Qualifications:
- 5) Name of Bar Council:  
Date of Enrolment:  
(Copy of enrolment certificate must be attached)
- 6) Period of Practice:
- 7) Details of Experience/Practice/Achievements:
  - a. Experience in Educational Institute/Govt. Organization/Supreme Court/ High Court/Lower Court.
  - b. Achievements. (if any)
- 8) Date of Enrolment as an Advocate – on – Record (AOR) of the Supreme Court and Registration No.:
- 9) PAN number:
- 10) Office Address:
- 11) Residence Address:
- 12) Contact Number:
- 13) E- Mail:
- 14) Subject of specialization for which application is made (Please tick (✓) mark wherever applicable)
  - a. Service Matters. ( )
  - b. Civil Matters. ( )
- 15) Categories of panel counsel as in Annexure 'B'. (Please tick the category applicable)
  - a) Supreme Court: (i) Group A Counsel ( ) (ii) Group B Counsel ( )  
(iii) Group C Counsel ( )
  - b) High Court: (i) Special Counsel ( ) (ii) Senior Counsel Group. I ( )  
(iii) Senior Counsel Group. II ( ) (iv) Jr. Counsel Advocate on record ( )
  - (c) Lower Court: ( )

Signature of Advocate

Address (office& residence/chamber):

Tel. No./Mobile No./Fax No.

Email ID:

No. 26(1)/2014/judl.  
 Government of India  
 Ministry of Law & Justice  
 Department of Legal Affairs  
 Judicial Section  
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New Delhi the 1<sup>st</sup> October, 2015

**OFFICE MEMORANDUM**

**Sub: Revision of fee payable to various categories of Central Government counsel.**

In partial modification to this Department's various OMs issued from time to time, the undersigned is directed to convey approval of the Competent Authority for the revision of the fee structure applicable to Government counsels of all the categories with immediate effect as per the details given below:-

(A)

**The Fee structure applicable to Group 'A' 'B' and 'C' panel Counsel in Supreme Court:-**

Sl.No.	Item of work	Revised fee Group 'A' Panel Counsel	Revised fee Group 'B' & 'C' Panel Counsel
1.	All Regular Appeals and defended Writ Petitions(for final hearing)	₹13,500/-per case per day	₹ 9,000/- per case per day
2.	All defended Admission matters (SLP/TP and writ petitions & other misc. matters for admission)	₹ 9,000/-per case per day	₹ 4,500/-per case per day
3.	Settling of pleadings	₹ 5,250/- per case	----
4.	Appearance in Miscellaneous Applications	₹ 4,500/-per case	----
5.	Conference	₹ 900/- per conference	----
6.	Out of Head quarter	₹ 13,500/- daily fee for the days of his absence from HQ.	₹ 9,000/- daily fee for the days of his absence from HQ.
7.	Conveyance charges for performing local journey while outside Headquarter.	₹ 1,500/-	₹ 1,500/-
8.	Clerkage	NIL	NIL
9.	Drafting SLP/Counter Affidavit/Rejoinder etc.	---	₹ 3,000/- per case
10.	Drawing Written Submission	---	₹ 3,000/- per case
11.	Drafting or Appearance in Miscellaneous	---	₹ 3,000/-per case

	Applications (including mentioning of the case/Caveat/Clearance/obtaining the number and taking date for hearing)		
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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.

(B)

The Fee structure applicable to Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta):-

Sl. No.	Item of work	Revised fee
1.	Suits, Writ Petitions and Appeals, including oral Applications for Leave to Appeal to Supreme Court in Writ Petitions.	₹ 9000/- per case per day of effective hearing in case of non-effective hearing ₹ 1500/- per day subject to a maximum of 5 hearing.
2.	Application for Leave to Appeal to Supreme Court in Writ Petitions.	₹ 3000/- per case
3.	Settling pleadings	₹ 3000/- per case
4.	Miscellaneous Application	₹ 3000/- per case
5.	Conference	₹ 900/- per conference subject to:- (i) for setting pleadings- one conference. (ii) In respect of hearing of Writ matters, Suits, appeals and Supreme courts leave applications etc- Three conference (Maximum)
6.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the administrative Ministry/ Department.

All other terms and conditions applicable to Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta contained in this Department's, OM No. 24(2)/99-Judl., OM No. 26(1)/99-Judl., OM No. 25(3)/99-Judl., and OM No. 26(2)/99-Judl., all dated 24.09.99, read with OM No. 26(1)/2011- Judl., dated 01.10.2011, shall continue to remain applicable unless specifically revoked/revised.

(C)

Revision of the fee structure applicable to the Panel Counsel of High Courts as well as of CAT Benches of Bombay and Kolkata:-

Sl.No.	Item of Work	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 the High Court.	₹ 9000	₹ 6000	₹ 3750	₹ 1800
	Per conference/Consultation	₹ 900	₹ 750	₹ 600	₹ 450
2.	Application including Interim Motions, Notices, Appeals, Leave Application, Arbitration, Company Matters, Criminal Revision and other Land Acquisition References (per day per effective hearing)	₹ 3000	₹ 3000	₹ 2250	₹ 1350
	Per conference/Consultation	₹ 900	₹ 750	₹ 600	₹ 450
3.	Drafting or Settling Pleadings, and Affidavits (per pleadings)	₹ 3000	₹ 1800	₹ 1500	₹ 1050
	Per conference/Consultation	₹ 900	₹ 750	₹ 600	₹ 450
4.	Appearance before Arbitration and Tribunals, etc and Courts other than High Courts (Per day per effective hearing )	₹ 7500	₹ 6000	₹ 3750	₹ 2250
	Per conference/Consultation	₹ 900	₹ 750	₹ 600	₹ 450
5.	Chamber Application, including Adjournment Application per day inclusive of consultation	NIL	₹ 1500	₹ 900	₹ 600
6.	Written opinions and written advice including advice on evidence (inclusive of consultation)	₹ 3750	₹ 2250	₹ 1350	₹ 1050

All other terms and conditions applicable to the Counsels of High Courts as well as of the CAT Benches of Bombay and Kolkata in the pre-revised OM No. 23(2)/2001-Judl. & OM No. 22(02)/2001 dated 14<sup>th</sup> July, 2001 read with 23(2)2011-Judl. dated 1<sup>st</sup> October, 2011 shall continue to remain applicable unless specifically revoked/revised:-

**Note:-** There will be no ceiling 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.

(D)

*See*

The Fee structure applicable to Asstt. Solicitors General, Central Government Standing Counsel /Panel Counsel, Delhi High Court /Central Govt. Counsel of various High Courts (including Panel Counsel of various CAT, Benches) excluding the High Courts of Bombay and Calcutta:-

Sl.No.	Item of Work	Revised fee
1.	Retainer Fee	₹9,000/- per month
2.	Civil or Criminal Writ Petitions under Article 226 & 227 of the Constitution, Contempt Petitions, Criminal/Civil Revision Petitions, Reference to the High Court under Sales Tax Act and Banking Company Petitions,	₹2250/- per effective hearing ₹450/- per non-effective hearing (subject to maximum of five hearings in a case)
3.	Petitions under Article 132 or 133 of the Constitution in Civil or Criminal Cases.	₹2250/- per effective hearing(subject to max. of ₹ 4500/- in a case)
4.	Original Suits, Civil Appeal from Decrees in Suits and proceedings including second appeal and land acquisition appeal except LPA from Petitions under Article 226 & 227 of the Constitution (including drafting fee)	Ad. Valoram/regulation fee (subject to maximum of ₹ 45,000/- in a case.)
5.	Company Petitions	To be regulated by the rule contained in Appendix (iii) of the Company (Court) Rules, 1959
6.	Drafting of pleadings counter affidavits/returns/answer to Writ Petitions/Grounds of Appeal and application for leave to appeal to the Supreme Court	₹ 1,350/- per pleading
7.	Drafting of Civil Misc. applications to petitions under the Indian Succession Act, Contempt of Court proceedings and other proceedings of an original nature	₹1,125/- per petition
8.	Civil Misc. petitions, forma paupers, transfer petitions and other civil misc. petitions of routine nature	₹ 450/- per petition
9.	Consultation /conference fee	₹ 450/- per conference (subject to maximum of 4 conferences in a case)

10.	Appearance before the High Court in application under Section 34 & 37 of the Arbitration and Conciliation Act, 1996	₹2,250/- per effective hearing
	Appearance before Arbitrator/Umpires etc.	₹ 450/- per non-effective hearing (subject to a maximum of 5 hearing in a case). ₹ 450/- per non-effective hearing (subject to a maximum of 5 hearings in a case).

All other terms and conditions applicable to above mentioned Counsels in to this Department's, in OM No. 24(2)/99-Judl., OM No. 26(1)/99-Judl., OM No. 25(3)/99-Judl. and OM No. 26(2)/99-Judl, all dated 24.09.99 read with OM No. 26(1)/2005-Judl. dated 31.01.2008 and OM No. 26 (01)Judi. dated 01.09.2011 shall continue to remain applicable unless specifically revoked/revised.

(E)

**The Fee structure Standing Govt. Counsel and Additional Standing Govt. Counsel in the District and Subordinate Courts:-**

Sl.No.	Item of work	Revised fee
1.	Retainer fee for Standing Govt. Counsel	₹ 6000 per month
2.	Fee for effective hearing	₹ 1800 per day
3.	Fee for non-effective hearing	₹ 600 per day (not more than 5 such hearings in a case)
4.	Fee for drafting Written Statement, Grounds of Appeal etc.	₹ 1500 per pleading
5.	Fee for drafting other pleadings of misc. nature	₹ 600 per pleading
6.	Fee per Conference	₹ 900 (subject to maximum of 5 such conferences in a case / group of identical cases)
7.	Daily fee for out of Headquarters	₹ 2700 per day
8.	Conveyance charges for local journey outside Headquarters	₹ 900 (lump sum)
9.	Expenses for stay in hotels	₹ 1800 per day
10.	Clerkage	@ 10% of total fee excluding miscellaneous and out of pocket expenses (maximum ₹ 5250 in a case)
11.	Fee for identical Cases	Full fee in the 1 <sup>st</sup> case and ₹ 750 in per suit for connected cases (max. 3 cases)
12.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the administrative Department.

*See*

All other terms and conditions applicable to above mentioned Counsels in to this Department's, 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.

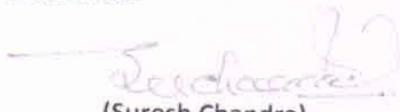
(F)

The Fee structure applicable to Senior/Junior Arbitration Panel Counsel:-

Sl. No.	Details of work	Proposed Revised fee
1.	Fee for effective hearing Senior Counsel Junior Counsel	Rs. 2,250/- per appearance Rs. 1,500/- per appearance
2.	Fee for non-effective hearing Senior Counsel Junior Counsel	Rs. 450/- per appearance Rs. 300/- per appearance (maximum four such hearings)
3.	For drafting pleadings Senior Counsel Junior Counsel	Rs. 1,500/- per pleading Rs. 750/- per pleading
4.	Conference fee Senior Counsel Junior Counsel	Rs. 450/- per conference Rs. 300/- per conference (maximum three such conferences in a case)
5.	Daily fee out of Headquarters Senior Counsel Junior Counsel	Rs. 3,000/- per day Rs. 2,250/- per day

  
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 01.10.2015.
3. The counsel 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 01.10.2015 and at the revised rates in respect of the work done by them on/ after 01.10.2015.
4. This issues with the approval of the Ministry of Finance, Department of Expenditure E.II(B) Branch, ID Note No.9 (11)/99-E.II(B) dated 02.03.2015 and 07.08.2015.



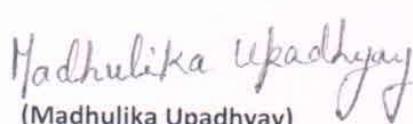
(Suresh Chandra)

Joint Secretary and Legal Adviser

Tele No. 23387806

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, Central Agency Section.
3. All Senior Panel Counsel of High Courts/ CATs through concerned Assistant Solicitors General in High Courts/ Sr. CGSC of CATs Benches.
4. All Assistant Solicitors General in various High Courts/ Sr. CGSC of CATs Benches.
5. All Central Government Standing Counsel/Central Government Pleaders of Delhi High Court.
6. All Asstt. Solicitors General/Central Legal Adviser of various High Courts.
7. All Senior Central Government Standing Counsel/Addl. Central Government Standing Counsel of various CAT Benches.
8. All Standing Govt. Counsel and Additional Standing Govt. Counsel before various District and Subordinate Courts as per the list.
9. All Senior/Junior Counsel of the Arbitration Panel.
10. All Special Counsel, Senior Counsel Group-I, 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.
11. Incharge, Branch Secretariats Mumbai/ Kolkata/ Chennai/ Bangalore.
12. All Sections of Department of Legal Affairs.
13. Legal Advisor, Railway Board, New Delhi (with 5 spare copies).
14. Department of Personnel and Training (AT Section), New Delhi (with 5 s/copies).
15. Joint Secretary (Legal), Department of Revenue, Ministry of Finance, New Delhi (with 5 s / copies)
16. CBDT, Department of Revenue, Ministry of Finance, New Delhi (with 5 s / copies).
17. Branch Secretariats Mumbai/Calcutta/Chennai/Bangalore.
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 (11)/99-E.II(B) dated 02.03.2015 and 07.08.2015..
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.



(Madhulika Upadhyay)

Jr. Central Govt. Advocate

Tel. 23389006