

**TERMS AND CONDITIONS FOR EMPANELLING**  
**SR./JR. COUNSELS FOR S.R.A.**

**Instructions –**

Please read the following instructions carefully before submitting the application form.

1. The Advocates already on panel should also apply for empanelment. In the absence of application, they will not be considered for empanelment.
2. Applicant may submit Application duly complete in all respect alongwith self attested copies of documents.
3. Applicant shall affix photograph on the Application.
4. Only those Applicants who fulfill the eligibility criteria may apply for empanelment.
5. Applicant shall mention contact number, Residential & Office address and email address properly.

**1. Selection Procedure –**

1. No Applicant shall be called for interview unless he / she satisfies the eligibility conditions.
2. Merely fulfilling the eligibility criteria will not confer any right on Applicant to be called for interview or selection.
3. Depending upon the applications received and the requirement, SRA reserves the right to shortlist the candidates to be called for the interview.
4. The candidate shall bring all the original documents at the time of interview.
5. Interview Board will take in to consideration
  1. Personality / eligibility,
  2. Legal knowledge / legal aptitude,
  3. Commitment / spirit to work in the field of legal aid,
  4. Regularity / availability in the courts.
6. The result of empanelment will be informed to Applicants through letter.
7. Selected candidates will have to entered into an agreement / bond with SRA.

**2. General Terms & Conditions –**

1. An empaneled advocate shall not necessarily be empaneled for any specific court and

shall accept the work assigned to him for the courts for which he is basically designated on the basis of minimum eligibility conditions for such referrals and shall not refuse to accept any work without any reasonable cause. 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.

2. An empaneled advocate will not delegate cases and would himself / herself deal with the same. He / She may have to co-ordinate and work with designated Senior Counsels, if any, engaged in the case as well as with the officers of the SRA, if required.
3. An empaneled advocate shall maintain absolute secrecy and confidentiality about the cases of the SRA as required under the Act and rules/regulations framed there under Advocate Act, 1961.
4. An advocate shall accept the terms and conditions of the empanelment as determined by the SRA from time to time.
5. An advocate will have the right to private practice which should not, however interface with the efficient discharge of his duties as a Advocate for the SRA.
6. An advocate shall not advise any party in or accept any case against the SRA in which he has appeared or is likely to be called upon to appear for or advise or which is likely to affect or lead to litigation against the SRA.

### 3. Tenure of Empanelment :

The initial empanelment will be for three years or until further orders whichever is earlier. Performance of empaneled Advocates shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of an Advocate, the empanelment may be renewed for a period of another two years by the SRA. SRA reserves the right to terminate the empanelment of any Advocate at any time without assigning any reason thereof.

### 4. Procedure for Empanelment –

1. SRA will consider the applications for empanelment in terms of above guidelines.
2. SRA may consider the following points for Panel 'A' & 'B'.
  - A. Length of practice and specialization.

C. If considered necessary, an enquiry with the respective Bar Council/Bar Association about the claims and conduct of the Advocate to be empaneled may be made and credentials may also be verified.

D. Proper and adequate infrastructure such as Office Premises, adequate Staff and fax, mobile phone, fix phone, internet connection etc.

5. **Mode of Communication for Empanelment -**

Contact details for any difficulties / queries -

Chief Legal Consultant,  
4<sup>th</sup> Floor, Legal Department,  
SRA Administrative Building,  
Prof. Anant Kanekar Marg,  
Bandra (East), Mumbai 400 051.

6. **Disablements -**

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

1. Giving false information in the application for empanelment;
2. Handing over the brief or matter to another Advocate without prior written permission of the SRA;
3. Failing to attend the hearing of the case without any sufficient reason and/or prior intimation;
4. Not acting as per SRA's instructions or going against specific instructions;
5. Not returning the brief when demanded or not allowing or evading to allow its inspection on demand;
6. Committing an act that tantamount to contempt of court or professional misconduct;
7. As and when debarred by Bar Council;
8. Passing on information relating to SRA's case on to the opposite parties or their Advocates or any third party which is likely to cause any damage to the SRA's interests;
9. Giving false or misleading information to the SRA relating to the proceedings of the case;
10. If performance of Panel Advocate is found unsatisfactory or an Advocate is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form or he / she contravenes the scheme of the act, rules and regulations he / she

can be removed from the panel and shall also be liable for action for professional misconduct.

11. The SRA reserves its rights to enlarge the scope of duty of Advocates in order to achieve the aim and object of SRA.
12. If an empaneled advocate withdraw himself/herself from the matter at any stage he/she will be debarred.

Empanelment shall be liable to be canceled due to occurring of any of the above disablement on the part of the advocate.

Chief Executive Officer/SRA