



आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
Institute of Teaching and Research in Ayurveda

(राष्ट्रीय महत्व का संस्थान, आयुष मंत्रालय, भारत सरकार)

(Institute of National Importance, Ministry of Ayush, Government of India)

"बी" डिविजन पुलिस स्टेशन के सामने, गुरुद्वारा रोड, जामनगर -361008

Opp. B – Division Police Station, Gurudwara Road, Jamnagar – 361 008 (<https://itra.ac.in>)

No. PGT/7/AR/2025-26/ 565

Date: 12/06/2025

Notification for Empanelment of Advocates/Law Firms with ITRA, Jamnagar for Legal matters.

Institute of Teaching and Research in Ayurveda,(ITRA) Jamnagar an Institute of National Importance under the Ministry of Ayush, New Delhi invites applications from Advocates/Counsels on Panel of Department of Legal Affairs (DLA), Ministry of Law and Justice, to constitute/engage panel Counsels to represent the Institute before various Courts and other judicial bodies.

The Panel of Advocates of ITRA, Jamnagar shall consist of legal experts from various branches of Law especially Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Property Law, Intellectual Law, Commercial Law, Cyber Law, Intellectual Property (IP) Law, Criminal Law, Prevention of Sexual Harassment (POSH) law etc.

The Advocates on the Panel will deal with various matters i.e. Service, Academic, Admission, Labour, Recruitment, Reservation, Estate, Sexual Harassment etc. pertaining to the Institute and render opinions /advices as required. Further details are available on website at <https://itra.ac.in/>

The application form for empanelment with ITRA, Jamnagar is available on <https://itra.ac.in/> The start date of acceptance of application/ registration is the date of publication on website / print media and last date of receiving application will be within 45 days from publication of advertisement on website / print media.

1. Eligibility for Empanelment :-

- 1.1 The Advocate must possess a Bachelor Degree in Law which is conferred by the University recognized by the Bar Council of India.
- 1.2 The Advocate must be enrolled with the Bar Council of India/ State Bar Council.

- 1.3 The Advocate/Law Firms should have sound knowledge about various branches of law, Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Commercial Law, Cyber Law, Intellectual Property Right (IPR) Law, Criminal Law, Prevention of Sexual Harassment (POSH) law etc.
- 1.4 The Advocate should have minimum 10 years professional/Court experience in relevant court in handling cases of Government organization, educational Institutes, Autonomous Bodies, mainly in following Courts:-
- ☐ Supreme Court
 - ☐ High Court
 - ☐ Central Administrative Tribunal
 - ☐ District Court
 - ☐ Arbitration
 - ☐ Labour Court
 - ☐ Other Court & Forums
- 1.5 The Advocate/Law Firms should be well versed with the ITRA Act, Rules and Regulations framed there under.
- 1.6 The Advocates should furnish their areas of Specialization.
- 1.7 The Advocate should provide copy of registration of Bar Association of respective courts.
- 1.8 The Advocate shall apply for only one specific field i.e. Civil Law, Criminal Law, Labour Law, Patent Law etc.

2. Tenure of Empanelment :-

The initial empanelment will be for a period of one year. The empanelment would be reviewed after one year. The Advocate already empanelled would be eligible for re- empanelment subject to satisfactory performance.

3. Payment of Fee and other conditions:-

The fee payable to the Advocates shall be governed by the schedule of fee approved by Competent Authority. That will be at par and based on OM no. F.No.26(1)/2014/Judl, dated 1.10.2015 issued by Govt. of India Ministry of Law & Justice Department of Legal Affairs Judicial Section. No retainer ship fee shall be paid to any panel Advocate. Copy of OM is enclosed.


4. Duties of Empanelled Lawyer:-

- 4.1 The Advocate shall not advise any party accept any case against Institute, in which he/she has appeared or is likely to be called upon to appear for or a advise which is likely to affect or lead to litigation against Institute.
- 4.2 Timely appearance of the counsel to contest the cases for Institute in the court is must. His/Her absence in the court without any reasonable ground will not be accepted and Institute may consider to de-empanel such Advocate.
- 4.3 Institute will send the information to the empanelled Advocates, regarding entrusting of a case and after receiving information, it is the duty of the empanelled advocate to collect the brief/ copy of the petition along with entrustment letter from the legal cell of the Institute.
- 4.4 The Advocate shall accept the terms and conditions of the empanelment prescribed by Institute without any condition.
- 4.5 It will be mandatory for empanelled Advocate to visit the concerned office of Institute as and when required to handle cases efficiently.
- 4.6 In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the Advocate concerned from the panel.
- 4.7 The Advocate will be required to keep Institute informed and updated on all important development in the designated Cases, dates of hearing, order of the court on the date of pronouncement, supplying copy of judgment etc.
- 4.8 The Advocate will be required to furnish monthly statement about the cases represented by him/her before the High Court or any other authority and their outcomes without fail.

- 4.9 Drafting and vetting of Agreements, MoUs, Contracts, RFPs, Tenders Eol etc.
- 4.10 Drafting and proceeding of Legal Notices and /reply to the notices.
- 4.11 To provide Legal Opinion on queries raised.
- 4.12 Drafting and vetting of affidavits, applications, petitions, replies, written statements, rejoinders, caveats and any other legal document including deeds, regulations etc.
- 4.13 Drafting of miscellaneous applications, reply to miscellaneous applications.
- 4.14 To perform such other duties of legal nature that may be assigned by Institute from time to time.

5. Maintaining of Professional Ethics:-

During the term of empanelment and thereafter, the Law Firms/ Advocates shall maintain confidentiality of the matters pertaining to Institute. They shall neither advise any party nor accept any case against Institute during the term.


12/01/25
(Prof. (Dr.) Tanuja Nesari)
Director, ITRA



आयुर्वेद शिक्षण एवं अनुसंधान संस्थान
Institute of Teaching and Research in Ayurveda

(राष्ट्रीय महत्व का संस्थान, आयुष मंत्रालय, भारत सरकार)
(Institute of National Importance, Ministry of Ayush, Government of India)

“बी” डिविजन पुलिस स्टेशन के सामने, गुरुद्वारा रोड, जामनगर - 361008
Opp. B – Division Police Station, Gurudwara Road, Jamnagar – 361 008 (<https://itra.ac.in>)

I.T.R.A.

Request for Empanelment of Advocates/Law Firms in ITRA, Jamnagar

Subject :Empanelment of Advocates on ITRA, Jamnagar Panel in _____

_____ Court(s)(Name of Court)

1.	Name (CAPITAL LETTER)	
2.	Father's Name	
3.	Professional Qualification	
4.	Date of Birth	
5.	Office Address	
6.	Residential Address	
7.	Mobile Number	
8.	Alternate Mobile Number	
9.	Email ID	
10.	Alternate Email ID.	
11.	PAN Number	
12.	Date of enrolment with Bar Council (Attach copy of Enrollment Certificate)	
13.	Major field of Specification/practice (Only one)	
14.	Additional field(s) of practice	
15.	Are you on the panel enlisted by Department of Legal Affairs(DLA), Ministry of Law & Justice, Government of India	
16.	If applying for panel of Supreme Court,	

Handwritten signature/initials.

	Mention details of enrolment of Advocate on Record of Supreme Court	
17.	Details of important cases the Advocate has dealt with/ handled and report judgment, if any. (With special mention to the level of Court) :	
18.	Details of Experience (Also mention Experience of Academic Institution if any) :	
19.	A brief note on the suitability of empanelment :	
20.	References :	
	(i)	
	(ii)	

UNDERTAKING

1. I understand to maintain absolute integrity and secrecy about the cases of the ITRA, Jamnagar.
2. I will abide by the Fee Schedule notified by ITRA, Jamnagar from time to time.
3. I declare that I have never been penalised by any Bar Council in any Disciplinary Proceedings.
4. I undertake that the information on given above is true and correct.

**Signature of Advocate with Seal
Address (Office & residence/Chamber)**

Documents to be submitted:

- (i) Registration Certificate with the Bar Council
- (ii) Registration Certificate issued by Bar Association
- (iii) Copies of Empanelment with other CFTI's/ Central Universities/ PSUS/ Govt./ Semi Govt. Organization
- (iv) Any other document regarding experience.



No. 26(1)/2014/Judl.
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Judicial Section

New Delhi the 1st 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 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 Applications (including mentioning of the case/Caveat/Clearance/obtaining the number and taking date for hearing)	---	₹ 3,000/-per case
-----	---	-----	-------------------

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 Assistant Solicitors General of various High Courts, Central Government Standing Counsel of Delhi High Court (CGSC), Senior Central Government Standing Counsel (Sr. CGSC) of various Benches of CAT and Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta) as per the following rates:-

Sl. No.	Item of work	Revised fee
1.	Retainer Fee of:- Assistant Solicitor General of various High Courts, Central Government Standing Counsel of Delhi High Court (CGSC) and, Senior Central Government Standing Counsel (Sr. CGSC) of various Benches of CAT .	₹ 9000/- per month.
2.	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
3.	Application for Leave to Appeal to Supreme Court in Writ Petitions.	₹ 3000/- per case
4.	Settling pleadings	₹ 3000/- per case
5.	Miscellaneous Application	₹ 3000/- per case
6.	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)
7.	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the administrative Ministry/ Department.

All other terms and condition applicable to Senior Panel Counsels in various High Courts/ CAT Benches (excluding the High Courts of Bombay and Calcutta in to 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)/2005-Judl. dated 31.01.2008 and 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. Per conference/Consultation	₹ 9000 ₹ 900	₹ 6000 ₹ 750	₹ 3750 ₹ 600	₹ 1800 ₹ 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) Per conference/Consultation	₹ 3000 ₹ 900	₹ 3000 ₹ 750	₹ 2250 ₹ 600	₹ 1350 ₹ 450
3.	Drafting or Settling Pleadings, and Affidavits (per pleadings) Per conference/Consultation	₹ 3000 ₹ 900	₹ 1800 ₹ 750	₹ 1500 ₹ 600	₹ 1050 ₹ 450
4.	Appearance before Arbitration and Tribunals, etc and Courts other than High Courts (Per day per effective hearing) Per conference/Consultation	₹ 7500 ₹ 900	₹ 6000 ₹ 750	₹ 3750 ₹ 600	₹ 2250 ₹ 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 14th July, 2001 read with 23(2)2011-Judl. dated 1st 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)

The Fee structure applicable for Panel Counsel, Delhi High Court and Central Govt. Counsel/ Pleader of various High Courts (including Panel Counsel of various CAT, Benches) excluding the High Courts of Bombay and Calcutta, as per the following rates:-

Sl.No.	Item of Work	Revised fee
1.	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)
2.	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. Valorem/regulation fee (subject to maximum of ₹ 45,000/- in a case.)
3.	Company Petitions	To be regulated by the rule contained in Appendix (iii) of the Company (Court) Rules, 1959
4.	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
5.	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
6.	Civil Misc. petitions, forma paupers, transfer petitions and other civil misc. petitions of routine nature	₹ 450/- per petition
7.	Consultation /conference fee	₹ 450/- per conference (subject to maximum of 4 conferences in a case)

52

8.	Appearance before the High Court in application under Section 34 & 37 of the Arbitration and Conciliation Act, 1996 Appearance before Arbitrator/Umpires etc.	₹2,250/- per effective hearing ₹ 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 condition 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 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 st 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.

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.

18

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

B

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

(Madhulika Upadhyay)

Central Govt. Advocate

Tel. 23389006