



CENTRAL COALFIELDS LTD

सेन्ट्रल कोलफील्ड्स लिमिटेड

(भारत सरकार का एक उपक्रम एवं कोल इंडिया लि. की एक अनुषंगी कंपनी)

दरभंगा हाउस, राँची 834001

CIN No: U10200JH1956GOI000581

विधि विभाग

E-mail: gmlegal.ccl@coalindia.in

Website: www.centralcoalfields.in

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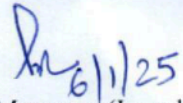
Office Memorandum

Subject: Guidelines for Empanelment of Advocates in Central Coalfields Limited.

In order to streamline the existing process of empanelment of advocates and to regulate their schedule of fees, comprehensive Guidelines has been drafted. The Guidelines also introduces a mechanism for performance evaluation of empanelled advocates.

The aforementioned Guidelines issues with approval of Competent Authority and shall come into force with immediate effect. The process of fresh empanelment may be taken immediately. Once new empanelment is approved, the existing panel shall automatically cease to exist.

GUIDELINES FOR EMPANELMENT OF ADVOCATES IN CENTRAL COALFIELDS LIMITED has been annexed herewith for information and compliance by all concerned.


General Manager (Legal)
Central Coalfields Limited

Distribution:

1. General Manager/ TS to CMD, CCL.
2. Area General Managers- AMRAPALI & CHANDRAGUPTA / ARGADA/ BARKA-SAYAL/ BOKARO & KARGALI/ DHORI/ GIRIDIH/ HAZARIBAGH/ KATHARA/ KUJU/ MAGADH-SANGHMITRA/ NORTH KARANPURA/ PIPARWAR/ RAJHARA/ RAJRAPPA, CCL
3. General Manager- CS/CWS BARKAKANA/ MINES RESCUE STATION, CCL
4. GM/HoDs, CCL HQ.
5. CMS/CMO- CCL/ Central Hospital, Ramgarh.
6. Company Secretary, CCL.
7. General Manager (System), CCL with a request to upload the OM on the website of CCL along with the policy.

Copy to: For kind information

1. Chairman-Cum-Managing Director, CCL.
2. Director (Personnel)/ (Finance)/ (Technical/Operations)/ (Technical/ Project & Planning), CCL
3. CVO, CCL

GUIDELINES FOR EMPANELMENT OF ADVOCATES IN CENTRAL COALFIELDS LIMITED, 2024.

- 1. Objective:** To provide and regulate the manner and procedure for empaneling the advocates to represent and assist Central Coalfields Limited before various courts and payment of fee/remuneration payable to such persons.
- 2. Applicability:** The Guidelines for Empanelment of Advocates shall be applicable prospectively from the date of its approval by the Competent Authority.
- 3. Overriding Clause:** Notwithstanding anything to the contrary contained in any other Guidelines, circular, letter etc. issued by Central Coalfields Pvt. Ltd., provisions of this Guidelines shall prevail over all existing instructions in this regard.
- 4. Definitions:** For the purposes of this Guidelines, the terms used will have the following meaning:
 - 4.1. 'Advocate' means an Advocate entered in any roll of Advocates under the provisions of Advocates Act, 1961 (25 of 1961) (hereinafter referred as 'Act').
 - 4.2. 'Company' means Central Coalfields Limited.
 - 4.3. 'Court' means and includes Supreme Court of India, High Courts, Subordinate Courts, and Tribunals, & Authorities that have been appointed under different statutes exercising judicial or quasi-judicial powers for adjudicating matters.
 - 4.4. 'Effective Hearing' means a hearing in which the case is taken up and an order is passed by the court. However, if the case is only adjourned, whether on request by either party or otherwise, then the hearing shall be treated as non-effective hearing.
 - 4.5. 'Gender': The pronoun "he" and its derivatives are used for any person, whether male or female.
 - 4.6. 'Non- Effective Hearing' means all hearings which are not 'Effective Hearings' as defined above.
 - 4.7. 'Similar cases' means two or more cases in which:

- 4.7.1. substantially identical question of law is involved, the cases have been tagged as batch matter/petitions and where a common judgment is delivered; or
- 4.7.2. in the engagement letter issued to the advocate, it has been mentioned that the enumerated cases shall be treated as similar cases to the mentioned lead case.

5. General

- 5.1. The advocate shall not necessarily be empanelled for specific Court and shall accept the work assigned to him and shall not refuse to accept any work without reasonable cause.
- 5.2. Refusal by any advocate to accept any work otherwise than on reasonable grounds (reasonable grounds may include conflict of interest or lack of expertise) may entail removal of such advocate from the panel.
- 5.3. Non-appearance of the advocate before the Court when a case assigned to him is listed may entail removal of such advocate from the panel.
- 5.4. No advocate if his name is on the panel shall take any fresh case against the Company which also includes fresh filing of appeal, review etc. of already taken cases or contest against the Company in any matter which is filed after his empanelment.
- 5.5. Empaneled advocate may be engaged for a particular task/activity in a case and not necessarily for the entirety of the case.
- 5.6. The empaneled Advocates, as far as possible, will appear in the cases allotted to them personally.
- 5.7. The empanelled Advocates will coordinate and work with other counsel(s), if any engaged in the case, and officers of the Company, as may be required.
- 5.8. The Advocates empanelled under this Guidelines shall not be employees of the Company and therefore shall not be eligible for any benefits available to its employees.
- 5.9. The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of the Company as required under the Advocates Act, 1961, rules/regulations made thereunder, and any other prevailing law.

5.10. The advocates shall accept the terms and conditions of the empanelment in full as may be determined by the Company from time to time.

5.11. Law Firm(s) may also be empanelled. In such a case, all the terms and conditions for empanelment of the individual Advocates shall apply mutatis mutandis to the firm. Empaneled law firms shall nominate an Advocate, who shall be a partner/proprietor of the firm, to be the single point of contact for the firm. Such nominated person must meet the eligibility criteria for empanelment for the forum for which the firm has been empaneled.

5.12. The Company reserves the right to terminate the empanelment of any advocate at any time without assigning any reason.

5.13. If required and considered appropriate by the Director of the dealing department, Attorney General of India, Solicitor General of India, Additional Solicitor General of India, Advocate General, Designated Senior Advocate may be engaged to argue cases on behalf of the Company keeping in view the urgency and importance of a particular matter. Their engagement, along with their rate of fee and allied expenses shall have to be approved by the concerned Director.

5.14. In arbitration cases, rate of arbitration fee and allied expenses shall have to be approved by the concerned Director.

6. Eligibility for Empanelment

6.1. The Advocates should be familiar with various branches of law especially those concerning mining laws including coal mines, land acquisition laws, competition law, constitutional law, company law, forest and environmental law, service law, labor law, contract law, commercial law, property laws and taxation etc. Due weightage shall be given to Advocates having experience in handling cases of above nature of CPSEs and Government Departments.

6.2. In addition to above, the Advocates are required to have the minimum professional/court practice experience as under:

| Sl. No. | Forum | Required Experience |
|---------|------------------------|--|
| 1 | Supreme Court of India | 5 years as Advocate on Record |
| 2 | Other Courts | 5 years' experience in that forum or ex-officials of CPSEs/State/Central Government having 5 years' experience in dealing with Court Cases of coal industry. |

7. Procedure for Empanelment and Evaluation

7.1. For empanelment and evaluation of advocate for continuation in the panel, "Search-cum-Selection and Evaluation Committee" for empanelled Advocates' shall be constituted by Director (Personnel), CCL comprising of representative of Legal Department, and Nodal Officers (Legal) of following departments:

7.1.1. Personnel & Industrial Relations Department;

7.1.2. Land & Revenue;

7.1.3. Contract Management Cell;

7.1.4. Marketing & Sales;

7.1.5. Finance;

7.2. The committee shall search for names of advocates to be approached for empanelment. Thereafter, the committee shall recommend the name(s) of such Advocates to HoD (Legal). HoD (Legal) shall approach the recommended Advocates for sending an application for empanelment and the requisite documents.

7.3. The committee will examine applications received from advocates, including applications from the advocates approached in 7.2, for empanelment and recommend suitable names for empanelment. The committee shall submit its report to HoD Legal for his comments and onward submission to Director (Personnel) for approval of empanelment.

7.4. Notwithstanding anything contained herein, the committee may devise its own process, and criteria for screening the applications.

7.5. While considering the applications received from the advocates for empanelment,

following points shall be considered before recommending the name for empanelment:

- i. Length of practice and specialization in the area of laws relevant to the Company;
 - ii. Proper and adequate infrastructure such as office premises, number of junior advocates, assistants, clerks, mobile phone, fixed phone, internet connection etc;
 - iii. Annual income-tax return filed with the Tax Authorities for three years;
 - iv. If considered necessary, an enquiry in the respective Bar Council/Bar Association about the claims and conduct of the advocate to be empanelled may also be made and credentials may be verified.
 - v. If the advocate is empanelled by other regulators/organizations/ establishments, list of those organizations, addresses in full, and contact numbers may be obtained for necessary verifications if occasion so arises.
- 7.6. In cases where the Committee had approached any advocate for empanelment, the procedure applicable for empanelment shall be same as applicable to other advocates.
- 7.7. The Committee shall evaluate performance of advocates as per the parameters mentioned in Clauses 5, 11, and 12 of this Guidelines and recommend continuance or otherwise of advocates on panel. In case recommendation is for 'to remove from panel' the reasons thereof shall be recorded. The committee shall submit its report to HoD Legal for his comments on the report and onward submission to Director (Personnel) for approval. The evaluation of performance of empanelled advocates shall be conducted every two years from the date of empanelment or at such interval as the committee may deem fit.
- 7.8. Documents to be obtained from the Advocate.
- 7.8.1. The Advocates will be required to furnish their Bio-data as per the format given in Annexure-A. The self-attested copies of the following documents required to be submitted with application:
- i. Registration with Bar Council.
 - ii. Identity card issued by Bar Association/ Bar Council
 - iii. List of empanelment with other Organizations.
 - iv. Certificates in support of experience/expertise and/ or declaration on this count.
 - v. Annual Income Tax Returns filed for the last three years.

- vi. An undertaking from the advocate to the effect that all information furnished by him is correct.

8. Communication of Empanelment

Once the final approval for empanelment of advocates has been received from the offices of the Director (Personnel), a communication in writing shall be sent to the Advocate as per Annexure-B with acknowledgement and acceptance due. The process of empanelment shall be complete when Company receives a duly signed acceptance letter in the prescribed format from the advocate.

9. Payment of Fee and Other Conditions

9.1. The fee payable to an empaneled Advocate shall be as per the Schedule of fee of the Company as applicable to him. The said schedule of fee may be revised as and when deemed fit by the company on prospective basis.

9.2 However, in high stake cases, special fee structure can be given to an empanelled advocate with the approval of the concerned Director of the company on recommendation of HoD-Legal.

9.3 Conference:

9.3.1 Advocates shall conduct a conference with the officers of CCL before preparation of defense/petition and another before final argument.

9.3.2 Limits on number of conferences:

| Sl. No. | Case | Number of Conferences |
|---|-------------------------|-----------------------|
| 1 | Cases filed against CCL | 3 |
| 2 | Cases filed by CCL | 4 |
| Additional conference(s) shall require a separate approval of Head of Department- Legal of the company. | | |

9.3.3 The limits on number of conferences shall not apply to cases such as trial cases, cases before arbitration tribunals etc., in which evidence is required to be adduced before the court/authority.

9.3.4 Bill raised for the conference shall mention the names of the officials who attended the conference.

9.4 Separate bills should be raised for separate cases.

9.5 Every bill shall be accompanied with a copy of the communication vide which the advocate was engaged by the company.

9.6 Time period for raising bills:

9.6.1 Bill for each activity should preferably be raised within 3 months of the activity.

9.6.2 Bills raised after 3 years of the activity shall not be entertained by the company.

9.7 Where two or more 'similar cases' have been allocated to a single advocate, one of such cases will be treated as a lead case and the others as identical/connected cases and the advocate shall be paid full fee for the main/lead case and 10% of the fee of main/lead case for each of the other similar case.

9.8 Outstation Travel:

9.8.1 If an advocate is required to appear physically before any forum where he is not in regular practice, he shall be entitled for a fee amounting two (2) times of his fee specified for effective hearing in the forum where he is regularly practicing. Provided that for advocates practicing in Delhi, all courts and forums in NCT-Delhi shall constitute regular place of practice.

9.8.2 Travelling and lodging expenses shall be limited to allowance prescribed for Executives as per Coal India Travelling Allowance Rules.

| SL. No. | Advocate | Grade of Executive for allowance |
|---------|-------------------------------------|----------------------------------|
| 1 | Advocate on Record of Supreme Court | E7 |
| 2 | Advocate with 20 years' experience | E7 |
| 3 | Other Advocates | E3 |

9.8.3 Provided that if the advocate is accompanying the designated senior advocate or Advocate General of a state or Additional Solicitor General of India or any other law officer higher than Additional Solicitor General of India, the advocate shall be accommodated in the same hotel as the aforementioned designated senior advocate/law officers.

9.8.4 Similarly, if the advocate is accompanying an officer of the company, then both the officer and the advocate shall be accommodated in the same accommodation, which is higher in entitlement between/among them.

9.9 In arbitration and other complex cases, in which, if any advocate is engaged to assist the lead advocate, such assisting advocate shall be paid such fee as would have been payable to him as per the terms of engagement.

9.10 Disposal of cases:

9.10.1 Where the case has been decided against the company or not wholly in favour of the company, the advocate shall apply for the certified copy within a day of the order and submit the certified copy of the final Order to the company immediately on receipt. Failure of the same shall constitute a ground for de-empanelment.

9.10.2 Where the case has been decided against the company or not wholly in favour of the company, the advocate shall within 7 days of the order, by way of email addressed to HoD Legal (gmlegal.ccl@coalindia.in) with a copy to dealing officer of Legal Department:

- i. Opine on the further course of action required including whether decision is to be challenged or not and if yes, the grounds for challenge; and
- ii. Whether a corrective action is required on part of the company to prevent future litigation on the same subject matter. If yes, suggestions for such corrective action shall also be provided.

Final bill shall be accompanied with a certified copy of the order and a copy of the email vide which above mentioned opinion was furnished. Provided that, if the bill is raised after submission of certified copy, instead of the certified copy, proof of furnishing of certified copy to the company be attached.

9.11 In case CCL intends to avail the services of any of the advocates empanelled by CIL or any other subsidiary of CIL, then the fee payable to him shall be as per the Schedule of fee of CIL or that of the subsidiary under which the advocate is empanelled. If such an advocate has been empanelled in one or more subsidiaries and/or Coal India Limited, then such schedule of fee as the advocate may opt, shall be applicable to him.

9.12 If an advocate is engaged by Company in a case and he is also engaged in the same case by Ministry of Coal or Coal India Ltd. or any other subsidiary of Coal India Ltd, the advocate shall be entitled to fee from only one establishment/office. In such cases, the advocate has to give a certification on the bill stating that, “fee for this case has not been claimed from any other office”.

9.13 No retainer fee shall be paid to any panel Advocate/law firm.

9.14 Instant Guidelines does not in any way restrict the right and authority of CCL to engage an advocate who is not on the company’s panel.

10. Right to Private Practice and Restrictions

10.1. Empaneled advocates and law firms shall have the right to private practice which should not, however, interfere with or be in conflict of interest with the efficient discharge of their duties as an empaneled advocate/law firm of the Company.

10.2. An empaneled advocate/law firm shall not accept any new case against the Company or advise any 3rd party on an issue in which company may be involved.

10.3. After empanelment of an advocate, his juniors shall not advise any party on any issue in which the company may be involved or accept any new case against the Company in which the empanelled advocate has appeared, or has been engaged, or may be called upon to appear or advice.

10.4. If the empaneled advocate happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to be engaged in any case against the Company.

11. Monitoring & evaluating Advocacy:

Monitoring & evaluation is the key to shape, transform & improve advocacy. The activities & actions of empanelled advocates shall be strictly monitored & evaluated on regular basis.

The following parameters shall be taken into consideration for such evaluation:

- i. The total time consumed in providing legal remedy.
- ii. How cost effective his actions were, time taken in briefing the matter or each case, his/her level of understanding the nuances of the company;
- iii. Response of Advocate to the officials of the company.
- iv. The impact/benefit of actions taken/work done.
- v. Advocate's attitude towards rising to the occasion & understanding business needs of the company.
- vi. The recognition they received.
- vii. Elevations in the Court and National arena.

The above list is illustrative and not exhaustive. An “Evaluation form” for assessing

the Advocate on the above parameters has been annexed as Annexure C.

12. Disabling:

Disabling 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 Company.
- iii. Failure to attend the hearing of the case without sufficient reason and prior information;
- iv. Failure to communicate the proceedings of the case on a daily basis;
- v. Where case has been decided against CCL or not wholly in favour of CCL, failure to apply for and submit the certified copy of final orders within 15 days without reasonable cause;
- vi. Where case has been decided against CCL or not wholly in favour of CCL, failure to furnish his opinion on subsequent course of action, whether to comply or appeal, and corrective actions, if any, required on part of the company;
- vii. Not acting as per Company's instructions or going against specific instructions.
- viii. Not returning the brief when demanded or not allowing or evading to allow its inspection on demand.
- ix. Misappropriation of the Company's funds or earmarking, or using the same towards his dues without Company's permission;
- x. Threatening, intimidating or abusing any of the Company's employees, officials or representatives.
- xi. Appearance of any of his associates or juniors on behalf of any of the opposite parties in cases/appeals related to Company.
- xii. Committing an act which tantamounts to professional misconduct.
- xiii. Conviction of the Advocate in any offence resulting into imprisonment or disbarment by the Bar Council.
- xiv. Passing on of information relating to Company's case to the opposite parties or their

- advocates which is likely to damage Company's interests;
- xv. Giving false or misleading information to the Company relating to the proceedings of the case.
 - xvi. Frequent adjournment being obtained or not objecting the adjournment moved by otherparty without sufficient reason.
 - xvii. Empanelment shall be liable to be terminated on occurrence of any of the above events or on violation of any conditions of the Guidelines.

13. Ownership of Implementation

Ownership for implementation and compliance of this Guidelines shall be on the Legal Department of the company.

14. Standing Counsel

Advocate(s) may be designated as standing counsels in Court(s) who shall be responsible for accepting notices on behalf of the Company and communicating the same to the Company. However, such acceptance of notice won't give him any preferential right of engagement in the case. Intimation to this effect may be given to the office of the respective Registrar, as per requirement.

Till engagement of a particular advocate in the case, the standing counsel who received the case/notice shall appear in the case.

15. Removal of Difficulty

In the matter of implementation of these guidelines, if any, doubt, difficulty or anomaly arises or doubt regarding the interpretation of any of the clause of these guidelines, the same shall be placed before the Director (Personnel) of the company and his decision thereon shall be final and binding.

16. Power to exempt from operation of Guidelines

Chairman-cum-Managing Director/Director (Personnel) of CCL shall have the authority to exempt all or any of the clause(s) of this Guidelines absolutely or subject to any specified conditions with respect to any person(s).

Annexure A

FORMAT OF BIO DATA FOR ADVOCATE

- 1) Name
- 2) Date of birth, _____ Age _____ (as on)
- 3) Date of Enrolment, Name of Bar Council (enclose copy of enrolment certificate)
- 4) Details of Experience/ and period of practice
- 5) Area of practice
- 6) Specialization, if any (constitution/taxation/service etc.)

The details of a few important cases the Advocate has dealt with handled and reported Judgment if any.

- 7) Whether Central Govt./State Govt./PSU counsel/pleader (indicate period).
- 8) Brief list of clients e.g. Govt./organizations/Company /PSUs.
- 9) The courts where the Advocate is regularly practicing (Enclose copy of Bar Association Membership Certificate).
- 10) Date of enrolment as an Advocate - on - record of the Supreme Court and Registration No.,if applicable.
- 11) Income Tax PAN number.
- 12) Notable achievements:
- 13) A brief note on suitability for empanelment.

I declare that I have never been penalized by any bar council in any Disciplinary Proceedings. I also undertake to maintain absolute secrecy about the cases of the Company as required under the Act, Rules and Regulations thereunder.

Signature of Advocate

Address (office & residence/chamber)

Contact No.

Email:

To

Mr/Mrs./Ms. -----

Advocate,
(Address)

Dear Sir/Madam,

Sub: Empanelment as Company's Advocate

This is with reference to your application dated _____ wherein you have expressed your interest in empanelment as an advocate with the Company. We are pleased to inform you that your request has been considered favorably and you are advised to give your assent for empanelment on the terms and conditions enumerated in the empanelment Guidelines (Empanelment Guidelines, CCL 2024 is available on the official website of Central Coalfields Limited.)

1. You will abide by Stipulations in the Guidelines for Empanelment of Advocates in Central Coalfields Ltd, 2024.
2. You will not claim any retainer fee or employment in Company's service.
3. You will not accept any case against the Company.
4. You will take necessary steps to protect the interest of the Company in matters entrusted to you from time to time.
5. Empanelment does not confer any right or claim that you alone should be entrusted with the Company's work.
6. You will personally deal with the case assigned to you in addition to coordinating and working with other counsel, if any, engaged in same matter.
7. The Company may at any time, at its discretion, withdraw from you any proceedings/ matter/ brief and may discontinue you as Company's panel advocate

without assigning any reason thereof and without paying any further fees.

8. You will keep Company informed about the developments in the matters entrusted to you, on the same day using all digital modes of communication and shall intimate through call if the situation so demands.
9. Unless a case is specially assigned to you by the Company, you will not on your own receive Summons / Notices of the Company's matters and even if you receive, if no Vakalatnama is given to you, you shall not otherwise deal with such cases. However, you shall immediately hand over to the Company such summons/notices received.
10. You shall not use Company's name, symbol or logo in your letter heads, sign boards, name plates etc.
11. In case of any conduct not befitting an empanelled Advocate/ Law Firm, the Company will take appropriate action against you which may include but is not limited to filing complaint with Bar Council and recovery of financial loss caused to the Company due to your conduct.
12. In case of initiation of any administrative action by Bar Council or criminal proceedings against you, the Company may remove you from the panel even without waiting for the conclusion of such proceedings.
13. Your performance will be reviewed on bi-yearly basis and if your services are not found up to the mark, the Company may remove you from panel and the cases/ matters entrusted to you will be taken back.
14. You are required to maintain absolute secrecy about the cases of the Company as required under the Act, relevant rules and regulations and you shall not divulge any details to an outsider or opponent without written consent of the Company.
15. Fee payable to you shall be as per the 'Clause – 9 Payment of Fee and Other Conditions' of the Guidelines for Empanelment of Advocates in Central Coalfields Ltd, 2023 and the Schedule of Fee which is attached as Annexure-1. You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent. We look forward to a long-term and a fruitful relationship with you.

Yours,

(Authorized Signatory)

Annexure – 1 of Annexure B

Schedule of Fee

(Keep only relevant portion, as may be applicable to the addressee advocate).

| S. No | Particulars | Schedule of fee for matters before High Courts, all Forums in Delhi and those Forums (appeal from whose Orders lie before the Supreme Court) | Schedule of fee for matters before Hon'ble Sub-ordinate Courts/ Tribunals and other Authorities and connected matters |
|-------|--|--|---|
| 1 | Consultation/ Conference subject to a maximum of three consultations in a case along with written opinion. | Rs. 2,700.00 | Rs. 540.00 |
| 2 | Drafting of petitions/plaints/applications etc. to institute a case (suit, execution, appeal, LPA, review, revision, writ, SLP etc.) before a forum; | Rs.6300.00 | Rs. 1260.00 |
| 3 | Drafting Counter Affidavit, Rejoinder, written arguments, written statement | Rs. 3,240.00 | Rs. 1260.00 |
| 4 | Drafting of Misc. Petition/Interlocutory applications/supplementary affidavit/replies to interlocutory applications, miscellaneous petitions | Rs. 1,440.00 | Rs. 1260.00 |
| 5 | Settling of draft documents prepared by officials of the company/another Advocate | Rs. 1200.00 | Rs. 700.00 |
| 5 | Drafting of Caveat Petition | Rs. 1,200.00 | Rs. 504.00 |
| 6 | Non Effective Appearance | Rs. 2,520.00 | Rs. 504.00 |
| 7 | Effective Appearance | Rs.6300.00 | Rs. 1260.00 |

| | | | |
|----|--|-------------|------------|
| 8 | Written Opinion on those cases/ matters which are not being dealt by the concerned Advocate | Rs. 2700.00 | Rs. 900.00 |
| 9 | Drafting of notice/reply to notice | Rs. 2700 | Rs. 540 |
| 10 | Clerkage | Rs.10% | Rs.10% |

- Besides the above fee structure, you are also entitled for misc. expenses (if any incurred) like stationery, dictation, typing, Xerox, filing charges including charges of oath commissioners/stamps, notarization of documents, obtaining certified copies of orders etc.