



क.रा.बी.नि.  
E.S.I.C.

എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
Ministry of Labour & Employment, Govt. of India



सत्यमेव जयते

സബ് റീജിയണൽ ഓഫീസ്, ഉപ ക്ഷേത്രീയ കാര്യാലയ  
SUB REGIONAL OFFICE, KOLLAM  
പഞ്ചദീപ് ഭവൻ, അശ്രമം, കൊല്ലം- 691002  
പഞ്ചദീപ് ഭവൻ, അശ്രമം, കൊല്ലം- 691 002  
PANCHDEEP BHAVAN, ASRAMAM, KOLLAM- 691002  
Phone: 0474-2767247/2761190,  
Email: sro-kollam@esic.nic.in  
Website: www.esic.nic.in/ www.esic.in

48.टी/T.11.13.परामर्श/Counsel-विधि/Legal

दिनांक /Dated:4-09.2024

जिला / उप न्यायालयों, कर्मचारी बीमा न्यायालय, मजिस्ट्रेट न्यायालयों, श्रम न्यायालयों आदि और कोल्लम, अलाप्पुझा, पथानामथिट्टा में अन्य न्यायाधिकरणों/कानूनी मंचों/आयोगों के समक्ष कर्मचारी राज्य बीमा निगम [ईएसआईसी] का प्रतिनिधित्व करने के लिए अधिवक्ताओं के पैनल में शामिल होने के लिए आवेदन आमंत्रित करने की सूचना।

कर्मचारी राज्य बीमा निगम (ईएसआईसी), भारत सरकार के श्रम और रोजगार मंत्रालय के तहत एक वैधानिक निकाय, कर्मचारी बीमा न्यायालय, मजिस्ट्रेट न्यायालयों, जिला और अधीनस्थ न्यायालयों और अन्य कानूनी के समक्ष कर्मचारी राज्य बीमा निगम का प्रतिनिधित्व करने के लिए अधिवक्ताओं को सूचीबद्ध करने का इरादा रखता है। कोल्लम, अलाप्पुझा, कयामकुलम, कोट्टाराक्कारा, सस्थामकोटा, पुनालुर और पथानामथिट्टा के फोरम/आयोग/न्यायाधिकरण, पैनल में शामिल वकील, अनुरोध किए जाने पर ईएसआई कॉरपोरेशन को कानूनी सलाह और कानूनी राय प्रदान करने के लिए भी जिम्मेदार होंगे।

प्रेक्टिस करने वाले वकील जो कम से कम 5 साल के अनुभव के साथ बार काउंसिल ऑफ इंडिया / स्टेट बार काउंसिल के साथ पंजीकृत हैं, पैनल में शामिल होने के लिए पात्र हैं। योग्यता, अनुभव, शुल्क की अनुसूची, पैनल में शामिल होने के लिए अन्य नियम और शर्तें अनुलग्नक-ए में निर्धारित की गई हैं, और जिस प्रारूप में आवेदन करना है वह अनुलग्नक-बी (केरल उच्च न्यायालय / केंद्रीय प्रशासनिक न्यायाधिकरण) के रूप में दिया गया है। और अनुलग्नक-सी (अन्य न्यायालय/अधिकरण), वेबसाइट [www.esic.gov.in](http://www.esic.gov.in) पर उपलब्ध है ([www.esic.gov.in](http://www.esic.gov.in)>कार्यालय>आरओ/एसआरओ>केरल का चयन करें>एसआरओ-कोल्लम का चयन करें> घोषणा> निर्देश/परिपत्र/आदेश)

जो अधिवक्ता ईएसआईसी, उप क्षेत्रीय कार्यालय, कोल्लम के लिए अधिवक्ताओं के मौजूदा पैनल में हैं, उन्हें भी वर्तमान विज्ञापन के खिलाफ नए सिरों से आवेदन करना होगा।

इच्छुक और योग्य वकील अपना विधिवत भरा हुआ आवेदन (अनुलग्नक बी) सभी सहायक दस्तावेजों के साथ 'उप निदेशक (प्रभारी), उप क्षेत्रीय कार्यालय, ईएसआई निगम, पंचदीप भवन, आश्रम, कोल्लम 691011 को भेज सकते हैं। निर्धारित प्रारूप में आवेदन प्राप्त करने की अंतिम तिथि 27-09-2024 अपराह्न 5:00 तक है। आवेदक ध्यान रखें कि किसी भी प्रकार के बाहरी हस्तक्षेप से उम्मीदवार को अयोग्य घोषित कर दिया जाएगा।

चयनित अधिवक्ताओं की सूची ईएसआईसी की वेबसाइट [www.esic.nic.in](http://www.esic.nic.in) पर उपलब्ध कराई जाएगी। अधिवक्ताओं को उनके पैनल में शामिल होने की पुष्टि करने वाले पत्र ईएसआईसी द्वारा अलग से जारी किए जाएंगे। ईएसआईसी को बिना कोई कारण बताए पैनल में शामिल होने के लिए प्राप्त किसी भी आवेदन को अस्वीकार करने या अपने विवेक पर पैनल में शामिल होने की पूरी प्रक्रिया को स्थगित या रद्द करने का अधिकार होगा।

उप निदेशक (प्रभारी),

उप क्षेत्रीय कार्यालय,

ईएसआई निगम, कोल्लम



ക.രാ.ബി.നി.  
E.S.I.C.

എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ

कर्मचारी राज्य बीमा निगम

(श्रम एवं राजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION  
Ministry of Labour & Employment, Govt. of India



സബ് റീജിയണൽ ഓഫീസ്, 3<sup>rd</sup> ഫ്ലോറ, കോളം

SUB REGIONAL OFFICE, KOLLAM

പഞ്ചദീപ് ഭവൻ, അശ്രാമം, കോളം- 691002

पंचदीप भवन, आश्रमम, कोल्लम- 691 002

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48.टी/T.11.13.परामर्श/Counsel-विधि/Legal

दिनांक /Dated:4-09.2024

**Notice inviting applications for empanelment of advocates to represent Employees' State Insurance Corporation [ESIC] before District/Sub Courts, EI Court, Magistrate Courts, Labour Courts etc.. And other Tribunals / Legal forums/ Commissions at Kollam, Alappuzha, Pathanamthitta.**

Employees' State Insurance Corporation (ESIC), a statutory body under Ministry of Labour and Employment, Government of India, intends to empanel advocates for representing Employees' State Insurance Corporation before Employees' Insurance Court, Magistrate Courts, District & Subordinate Courts and Other Legal Forums/Commissions/Tribunals at Kollam, Alappuzha, Kayamkulam, Kottarakkara, Sasthamcotta, Punalur and Pathanamthitta. Advocates, so empanelled, would also be responsible for providing ESI Corporation with legal advice and legal opinions as and when requested.

The practicing advocates who are registered with Bar Council of India / State Bar Council with minimum of 5 years of experience are eligible for empanelment. The qualification, experience, schedule of fees, other terms and conditions for empanelment have been prescribed in Annexure-A, and the format in which the application has to be made is given as Annexure-B (High Court of Kerala/Central Administrative Tribunal) and Annexure-C (Other Court(s)/Tribunals), available on website [www.esic.gov.in](http://www.esic.gov.in) ([www.esic.gov.in](http://www.esic.gov.in)>Offices>RO/SRO>Select Kerala>Select SRO-Kollam > Announcement > Instructions/ Circulars/ Orders)

The advocates who are on the existing panel of advocates for ESIC, Sub Regional Office, Kollam are also required to apply afresh against the current advertisement.

The interested and eligible advocates can send their duly filled in application (Annexure B), along with all the supporting documents to 'The Deputy Director(I/c), Sub Regional Office, ESI Corporation, Panchdeep Bhawan, Asramam, Kollam 691011. The last date of receiving applications in the prescribed format is 27.09-2024 till 5:00 PM. Applicants may note that External interference of any kind will lead to disqualification of the candidate.

The list of selected Advocates will be made available on ESIC website [www.esic.nic.in](http://www.esic.nic.in). Letters to advocates confirming their empanelment will be issued by ESIC separately. ESIC shall have the right to reject any application received for empanelment without assigning any reason or postpone or cancel the entire process of empanelment at its sole discretion.

Deputy Director (I/C)  
Sub Regional Office  
ESI Corporation  
Kollam

**TERMS AND CONDITION FOR PANEL ADVOCATES**

**Terms for Empanelment of Counsels:**

The Counsels will be empanelled for conducting the cases in which the Employees' State Insurance Corporation is a party. The cases will be assigned to them on a case to case basis or region/area basis by the Sub Regional Office, ESI Corporation, Kollam or by any other ESIC office authorized to do so and the Counsel would be required to conduct the cases to its finality.

The Counsels would be on the panel ordinarily for a period of **three years** and continue with the cases allotted to them even beyond 3 years unless terminated. They may be removed from the panel earlier than the time stipulated on immediate notice on either side without assigning any reason thereof. The termination / non-renewal of empanelment shall be communicated to the panel advocate, and if so required, the advocate shall return the case papers along with all other documents / records connected therewith along with 'no objection certificate' / 'change of vakalat'. No Advocate shall have the right to represent ESIC upon termination of the term of empanelment.

**Eligibility criteria for empanelment:**

- (a) The advocate should have a Bachelor Degree in Law from a recognized University in India.
- (b) The advocate should be enrolled / registered as an advocate with Bar Council of India / State Bar Council.
- (c) The advocates should have minimum of 05 years regular practice and standing in the Bar and handled cases before the courts, preferably labour law related cases, with necessary supporting documents / judgments.
- (d) The advocates having experience in handling ESI Act related matters will be given preference.
- (e) The advocates who have been terminated or resigned from the panel of counsels for ESIC in the past are not eligible for applying.

- (f) The advocates applying for empanelment in various courts are required to be well versed in ESI Act, labour law, Civil and Criminal procedure, and other relevant Acts, Codes, etc., wherever applicable. The advocates must have good communication skills.
- (g) The advocates are required to have office / residence at the place where empanelment is sought so as to ensure their availability for conducting cases on their own.

The Competent Authority may relax the experience or prescribe any other additional qualifications or conditions as may be deemed fit.

**Allocation of cases to the Counsels:**

- (a) The advocates will be empanelled for the respective courts as per the eligibility, experience, and requirement, subject to acceptance by the advocate of terms and conditions.
- (b) The cases will usually be allocated to the empanelled advocates on rotation basis so as to give work to each advocate in due proportion and quantum.
- (c) The Competent Authority may entrust cases to any advocate of choice on the basis of the nature of the case or the performance / specialization of the advocate. The decision of Competent Authority in entrusting cases to the advocates shall be final.

**Tenure of Panel**

- (a) The panel shall be constituted for a period of 3 years.
- (b) The empanelment of any advocate may be terminated by the Competent Authority before the expiry of the term for reasons of non-compliance of the terms and conditions by the advocate.
- (c) The advocate whose empanelment is terminated for non-compliance of the terms and conditions shall return the case papers relating to the cases which were entrusted to them, along with all other related documents / records and 'no objection certificate' / 'change of vakalat'.

**Duties of the Counsels on the Panel:**

- (a) The advocate will be intimated regarding entrustment of a case through email / letter and after receiving the entrustment e-mail / letter, it is the duty of the advocate to represent ESI Corporation before the Court and to conduct the case.
- (b) The empanelled advocates shall not delegate cases and shall deal with the cases by themselves. They may have to coordinate and work with designated Senior Advocates, if any, engaged in certain cases as well as with the Officers of ESIC.
- (c) The advocate shall receive the petition copies / documents related to the case from the opposite party, if not already served on ESIC, and furnish copies of the same to ESIC for information and further instructions. The advocate shall file affidavits / counter affidavits / petitions / documents before the Courts wherever required on behalf of ESIC. The advocate shall obtain the necessary instructions from ESIC in this regard.
- (d) Advise the ESI Corporation on matters incidental to such litigation and when the case attended by him is decided against the ESI Corporation/Government and/or its officers including written Legal opinion regarding the advisability of filing an appeal from such a decision shall be given.
- (e) It shall be the responsibility of the empanelled Advocate to keep ESIC informed and updated on all the developments in their cases, dates of hearing, order of the court on the date of its pronouncement, supplying certified copies of judgments / orders etc. The advocate must report the status of the cases after each date of hearing through e- mail.
- (f) The Advocate must promptly attend the cases, which are entrusted to them and argue the cases on behalf of ESIC. The Advocate's absence in the Court for their entrusted cases will be considered as grounds for de-empanelment.
- (g) Refusal of any empanelled advocate to take up a matter on behalf of ESIC, without proper justification or grounds, shall entail cancellation/withdrawal from empanelment.

- (h) The empanelled advocates shall not use ESIC's name, logo, symbol, etc. on their letterhead, signboard, name plate, pamphlets, etc., such as 'Legal Advisor of ESIC', 'Advocate of ESIC', etc. No empanelled advocate shall represent themselves as the Standing Counsel for ESIC before any court or forum unless specified as such by ESIC.
- (i) Perform such other duties of legal nature, which may be assigned to him by this office from time to time.
- (j) The empanelled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of ESIC and shall not divulge any information to any third party or to the media. Any advocate who is found to have violated the above condition shall be liable to de-empanelment.
- (k) The advocate shall not seek any adjournment unless ESIC deems it necessary on valid or cogent reasons. Under no circumstances, the matters entrusted by ESIC should go unattended before the Court, which shall be viewed as serious violation of conditions of empanelment and may entail de-empanelment.
- (l) ESIC reserves the right to modify or relax the terms and conditions of engagement at any time and also the right to verify the information submitted by the advocate. The advocate, shall in full accept the terms and conditions of the empanelment as determined by ESIC from time to time.

**Right to private Practice and Restrictions:**

- (a) A Counsel empanelled with the ESI Corporation will have the right to private practice which should not, however, interfere with the efficient discharge of his duties as a Counsel for the ESI Corporation.
- (b) A counsel shall not advise any party or accept any case or brief against the ESI Corporation which is likely to affect or lead to litigation against the ESI Corporation.
- (c) If the counsel happens to be a Partner of a firm of Lawyers or Solicitors, it will be incumbent on the firm not to take up any case against the ESI Corporation in any courts or any case arising in other courts out of these cases (e.g) appeals / revisions in the High Court or Supreme Court or other courts or tribunals.

**Procedure for Empanelment**

- (a) The applicant advocate must apply in the format prescribed by the ESIC only. No other format will be entertained. The advocates applying for the High Court/CAT along with any other court(/s)/Tribunals must apply separately for the High Court/CAT (Annexure- B) and Other Court(s)/Tribunals (Annexure-C) in the respective prescribed formats.
- (b) Any application received after the last date prescribed in the advertisement shall not be entertained.
- (c) Depending upon the requirement and number of applications received, ESIC reserves the right to shortlist the candidates to be called for Interview/Interaction for selection/empanelment.
- (d) The shortlisting of candidates for interaction will be done as per the criteria as may be adopted by the committee constituted for that purpose. The decision of the Committee in this regard shall be final.
- (e) Interview for selection to respective Courts will be conducted separately. The suitability of an advocate for a particular Court shall be decided by the selection Committee. The empanelment of an advocate to particular Court/Courts is subject to the advocate's acceptance of the selection.
- (f) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for Interview/Interaction and to be selected.
- (g) Canvassing in any form shall be treated as disqualification. The candidature of such applicants shall be rejected forthwith.
- (h) Shortlisted applicant advocates will be informed individually through Registered Post and/or email regarding the date and time of interview. No TA/DA will be admissible for attending the interview.
- (i) The applicant advocate shall have to submit all original documents for verification of ESIC, if required.
- (j) The list of selected advocates will be made available in public domain by ESIC at [www.esic.nic.in](http://www.esic.nic.in)
- (k) Letter to applicant advocates confirming their empanelment will be issued by ESIC separately.

(l) The advocates are required to submit the following documents along with their application:

- i Copy of Degree in Law and other qualifications; ii. Copy of valid Registration Certificate Issued by the Bar Council; iii. Copy of ID Proof;
- ii Copy of Income Tax Returns for the last two financial years.
- iii Resume with a brief profile of experience, background, education, list of clients and nature of cases dealt with;
- iv Copies of empanelment letters, if any, issued by other Departments / Organizations in favour of the Advocate; vii. Copies of the Judgments, if any, in cases where the advocate has appeared.

#### **General Conditions**

- (a) The Advocates empanelled under these guidelines shall not be employees of the Corporation and, therefore, shall not be eligible for any benefits available to the employees. It may be noted that Advocate empanelment does not amount to an appointment or right for an appointment. Corporation is free to engage any advocate of its choice, and no right exists with the advocate to claim any particular case.
- (b) Appeals, Revision or Petition arising from one common judgment or order will be together considered as one case if they are heard together.
- (c) The Social Security Officer(Legal)/Manager of the concerned Branch office/any other officer deputed by the Regional Office will liaise between the Counsel and the ESI Corporation in all the matters connected with the cases entrusted to the Counsels.
- (d) Counsel/Advocate should receive the notices meant for the ESIC from various Courts and able to handle the cases and appear in such matters in the Courts and ensure that no Ex-parte order is passed against the ESIC.
- (e) Counsel/Advocate should be able to handle the cases, which are assigned to them and appear in such assigned cases in the Courts and should prepare Written Statement, Appeal Memo, Application etc. and also provide legal opinion to the ESI



Corporation. Advocate will look after and advise the ESI Corporation on legal matters including Filing/Defending Suits, Petitions and Appeals that may be entrusted to them.

- (f) Advocate empanelled will have to collect and produce the Certified Copy of Judgment and other related orders pertaining to the cases dealt by them within the stipulated time along with legal opinion so as to enable ESIC to proceed further.
- (g) Advocate entrusted with the cases, should immediately ensure that necessary action is taken for receipts of fine and such other cost of litigation as ordered by the Court and is promptly credited to the ESI Corporation.
- (h) Applicant Advocates have to adhere to the instructions / guidelines issued by the ESI Corporation from time to time.
- (i) Applicant Advocates will not be entitled to any travelling expenses or any miscellaneous allowance for visiting branches or Courts.
- (j) The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of the Corporation.
- (a) When any case attended by the advocate is decided against the ESI Corporation, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order. However, reasons for success may also be forwarded along with final order.
- (b) The Advocate's opinion would be an input for our decision making. Therefore, we would like to state that in the case, Advocate's opinion turns out to be untrue and factually incorrect, causing loss to ESI Corporation, we may seek such clarification as may be required to investigate the matter and fix the responsibility. In the event if it is established that wherever gross negligence on Advocate's part causing pecuniary damage /loss to the ESI Corporation, we may recommend Advocate's name for inclusion in the caution list for circulation among sister concerns i.e.EPFO etc., including Bar Association.
- (c) Applicant Advocates' spouse or juniors or partners in their firm should not represent the party in cases where the advocate is representing ESI Corporation.

- (d) The full and final settlement of fee to counsel will be done only on receipt of certified copy of Judgment, opinion and collection of Fine/Fee from Court towards ESIC if any and on presentation of a claim with a stamped receipt.

#### **Fees and other Conditions**

The fee structure as per ESIC Hqrs. letter No.T-11/12/2/2016-Legal dated 02/01/2017 is as given under:

<b>Fee Structure per case including Miscellaneous Application / Review Application</b>		
<b>Sl. No</b>	<b>Court</b>	<b>Consolidated Fees</b>
1.	High Court, National Consumer Forum	Rs. 25,000/-
2.	CAT	Rs. 20,000/-
3.	State Consumer Forum, District and Subordinate Courts and other Tribunals	Rs. 12,000/-
4.	E.I. Courts, Magistrate Courts, District Consumer Forum	Rs. 5,000/-

- i. 50% of the fee, if requested so by the advocate, shall be paid on the completion of pleadings and balance 50% shall be paid after arguments, finalization of the case and on submission of certified copy of the judgment along with legal opinion in case the judgment goes against the Corporation in full or part.
- ii. Miscellaneous expenditure including Court Fees shall be paid on actual basis on the submission of bills along with the statements and/or vouchers.
- iii. No retainer fee shall be paid to any panel advocate merely because such advocate has been empanelled.

#### **CANCELLATION OF EMPANELMENT**

Empanelment of an advocate shall be liable to be cancelled due to occurrence of any of the below mentioned reasons:

- Giving false information in the application for empanelment;
- Failing to attend the hearing of the case without any sufficient reason and/or prior information;

- Not acting as per ESIC's instructions or going against specific instructions;
- Threatening, intimidating or abusing any of the ESIC's Employees, Officers, or representatives;
- Passing on information relating to ESIC's case on to the opposite parties or their advocates or any third party which adversely affects the ESIC's interests;
- Giving false or misleading information to ESIC relating to the proceedings of the case;
- Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason;
- Frequent absence from the court proceedings even if "pass over" or "proxy" is obtained by an advocate.
- Poor performance of the panel Advocate as assessed by the Competent Authority;
- Further, ESIC reserves the right to terminate the empanelment of an Advocate with one month's notice in writing without assigning any reason. The Advocate may also apply for termination of empanelment by serving one month's notice.

#### **REMOVAL OF DIFFICULTY**

In the matter of implementation of these guidelines, if any doubt or difficulty arises or doubt regarding the interpretation of any clause of these guidelines arises, the decision of Competent Authority shall be final.

Accepted the above terms & conditions

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Advocate :

Enrollment number :

Mobile number :

**ANNEXURE-B****APPLICATION FORM FOR EMPANELMENT OF ADVOCATES IN ESIC UNDER SUB REGIONAL OFFICE, KOLLAM (TO BE FILLED IN BY THE APPLICANT ADVOCATES)**

Recent  
Passport size  
Photo

To,

The Deputy Director(I/c),  
Sub Regional office,  
ESI Corporation,  
Panchdeep Bhawan,  
Asramam,Kollam - 691011.

Name (In Block Letters)	
Father's Name	
Name of the Court applied for (Tick ✓ corresponding)	<input type="checkbox"/> E.I Court / Magistrate Courts / District & Sub Courts / Consumer Forums/ Labour Courts and other legal forums/tribunals/ commissions at Kollam.
	<input type="checkbox"/> E.I Court / Magistrate Courts / District & Sub Courts / Consumer Forums/ Labour Courts and other legal forums/ tribunals/ commissions at Alappuzha.
	<input type="checkbox"/> Magistrate Courts at Kayamkulam
	<input type="checkbox"/> Magistrate Courts at Kottarakkara & Punalur
	<input type="checkbox"/> Magistrate Courts at Sasthamcotta
	<input type="checkbox"/> Magistrate Courts at Pathanamthitta
	<input type="checkbox"/>

**CHECKLIST****List of documents attached (please mark tick)**

Copy of all Certificates and mark-sheets (Graduation Onwards)

Experience Certificates

Duly filled in Annexure-B

Others (Please specify):

1.

2.

3.

PERSONAL DETAILS (IN BLOCK LETTERS)		
1.	Name in Full	
2.	Date of Birth	
3.	Nationality	
4.	Address for correspondence with PIN and Phone No.	
5.	Permanent Address with PIN and Phone No.	
6.	Address of office/chamber, if any, with Phone No.	
7.	Enrolment Number (please attach copy)	
8.	Mobile Number(s) / Land line no (office)	
9.	Email ID	
10.	Are you related to any ESIC employee? If so, please give details (viz. Name, designation, place of work & relationship with the applicant)	

11. Details of Educational Qualification (Commencing with the Graduation or equivalent examination)

Examinations passed	Name of the Board/University	Class or division	% of Marks	Subjects	Year of Passing
LLB/Law Graduate					
Post Graduation					
Other Professional Qualifications					

12. Whether the applicant is currently on the Panel of any other Government Department / PSU / Statutory Body /Autonomous Body etc. and if yes, the details below (Self certified copy of the Office Order/letter of empanelment may be attached)

Name of the Department/PSU/Statutory Body/Autonomous Body	Period	
	From	To

13. Whether the applicant has worked as Legal Researcher (LR) attached to any Court/judge? If yes, the details and the supporting documents

Name of Court/Judge	Period of Research	Supporting documents

14. If one or more advocates are associated as juniors of the applicant, their details to be provided below

Sl. No.	Name of the advocates	Enrolment No. with date

15. Infrastructural facilities available with the applicant's office be provided below

Office space (Address, area, location, self owned / leased)	Office clerk (number of persons)	Steno/typist (number of persons)	Support staff number of persons

16. Number of Cases relating to ESIC handled earlier (not to be filled in by existing panel counsels):

Sl. No.	Title of case

17. Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark case? If yes, the particulars of the case with copy of the judgment wherein his/her name is recorded as advocate for one of the parties (Copy of order/Judgment be attached as proof).

Name of the Court	Case title	Nature of Judgment / Brief



18. Whether Income Tax return is being filed for last five years? Yes/No (If yes, please attach copies of ITRs for last two financial years)

19. Details of Bank Account/PAN Number/Aadhar number be provided below

Bank Account Details (Bank Account Number, Address of the branch and IFSC code)	PAN number	Aadhar Number

20. Whether any proceeding has ever been commenced against the applicant advocate or is continuing before the disciplinary Committee of the Bar Council for alleged professional misconduct:

Sl. No.	Details of allegations and proceedings	Finding made by the disciplinary committee

21. Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate:

Sl. No.	Details of allegations and proceedings	Finding made by the Court

22. Any additional professional qualification(s), which will further the candidature, including membership of professional society, awards and honors etc. may be listed below (Documentary proof may be attached)

### **UNDERTAKING**

1. I hereby confirm and declare that the information furnished in the application and in the attached certificate is true, correct and complete to the best of my knowledge and belief. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false/incorrect, my candidature for the empanelment will be treated as cancelled and matter will be referred to the appropriate authority.
2. I also undertake to maintain absolute secrecy about the cases of the ESIC as required.
3. I also undertake to abide by the terms and conditions of empanelment.
4. I also undertake to return all case files and records to the ESIC as and when required by ESIC.
5. I agree with the fee schedule notified by ESIC.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Advocate :

Enrolment number :

Mobile number :