



**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES FOR
CONSULTANCY SERVICES**

The Indian Institute of Management Mumbai (IIM Mumbai) is an Institution of National Importance under Ministry of Education, Govt. of India.

IIM Mumbai intends to make a panel of advocate for consulting services in legal cases of IIM Mumbai for following fields:

- (i) Issues related to Administration, Establishment, Academic, service matters
- (ii) Issues related to Labour Law/ Payment of wages.
- (iii) Issues related to IPR, Copyright, Trademark, patent etc.
- (iv) Issues related to Civil suits
- (v) Issues related to financial matters
- (vi) Issues related to RTI matters
- (vii) Issues related to Construction Law.
- (viii) Issues related to Commercial Contracts and Transactional Matters.
- (ix) Issues related to Environmental and Information Technology Law.
- (x) Any other issues as required by the Institute.

The practicing advocates who are registered with Bar Council of India /State Bar Council are eligible for empanelment. The Qualification, Experience, Schedule of Fees, Other Terms and Conditions and the application format in which the application has to be made, have been prescribed and are as given below. The Advocate(s) who are engaged by IIM Mumbai shall continue to be associated with the cases. Therefore, they are not required to apply afresh to this notice.

Eligible 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:

To,
Chief Administrative Officer
Indian Institute of Management of Mumbai
Vihar Lake Road, P.O IIM Mumbai, Powai, Mumbai 400087

The last date of receiving Applications in the prescribed format along with supporting documents is till 5:00 PM on 12.04.2024.

Note: Applying for empanelment at IIM Mumbai does not confer any right/assurance whatsoever that they will be empanelled on the panel of IIM Mumbai. Letters to advocates confirming their empanelment will be issued by IIM MUMBAI separately.

GUIDELINES FOR EMPANELMENT OF ADVOCATES

Following guidelines are to provide and regulate the manner and procedure for empaneling the advocates to represent and assist the IIM Mumbai before various courts and for regulating the referrals of the cases and payment of fee/remuneration payable to such persons. These guidelines shall supersede all existing instructions in this regard, if any.

- 1. Definitions:** For the purposes of these Guidelines, the terms used will have the following meaning;
 - (i) 'Advocate' means an advocate, entered in any roll of advocates under the provisions of The Advocates Act, 1961. (The Act)
 - (ii) 'Competent Authority' shall be Chairman IIM Mumbai or any other officer so designated by Chairman IIM Mumbai.
 - (iii) 'Court' shall mean all courts of law including District Courts all over India, any High Court, Supreme Court, Tribunals, Judicial Forums and Arbitrators etc.
 - (iv) 'Effective Hearing' shall mean a hearing in which either one or both parties involved in a case are heard by the Courts / arguments were advanced by the Counsel of any of the parties, Examination-in- chief, cross examination is conducted, issues/charges have been framed and statement, Miscellaneous proceedings.
 - (v) 'Non-effective Hearing' shall mean all hearings which are not covered in the above definition of effective hearing.
 - (vi) 'Similar Cases' shall mean two or more cases in which identical or substantially similar questions of law or facts are involved.

2. Eligibility of Empanelment.

- (i) The Advocates to be taken on panel should be capable of handling matters before district, High Court and Supreme Court of India on the basis of criteria laid down below.
- (ii) There would not be any court specific empanelment however, while referring cases to Advocates the following would be the criterion for such referrals. The empanelment request is being considered from individual lawyers or lawyers as part of the firm with at least 15 years' experience as on the date of release of this notice for empanelment, which will be determined based on period of enrolment in the Bar, and full-time practice by the concerned advocate.
- (iii) Before filling the application form, the advocates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of advocates in IIM Mumbai mentioned herein below:

Minimum Qualification & Experience:

- a) Bachelor Degree in law from a recognized Institute and registration with Bar Council of India / State Bar Council.
- b) Professional experience of at least 10 years in handling Institute and such other educational institutions / Government department cases (writ petitions / appeals) in the Hon'ble Supreme Court / Hon'ble High Court and Hon'ble District Courts.
- c) Good communication skills in English and good knowledge of substantive law and procedure, both in civil and criminal matters.
- d) The advocates should be familiar with various branches of law especially those conceiving laws of matters related to various writs, PIL, Land

Desirable Qualification & Experience

- a) Master's degree in law from a recognized international Institute/Institute.
- b) Experience in working with Educational Institutions as indicated by prior empanelment or cases will be preferred.

Provided that the Competent Authority may relax the above conditions at its discretion, if otherwise found eligible in certain cases.

3. Tenure of Empanelment. The initial empanelment will be for two years or until further orders whichever is earlier. The performance of empaneled advocates shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate, the empanelment may be renewed for a period of another two years by the IIM Mumbai. The IIM Mumbai reserves the right to terminate the empanelment of any advocate at any time without assigning any reason thereof.

4. General Terms and Conditions.

- (i) The size of the panel and number of advocates in panel shall be determined by the Institute based on the requirement and quantum of work.
- (ii) The Advocate shall accept the terms and conditions of the empanelment as determined by the IIM MUMBAI from time to time.
- (iii) The Advocates shall be engaged only in cases where IIM Mumbai is a party, or where IIM Mumbai seeks to pursue a dispute. The decision on number of Advocates to be empaneled will be made by IIM Mumbai. IIM Mumbai may designate any of the empaneled advocates as a Standing Counsel on its own discretion, and no empaneled advocate will have a claim for being designated as the Standing Counsel.
- (iv) 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.
- (v) The advocate shall not advise any party or accept any case against the IIM MUMBAI in which he/she has appeared or is likely to be called upon to appear for (or) advise which is likely to affect or lead to litigation against the IIM MUMBAI. If the advocate appens to be partner of a firm of lawyers or solicitors, it shall be incumbent upon the firms not to take up any case against the IIM MUMBAI in any court of Law / Tribunal / Commissioner / Forum or any case arising out of those cases e.g. appeals and revisions.
- (vi) That the empanelled advocate in matters of urgency should obtain the order (Dasti) from the concerned Hon'ble court and send it to the Registrar on the same day to avoid any inconvenience. That the empanelled advocate (either in person or through an authorized associate), shall visit the Institute to discuss urgent legal cases/matters whenever called upon by the Institute.
- (vii) That the empanelled advocates, when called upon to do so, shall assist, as far as possible, the Institute staff.
- (viii) To pass on cases to the Standing Counsel or vice versa, when asked to do so.
- (ix) 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 IIM Mumbai, if required.
- (x) The Advocates empaneled under these guidelines shall not be employees of IIM Mumbai for

any purpose and therefore, shall not be eligible for any benefits available to its employees.

- (xi) That the empanelled advocates shall send the bills as per approved rates and complete in all respects, preferably within three months.
- (xii) The empaneled Advocate shall maintain absolute secrecy and confidentiality about the cases of the IIM Mumbai as required under the Act and rules/regulations framed there under.
- (xiii) These guidelines shall also be applicable to the designated Senior Advocates of the High Courts and Supreme Court for all purposes except the requirement of empanelment.
- (xiv) 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 IIM Mumbai 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.
- (xv) The Institute authority will allot cases to an empaneled advocate on a case-by-case basis, and mere empanelment will not make an advocate eligible to be allotted cases by IIM Mumbai.
- (xvi) That the empanelled advocatess should have proper infrastructural facilities including manpower. It includes scanner, photocopier, computer etc. as well as peon, dealing clerk and associate advocate.
- (xvii) Any subsequent additions/ alterations/ modifications/ corrigendum etc. will be published in the website only.

5. Payment of Fee and Other Conditions.

- (i) The Selected Advocate(s) shall be empanelled as the Counsel of the Institute. A retainership of Rs. 45,000 (Rupees Forty Five Thousand Only) per month. The Selected Advocate would be paid conveyance whenever is required to visit the Institute as per requirements of the Institute.
- (ii) The fee payable to the Advocates shall be governed by the Schedule of fee annexed as Annexure "C".
- (iii) The Competent Authority 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. It shall also have the power to fix the fee for eventualities which have not been mentioned in the schedule till the appropriate amendment is made in this regard in the Fee Schedule by the IIM Mumbai.

6. Communication of Empanelment. After a decision to empanel the advocate is taken, a communication in writing to this effect shall be sent to the shortlisted Advocate(s) as per Annexure-B with acknowledgement and acceptance due. The process of empanelment shall be complete when IIM Mumbai receives an acceptance letter from the advocate.

- (i) Private Practice and Restrictions. An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empaneled advocate of the IIM Mumbai.
- (ii) An advocate shall not advise any party or accept any case against IIM Mumbai.

7. Duties of the Empanelled Advocates.

- (i) Timely appearance of the Counsel to contest the cases for IIM MUMBAI in the court is a must. His / her absence in the Court, without any reasonable grounds and notice in advance, will not be accepted.
- (ii) IIM MUMBAI sends the information to the panel advocates through email regarding entrustment of a case OR referring a matter seeking advice / legal consultation etc. After receiving the e-mail, it is the duty of the panel advocates to collect the brief / copy of petition along with assignment letter from the concerned office of IIM MUMBAI at the earliest.
- (iii) The primary mode of consultation will be through email and online meetings.
- (iv) No empanelled advocate is allowed to engage any advocate of her / his own choice and an empanelled advocate shall make no claim that he / she alone should be entrusted with IIM MUMBAI's legal matter (s).
- (v) 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 lawyer concerned from the panel.
- (vi) In cases where on the request of the Union of India, Ministry of Education have also to be represented, no extra fee shall be paid to the advocate to watch and safeguard the interests of Union of India, Ministry of Education.
- (vii) If required the empaneled advocate has to render all assistance to special or senior Counsel engaged in a particular cases before the Supreme Court, High Court and other judicial bodies.
- (viii) Keep the IIM MUMBAI informed and updated on all important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of orders/judgment etc; as soon as possible.
- (ix) Furnish monthly statement about the cases represented by him/her before the concerned courts or any other authority and their outcomes.
- (x) When any case attended by him/her is decided against the Institute, 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 (kachha copy).
- (xi) 30% of the fees payable to the counsel shall be deducted if the certified copy of the judgment is not handed over to the Legal Cell/Administration of IIM MUMBAI within three days (excluding the time taken by the court in preparation of the copy) from the date of publication of judgment.
- (xii) Empanelled Advocate(s) and Legal Advisor shall always abide by the terms of engagement, prescribed by the Institute, without any objection during the period of empanelment.

8. 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) IIM MUMBAI reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The Counsel may also resign from the Organization by serving one month's notice.
- (iii) Failing to attend the hearing of the case without any justifiable reason and without prior information.

- (iv) Handing over the brief or matter to another advocate without prior written permission of the IIM Mumbai;
- (v) Not acting as per IIM Mumbai's instructions or going against specific instructions;
- (vi) Not returning the brief when demanded or not allowing or evading to allow its inspection on demand;
- (vii) Misappropriation of the IIM Mumbai's funds or earmarking, using the same towards his fee without IIM Mumbai's permission.
- (viii) Threatening, intimidating or abusing any of the IIM Mumbai's employees, officers, or representatives;
- (ix) Making any of his associates or juniors to appear on behalf of any of the opposite parties in cases/appeal related to IIM Mumbai;
- (x) Committing an act that tantamount to contempt of court or professional misconduct;
- (xi) Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council;
- (xii) Passing on information relating to IIM Mumbai's case on to the opposite parties or their advocates or any third party which is likely to cause any damage to the IIM Mumbai's interests;
- (xiii) Giving false or misleading information to the IIM MUMBAI relating to the proceedings of the case.
- (xiv) Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate.
- (xv) Seeking frequent adjournments or not objecting to the adjournment moved by other party without sufficient reason; and
- (xvi) Frequent absences from the Court proceeding even if "pass over" or "proxy" is obtained by an advocate.

9. Termination:

- (i) The empanelled advocate or legal advisor, as the case may be, shall be at liberty to terminate the empanelment by giving at least one month's notice in writing to the Institute, within which every case file and every other document relating to the case or matter entrusted to him shall be returned to the Institute or any officer or representative authorised by the Institute.
- (ii) Without prejudice to the foregoing provisions, the Institute reserves the right to terminate the empanelment by giving one month notice to the empanelled advocate or to the legal advisor, as the case may be, at any time he fails to discharge his obligation under these guidelines or is found to be negligent, careless, inefficient or has committed fraud, mischief, misappropriation or any misconduct to the satisfaction of the Institute.
- (iii) Any pending or unresolved operational issues, performance, unpaid fees or any other remedy to the empanelled advocate may be settled or resolved even after such advocate is removed or his empanelment is terminated.

- 10. Procedure for Empanelment.** The Competent Authority of IIM Mumbai will consider the applications for empanelment in terms of these guidelines only on merits after due notice in this regard is published on the website of the IIM Mumbai. For this purpose, the Competent Authority of IIM Mumbai may authorize any officer/group of officers of IIM Mumbai and such authorized officer(s), while appraising the applications of the advocates, may consider the following points:

- (i) Length of practice and specialization.
- (ii) Proper and adequate infrastructure such as office premises, number of junior advocates, assistants, clerks, mobile phone, fixed phone, internet connection etc.
- (iii) 3 years annual income-tax return filed with the Tax Authorities.
- (iv) Track record and integrity.
- (v) If considered necessary, an enquiry with the respective Bar Council / Bar Association about the claims and conduct of the advocate to be empanelled may be made and credentials may also be verified.
- (vi) If the advocate is empanelled by other organizations/authorities, their opinion may also be obtained, if felt necessary.
- (vii) The applicant advocate must apply on the format prescribed by the IIM Mumbai only. No other format will be entertained.
- (viii) Any application received after the last date prescribed in the advertisement shall not be entertained.
- (ix) No applicant advocate shall be called for interview / interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- (x) Depending upon the requirement and number of applications received, IIM Mumbai reserves the right to shortlist the candidates for empanelment.
- (xi) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be empanelled.
- (xii) The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- (xiii) Canvassing in any form shall be treated as a disqualification. The candidature of such applicants shall be cancelled forthwith.
- (xiv) A list of shortlisted applicant advocates with the date, time and venue of the interaction session will be uploaded on IIM MUMBAI website i.e. www.iimmumbai.ac.in.
- (xv) The applicant advocate shall bring original documents at the time of interaction with the Institute
- (xvi) Any subsequent additions/ alterations/ modifications/ corrigendum etc. will be published in the website only.

11. Documents required to be submitted by the Advocates. The advocates will be required to submit their applications in the prescribed format as given in Annexure-A. The self-attested copies of the following documents are required to be submitted with application:

- (i) High School certificate in support of age of advocate.
- (ii) Certificates in support of all educational qualifications of advocate.
- (iii) Certificate of Registration with Bar Council (s).
- (iv) Identity card issued by Bar Association / Bar Council.
- (v) Details regarding representation of other Govt./PSU/Statutory Bodies/ Institute etc.
- (vi) Documents regarding empanelment with other Organizations, if any.
- (vii) Details regarding the cases in which the Advocate was able to get favorable outcomes / decisions which are reported / referred in reputed legal journals etc.
- (viii) Details of office infrastructure and number of associates in addition to office staff.
- (ix) Other relevant information, if any

12. Instructions for Submission of Application:

- (i) The interested Advocate(s) who desire to be considered for empanelment and meeting the above eligibility criteria, may submit the application in prescribe format (**Appendix-A, B & C**).
- (ii) Any application received by the Institute after the due date, for any reasons, whatsoever, will not be considered for empanelment.
- (iii) All copies of the supporting documents submitted along with application shall be self-attested.
- (iv) The Institute reserves the right to empanel any Advocate(s)/Law Firm(s)/Legal Counsel of its own choice and as per requirement, depending upon the area of specialization/expertise and on satisfying the eligibility criteria.
- (v) The short-listed Advocate(s) may be requested for interaction with a committee constituted by this Institute for the purpose and to suggest/recommend the names of Advocate(s) and Legal Advisor.
- (vi) The Institute also will have the liberty to engage any Advocate(s) / Legal Counsel(s)/ Law Firms, other than those empanelled, if the circumstances so warrants and under such situation, an empanelled Advocate(s) shall not make any claim or objection for any reason whatsoever.
- (vii) Where considered necessary, the empanelment committee may conduct an inquiry and check background of the advocate with the respective Bar Council or Bar Association or otherwise about the claims, conduct and antecedents of the advocate at any time during empanelment to verify his credentials.
- (viii) Decision of the Institute shall be final and binding on the empanelled Advocate(s) in case of interpretation of any clause/provisions in the said Notice.

- 13. Doubt/Difficulty.** If there arises any doubt/difficulty with respect to the implementation/interpretation of any clause of these guidelines, the same shall be placed before Director, IIM Mumbai and his decision in this regard shall be final and binding.

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ANNEXURE 'A'
FORMAT OF APPLICATION FOR ADVOCATES

Passport size photo
(to be pasted)

1	Name:	
2	Date of birth:	
3	Educational qualifications:	
4	Date of Enrolment:	
5	Name of Bar Council: <i>(Copy of enrolment certificate must be attached)</i>	
6	Period of practice:	
7	Details of Experience/practice /achievements: a. Experience in Govt. Organization/Supreme Court/ High Court/Lower Court	
	b. Achievements, if any	
8	Date of enrollment 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	Categories of field for which application is made (Please tick (√) mark)	
	Issues related to Establishment/service matters	
	Issues related to Labour Law/ Payment of wages	
	Issues related to IPR, Copyright, Trademark, patent etc.	
	Issues related to Civil suits	
	Issues related to financial matters	
	Issues related to RTI matters	
	Issues related to Construction Law	
	Issues related to Commercial Contracts and Transactional Matters	
	Issues related to Environmental and Information Technology Law.	

15. A brief note on suitability for empanelment. *(Details of major cases dealt/ contested by the advocate successfully, Maximum 500 words).*

16. Self-Declaration/Undertaking:

- (i) I declare that I have never been penalized by any bar council in any Disciplinary Proceedings.
- (ii) I also undertake to maintain absolute secrecy about the cases of the IIM Mumbai as required under the Act, Rules and Regulations there under.
- (iii) I agree with the Fee Schedule notified by IIM Mumbai.

Signature of Advocate

Address (office& residence/chamber):

Tel. No./Mobile No. Fax No./ Email ID:

ANNEXURE 'B'

To,

Mr.....Advocate

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Dear Sir,

Sub: Empanelment as IIM Mumbai's Advocate

This is with reference to your application dated----- wherein you have evinced interest for empanelment as an advocate with the IIM Mumbai. We are pleased to inform that your request has been considered favourably and you are advised to give your assent for empanelment on following terms and conditions (A copy of guidelines enclosed):

1. You will abide by IIM Mumbai's terms and conditions as enumerated in the Guidelines for such empanelment.
2. Your fees would be strictly governed by the IIM Mumbai fee schedule for Panel of Advocates as amended from time to time and you will not claim any retainer fee or employment in IIM Mumbai's service.
3. You will not accept any case against the IIM Mumbai.
4. You will take necessary steps to protect the interest of the IIM Mumbai 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 IIM Mumbai's work.
6. You will personally deal with the case assigned to you in addition to coordinating and working with designated Senior Advocate, if any, engaged in some matter.
7. On unsatisfactory performance in any assigned matter, IIM Mumbai may at any time, at its discretion, withdraw from you such proceedings/matter/ brief and may discontinue you as IIM MUMBAI's advocate without paying any further fees.
8. You will keep IIM Mumbai informed about the developments in the matters entrusted to you.
9. Unless a case is specially assigned to you by the IIM Mumbai, you will not on your own receive Summons / Notices of the IIM Mumbai's matters and even if you receive, if no Vakalatnama is given to you, you shall not otherwise deal with such cases. However, you will immediately inform IIM Mumbai in this regard.
10. You shall not use IIM Mumbai's name or symbol, logo in your letter heads, sign boards name plates etc.
11. In case of any misconduct, the IIM Mumbai will take appropriate action against you which includes filing complaint with Bar Council and recovery of financial loss caused to the IIM Mumbai due to your misconduct.

12. In case of initiation of any disciplinary proceedings/ criminal proceedings against you, the IIM Mumbai may remove you from the panel even without waiting for the conclusion of such proceedings.
13. Your performance will be reviewed on yearly basis and if your services are not required/ found upto the mark, IIM Mumbai may remove you from panel and the cases/matters entrusted to you will be taken back from you.
14. You are required to maintain absolute secrecy about the cases of the IIM Mumbai as required under the Act, relevant rules and regulations and you shall not divulge any details to an outsider or opponent as the case may be without written consent of the IIM Mumbai.
15. You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent.
16. We look forward for better cooperation and hope for good relations with you.

Yours faithfully

(Authorized Signatory)

ANNEXURE – C

**FEE STRUCTURE PAYABLE TO THE INSTITUTE LEGAL COUNSELS/ADVOCATES IN
DIFFERENT COURTS OF LAW**

SUPREME COURT CHARGES (Rs.)				
S. No.	Particulars	EXPERIENCE		
		Below 6 years	Below 12 years	More than 12 years
1.	Drafting of Petition / Counter Affidavit	6000/-	9000/-	12000/-
2.	Drafting of Supplementary Affidavit/ Rejoinder/ Miscellaneous application	3000/-	4500/-	6000/-
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	10000/- 5000/-	15000/- 7500/-	20000/- 10000/-
4.	When University Counsel is assisting Senior Counsel/Advocates on Record (AoR)	5000/-	7500/-	10000/-
HIGH COURT CHARGES (Rs.)				
1.	Drafting of Petition / Counter Affidavit	4000/-	6000/-	8000/-
2.	Drafting of Supplementary Affidavit / Rejoinder / Miscellaneous Applications	2000/-	3000/-	4000/-
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	4000/- 2000/-	6000/- 3000/-	8000/- 4000/-
4.	(a) For appearance when assisting Senior Council (b) When the case is adjourned	2000/- 1500/-	3000/- 2250/-	4000/- 3000/-
DISTRICT COURTS/LABOUR COURTS/CONSUMER FORUM/TRIBUNALS (Rs.)				
1.	(a) For all effective hearings/ pleadings (b) When the matter is adjourned	2000/- 1000/-	3000/- 1500/-	4000/- 2000/-
2.	Drafting of Petitions / Counter Affidavit	2000/-	3000/-	4000/-
3.	Drafting of Supplementary Affidavit/Rejoinder/Miscellaneous Applications	1000/-	1500/-	2000/-
MISCELLANEOUS CHARGES (Rs.)				
1.	For holding conference with the University Officials	2000/-	3000/-	4000/-
2.	Conference charges for briefing the senior counsel, as required.	2000/-	3000/-	4000/-
3.	Typing charges/Courier/Speed Post/Clerkage etc.	As per actual bill raised by the Council subject to a ceiling of 15% of the amount mentioned at A, B or C.		
4.	Drafting and Filing of Caveat Petition	3000/-		
5.	Vetting of Agreement/MoU/Lease / Contract Document etc.	4000/-	5000/-	6000/-
6.	Written Legal Opinion/Legal Notice	3000/-	4000/-	5000/-
7.	Inspection of files in various Courts/Commissions/Tribunals.	1000/-	1500/-	2000/-