

कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

आंचलिक कार्यालय, हरियाणा

डॉ० श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा संस्थान प्रशासन भवन

सेक्टर- 16A, ओल्ड फरीदाबाद, हरियाणा

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(Ministry of labour & Employment, Govt. of India)

**ZONAL OFFICE, HARYANA**

**Dr. Shyama Prasad Mookerjee Institute of Social Security Adm. Building**

**SECTOR-16A, OLD FARIDABAD-121002 (Haryana).**

**Email: [acc.hr@epfindia.gov.in](mailto:acc.hr@epfindia.gov.in) फोन/Phone: 0129-2227843, फैक्स/Fax- 0129-2227844**



### **NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES**

Zonal Office, Haryana, Employees' Provident Fund Organisation (EPFO), on behalf of the Central Board of Trustees, Employees' Provident Funds (EPF), statutory body under the Ministry of Labour & Employment, Government of India, proposes to engage Panel Counsel(s) to represent the Central Board of Trustees, EPF before various judicial fora viz. Punjab & Haryana High Court, Chandigarh, Delhi High Court, Delhi, CAT, Chandigarh, Central Government Industrial Tribunal (CGIT), Chandigarh and Delhi, State Consumer Disputes Redressal Commission (SCDRC), Panchkula, District Consumer Disputes Redressal Forum (District wise Haryana state) and Various lower courts of Haryana (District wise) like C.M.M., J.M., A.C.J.M., CJM, S.D.J.M.

The Practicing Advocates who are registered with Bar Council of India/State Bar council with 10 years of practicing experience are eligible for empanelment. The qualification, experience, Schedule of fees, other terms and conditions and the application format in which the application is to be submitted are available at [www.epfindia.gov.in](http://www.epfindia.gov.in).

Eligible practicing advocates may submit application in the format prescribed in Annexure-'A' & Annexure-'B' alongwith all supporting documents in a sealed envelope. The empanelment will be valid for the block year 2021-22 & 2022-23.

The Advocates who are on the existing panel of EPFO shall cease to be on the panel of EPFO after new panel is finalized against this notice. Therefore, they may also apply afresh in response to this notice. Applicants who want to apply for various courts, are required to submit court wise application separately.

The applications in the prescribed format alongwith supporting documents may be submitted in a sealed envelope by 16.00 hours within 15 days of publication of instant notice, on the following address:-

**The Additional Central Provident Fund Commissioner (Haryana)**

**Employees' Provident Fund Organisation**

**Zonal Office, Dr.Syama Prasad Mookerjee Institute of Social Security Adm, Building,  
Sector-16A, Old Faridabad-121002. (Haryana)**

Application for empanelment at EPFO does not confer any right/assurance whatsoever, to an applicant that he/she will be empanelled on the panel of EPFO. Letters to advocates confirming their empanelment will be issued by EPFO separately.

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**(Anita Sinha Dixit)**

**Additional Central PF Commissioner (Haryana)**

**Zonal Office, Faridabad**

## **GUIDELINES FOR EMPANELMENT OF ADVOCATES:**

Following are the guidelines provided to regulate the manner and procedure for empanelling the advocates to represent and assist EPFO before various courts and for regulating the referrals of the case and payment of fee / remuneration. These guidelines shall supersede all existing instructions in this regard, if any, and is subject to change without assigning any reason.

### **1. Eligibility of Empanelment:-**

Before filling the application form, the candidates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in EPFO mentioned herein below:-

- (i) Be enrolled / registered as an advocate with the State Bar Council.
- (ii) Have a minimum, relevant experience of 10 (Ten) years of handling Civil, Service, Labour matters, Arbitration matters and other cases before the court with a fair knowledge of Labour Laws with special reference to Employees' Provident Funds and Miscellaneous Provision, Act, 1952 (E.P.F. and M.P. Act,1952).

### **2. Tenure of Empanelment:-**

The empanelment will be valid for the block year 2021-22 & 2022-23. Performance of empanelled advocates shall be reviewed at regular intervals for continuance in the panel of Advocate.

### **3. Payment of Fee and other conditions:-**

- (i) The fee payable to the advocates shall be governed by the Schedule of fee annexed as **Annexure "C"** with these guidelines as amended from time to time by EPFO.
- (ii) 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 efforts put in by the advocate in a particular case.
- (iii) No retainer fee shall be paid to any panel advocate merely because such advocate has been empanelled.

### **4. Procedure for Empanelment:-**

- a. The applicant advocate must apply in the format prescribed by the Zonal Office, Haryana only. No other format will be entertained.
- b. An applicant advocate willing to be empanelled for more than one forum may apply separately for each forum.
- c. Any application received after the last date prescribed in the advertisement shall not be entertained. In case of submission of application through email, it has to be followed by hard copy with original signature of applicant, to be received by the stipulated date.

- d. No applicant advocate shall be called for interaction unless he / she satisfies the eligibility conditions and is shortlisted for the same.
- e. Depending upon the requirement and number of applications received, Zonal Office, Haryana reserves the right to shortlist the candidates to be called for interaction and to be empanelled.
- f. Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interaction and to be selected.
- g. The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- h. Canvassing in any form shall be treated as a disqualification. The candidature of such applicants shall be cancelled forthwith.
- i. The applicant advocate shall bring original documents at the time of interaction for verification.
- j. Letter to applicant advocates confirming their empanelment will be issued by Zonal Office, Haryana separately.
- k. Date and place of interaction will be intimated by e-mail to short-listed advocates.

## **5. Duties of the Empanelled Advocates:**

- a. The Advocate shall not advise any party or accept any case against the EPFO, CBT (EPF), any officer of EPFO 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 EPFO/ CBT (EPF).
- b. Timely appearance of the advocate to contest the cases for EPFO/CBT (EPF)/concerned officer of EPFO in the Court is a must. His / her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- c. Concerned Office of Zonal Office, Haryana sends the information to the panel advocates through e-mail regarding entrustment of a case and after receiving the e-mail, it is duty of the panel advocates to collect brief/ copy of petition alongwith assignment letter from the concerned office of Zonal Office at the earliest.
- d. Zonal Office, Haryana/EPFO is free to engage any advocate of its own choice and an empanelled advocate shall make no claim that he / she alone should be entrusted with EPFO's legal matter(s).
- e. 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, forthwith without waiting for the empanelment period to expire.
- f. The advocate shall accept the terms and conditions of empanelment as determined by EPFO from time to time.

- g. In order to ensure that there is effective check on the cases being conducted, the advocates on panel must report status of each case after each date of hearing. Failure to submit status report will be a ground for removal of the advocate concerned from the panel.
- h. In cases where on the request of the Union of India, Ministry of Labour & Employment 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 Labour & Employment.
- i. If required, the advocate shall render all assistance to Special or Senior Counsel engaged in a particular case before the CAT -Chandigarh Bench, High Court – Chandigarh and other judicial fora.
- j. The advocate shall keep concerned office of Zonal Office, Haryana/Regional Office informed and updated on important developments in the assigned cases, dates of hearing, orders of the court (on the date of its pronouncement), supplying copy of orders/ judgment etc.
- k. The advocate shall furnish monthly statement about the cases represented by him / her before the CAT (Chandigarh Bench), High Court (Chandigarh), DCDRF(Haryana), SCDRF(Haryana) or any other authority and their outcomes.
- l. When any case attended by him/her is decided against the Organisation, 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 (five) working days of the order (kuchha copy).
- m. 30% of the fees payable to the advocate shall be deducted if the certified copy of the judgment is not handed over to the Legal Cell of the concerned office/Zonal Office, Haryana within three days (excluding the time taken by the Court in preparation of the copy) from the date of judgment.

## **6. Removal from Panel:-**

Zonal Office, Haryana/EPFO 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 resign from the Organisation by serving one month's notice.

Empanelment is liable to be cancelled due to occurrence of any of the following on part of the advocate:-

- (i) Giving false information in the application for empanelment,
- (ii) Failing to attend hearing of the case without any sufficient reason and / or prior information,
- (iii) Not acting as per EPFO's instructions or going against specific instructions,
- (iv) Threatening, intimidating or abusing any of EPFO's employees, officers or representatives,
- (v) Passing on information relating to EPFO's case on to opposite parties or their advocates or any third party which is likely to cause any damage to EPFO's interest.

- (vi) Giving false or misleading information to EPFO relating to the proceedings of the case,
- (vii) Seeking frequent adjournments or not objecting to adjournments moved by other party without sufficient reason,
- (viii) Frequent absence from court proceedings even if "pass over" or proxy" is obtained by an advocate.

Encl: Annexure A, B & C.

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**(Anita Sinha Dixit)**  
**Additional Central PF Commissioner (Haryana)**  
**Zonal Office, Faridabad**

APPLICATION NO.

(To be filled by EPFO)

**APPLICATION FORM FOR EMPANELMENT IN EPFO, HARYANA ZONE  
(TO BE FILLED IN BY ALL APPLICANT ADVOCATES)**

To,

**The Additional Central Provident Fund Commissioner (Haryana)  
Zonal Office, Employees' Provident Fund Organisation  
Dr. Shyama Prasad Mookerjee Institute of Social Security Adm., Building,  
Sector-16A, Old Faridabad-121002 (Haryana)  
Phone: 0129-2227843**

<b>Name (in Block letter)</b>	
<b>Father's name</b>	
<b>Court for which applied</b>	
<b>CHECKLIST</b>	
List of documents attached (please ✓)	
Copy of all certificates & mark -sheets (Xth onwards)	
Experience Certificate	
Duly filled Annexure A & B	
Others (Please specify): 1.	
2.	

<b>PERSONAL DETAILS ( IN BLOCK LETTERS)</b>	
1. Name in full	
2. Father's/ Husband's name	
3. Date of Birth	
4. Age on (last date of receipt of application)	
5. Nationality	
6. Marital status	
7. Address for correspondence with PIN and phone nos.	

8 Permanent address with PIN and Phone nos.	
9 Address of office / chamber, if any with PIN and phone nos.	
10 Mobile number (s)	
11 e-mail ID:	
12. Are you related to any EPFO employee? If so, please give details (viz. Name, Designation, Place of work & relationship with the applicant):	

13. Details of Educational qualification (Commencing with Matriculation or equivalent examination):

Examination passed	Name of the Board/ University	Class or Division	% of Marks	Subjects	Year of passing
10 <sup>th</sup> /Matriculation					
12 <sup>th</sup> /Intermediate					
Graduation					
LLB/Law Graduate Degree					
Post Graduation					
Other Professional Qualifications					

14. 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	From	to
1.		
2.		

15. 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
1.		
2.		

16. If one or more advocates are associated as juniors of the applicant, their details be provided below:-

SL. No.	Name of the advocate	Enrolment no. with date
1.		
2.		

17. Infrastructural facilities available with the applicant be provided below {please tick (√) if available} :-

Office Space	Office Clerk	Steno/Typist	Support Staff	Laptop/ printer/ facility	Desktop/Computer Broadband internet

18. No. of cases relating to EPF and MP Act, 1952, if handled earlier:-

SL. No.	Title of case (Documentary proof must be attached)

19. Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark or mother 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

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

21. Details of Bank Account / Aadhaar Number be provided below:-

Bank Account Details (Bank, Account Number, Address of the ranch and IFSC code)	PAN Number	Aadhaar Number



22. 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 court

23. Whether any proceeding has ever been commenced 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

24. Any additional professional qualifications(s), which will further the candidature, including membership of professional societies, awards and honours etc. may be listed in the box below (Documentary proof should be attached):-

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### **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 information furnished by me is found to be false / incorrect, my candidature for empanelment will be treated as cancelled and matter will be referred to the appropriate authority for necessary action.
- 2). I also undertake to maintain absolute secrecy about the cases of EPFO as required under the relevant Act, Rules and Regulations.
- 3). I also undertake to return all case files and records to EPFO as and when required by EPFO.
- 4). I agree with the Fee Schedule notified by EPFO.

Signature of Advocate/ Applicant

Enrolment Number :

Date and Year of Enrolment:

e-mail ID:

Mobile Number:

Place:

Date:

APPLICATION NO. \_\_\_\_\_ (To be filled by EPFO)

**ADDITIONAL INFORMATION SHEET**

(To be filled in by existing Panel advocates, applying for fresh empanelment)

1. Name of Panel Advocate:
2. Empanelled for Supreme Court/High Court/EPFAT New Delhi/CGIT/any other forum  
\_\_\_\_\_
3. Duration in the Panel: \_\_\_\_\_
4. Total No. of cases allotted: \_\_\_\_\_
5. No. of cases Decided:-

In favour case title	Against	Remanded back
1.		
2.		

6. No. of cases pending: \_\_\_\_\_
7. Details of oldest pending with the advocate: \_\_\_\_\_
8. Special achievements, if any : \_\_\_\_\_
9. Remarks of applicant advocate, if any.

(Signature and name of the applicant)

Place:-

Date:-