

Through Email



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)
अपर केन्द्रीय भविष्य निधि आयुक्त कार्यालय, (बिहार एवं झारखंड)



Additional Central Provident Fund Commissioner Office (Bihar and Jharkhand)
भविष्य निधि भवन / Bhavishyanidhi Bhawan
आर० ब्लॉक, रोड नं०-६, पटना-८०० ००१/R, Block, Road No – 6, Patna – 800 001
दूरभाष Phone no.0612 – 2506186, ईमेल E-mail : acc.brjh@epfindia.gov.in

पत्रसं० / Letter No: E-51564/ZO/(BR&JH)/Legal/Empanelment of Adv./2022/ 461 दिनांक / Date: 20/07/2022

To,

The Regional P. F. Commissioner-I
EPFO, National Data Centre,
NDC, Dwarka, New Delhi – 110075


Sub: Notice Inviting Applications for Empanelment of Advocates with respect to Bihar & Jharkhand, Zone for the Block year 2022-23 to 2024-25– for EPFO website uploading – Regarding.

Sir,

With reference to above cited subject, please find enclosed Guidelines along with enclosure (Annexure A & B) for inviting application for Empanelment of Advocates for the Block year 2022-23 to 2024-25 Bihar & Jharkhand Zone with a request to upload the enclosed attachment on EPFO –WEBSITE www.epfindia.gov.in under intimation to this office.

Yours faithfully,

Encl.: As above.


(M.S.Arya)
Regional Provident Fund Commissioner-I
Zonal Office, Patna



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)

अपर केन्द्रीय भविष्य निधि आयुक्त कार्यालय, (बिहार एवं झारखंड)

Additional Central Provident Fund Commissioner Office (Bihar and Jharkhand)

भविष्य निधि भवन / Bhavishyanidhi Bhawan

आर० ब्लॉक, रोड नं०-6, पटना-800 001 / R, Block, Road No - 6, Patna - 800 001

दूरभाष **Phone no.0612 - 2506186**, ईमेल **E-mail : acc.brjh@epfindia.gov.in**



Through Email

पत्रसं० / Letter No: E-51564/ZO/(BR&JH)/Legal/Empanelment of Adv./2022/ 460 दिनांक / Date: 20/07/2022

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES
FOR THE COURTS SITUATED UNDER STATE OF BIHAR & JHARKHAND
FOR BLOCK YEAR 2022-23 TO 2024-25**

Employees' Provident Fund Organisation (EPFO), a statutory body of the Ministry of Labour & Employment, Government of India proposes to engage Panel Counsel (s) for Block Year 2022-25, to represent the Central Board, EPF before different judicial fora under State of Bihar & Jharkhand.

2 Eligible practicing advocates who are not in the existing panel of EPFO may submit application in the format - Annexure 'A'. The Advocates who are on the existing panel of EPFO should apply afresh in the format at Annexure 'B'. Applications along with all supporting documents should be sent in a sealed envelope to :-

Regional Provident fund Commissioner-I (Legal),
Employees' Provident Fund Organisation,
O/o Addl. Central Provident Fund Commissioner(BR&JH)
Bhavishya Nidhi Bhawan, 3rd Floor, R, Block, Road No.6
Patna-800 001(Bihar)

The envelope should be superscribed as following :

"Application for Empanelment of Advocate for (mention name & place of Court)"

3. The guidelines regarding qualification, experience, other terms & conditions, Application Forms (Annex 'A' & 'B') are available along with this advt. at EPFO Website www.epfindia.gov.in.

4. The last date of receiving Applications in the prescribed format along with supporting documents is 12.08.2022 till 05:00PM. Duly filled in application shall be accepted through Speed Post or by Hand only. Any application received after the said date and time or sent by

email will be rejected.

5. 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. The list of selected advocates will be made available on EPFO website www.epfindia.gov.in. Letters to advocates confirming their empanelment will be issued by EPFO separately.



(M.S.ARYA)

Regional P.F. Commissioner-I(Legal)
Zonal Office(BR&JH)
Patna, Bihar



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)

अपर केन्द्रीय भविष्य निधि आयुक्त कार्यालय, (बिहार एवं झारखंड)

Additional Central Provident Fund Commissioner Office (Bihar and Jharkhand)

भविष्य निधि भवन / Bhavishyanidhi Bhawan

आर० ब्लॉक, रोड नं०-६, पटना-८०० ००१ / R, Block, Road No - 6, Patna - 800 001

दूरभाष Phone no. 0612 - 2506186, ईमेल E-mail : acc.brjh@epfindia.gov.in



Through Email

पत्रसं० / Letter No: E-51564/ZO/(BR&JH)/Legal/Empanelment of Adv./2022/ 460 दिनांक / Date: 20/07/2022

**ब्लॉक वर्ष 2022-23 से 2024-25 के लिए बिहार या झारखंड राज्य के विभिन्न न्यायालयों में
अधिवक्ताओं के पैनल के लिए आवेदन आमंत्रित करने संबंधी नोटिस**

कर्मचारी भविष्य निधि संगठन (कभनिस), श्रम और रोजगार मंत्रालय, भारत सरकार का एक सांविधिक निकाय, बिहार एवं झारखंड राज्य के विभिन्न न्यायालयों के समक्ष केंद्रीय बोर्ड, कभनि का प्रतिनिधित्व करने के लिए ब्लॉक वर्ष 2022-25 के लिए पैनल अधिवक्ताओं को नियुक्त करने का प्रस्ताव करता है।

2. योग्य अधिवक्ता जो कभनिस के लिए बिहार एवं झारखंड राज्य के मौजूदा पैनल में नहीं हैं, वे अनुलग्नक 'ए' प्रारूप में आवेदन जमा कर सकते हैं। अधिवक्ता जो कभनिस के लिए बिहार एवं झारखंड राज्य के मौजूदा पैनल में हैं, वे अनुलग्नक 'बी' के प्रारूप में नए सिरे से आवेदन करें। सभी संबंधित दस्तावेजों के साथ आवेदन एक सीलबंद लिफाफे में भेजे जाने चाहिए: -

क्षेत्रीय भविष्य निधि आयुक्त- I (विधि),
कर्मचारी भविष्य निधि संगठन,
अपर केन्द्रीय भविष्य निधि कार्यालय
भविष्य निधि भवन, तृतीय तल, आर ब्लॉक, रोड नंबर-6
पटना-800001(बिहार)

लिफाफे के ऊपर निम्नलिखित लिखा होना चाहिए:

"बिहार या झारखंड राज्य के (कोर्ट का नाम और स्थान) के लिए अधिवक्ता के पैनल हेतु आवेदन"

3, योग्यता, अनुभव, अन्य नियम और शर्तें, आवेदन प्रारूप (अनुलग्नक 'ए' और 'बी') के संबंध में दिशानिर्देश इस विज्ञापन के साथ कभनिस की वेबसाइट www.epfindia.gov.in पर उपलब्ध हैं।

4. संबंधित दस्तावेजों के साथ निर्धारित प्रारूप में आवेदन प्राप्त करने की अंतिम तिथि 12.08.2022, 05:00 बजे (अपराह्न) तक है। पूर्ण रूप से भरे गए आवेदन केवल स्पीड पोस्ट या ब्यक्तिगत माध्यम से (कार्यालय अवधि में) ही स्वीकार्य किए जायेंगे। कोई भी आवेदन अंतिम तिथि एवं समय के बाद या ईमेल के माध्यम से प्राप्त होने पर निरस्त कर दिया जायेगा।

5 कभनिसं में पैनल में शामिल होने के लिए आवेदन किसी आवेदक को कोई अधिकार/आश्वासन प्रदान नहीं करता है कि उसे कभनिसं के पैनल में शामिल किया जाएगा। चयनित अधिवक्ताओं की सूची कभनिसं की वेबसाइट www.epfindia.gov.in पर उपलब्ध कराई जाएगी। कभनिसं द्वारा पैनल में शामिल होने वाले अधिवक्ताओं की पुष्टि करने संबंधी पत्र अलग से जारी किए जाएंगे।

भवदीय,



(मधु श्याम आर्या)

क्षेत्रीय भ.नि. आयुक्त-1 (विधि)

अंचल कार्यालय (बिहार एवं झारखंड)

पटना, बिहार



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. of India)



अपर केन्द्रीय भविष्य निधि आयुक्त कार्यालय, बिहार एवं झारखंड

Additional Central Provident Fund Commissioner Office (Bihar and Jharkhand)

भविष्य निधि भवन / Bhavishyanidhi Bhawan

आर० ब्लॉक, रोड नं०-६, पटना-८०० ००१/R, Block, Road No – 6, Patna – 800 001

दूरभाष Phone no.0612 – 2506186, ईमेल E-mail : acc.brjh@epfindia.gov.in

GUIDELINES
EMPANELMENT OF ADVOCATES
[2022-23 to 2024-25]

1. GENERAL

- i. In order to effectively defend the cases before various legal foras, EPFO has its own set of panel advocates. The schedule of fees payable to them shall be as prescribed by EPFO. Further, lawyers appointed by Department of Legal affairs are not engaged by EPFO as it may not exercise any control or coordination with advocates appointed by the Department of Legal Affairs.
- ii. Empanelment will only confer a right to be considered for legal work, if any, and not bind EPFO to award or give work to any Advocate, so empanelled, at any point of time during the term of engagement.
- iii. The allocation of cases/legal work shall be at the sole discretion of officers so authorized by EPFO.
- iv. Upon termination or non-renewal of term of empanelment, as the case may be, the Advocate shall return the brief(s) allocated to the Advocate by EPFO along with all other documents/records connected thereto with no objection certificate, if so required. No Advocate shall have the right to represent EPFO or undertake any activity upon expiry or termination of the term of engagement.
- v. Cases involving similar issues/points of law or otherwise interlinked or clubbed may be entrusted to the same Advocate as far as possible.
- vi. The empanelled Advocates shall not delegate cases and shall 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 EPFO, if required.
- vii. The empanelled Advocates shall not use EPFO's name, logo, symbol, etc. on their letterhead, signboard, nameplate, pamphlets, etc., such as 'Legal Advisor of EPFO', 'Advocate of EPFO', etc. No empanelled Advocate shall represent

himself as the Standing Counsel of EPFO before any court or forum unless specified as such by EPFO.

- viii. The Advocate shall ensure efficient and effective professional services and bestow commensurate attention in relation to matters of EPFO and conduct himself at all times in accordance with the Advocates Act, 1961 and rules laid down by the Bar Council of India, including rules regarding code of conduct and ethics.
- ix. The Advocate, while pursuing any case on behalf of EPFO, shall not act without instructions of EPFO and inform EPFO about the proceedings of each hearing by reporting mail and furnish copy of orders of each date without which the EPFO may not settle bills of payment.
- x. The Advocate shall not seek any adjournment without any valid or cogent reasons. Under no circumstances, the matters entrusted by EPFO should go unattended before the Court, which shall be viewed as serious violation of conditions of empanelment and may entail taking back the brief or cancellation of such empanelment.
- xi. The performance of each empanelled Advocate shall be subject to periodical review in such form as may be prescribe in this behalf by the Competent Authority.
- xii. The empanelled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of EPFO 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 have his empanelment cancelled immediately without further notice.
- xiii. Refusal of any empanelled Advocate to take up a matter on behalf of EPFO, without proper justification or grounds, shall entail cancellation/withdrawal of engagement.
- xiv. EPFO 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/law . The Advocates shall in full accept the terms and conditions of the empanelment as determined by EPFO from time to time.
- xv. The Advocate should have an office at the place where empanelment is sought. The Advocate should have adequate infrastructure in terms of accessible office, chambers, library, manpower, etc. which shall be considered at all times.
- xvi. The Advocate should have excellent communication skills.
- xvii. The applications of Advocates should be shortlisted on such basis as may be decided by the EPFO. The shortlisted advocates may be called for further interaction before finalization of their empanelment. No TA/DA will be admissible for attending such interaction.

- xviii. EPFO reserves the right to accept or reject any application without assigning any reason or to postpone or cancel the entire process, if necessary.
- xix. 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 may be engaged to argue the cases on behalf of EPFO keeping in view the importance of the matter. The Competent Authority in these cases shall be the Central Provident Fund Commissioner or any officer so authorized by Central Provident Fund Commissioner.

2. ELIGIBILITY CRITERIA FOR EMPANELMENT

- i. The Advocate should have a Bachelor Degree in Law from a recognized university.
- ii. The Advocate should be enrolled/ registered as an advocate with a Bar Council.
- iii. The Advocates are required to have the minimum professional/court practice experience of minimum 7 years for High Courts and other Courts in the State.
- iv. However, the Central Provident Fund Commissioner may relax the experience or prescribe any other additional qualification or condition as deemed fit.

3. TENURE OF PANEL

In the interest of continuity and stability, ordinarily the panel shall be constituted for a period of 3 years (2022-23 to 2024-25). However, for the reasons to be recorded in writing the panel can be discontinued before expiry of the term.

4. SIZE OF PANEL

- i. In order to effectively and closely monitor the advocates, there is a need to fix the limit on the size of the panel. Further, there is also a need for fixing the limit of cases per advocate so that all the advocates get proportionate work. However, for the best performing advocates, relaxation can be made by the Officer In-charge (OIC) in Regional Offices (RO) and ACC(Zone) & ACC HQ Legal in Head Office.
- ii. The size of the panel in Zone should be so decided that one advocate is allocated around 20-30 cases depending on the work load. However, for reasons to be recorded and based on good performance of an advocate, additional cases can be assigned with the approval of OIC in ROs and ACC(Zone) & ACC HQ Legal in Head Office. The maximum size of panel should not exceed 50-60 advocates and minimum 5 advocates.

5. PAYMENT OF FEE AND OTHER CONDITIONS

- i. The fee payable to the Advocates shall be such as prescribed by EPFO, from time to time.
- ii. EPFO 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.

6. GENERAL PROCEDURE FOR EMPANELMENT

- i. The applicant advocate must apply in such form/format as may be prescribed by EPFO. No other form/format will be entertained.
- ii. Depending upon the requirement and number of applications received, EPFO reserves the right to shortlist the candidates to be called for interaction and to be empanelled.
- iii. Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interaction and to be selected.
- iv. The decision of EPFO regarding short listing and selection of the candidates shall be final.
- v. Canvassing in any form shall be treated as disqualification. The candidature of such applicants shall be cancelled forthwith.
- vi. The date-time, venue and mode of interaction shall be communicated by E-mail.
- vii. The applicant advocate may be required to bring original documents at the time of interaction.
- viii. The list of selected advocates will be made available in public domain by EPFO. The applicant advocates selected for empanelment may be issued electronic or written communication by EPFO separately.

7. DOCUMENTS TO BE SUBMITTED BY THE ADVOCATE

The Advocates will be required to furnish such documents along with the application as may be prescribed by the Competent Authority. Generally such documents shall include

- a. Copy of Law Degree and other qualifications;
- b. Copy of Registration Certificate Issued by the Bar Council;
- c. Copy of Identity Card issued by the Bar Association;
- d. Copy of ID Proof;
- e. Copies of 10 judgments where the Advocate has appeared as pleader;
- f. Copies of Empanelment Letter issued by other Authorities/entities in favour of the Advocate;
- g. Resume' with a brief profile of experience, background, education, list of clients and nature of cases dealt with;
- h. Two recent coloured passport size photographs;
- i. Copy of Income Tax Returns for last two financial years.

8 . DUTIES OF THE EMPANELLED ADVOCATES

- i. The Advocate shall not advise any party or accept any case against EPFO in which he/she appeared or is likely to be called upon to appear for or advise which is likely to affect or lead to litigation against EPFO.
- ii. Timely appearance of the Counsel to contest the cases for 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.
- iii. EPFO 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 the brief/copy of petition along with assignment letter from the concerned office of EPFO at the earliest.
- iv. EPFO is free to engage any advocate of its own choice and an empanelled Advocate shall make no claim that he/she alone would be entrusted with EPFO's legal matter (s).
- v. 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.
- vi. The advocates shall accept the terms and conditions of the empanelment as determined by EPFO from time to time.
- vii. 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 ground for removal of the name of the lawyer concerned from the panel.
- viii. 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.
- ix. If required, render all assistance to Special or Senior Counsel engaged in particular cases before the Supreme Court or any other judicial body. If required, the advocate may be assigned matters to defend interest of CBT, EPF/EPFO before various legal forums within/out-side Delhi.
- x. Keep EPFO 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.

- xi. Furnish monthly statement about the cases represented by him/her before the different judicial fora and their outcomes.
- xii. When any case attended by him/her is decided against the Organization, 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 (Kuchha Copy).
- xiii. 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 of EPFO within three days (excluding the time taken by the Court in preparation of the copy) from the date of judgment.

9. RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS

- i. 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 empanelled Advocate of EPFO.
- ii. An Advocate shall not advise any party or accept any case against EPFO in which he has appeared or is likely to be called upon to appear or advice.

10. CANCELLATION OF EMPANELMENT

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

- i. Giving false information in the application for empanelment;
- ii. Failing to attend the 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 the EPFO's employees, officers, or representatives;
- v. Passing on information relating to EPFO's case on to the opposite parties or their advocates or any third party which is likely to cause any damage to the EPFO's interests;
- vi. Giving false or misleading information to EPFO relating to the proceedings of the case; and
- vii. Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

- viii. Frequent absence from the court proceedings even if “pass over” or “proxy” is obtained by an advocate.
- ix. Poor performance of panel Advocate assessed by the monitoring committee.

Further, EPFO 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

11. 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 EPFO shall be final.

12. RELAXATION OF ANY TERMS AND CONDITIONS

Central Provident Fund Commissioner shall have the power to relax any terms and conditions prescribed in this chapter.

13. LAST DATE.

The last date for receipt of application shall be 12th August, 2022. Applications may be sent by Speed Post or be received by hand. Any application received after 5PM on 12th August, 2022 or sent by email will be rejected.

Application form for new advocates

APPLICATION NO. _____ (To be filled by EPFO)

APPLICATION FORM FOR EMPANELMENT FOR HIGH COURT(PATNA OR RANCHI), CGIT-1&2, DHANBAD, CAT(PATNA OR RANCHI), SCDRC(PATNA OR RANCHI), DCDRF, DISTRICT/LOWER COURTS IN EPFO (TO BE FILLED IN BY ALL NEW APPLICANT ADVOCATES -FOR BLOCK YEAR-2022-23 to 2024-25

To,

Regional Provident Fund Commissioner (Legal)
Employees' Provident Fund Organisation,
Zonal Office, Bihar & Jharkhand
Bhavishya Nidhi Bhawan, 3rd Floor,
R-Block, Road No.6, Patna-800 001.

Name (in Block letter)				
Father's Name (in Block letter)				
Court for which Applied	SL.NO	NAME OF COURTS	Place of the Court	Tick mark the court for which you intend to apply.
	A.	HIGH COURT	PATNA	
			RANCHI	
	B.	CGIT, DHANBAD	CGIT-1&2, DHANBAD	
	C.	CAT	PATNA	
			RANCHI	
	D.	SCDRC	PATNA	
			RANCHI	
	E.	DCDRF (PL. SPECIFY THE NAME OF DISTRICT).	1. 2. 3. 4.	
	F.	DIST. / LOWER COURTS (PL. SPECIFY THE NAME OF DISTRICT).	1. 2. 3. 4.	

Note: The candidates shall be considered for empanelment only for the courts opted by them. Therefore, tick mark the columns with caution.

PERSONAL DETAILS (In Block Letters)

1.	Name in Full (in block letters)	
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 / Mobile No.	
8.	Permanent Address with PIN and Phone / Mobile No.	
9.	Address of Office / Chamber, if any, with PIN and Phone / Mobile No.	
10.	Bar Council Enrollment number (please attach a copy)	
11.	Mobile Number (s)	
12.	Email ID	
13.	Are you related to any EPFO employee? If so, please give details (Viz., Name, Desig., place of work & relationship with the applicant)	

14. Details of Educational qualification (commencing with the matriculation or equivalent examination)

Examinations Passed	Name of the Board/ University	Name of institution	Class or Division	% of Marks	Subjects	Year of Passing
10 th / Matriculation						
12 th / Intermediate						
Graduation						
LLB / Law Graduate Degree						
Post - Graduation						
Other Professional Qualifications						

15. Whether the applicant is currently on the Panel of any other Government Department / PSU/ Statutory Body/ Autonomous Body etc., and if yes, furnish 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.		
3.		
4.		

16. 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.		

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

Sr. No.	Name of the Advocate	Enrolment No. with date

18. Infrastructural facilities available with the applicant (please tick if available) be provided below:

Sr.No.	Office Space	Office clerk	Steno / Typist	Support Staff

19. No. of Cases handled at various judicial forums (last five years):-

Name of Court	Year	Number of cases won	Number of cases lost	Number of remanded back cases	No. of pending cases
Supreme Court					
High Court					
CAT					
Others (please specify)					

20. 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

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

Bank Account Details (Bank Name, Account No., Address of the Branch and IFSC Code)	PAN Number	Aadhaar Number

22. Annual Income for the last two years.

Sl. No.	Financial year	Annual Income

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	Findings made by the Disciplinary Committee

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

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

25. Any additional professional qualification(s), which will further the candidature, including membership of professional societies, awards and honours etc. may be listed in the box below (Documentary proofs may be attached):

--

26. DOCUMENTS TO BE ENCLOSED:

- a. Copy of Law Degree and other qualifications;**
- b. Copy of Registration Certificate Issued by the Bar Council;**
- c. Copy of Identity Card issued by the Bar Association;**
- d. Copy of ID Proof;**
- e. Copies of 10 judgments where the Advocate has appeared as pleader;**
- f. Copies of Empanelment Letter issued by other Authorities/entities in favour of the Advocate;**
- g. Resume' with a brief profile of experience, background, education, list of clients and nature of cases dealt with;**
- h. Two recent coloured passport size photographs;**
- i. Copy of Income Tax Returns for last two financial years.**

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 EPFO as required under the Act, Rules and Regulations thereunder.

3. I also undertake to abide by the terms and conditions of engagement.

4. I also undertake to return all cases filed and records to the EPFO as and when required by EPFO.

5. I agree with the Fee Schedule notified by EPFO.

Signature of Advocate

Place:

Date:

Enrolment Number _____

Mobile Number _____

Email I.D. _____

Application format for existing advocates

APPLICATION NO. _____ (To be filled by EPFO)

To,

Regional Provident Fund Commissioner(Legal)
Employees' Provident Fund Organisation,
Zonal Office, Bihar & Jharkhand
Bhavishya Nidhi Bhawan, 3rd Floor,
R-Block, Road No.6, Patna-800 001.

INFORMATION SHEET

(To be filled in by existing Panel advocates and applying for fresh Empanelment-FOR BLOCK YEAR-2022-23 to 2024-25.

1. Name of the Panel Advocate :

2. Bar Council Enrolment Number and date of registration
(Please attach a copy)

3. Presently Empanelled for HC/CAT/CGIT/SCDRC/DCDRF/DIST.COURT / LOWER COURTS:

4. Duration in the Panel :

5. Court for which applied for :

SL.NO	NAME OF COURTS	Place of the Court	Tick mark the court for which you intend to apply.
A.	HIGH COURT	PATNA	
		RANCHI	
B.	CGIT, DHANBAD	CGIT-1&2, DHANBAD	
C.	CAT	PATNA	
		RANCHI	
D.	SCDRC	PATNA	
		RANCHI	
E.	DCDRF (PL. SPECIFY THE NAME OF DISTRICT).	1. 2. 3. 4.	
F.	DIST. / LOWER COURTS (PL. SPECIFY THE NAME OF DISTRICT).	1. 2. 3. 4.	

Note:The candidates shall be considered for empanelment only for the courts opted by them. Therefore, tick mark the columns with caution.

6. No. of cases handled (EPFO) (Last 2 years):-

Name of the Court	Year	No. of Cases assigned (opening balance)	No. of fresh cases allotted	No. of cases won	No. of cases lost	No. of remanded back cases	No. of Pending cases (closing balance) (As on date)
High Court							
CAT							
Others (please specify)							

7. Annual Income for the last two years.

Sl. No.	Financial year	Annual Income

8. 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	Findings made by the Disciplinary Committee

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

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

10. Name and Designation of relatives / spouse in EPFO :

Sl.No.	Name of the relative in EPFO and his / her Place of posting & designation	Relation

11. Details of oldest pending with the advocate:

12. Special achievements, if any (please add page if required)

13. Remarks of applicant advocate, if any

UNDERTAKING

- A. 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.
- B. I also undertake to maintain absolute secrecy about the cases of the EPFO as required under the Act, Rules and Regulations thereunder.
- C. I also undertake to abide by the terms and conditions of engagement.
- D. I also undertake to return all cases filed and records to the EPFO as and when required by EPFO.
- E. I agree with the Fee Schedule notified by EPFO.

Signature of Advocate

Place:

Date:

Enrolment Number _____

Mobile Number _____

Email I.D. _____