



सत्यमेव जयते

## कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, रायपुर, छत्तीसगढ़, Regional Office, Raipur, CHHATTISGARH  
ब्लॉक-डी, स्कीम-32, इन्दिरा गांधी व्यावसायिक परिसर, पंडरी, रायपुर (छ.ग.) - 492004  
Block 'D' Scheme No.32, I.G. V. Parisar, Pandri, RAIPUR (C.G) - 492004



Telefax/टेलिफैक्स-0771-2583892/97 Email/ईमेल [ro.raipur@epfindia.gov.in](mailto:ro.raipur@epfindia.gov.in)

No.कभानिस./क्षेका/रायपुर/242/Vol-IV

दिनांक: 14.01.2022

### प्रेस विज्ञप्ति

#### अधिवक्ताओं के इमपैनलमेंट के लिए आवेदन आमंत्रित करने संबंधी नोटिस

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय रायपुर, छत्तीसगढ़, केंद्रीय न्यासी बोर्ड कर्मचारी भविष्य निधि (श्रम एवं रोजगार मंत्रालय, भारत सरकार के अंतर्गत एक सांविधिक निकाय), की ओर से केंद्रीय बोर्ड, कर्मचारी भविष्य निधि एवं इससे संबद्ध अधिकारियों के, उच्च न्यायालय छत्तीसगढ़, केंद्र सरकार औद्योगिक अधिकरण (CGIT), जबलपुर (मध्य प्रदेश), जिला उपभोक्ता विवाद प्रतितोषण आयोग (DCDRC), छत्तीसगढ़ राज्य उपभोक्ता विवाद प्रतितोषण आयोग (SCDRC) छत्तीसगढ़, केंद्रीय प्रशासनिक अधिकरण (CAT) बिलासपुर/जबलपुर एवं छत्तीसगढ़ राज्य के जिला न्यायालय तथा अन्य अधीनस्थ न्यायालयों में प्रतिनिधित्व के लिए अधिवक्ताओं के पैनल काउंसिल के गठन का प्रस्ताव रखती है।

ऐसे कार्यरत अधिवक्ता, जो बार काउंसिल ऑफ़ इंडिया/राज्य बार काउंसिल में पंजीकृत हों, इमपैनलमेंट हेतु पात्र हैं। योग्यता, अनुभव, शुल्क, अनुसूची, अन्य नियम एवं शर्तें तथा आवेदन प्रारूप जिसके माध्यम से आवेदन किया जाना है, संगठन की अधिकारिक वेबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) पर परिपत्र दिनांक 03.05.2017 (क्रम संख्या 53 पर 'कार्यालय उपयोग के लिए' शीर्षक के अंतर्गत उपलब्ध है।

ऐसे अधिवक्ता, जो क.भ.नि.सं. के वर्तमान पैनल में हैं, इस नोटिस के माध्यम से गठित नए पैनल के पश्चात वर्तमान पैनल में पूर्व पैनल के अधिवक्ता की मान्यता स्वमेव समाप्त हो जाएगी। अतः वे इस नोटिस के सन्दर्भ में पुनः आवेदन दे सकते हैं।

पात्र कार्यरत अधिवक्ता, अनुलग्नक 'ए' एवं अनुलग्नक 'बी' में निर्दिष्ट, निर्धारित प्रारूप में सभी सहायक दस्तावेजों के साथ बंद लिफाफे में निम्न पते पर अपना आवेदन प्रेषित करें :-

क्षेत्रीय भविष्य निधि आयुक्त (विधि)

कर्मचारी भविष्य निधि संगठन

क्षेत्रीय कार्यालय, रायपुर, छत्तीसगढ़

ब्लॉक 'डी', योजना क्रमांक 32,

इन्दिरा गाँधी व्यावसायिक परिसर, रायपुर (छ.ग.) - 492 004

लिफाफे पर 'अधिवक्ताओं के इमपैनलमेंट, क्षेत्रीय कार्यालय, रायपुर, छत्तीसगढ़ हेतु आवेदन - ब्लॉक वर्ष 2022-2024' स्पष्ट रूप से लिखें।

जैसी भी स्थिति हो, क.भ.नि.सं. के लिए इमपैनलमेंट हेतु आवेदन को किसी आवेदन/आवेदिका के क.भ.नि.सं. के पैनल के लिए अधिकार/आश्वासन के रूप में नहीं माना जाएगा।

क.भ.नि.सं. द्वारा अधिवक्ताओं को पैनल में नामित किये जाने संबंधी पत्र पृथक रूप से जारी किया जाएगा। इस संबंध में सक्षम प्राधिकारी का निर्णय अंतिम माना जाएगा तथा इस संदर्भ में किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा।

आवेदन प्राप्ति की अंतिम तारीख दिनांक 24.01.2022.

(जय शंकर प्रसाद)

क्षेत्रीय भविष्य निधि आयुक्त - II (विधि)



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
Ministry of Labour & Employment, Govt. of India  
क्षेत्रीय कार्यालय, रायपुर, छत्तीसगढ़, Regional Office, Raipur, CHHATTISGARH  
ब्लॉक-डी, स्कीम-32, इन्दिरा गांधी व्यावसायिक परिसर, पंडरी, रायपुर (छ.ग.) - 492004  
Block 'D' Scheme No.32, I.G. V. Parisar, Pandri, RAIPUR (C.G) – 492004



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No.EPF/RO/RPR/Legal Cell/F.242/Vol-IV

Date 14.01.2022

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF  
ADVOCATES FOR BLOCK YEAR 2022-2024**

Employees' Provident Fund Organisation (EPFO) Regional Office, Raipur, Chhattisgarh on behalf of the Central Board of Trustees, Employees' Provident Fund, (a Statutory body of the Ministry of Labour & Employment, Government of India,) proposes to engage Panel Counsel(s) to represent the Central Board, Employees Provident Fund and Officers associated with it before the High Court of Chhattisgarh, Central Government Industrial Tribunal, Jabalpur (Madhya Pradesh), State Consumer Disputes Redressal Commission (SCDRC) Chhattisgarh, District Consumer Disputes Redressal Commission (DCDRC) Chhattisgarh, National, CAT Bilaspur/Jabalpur and District Court and its subordinate Courts of Chhattisgarh.

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 is available on official website [www.epfindia.gov.in](http://www.epfindia.gov.in) vide circular dated 03.05.2017 (at SN 53 under "for office use" category)

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.

Eligible practicing advocate must submit application in the format prescribed in Annexure "A" and Annexure "B" alongwith all supporting documents in a sealed envelope to :-

**The Regional Provident Fund Commissioner (Legal)  
Employees' Provident Fund Organisation,  
Regional Office, Raipur Chhattisgarh  
Block 'D' Scheme No.32, I.G.V.P Parisar,  
RAIPUR (C.G) - 492004**

The envelope should be superscribed as follows: -

***"Application for Empanelment of Advocate, RO, Raipur for the Block Year – 2022-2024"***

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. The decision of Competent Authority shall be final and no communication in this matter shall be entertained.

**Last Date of receiving application is 24.01.2022.**

(Jai Shankar Prasad)  
Regional P.F.Commissioner- II

## **GUIDELINES FOR EMPANELMENT OF ADVOCATES**

Following guidelines are designed to provide and regulate the manner and procedure for empanelling the advocates to represent and assist EPFO before various courts and for regulating the referrals of the cases 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:-

#### **(a) Qualification and experience for conducting cases before the High Court-**

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

#### **(b) Qualification and experience for conducting cases before CGIT-cum-Labour Court / State Consumer Redressal Commission, District Courts, Lower Courts and Consumer Fora:-**

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

### **2. Tenure of Empanelment**

The initial empanelment will be for the period upto 31.03.2024 Performance of empanelled advocates shall be reviewed at regular interval for continuance in the panel of Advocates.

### **3. Payment of Fee and other Conditions**

- (i) The fee payable to the Advocates shall be governed by the guidelines as amended from time to time.
- (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 on the format prescribed by the EPFO only. No other format will be entertained.
- (b) An applicant advocate willing to be empanelled for more than one forum (i.e. for High Court or CGIT-cum-Labour Court, State Consumer Disputes Redressal Commission, District Courts, Lower Courts and Consumer Fora) may apply separately for each forum in separate envelope superscribed as mentioned earlier.
- (c) Any application received after the last date prescribed in the advertisement shall not be entertained.
- (d) No applicant advocate shall be called for interaction/interview unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- (e) Depending upon the requirement and number of applications received, EPFO reserves the right to shortlist the candidates to be called for interaction/interview and to be empanelled.
- (f) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interaction/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 disqualification. The candidature of such applicants shall be cancelled forthwith.
- (i) The applicant advocate shall bring original documents at the time of interaction.
- (j) The list of selected advocates will be made available on EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in) Letter to applicant advocates confirming their empanelment will be issued by EPFO separately.

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

1. The Advocate shall not advise any party or accept any case against the 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 the EPFO.
2. 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.
3. 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.
4. 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 trusted with EPFO's legal matter(s).
5. 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.
6. The advocates shall accept the terms and conditions of the empanelment as determined by the EPFO from time to time.

7. 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.
8. 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.
9. If required, render all assistance to Special or Senior Counsel engaged in particular cases before the Supreme Court and other judicial bodies.
10. 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.
11. Furnish monthly statement about the cases represented by him/her before the High Court/ CGIT-cum-Labour Court or any other authority and their outcomes.
12. 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 working days of the order (Original Copy).
13. 30% if 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.

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

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 organisation by serving one month's notice.

Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate.

- (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 the 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 "passover" or "proxy" is obtained by an advocate.

APPLICATION No. ----- (To be filled by EPFO)

**APPLICATION FORM FOR EMPANELMENT IN EPFO**

(TO BE FILLED IN BY ALL APPLICANT ADVOCATES)

To,

Regional Provident Fund Commissioner - II (LEGAL),  
Employees' Provident Fund Organisation,  
Regional Office, Raipur, Block -D, Scheme - 32,  
Indira Gandhi Vyavsaik Parisar, Pandri,  
Raipur (C.G.) 492004

Name (in Block letter)	
Father's Name (in Block letter)	
Court for which Applied	
<b>CHECKLIST</b>	
List of documents attached (please tick)	
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 No.	
8.	Permanent Address with PIN and Phone No.	
9.	Address of Office/Chamber, if any, with PIN and Phone No.	
10.	Email ID	
11.	Are you related to any EPFO employee? If so, please give details (Viz. Name, Desig., place of work & relationship with the applicant.	

**12. Details of Educational qualification  
(Commencing with the Matriculation or equivalent examination)**

Examinations 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					

13. 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.		

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

Name of the Court/Judge	Period of Research	Supporting documents
1.		
2.		

15 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.		

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

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

17. No. of Cases relating to EPF & MP Act' 1952, if handled earlier:-

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



18. 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 judgement wherein his/her name is recorded as advocate for one of the parties (Copy of order/judgement be attached as proof):-

Name of the Court	Case title	Nature of Judgement

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

20. 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

21. 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
1.		
2.		

22. 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
1.		
2.		

23. 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):

**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 there under.
- c. I also undertake to return all cases filed and records to the EPFO as and when required by EPFO.
- d. I agree with the Fee Schedule notified by EPFO.

Place -

Date -

Signature of Advocate  
Enrolment Number  
Mobile Number

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 the Panel Advocate:- .....
- 2. Empaneled for:(Name of Court, Bench/District) .....
- .....
- 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: - .....

Place:-

Date:-

(Signature and name of the applicant)