



**GURU GOBIND SINGH INDRPRASTHA UNIVERSITY**  
"A State University established by the Govt. of NCT of Delhi"  
Sec. 16-C, Dwarka, New Delhi

F. No. 10(ULC)/GGSIPU/Legal/024/ 17

Dated: 29/01/2025

**NOTICE**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES/LAW FIRM AS PANEL COUNSEL.**

In Continuation to this office Notice dated 08/11/2024 ref. no. Empanelment /Legal/GGSIPU/3828 inviting applications for the Empanelment of Advocates/Law Firms as Panel Counsel. All concerned are hereby informed that the last date for the submission of online applications is till 10/02/2025.

The link to submit the online application is as under:-

[http://www.ipu.ac.in/Pubinfo2024/nt101224415p%20\(3\).pdf](http://www.ipu.ac.in/Pubinfo2024/nt101224415p%20(3).pdf)

On line link for application form: <https://forms.gle/LUXoKeQnksNTLV4y7>

All other terms and conditions of the Notice Inviting Applications for the Empanelment of Advocates/Law Firms as Panel Counsel will remain unchanged.

**Sd/-  
Registrar**

Copy to:-

1. Incharge (UITS):- with a request to upload the notice on university website & activate the link.
2. AR to VC, for kind information of HVC.
3. Guard file



**GURU GOBIND SINGH INDRPRASTHA UNIVERSITY**  
A State University established by the Govt. of NCT of Delhi  
Sec. 16-C, Dwarka, New Delhi



**Notification No: Empanelment/Legal/GGSIPU/3828**

**Dated: 08/Nov./2024**

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES/LAW FIRM  
AS PANEL COUNSEL.**

The Guru Gobind Singh Indraprastha University, Delhi invites applications from qualified & experienced Advocates and Law Firms for empanelment of Advocates as Panel Counsel (s) to represent the GGSIP University in cases before various Courts of Law.

The GGSIP University reserves the right to accept or reject any application without assigning any reason thereof and may withdraw this empanelment notice. The application submitted by the advocate/Law firm will not bind this University to consider them for selection/empanelment.

Eligible and interested Advocates/Law Firm meeting the selection criteria may apply online and sent the hard copy of duly filed application form in prescribed format through post alongwith all the supporting documents to Dy. Registrar (Legal), Legal Branch, Room No. 12, Administrative Block, GGSIP University, Sector-16/C, Dwarka New Delhi 110078 on or before the last date 30<sup>th</sup> December, 2024. Application received after due date shall be summarily rejected.

The envelope should be super-scribed with the following:

**“Application for Empanelment of Advocates/Law Firms”**

**NOTE:** The existing “Panel Counsels” to apply again in pursuance of this NOTICE/ADVERTISEMENT as a fresh list of “Panel Counsel” would be drawn by the Competent Authority.

Sd/-  
(Dr. Kamal Pathak)  
**Registrar**

## **GUIDELINES FOR EMPANELMENT OF ADVOCATS/LAW FIRMS**

### **BACKGROUND**

Guru Gobind Singh Indraprastha University (GGSIPU) is the first University established in 1998 by Govt. of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998 read with its Amendment in 1999. The University is recognized by University Grants Commission (UGC), India under section 12B of UGC Act.

The Guru Gobind Singh Indraprastha University has been Accredited with a CGPA of 3.56 on a seven point scale at **A++ Grade** valid for a period of 7 years from 14-02-2023.

It is a teaching and affiliating University with the explicit objective of facilitating and promoting "studies, research and extension work in emerging areas of higher education with focus on professional education, for example engineering, technology, management studies, medicine, pharmacy, nursing, education, law, etc. and also to achieve excellence in these and connected fields and other matters connected therewith or incidental thereto." In order to serve the broad purposes for which the University was established, it set out its statements of Vision, Mission and Quality Policy.

The University is presently operating from its Dwarka Campus & Surajmal Vihar Campus and has 111 affiliated institutes; of these, 87 are self financed and 24 are owned and managed by the Govt. of NCT of Delhi/Govt. of India. In these affiliated institutions, 176 academic programmes are being conducted with an intake of 28,000+ students with a total University strength of 93,000+.

### **ESSENTIAL ELIGIBILITY CRITERIA:-**

The Advocate/Firm should be familiar with various branches of law especially those concerning laws of Regulatory matter related to Constitutional/Service law, Contract Law, Administrative Law, Civil Law, Corporate Law, Criminal Law, Property Law, Intellectual Property Law & Taxation, Labour Law, Banking Law, Tort, Information Technology & Cyber Laws, Laws related to Land etc.

- (A) **Panel Counsel:** In order to be eligible for appointment as Panel Counsel, an advocate/ Law firm should the following criteria is fulfill.
- i. The Advocate/Law Firm should be registered /enrolled as an advocate under the applicable Law.
  - ii. Have a minimum experience of 08 years of handling Civil/ Criminal / Constitutional/ Service/taxation etc. matters. Preference will be given to the counsels who have dealt earlier with the matter pertaining to University/ Academic / Education Institutions.
  - iii. Advocate/Law Firms must have registered office in NCT of Delhi and the requisite infrastructure with in-house capabilities to meet the scope of work.
  - iv. Advocates/Law firms should not have been debarred or blacklisted by any University, Central/State Governments and Autonomous Bodies.

## **SCOPE OF WORK/DUTIES**

- i. Rendering legal services and providing opinion as and when referred, on matters related to Affiliation, Admission, Teaching & Non-Teaching staff, Promotion, Recruitment, Vigilance, Policy matter, Sexual Harassment, Examinations, contract, Estate/Arbitration, Land, RTI, Retirement, and Disciplinary proceedings etc. besides other litigation matters.
- ii. Handling notices and other legal queries as and when referred.
- iii. Representing the University before the any Court of Law or Tribunals or Mediation Council of India or Statutory Body Or Quasi-judicial authority or Arbitrators/Arbitral Tribunals under the relevant act(s) and any other proceedings as and when referred.
- iv. Conducting legal due diligence, as and when referred.
- v. Legal Vetting of draft notices/writ, tender documents, agreements, bidding documents, MoAs and MoUs etc.
- vi. The matters represented by him/her at the earliest provide copy of judicial pronouncements in but not later than three days from the date of order (excluding the time taken by the court in preparation of the copy).
- vii. Provide copies of order/judgment of any cases as and when referred.
- viii. If required, render all assistance to special or Senior Counsel engaged in a particular case before the any Court of Law.
- ix. Keep University informed on all important developments in the designated cases about dates of hearing, proceedings in the court, supplying copy of judgments etc. and any other relevant information.
- x. Furnish weekly statement about the cases represented by him/her before the any Court of Law/Authority and their outcomes.
- xi. Perform such other duties of legal nature which may be assigned to him/her by the University.

## **Tenure of Empanelment**

The initial empanelment will be for a period of three (03) years which may be extended for another period of three years on mutual consent. The University reserves the right to terminate the empanelment of any advocate/law firm at any time without assigning any reason thereof.

## **General Terms & Conditions for empanelled Advocate/Law Firms**

- (1) To represent the University before the courts of law, tribunals & other Authorities in all cases entrusted to an empanelled advocate/firm. It shall be the responsibility of the empanelled advocate/firm to take all necessary steps to defend University's interests and contentions.
- (2) To advise the concerned official of the University in respect of all cases entrusted to them from time to time, so as to get the cases decided/settled at the earliest.
- (3) To keep the University updated on the court proceedings in the assigned cases on day to day basis or on earliest possible occasion through emails and other modes of communications. Wherever required the information and related document should be sent to the Registrar of the University or such other officer as specified.
- (4) Whenever a matter is referred to empanelled advocate/firms for legal opinion/report, they are expected to give expert, compressive, clear and unambiguous opinion on such matters.
- (5) In all matters entrusted to an empanelled advocate/firm for legal opinion or otherwise, they are expected to maintain full secrecy and confidentiality with respect to such matters.
- (6) As and when any matter is decided or any specific direction for compliance is issued by the Court/Tribunal/Forum in a matter represented by the advocate/firm the copy of said decision or the direction should be communicated to the Registrar and the dealing branch of the University at the earliest.
- (7) If there is any conflict of interest in any matter/case assigned to the advocate/firm or in any matter of legal opinion sought from the advocate/firm, they are expected to inform in writing the Registrar and the dealing branch of the University at the earliest.
- (8) In the event of University desiring to appoint any other Counsel or senior advocate from the panel or beyond the panel, she/he/they shall have no objection whatsoever.

### **(A) OTHER TERMS**

- (1) The empanelment of an advocate/Law firm does not entitle any advocate/firm or its employees any right of employment in the University.
- (2) Empanelment of an advocate/ Law firm does not entitle him/them the right to continue as an empanelled advocate/firm beyond the term of panel.
- (3) Empanelment of an advocate/Law firm does not entitle it the right of entrustment of any case/matter related to the University. At any stage the University is always free to engage any advocate/firm of its choice to deal with the cases/matter related to the University including even the cases assigned to an empanelled advocate/firm. Wherever any change of advocate/firm is done to deal with the matter related to the University the previous advocate/firm is under obligation to handover all related document, files, a case report and the requisite NOC to the newly appointed advocate/Law firm. The entrustment of cases to an advocate/firm shall be at the sole and absolute discretion of the University.

- (4) An empanelled advocate/Law firm should not appear/accept/advise in any matter against the University, even if, the University has been impleaded as Proforma Party;
- (5) An empanelled advocate/Law firm should desist from using the University's logo or its name in any of their letterheads, signboard, nameplates visiting card etc.
- (6) Wherever a firm has been empanelled, the said firm shall nominate an advocate having experience of not less than 8 years in dealing court matters and must have also represented as advocate in not less than 25 court matters, to deal/coordinate with University officials in the legal matters.
- (7) If the performance of the empanelled advocate/Law firm in a matter entrusted to him/them is found to be unsatisfactory, such an advocate/firm shall be delisted from the panel without assigning any reason or entertaining any claim of any compensation whatsoever.
- (8) The size of the panel and number of advocates/Law firm in panel shall be determined by the University based on the requirement and quantum of work.
- (9) Refusal of any Advocate / Law Firm to accept any work without any reasonable cause may entail removal of such advocate from the panel.
- (10) The Advocate/Law firm shall accept the terms and conditions of the empanelment as determined by the University from time to time.
- (11) That the empanelled Advocates/Law Firm shall send the bills as per approved rates and complete in all respects, preferably within three months.
- (12) That the empanelled Advocate/Law Firm (either in person or through an authorized Associate), shall visit the University to discuss urgent legal cases/matters whenever called upon by the University.
- (13) That the empanelled Advocates/Law firm when called upon to do so shall assist, as far as possible, the University staff.
- (14) Every empanelled advocate/Law firm shall intimate the details of the proceeding and further course of action after completion of every proceedings.
- (15) The empanelled advocate / Law firm shall maintain absolute secrecy and confidentiality about the cases of the University.
- (16) All the terms and conditions for empanelment of the advocate shall apply mutatis mutandis to individual advocate and Law firm.

#### **TERMINATION/ REMOVAL FROM PANEL**

1. The University reserves the right to terminate the empanelment of any advocate/law firm at any time without assigning any reason thereof.
2. The Advocate/Law Firm may also resign from the University by serving one month prior notice.
3. Giving false information in the application for empanelment.
4. Failing to attend the hearing of the case without any justifiable reason and without prior information.
5. Not acting as per the University instructions or going against specific instructions.
6. Threatening, intimidating or abusing any of the University's employees or representatives.
7. Passing on information relating to the University case on the opposite parties or their advocates or any third party which is likely to coast any damage of the University interests.

8. Giving false or misleading information to the University relating to the proceedings of the case.
9. Seeking frequent adjournments or not objecting to the adjournment moved by other party without sufficient reason.
10. Frequent absences from the Court proceedings even if "Pass Over" or "Proxy" is obtained by an advocate.
11. The University is free to engage any advocate/Law firm of its own choice and an empanelled advocate/Law firm shall make no claim that he/she/ firm alone should be entrusted with the University legal matters (s).

## **PAYMENT OF FEE TO THE ADVOCATE/ LAW FIRM**

**The said "Panel Counsel" so prepared will not be entitled for any retainership fee.**

The payment of advocate will be processed as per approved Order of Schedule of Fee for Legal Counsel dated 20/01/2021 or as approved by the Competent Authority. Order dated 20/01/2024 enclosed herewith.

## PROFORMA FOR APPLICATION FOR EMPANELMENT

**AFFIX YOUR PHOTO**

|           |  |   |
|-----------|--|---|
| <b>1</b>  | Name of the Advocate/ Law Firm   |   |
| <b>2</b>  | Father's/Mohter's/Husband Name   |   |
| <b>3</b>  | Date of Birth  |   |
| <b>4</b>  | Office/Chamber Address   |   |
| <b>5</b>  | Residence Address  |   |
| <b>6</b>  | Telephone/Fax Number   |   |
| <b>7</b>  | Mobile Number  |   |
| <b>8</b>  | E-mail Address   |   |
| <b>9</b>  | Educational Qualifications   |   |
| <b>10</b> | Registration/enrolment Details of Bar Council  | <b>i)Registration/Enrolment no.</b><br><b>ii)Date of Registration/Enrolment</b><br><b>iii)Name of the Bar Council</b> |
| <b>11</b> | Courts where the Advocate is regularly practicing (Furnish Bar Association Membership Details)   |   |
| <b>12</b> | Duration of Practice   |   |
| <b>13</b> | Area of Practice   |   |
| <b>14</b> | Details of Experience/Practice<br>(Separate sheet may be attached)   |   |
| <b>15</b> | Specialization, if any<br><br>(Details of a few important cases the Advocate has dealt with/handled and reported judgment, if any)<br><br>(Separate sheet may be attached) |   |
| <b>16</b> | Whether a Central Govt. Counsel/Pleader (indicate period)  |   |
| <b>17</b> | Brief list of clients<br><br>(for e.g. University/Govt./   |   |



|           |  |   |
|-----------|--|---|
|           | Commissions/ Regulatory/ Statutory/ Autonomous Body)             |   |
| <b>18</b> | Details of Advocate on record (AOR) of the Supreme court, if any | <b>i) Registration/Enrolment no.</b><br><b>ii) Date of Registration / Enrolment</b> |
| <b>19</b> | Income Tax PAN Number  |   |
| <b>20</b> | A brief note on suitability for empanelment.                     |   |

**Declaration:**

I do hereby undertake that all the above informations are true and correct. I agree to the terms & conditions and fee schedule in the empanelment guideline/notice for empanelment of advocates in GGSIP University.

Place:

Date:

**Signature of Advocate**

**Name of the Advocate/Firm**

No.F.(01)/Fee Schedule/ULC/2021 5134

Dated. 20/01/21

ORDER

**SUBJECT: SCHEDULE OF FEE FOR LEGAL COUNSEL**

The Competent Authority, Guru Gobind Singh Indraprastha University, has been pleased to approve the following revised rates for the Legal Services provided by empanelled counsels of the University. This is in super-session of earlier order No F1(6)(28)/99/Estt/7355 dated 07.03.2008 and order No.F.1(6)/(28)/99/Esst/1978 dated.18.12.2009 for appearing in Delhi Supreme Court/High Court/ Lower courts etc on case to case basis:-

**A. Retainership fees:**

1. Fee for retainership -Rs.20,000/- per month.

**B. For Supreme Court/High Court/National Commission/State Commission:**

1. Total maximum fees for the per case -Rs.20,000/-
2. Fee upto admission stage -Rs.10,000/- (inclusive of charge for drafting of original petition or reply/affidavit and pleadings etc).
3. Fee payable on final disposal of the case-Rs.10,000/-
4. Fee for filing of subsequent counter affidavit, rejoinder, other miscellaneous replies proceedings and pleadings etc -Rs 2,500/-.
5. In addition to the above, 10% of the professional charges will be paid for out of pocket expenses/clerkages. For expenses towards copying, postage and court fee etc Rs.500/- \* will be paid. (\*Prior permission to be taken on email for extra expenditure).

**C. District Court/Labour Court/Other Lower Courts/District Forum:**

1. The proceedings in a suit can be bifurcated in five stages i.e., (i) Pleadings, (ii) Framing of Issues, (iii) Plaintiff's evidence, (iv) Cross Examination, (v) Final Disposal.
2. The Fee has been fixed at 17,000/- + 10% clerkage (Rs.1700) + Rs.1350/- for out of pocket court expenses; over & above, the court fee, if any (Total Fee Rs.20,050/-)
3. The fee payable at the above noted five stages would be Rs.3500/-, Rs.2500/-, Rs.3500/-, Rs.3500/- & Rs.4000/-, respectively, with 10% clerkage at each stage.
4. The consolidated expenses of Rs.675/- shall be payable at the stage of pleadings and the balance amount of expenses; i.e. Rs.675/- shall be payable at the stage of final disposal.
5. The fee payable at the final disposal shall be on submission of entire case file, opinion and certified copy of the final order.

**Note :**

- (i) There will be no separate fee for miscellaneous applications. However, Rs.400/- shall be paid towards each reply of mis. applications in addition to the aforesaid fee.
- (ii) In addition, if case is dismissed upon application under order 7 rule 11 CPC or upon preliminary issue framed by the court then the counsel will be entitled to full fee of Rs.20050/-.
- (iii) If the University is deleted under order 1 rule 10 CPC then the Counsel will be entitled to full fee upto the stage attended with fee of next stage as bonus and full mis. expenses of Rs.1350/-.

*Sanjiv Kumar*

stage of case. However, if application under Order 7 Rule 9 of C.O. is dismissed by the court after contest by the counsel then he may be paid consolidated fee of Rs.20,050/-.

- (v) If case is dismissed as withdrawn then fee shall be paid only upto the stage attended and full mis. Expenses of Rs.1350/-. The aforesaid expenses are less the payment already made (if any).

**C. Hiring of Senior Advocates/Additional Solicitor General:**

1. Engagement of Senior Advocate/ASG out of the panel of the University, if required, may be finalized on agreed rates as per approval of the Hon'ble Vice Chancellor.
2. Payments for obtaining opinion(s)/vetting /setting of affidavit by Senior Advocate/ASG etc may be made on case to case basis, with the approval of Hon'ble Vice Chancellor.
3. Fee for Arbitration Matters may be decided on case to case basis after approval of the Competent Authority.
4. If cases are of similar nature and clubbed together by the court, the same will be treated as 'One Case' regarding payment. The stationary charges may be preferred extra.

**D. Others:**

1. For special opinion/vetting of important cases referred to University counsel preparing/ issuing reply to legal notices a fee of Rs.3000/- per opinion/vetting/reply will be paid.
2. For holding conference with University officials in the University premises a fee of Rs.1100/- (including conveyance charges) per visit may be paid to the University Counsel.
3. For assistance like holding conferences, providing assistance for preparing affidavit/rejoinder other miscellaneous replies, proceedings and pleadings etc. with Senior Counsel, University Counsel may be paid a fee of Rs. 4000/- per case.

The University reserves the right to after/modify any/all terms and conditions without any prior information. The above fee schedule will be in force with immediate effect.

This issues with the approval of the Competent Authority.

*Ravi Dadhich*

(Ravi Dadhich)  
Registrar

**Copy to:**

1. All Deans /Directors/Centre Heads/Incharge.
2. Sup. Engineer, UWD.
3. In Charge Library.
4. All JR/DR/AR/PRO.
5. AR to Vice Chancellor.
6. AR to Registrar.
7. PS to COE.
8. PS to COF.
9. ULC Concerned.
10. Gaurd File Legal Branch.

*Abha*  
15/01/21

(Dr. Abha Vermani)  
Deputy Registrar (Legal)