



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
क्षेत्रीय कार्यालय Regional Office
भविष्यनिधि भवन, अशोक बिहार, प्रथम चरण, पहडिया-वाराणसी-221007
Bhavishyanidhi Bhawan, Ashok Vihar, Phase-I, Pahariya, VARANASI-221007
दूरभाष-0542-2585738, फ़ैक्स-0542-2587736, ई-मेल(e-mail)- sro.varanasi@epfindia.gov.in

कर्मचारी भविष्य निधि संगठन, वाराणसी में वकीलों के अनुबन्ध हेतु निविदा

कर्मचारी भविष्य निधि संगठन जो श्रम एवं रोजगार मंत्रालय, भारत सरकार के अन्तर्गत कार्यरत संवैधानिक संस्था है, अपने केन्द्रीय बोर्ड की तरफ से विभाग में वकीलो के पैनल हेतु निविदा आमंत्रित करता है। जो माननीय उच्च न्यायालय, इलाहाबाद, लखनऊ बेंच, राज्य उपभोक्ता फोरम, विभिन्न जिला उपभोक्ता फोरम एवं क्षेत्रीय कार्यालय, वाराणसी के अन्तर्गत आने वाले सभी जिलो में चल रहे विभिन्न न्यायालयों में वाद के लिए विभाग की तरफ से पक्ष रखेंगे। इससे संबंधित सभी जानकारियों कर्मचारी भविष्य निधि संगठन के वेबसाईट **epfindia.gov.in** पर जाकर **Miscellaneous** शीर्षक के अंतर्गत **Link** → **epfindia.gov.in/site-en/Tender-Auctions** उपशीर्षक के अधीन उपलब्ध है। सभी इच्छुक आवेदनकर्ता निर्धारित प्रारूप में भरे हुए आवेदन सभी वॉछित संलग्नको के साथ दिनांक 28.06.2017 तक कार्यालय में जमा कर सकते है।

(उपेन्द्र प्रताप सिंह)
क्षेत्रीय भविष्य निधि आयुक्त- II



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
क्षेत्रीय कार्यालय Regional Office

भविष्यनिधि भवन, अशोक बिहार, प्रथम चरण, पहडिया-वाराणसी-221007
Bhavishyanidhi Bhawan, Ashok Vihar, Phase-I, Pahariya, VARANASI-221007

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NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATE

Employees' Provident Fund Organisation (EPFO), on behalf of the Central Board, Employees' Provident Funds, a statutory body of the Ministry of Labour & Employment, Government of India, proposes to engage Panel Counsel(s) to represent the Central Board, EPF before Hon'ble Civil Court & District Consumer Redressal Forum in respect of 10 Districts i.e. Varanasi, Jaunpur, Azamgarh, Ghazipur, Chandauli, Mau, Bhadohi, Mirzapur, Ambedkar Nagar & Sonebhadra etc as well as Hon'ble High Court, Allahabad, Hon'ble High Court, Lucknow bench, Lucknow & State Consumer Dispute Redressal Commission, Lucknow.

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 formal in which the application has to be made, have been prescribed.

The Advocate 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" available at the Sl.No.53 of Circular/Order/2017-2018 on EPFO website- www.epfindia.gov.in, alongwith all supporting documents in a sealed envelope or can obtained from the office of the following address in any working days.

**Regional Provident Fund Commissioner-II
Employees' Provident Fund Organisation
Regional Office, Bhavishya Nidhi Bhawan
Ashok Vihar-I, Paharia, Varanasi-221007**

The envelope should be super scribed as following :-

"Application for Empanelment of Advocate for Hon'ble High Court, Allahabad, Hon'ble High Court, Lucknow bench, Lucknow, State Consumer Dispute Redressal Commission, Lucknow, Civil Court & District Consumer Redressal Forum in respect of 10 Districts i.e. Varanasi, Jaunpur, Azamgarh, Ghazipur, Chandauli, Mau, Bhadohi, Mirzapur, Ambedkar Nagar & Sonebhadra etc".

The last date of receiving Applications in the prescribed format alongwith supporting documents is **28.06.2017 till 16.00 P.M.**

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.

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 instruction 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 instruction and terms & condition for empanelment of Advocates in EPFO mentioned herein below:-

(a) Qualification and experience for conducting cases in Allahabad High Court

- i) Be enrolled/registered as an advocates with the State Bar Council.
- ii) Have a minimum, relevant experience of **Ten years** of handling Civil, Criminal, Service, Labour matters, Arbitration matters and other cases before a 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 in EPFAT, New Delhi

- i) Be enrolled/registered as an advocates with the State Bar Council.
- ii) Have a minimum, relevant experience of **Ten years** of handling Civil, Criminal, Service, Labour, Arbitration matters and other cases before a 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).

(c) Qualification and experience for conducting cases in State Consumer Disputes Redressal Commission, UP/ District courts, lower Courts and consumer forum

- i) Be enrolled/registered as an advocates with the State Bar Council.
- ii) Have a minimum, relevant experience of **Ten years** of handling Civil, Criminal Service, Labour, Arbitration matters and other cases before a High Court with a fair Knowledge of labour laws ,consumer protection and affairs 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 of two years i.e. for the period 21.06.2017 to 31.3.2019 Performance of empanelled advocates shall be reviewed at regular interval 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 guidelines issued and 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 schedule keeping in view the importance of the matter and the efforts put in by 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 format prescribed by the EPFO only.
- b. An applicant advocate willing to be empanelled for more than one forum (i.e. for Allahabad High Court or EPFAT,SCDRC,DCDRF/ lower court/district court etc.) 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 interview/interaction 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 be shortlist the candidates to be called for interview/interaction and to be empanelled.
- f. Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interview/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. A list of shortlisted applicant advocates with the date, time and venue of interview will be uploaded on our website i.e. www.epfindia.gov.in. Depending upon discretion of competent authority letter may also be issued to them.
- j. The applicant advocate shall bring original documents at the time of interview.
- k. 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 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 EPFO.
2. Timely appearance of the Counsel to contest the cases for EPFO in the court is 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 email 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 should be entrusted 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 a 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 safe guard the interests of union of India Ministry of Labour & Employment.
9. If required render all assistance to special or senior Counsel engaged in a particular cases before the Supreme Court, High 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 order of the court on the date of its pronouncement supplying copy of order/judgment etc.
11. Furnish monthly statement about the cases represented by him/her before the Supreme Court /High Court / EPF Appellate Tribunal 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 filling an appeal from such a decision not later than 5 working days of the order (kuchha copy).

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.

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) Falling to attend the hearing of the case without any sufficient reason and/or prior information;
- (iii) Not acting as per EPFO's instruction 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 adjournment or not objecting the adjournment moved by other party without sufficient reason.
- (viii) Frequent absence from the court proceeding even if "pas over" or "proxy" is obtained by an advocate.

Regional PF Commissioner-II
EPFO, Regional Office,
Varanasi

APPLICATION NO. (To be filed by EPFO)

APPLICATION FORM FOR EMPANELMENT IN EPFO

(TO BE FILED BY ALL APPLICANT ADVOCATES)

To,

Regional Provident Fund Commissioner-II
Employees' Provident Fund Organisation
Regional Office, Bhavishya Nidhi Bhawan,
Ashok Vihar-I, Paharia, Varanasi-221007
Telephone NO.05422585738

Name (in Block letter)	
Father's Name	
Court for which applied	
CHECKLIST	
List of documents attached (please)	
Copy of all certificates & marks-sheet (Xth onward)	
Experience certificate	
Duly filed Annexure-A & B	
Other (Please specify)	
1.	
2.	

PERSONAL DETAILS (in Block letters)		
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	
8	Permanent address with PIN and phone	
9	Address of office/chamber, if any, with PIN and phone	
10	Mobile Number(s)	
11	Email 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 the Matriculation or equivalent examination)

Examinations Passed	Name of the Board/University	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					

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

17. Infrastructural facilities available with the applicant (Please tick if available) be provided below:

Sl. No.	Office space	Office clerk	Steno/typist	Support staff

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

Sl. No.	Type 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 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

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

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

Bank Account Details(Bank Account Number, Address of the branch and IFSC code)	PAN number	Aadhar Number

22. 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

23. 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 the Court

24. 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):

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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 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 return all case files and records to the EPFO as and when required by EPFO.
- 4) I agree with the Fee Schedule notified by EPFO.

Signature of Advocate
Enrolment Number
Mobile Number

Place and Date:-

ANNEXURE-B

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. Empanelled for Supreme Court/ High Court/ EPFAT New Delhi :
.....
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:-