



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
क्षेत्रीय कार्यालय/ Regional Office
10, सिविल लाईन्स, सागर, म.प्र. - 470001
10, Civil Lines, Sagar, MP - 470001
फोन: 07582-227173 , फैक्स: 07582-227089



No./RO/SGR/LEGAL/Empanelment/2018

DATED:

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF ADVOCATES**

Employee's 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 High Court of MP Jabalpur, Central Government Industrial Tribunal, Jabalpur, Central Administrative Tribunal (CAT) Jabalpur, DCDRF, SCDRC and other lower courts under the Jurisdiction of Regional Office Sagar (M.P.)

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 condition and the application format in which the application has to be made have been prescribed.

The Advocates who are on 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" enclosed herewith, along with all supporting documents in a sealed envelope to:-

Regional Provident Fund Commissioner-II
Regional Office, Employees Provident Fund Organisation
10, Civil Lines, Sagar MP-470001
Phone- 07582-227173,

The envelope should be superscribed as following:-

"Application for Empanelment of Advocate for High Court, Jabalpur, Central Government Industrial Tribunal, Jabalpur, Central Administrative Tribunal (CAT) Jabalpur, DCDRF, SCDRC and other lower courts under the jurisdiction of Regional Office Sagar (M.P.)

The last date of receiving applications in the prescribed format along with supporting documents are 12.02.2018 till 16.00 hours.

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.

Regional Provident Fund Commissioner-II
Sagar (M.)

ANNEXURE A

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-I (Legal),
Head office, Employees' Provident Fund Organisation,
Bhavishya Nidhi Bhawan,
14 Bhikaiji Cama Place, New Delhi – 110066.
Telephone:- -01126172677

Name (in Block letter)	
Father's name	
Court for which applied	

CHECKLIST

List of documents attached (please ✓)
Copy of all certificates & mark – sheets (Xth. onwards)
Experience Certificate
Duly filed Annexure-A & B
Others (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)	
10	Email ID:	
11	Are you related to any EPFO employee? If so, please give details (Viz. Name, Designation, 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 th / Matriculation					
12 th / 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, 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 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

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 and 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 judgment 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 Judgment

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/Aadhar Number be provided below:-

Bank Account Details(Bank, Account Number, Address of the branch and IFSC code)	PAN number	Aadhar 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	Finding made by the Disciplinary Committee.

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 the Court

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):

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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:-

APPLICATION NO _____ (To be filled by EPFO)

ADDITIONAL INFORMATION SHEET

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

1. Name of the Panel Advocate _____
2. Empanelled for Supreme Court/ High Court/ CGIT _____
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:-