



कार्यालय अपर केन्द्रीय भविष्य निधि आयुक्त
OFFICE OF THE
ADDL. CENTRAL PROVIDENT FUND COMMISSIONER
राज्य हरियाणा
STATE OF HARYANA

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डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान, भवन
Dr. Syama Prasad Mookerjee Institute of Social Security Adm., Building
सेक्टर-16ए, फरीदाबाद, हरियाणा
Sector-16A, Faridabad (Haryana).
फोन/Phone: 0129-2227843, फैक्स/Fax- 0129-2227844

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
ADVOCATES**

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 Punjab & Haryana High Court, CAT and State Consumer Disputes Redressal Commission at Chandigarh.

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.

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" enclosed herewith, along with all supporting documents in a sealed envelope to :-

**Office of the Additional Central Provident Fund Commissioner
Dr.Syama Prasad Mookerjee Institute of Social Security Adm., Building
Sector-16A, Faridabad-121002 (Haryana)
Phone: 0129-2227843**

The envelope should be superscribed as following:-

Application for Empanelment of Advocate for Punjab & Haryana High Court, CAT and State Consumer Disputes Redressal Commission at Chandigarh.

The last date of receiving Applications in the prescribed format along with supporting documents is...31.07.2018...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.

अधिवक्ताओं को सूचीबद्ध करने के लिए आमंत्रित करने की सूचना

श्रम एवं रोजगार मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी इकाई केन्द्रीय न्यासी बोर्ड, कर्मचारी भविष्य निधि के अंतर्गत कर्मचारी भविष्य निधि संगठन पंजाब एवं हरियाणा उच्च न्यायालय, केन्द्रीय प्रशासनिक न्यायाधिकरण और राज्य उपभोक्ता विवाद निवारण आयोग, चंडीगढ़ के समक्ष केन्द्रीय बोर्ड, क.भ.नि. के मामलों की पैरवी हेतु सूचीबद्ध अधिवक्ताओं को नियुक्त करने का प्रस्ताव करता है।

व्यवासायिक अधिवक्ता, जो बार काउंसिल ऑफ इंडिया या स्टेट बार काउंसिल के अंतर्गत पंजीकृत है, सूचीबद्ध हेतु योग्य होंगे। योग्यता, अनुभव, शुल्क अनुसूची, अन्य नियम एवं शर्तें तथा आवेदन प्रपत्र, जिसके तहत अभ्यर्थी आवेदन प्रस्तुत करेंगे, निर्धारित किए गए हैं।

कर्मचारी भविष्य निधि संगठन की पूर्व की सूची में शामिल अधिवक्ताओं की सूचीबद्धता नई सूची के तैयार होने के उपरांत स्वतः ही समाप्त मानी जावेगी। अतः पूर्व में सूचीबद्ध अधिवक्ताओं को भी इस सूचना के अंतर्गत पुनः आवेदन करना चाहिए।

पात्र व्यवसायिक अधिवक्ता निर्धारित प्रपत्र के अधीन संलग्नक अनुलग्नक-ए तथा अनुलग्नक-बी के द्वारा सभी दस्तावेज के साथ मोहरबंद लिफाफे में निम्नलिखित पते पर अपना आवेदन प्रस्तुत करें-

अपर केन्द्रीय भविष्य निधि आयुक्त का कार्यालय (हरियाणा)
डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा प्रशासन संस्थान भवन,
सेक्टर-16ए, फरीदाबाद- 121002 (हरियाणा)
फोन- 0129-2227843

लिफाफे के उपर की ओर निम्न अंकित होना चाहिए-

पंजाब एवं हरियाणा उच्च न्यायालय, केन्द्रीय प्रशासनिक न्यायाधिकरण और राज्य उपभोक्ता विवाद निवारण आयोग, चंडीगढ़ के लिए अधिवक्ताओं को सूचीबद्ध करने के लिए आवेदन प्रपत्र।

सभी दस्तावेजों के साथ निर्धारित प्रपत्र में आवेदन प्राप्त करने की अंतिम तिथि 31.07.2018... सांय 04 बजे तक होगी।

ईपीएफओ में पैनल के लिए किया गया आवेदन किसी भी आवेदक को कोई भी अधिकार / आश्वासन प्रदान नहीं करता है कि उसे ईपीएफओ के पैनल में सूचीबद्ध किया जाएगा। उनके पैनल की पुष्टि का पत्र पृथक रूप में कर्मचारी भविष्य निधि संगठन के द्वारा जारी किया जायेगा।



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: -

Qualification and experience for conducting cases.

- 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, 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).

2. Tenure of Empanelment

The initial empanelment will be for the period of two years i.e. for the period 1.4.2017 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 Schedule of fee annexed as Annexure "C" with these 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 advocates willing to be empanelled for more than one forum (i.e. Punjab & Haryana High Court, CAT and State Consumer Disputes Redressal Commission at Chandigarh) 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 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
- j. The applicant advocate shall bring original documents at the time of interview,
- k. The list of selected advocates will be made available on EPFO website 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 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 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 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 safeguard 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 orders/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 filing an appeal from such a decision not later than 5 working days of the order (kuchha copy).

13. 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 judgement.

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 EPFOs 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;
- (vj) 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 "pass over' or "proxy" is obtained by an advocate.

(Regional P F Commissioner-I
Faridabad

APPLICATION NO. _____ (To be filled by EPFO)

**APPLICATION FORM FOR EMPANELMENT IN EPFO
(TO BE FILLED IN BY ALL APPLICANT ADVOCATES)**

To,

**Office of the Additional Central Provident Fund Commissioner
Dr.Syama Prasad Mookerjee Institute of Social Security Adm., Building
Sector-16A, Faridabad-121002 (Haryana)
Phone: 0129-2227843**

Name (in Block letter)
Father's name i
Court for which ,, applied
CHECKLIST
List of documents attached (please Tick) 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 PrN and Phone
9.	Address of office/chamber, if any, with PIN and Phone
IS	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 ¹ division	% of - ^Subjects Marks	Year of passing
10 th / Matriculation				
12 th / Intermediate				
'''Graduation ¹ i LLB/Law Graduate Degree				
i Post-1 Graduation				
i Other Professional Qualification				

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/P5U/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:

S.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/judgment 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:-