

भारतसरकार/ GOVERNMENT OF INDIA  
रेलमंत्रालय/MINISTRY OF RAILWAYS  
रेलवेबोर्ड/(RAILWAY BOARD)

No.2022/LC/15/1

New Delhi, dated: 11.04.2023

The General Managers  
All Zonal Railways,  
(including Production Units  
Metro Railway, RDSO & CORE)  
Chairman/Railway Recruitment Boards.


Sub:-Empanelment of Railway Advocates in various Tribunals, Courts and other  
Statutory bodies.

Ref:-This office letter Nos. 2022/LC/14/1 dated 22.02.2022 and 29.04.2022

In supersession of Railway Board's letter of even no. dated, 28.12.2022 relating to the procedure for empanelment of Railway Advocates for the purpose of the Central Administrative Tribunals, Railway Claim Tribunals, District Courts, sub-ordinate Courts and others Statutory bodies have been reviewed in consultation with Ministry of Law and Justice and it has been decided to revise the procedure as under:-

1. For Central Administrative Tribunal and Railway Claim Tribunals:-

- (a) The zonal railways shall invite the applications from the advocates **online**, in the proforma specified at **Annexure -I** from the advocates possessing the requisite qualifications and experience as specified in **Annexure-II**, for empanelment.
- (b) The applications shall be scrutinized on the basis of independent enquiry including physical verification of their offices, library or their sitting place.
- (c) The Zonal Railways shall shortlist the applications in consultation with Legal Adviser Railways and final list of the names of advocates shall be uploaded on the official website of Zonal Railways for the purpose of interview/personal interaction on the specified date/dates indicating against their names.
- (d) The interview board as constituted by the Head of the zonal Railways shall conduct the interview/personal interaction of the advocates and finalize their result in **consultation with ASG or DSGI or their nominees for the concerned area** as per the procedure laid down by the Zonal Railways.
- (e) The list of advocates as finalized above shall be submitted to Railway Board for approval.

  
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### 2. District Courts, Sub-ordinate Courts and other Statutory Bodies.

- (a) The zonal railways shall invite the applications from the advocates **online**, in the proforma specified at **Annexure -I** from the advocates possessing the requisite qualifications and experience as specified in the **Annexure-II**, for the empanelment.
- (b) The applications shall be scrutinized on the basis of independent enquiry including physical verification of their offices, library or their sitting place.
- (c) The Zonal Railways shall shortlist the applications in consultation with Legal Adviser Railways and final list of the names of advocates shall be uploaded on the official website of Zonal Railways for the purpose of interview/personal interaction on the specified date/dates indicating against their names.
- (d) The interview board, as constituted by the Head of the zonal Railway shall conduct the interview/personal interaction of the advocates and finalize their result as per the procedure laid down by the Zonal Railway.
- (e) The list of advocates as finalized above shall be submitted to Railway Board for approval.

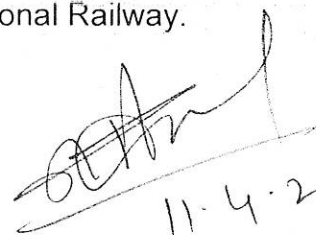
3. The Zonal Railways shall recommend at least one and a half time number of advocates as required to be empanelled for approval of Railway Board as finalized by the interview boards.

4. There shall be a separate panel for junior and senior advocates.

5. Approved list of the advocates shall be uploaded on the website of the concerned Zonal Railway.

### 6. Duties of Advocates:

- a) To appear in the said Tribunals, Courts and other Statutory bodies in the case assigned to him.
- b) To give legal advice to the Zonal Railway on such civil, criminal and other matters arising in the course of administration of the Zonal Railway as are referred to him by the officers of the such Zonal Railway for the purposes of:-
  - i) Examination and settling of drafts of legal nature;
  - ii) Drafting of applications, petitions etc. to be filed in courts of law;
  - iii) Prompt removal/curing of defects in appeals/petitions filed, as may be pointed out by the registry;
- c) To give opinion regarding the admissibility of filing an appeal from such a decision not more than the three working days of the receipt of such order, when any case attended to by him is decided against the Zonal Railway.

  
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- d) To apply for the copy of the judgment of the Courts, Tribunals and other Statutory bodies in a case attended by him on the same day or the next day and provide the copy within seven days of the receipt of the order (excluding the time taken by the Court in preparation of the copy);
- e) To render, if required, all assistance to the Law Officers, Advocate General of the State Government, Special or Senior Counsel, who may be engaged in particular case before the Supreme Court, High Court, Tribunal etc.
- f) To keep the Zonal Railway informed of the important developments in the case from time to time particularly with regard to drafting, filing of papers, dates of hearing of the case, order of the Court on the date of its pronouncement, supplying copies of judgment etc.
- g) To furnish to the Zonal Railway monthly statement about the cases represented by him before the Tribunals, Courts and other Statutory bodies.
- h) To perform such other duties of legal nature, which may be assigned to him by the Zonal Railway.

### 7. Performance review:

The performance of the panel advocates/ counsels shall be reviewed by the Legal Adviser (Railways) in respect of CAT, RCT and by GM(Law) in respect of District & Subordinate courts on yearly basis.

### 8. Allocation of cases:

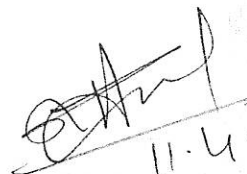
The Head of Legal Cell/Division of the concerned Zonal Railways may ensure that cases are distributed to advocates equal in number.

### 9. Fee:

The fee of the advocates shall be paid/sanctioned by the competent Authority as per fee structure prescribed by Judicial Section, Ministry of Law & Justice, DoLA from time to time.

### 10. Period, Termination, Resignation and expiry of term:

- a) The advocates shall be empanelled for the period of three years which may further be extended to two years on yearly basis subject to performance of the advocates as recommended by the Zonal Office and approved by the Railway Board.
- b) The counsels may resign by assigning any reason and giving a notice of minimum period of three months.
- c) The name of an advocate may be removed from the panel on the basis of performance review or in public interest.

  
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11. In respect of any clarification, the decision of the Legal Adviser(Railways) shall be final. **VERDICTUM IN**

12. This letter partially supersedes the letter Nos.2022/LC/14/01 dated 22.02.2022 and 29.04.2022 from the date of list of empanelled advocates uploaded on the website of the concerned zonal railway offices.



(Sunita Anand)

Joint Secy & Legal Adviser (Railways)

11.04.2023

Paste latest  
passport size  
photograph and  
sign a manner that  
part of signature  
appears on the  
Form and part on  
the Photograph.

Proforma for Empanelment of Advocate  
in CAT/RCT/District Court/Sub-ordinate Court (Tick whichever is  
applicable)

1. Applicant's Name :  
(in block letters)
2. Father's Name/Husband's Name :  
(in block letters)
3. Date of Birth :  
(dd/mm/yyyy)
4. Age :  
(as on 01.01.2023)
5. Gender :  
(Male/Female)
6. Address with Mobile No, Email id, :  
Landline no. with STD code etc.  
Residence  
Office  
Chamber
7. Mention the Court where the Applicant :  
is interested to represent the matter

  
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8. Educational Qualification :

Name of Course	Name of Board/University	Year of Passing
LL.B		
LL.M		
Any other		

9. Enrolment number as an Advocate :

10. Date of such enrolment :

11. Total Experience in Practice :  
Experience of Railway cases(in years)

12. Details of Experience :

Court	Total No. of cases handled	Cases won	Nature of cases handled (attach extra sheet, if required)
CAT			
RCT			
District court			
Sub-ordinate Court			

13. Specify names of PSU/Govt. :  
Department represented by the applicant (if any)

14. Field in which the candidate has conducted :  
the cases particularly Civil, Criminal, Railway Land and other claims Dispute labour laws and in writ jurisdiction.

15. Copies of the Income-tax returns for the :  
Last three years

  
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16.No. of cases in a year conducted :  
before the concerned court applied for

17.List of documents to be attached :

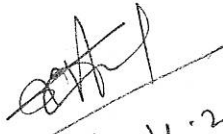
- i) Copy of Degree of Law
- ii) Copy of the enrolment certificate issued by the Bar Council
- iii) Reported Judgements of Court in matters handled in individual capacity
- iv) Income-tax return for the last three years
- v) Experience Certificate

Date: \_\_\_\_\_

(Signature)

Place: \_\_\_\_\_

(Name in Block letters)

  
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## ANNEXURE-II

1. Qualification : i) Minimum Qualification LLB  
ii) Enrolment Certificate of practice at the BAR issued by BAR Council.  
iii) Desirable Qualification LLM.


2. Experience :

Court	Experience
Central Administrative Tribunal	Seven years experience in CAT or other equivalent judicial forum.
Railway Claims Tribunal	Seven years experience in RCT or other equivalent judicial forum.
District Court	Five years experience in District Court or other equivalent judicial forum including Consumer Forum.
Sub-ordinate Court	Three years experience in Sub-ordinate Court or other equivalent judicial forum including Consumer Forum.

\* The Experience Certificate of the Advocate shall be endorsed by the Chairman of the concerned Bar Council or his nominee.

\* The eligible applicant shall send their application to the concerned Zonal Railways.

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