



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
उप क्षेत्रीय कार्यालय, द्वितीय तल
क.रा.बी.नि. चिकित्सालय परिसर, सरोजनी
नगर लखनऊ, उ. प्र.- 226023



EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
Sub Regional Office, 2nd Floor, E.S.I.C. Hospital Campus,
Sarojini Nagar, Lucknow, U.P. - 226023
Email: sro.lucknow@esic.nic.in Website: www.esic.nic.in

LEGAL BRANCH

पत्रांक-30/लखनऊ/विधि/पैनल अधिवक्ता/2018

दिनांक- 28.10.25

Empanelment of Advocates in the Employees' State Insurance Corporation, SRO, Lucknow

Joint Director(I/c), Employees' State Insurance Corporation, SRO, Lucknow invites application from competent practicing Advocates, for empanelment as Panel Advocate to represent Employees' State Insurance Corporation BIJNOR, AMROHA, MORADABAD, SAMBHAL, RAMPUR, BUDAUN, BAREILLY, PILIBHIT, SAHJAHANPUR, LAKHIMPUR, HARDOI, SITAPUR, BAHRAICH, SHARAVASTI, BARABANKI, LUCKNOW, GONDA, BALRAMPUR, RAEBARELI, AMETHI, AYODHYA, SULTANPUR, AMBEDKAR NAGAR, BASTI, SIDDHARTHA NAGAR, MAHRAJGUNJ, KUSHINAGAR, DEORIA, GORAKHPUR AND SANT KABIR NAGAR region **Employees' Insurance Courts, Chief Judicial Magistrate Court, Labour Court, District Consumer Forum** etc. in above Districts and Hon'ble High Court (Lucknow Bench) and State Consumer Forum, Central Administrative Tribunals(Lucknow Bench). Eligible practicing advocate may submit application **within 30 Days** in the format prescribed in Annexure 'A' enclosed herewith, along with all supporting document in a sealed envelope to **"Joint Director (I/c), ESIC, Sub Regional Office, Sarojini Nagar, Lucknow, U.P.-226023.**

Terms & Conditions of empanelment and assignment of cases are as under:-

Terms & Conditions:

1. Eligibility:

Advocates should have minimum of 05 years' experience of standing in the Bar and should have handled Labour Law/Contract/Consumer disputes/Criminal Cases/Service Matter/Revenue Matter etc. Related cases and should be well versed with the E.S.I. Act as well as other related Acts and Codes. They should not be handling any case at present against the Corporation.

Age at the time of empanelment should preferably be below 65 years.

2. General:

- i. The Advocate shall not necessarily be empanelled for specific court and shall accept the work assigned to him/her and shall not refuse to accept any case without reasonable cause.
- ii. Refusal by any Advocate to accept any case otherwise than on grounds of conflict of interests, may entail removal of such advocate from the panel. Similarly, **no advocates as long as his name is on the panel shall contest any matter against the Corporation.**
- iii. The Advocates empanelled under these guidelines shall not be employees of the Corporation and, therefore, shall not be eligible for any benefits available to the employees.
- iv. The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of the--' Corporation.
- v. Advocate should have necessary infrastructure such as Chamber, Library, Phone/Mobile, FAX, E- mail ID (mandatory) etc.
- vi. Advocate should update the progress of the cases on regular basis to the concerned officers. Further, advocate should also submit a monthly report of cases dealt by him/her to this office clearly stating the status of all pending cases along with actions to be taken, in any, by this office.
- vii. The empanelled Advocate should attend the SRO on regular basis for discussion and necessary opinion as and when required and directed. Refusal to attend this office, when specifically directed, may entail removal of such advocate without assigning any reason thereof.
- viii. The Advocates who are already on the existing panel of this office shall cease to be on the panel after the new panel is finalized against this notice. However, they are required to continue with the pending cases, as already entrusted to them, till finalization. All such existing advocates need to apply afresh for fresh empanelment.

3. Tenure /term of Empanelment: -

The initial empanelment will be for Three (03) years or until further orders whichever is earlier. Performance of empanelled advocates shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate, the empanelment may be renewed for a period of another three years by the Corporation. The corporation reserves the right to terminate the empanelment of any advocate at any time with a notice of 15 days.

4. Schedule of Fee:

Fee structure is as under: -

SL	COURTS	CONSOLIDATED FEES
1	STATE CONSUMER FORUM, DISTRICT & SUBORDINATE COURTS AND OTHER TRIBUNALS	12000/-per case

2	E.I. COURTS, MAGISTRATE COURTS & DISTRICT CONSUMER FORUM	5000/- PER CASE
3	HON'BLE HIGH COURT LUCKNOW, NATIONAL CONSUMER FORUM,	25000/- PER CASE
4	CENTRAL ADMINISTRATIVE TRIBUNALS	20000/- PER CASE

* Subject to revision of fee time to time by ESIC, H.Q., New Delhi.

Note: -

- i. 50% of the fee, if requested so by the advocate, shall be paid on the completion of pleadings/W.S. and balance 50% shall be paid after arguments, finalization of the case and on submission of certified copy of the judgement along-with his/her opinion in case the judgement goes against the Corporation either in full or part.
- ii. Miscellaneous expenditure including Court Fees shall be paid on actual basis on the submission of bills along-with the statements and/or Vouchers.
- iii. No separate clerkage fees will be paid.
- iv. Rs. 600/- will be paid for Written Opinion and Written Advice including advice on evidence on misc. matters (no related with case matters).
- v. The above fees may further be revised/regulated as per instructions of ESIC H.Q. Office, New Delhi.
- vi. No retainer fee shall be paid to any panel advocate merely because such advocate has been empanelled.

5. Procedure for Empanelment: -

Joint Director (I/C), ESIC, Sub Regional Office, Sarojini agar, Lucknow will consider the Bio-Data for empanelment only on merit and while considering the requests from the advocates, length of practice and specialization in the area concerning the Corporation shall be given priority.

6. Documents to be submitted (mandatory) by the Advocates: -

- i. Matriculation Certificate in support of Age.
- ii. Certificate of Registration with Bar Council.
- iii. Identity Card issued by Bar Association/Bar Council.
- iv. Certificates in support of educational qualification.
- v. Full details of experience in the field of Labour Laws.
- vi. An undertaking from the advocates to the effect that all information furnished by him/her is correct.

7. Communication of Empanelment: -

After a decision to empanel the advocate is taken, a communication in writing to this effect shall be sent to the Advocate with acknowledgement and acceptance due. The process of empanelment shall be complete when the Corporation receives an acceptance letter from the advocate.

8. Right to Private Practice and Restrictions: -

- i. An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his/her duties as an empanelled advocate of the Corporation.
- ii. An advocate shall not advise any party or accept any case against the Corporation in which he/she has appeared or is likely to be called upon to appear or advise.

9. Disablements: disablement on the part of the Advocate shall mean an include any of the following: -

- i. Giving false information in the application for empanelment.
- ii. Handing over the case to another advocate, except to a duly appointed Junior Advocate.
- iii. Failing to attend the hearing of the case without sufficient reason and prior information.
- iv. Threatening, intimidating or abusing any of the Corporation' employees, officers or representatives.
- v. Committing an act tantamounting to contempt of Court or professional mis-conduct.
- vi. Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council.
- vii. Passing on information relating to Corporation's case on the opposite parties or their advocates which is likely to cause damage to the Corporation's interests.
- viii. Giving false or misleading information to the Corporation relating to the proceedings of the case.
- ix. Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason. And
- x. Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate, with a notice of 15 days.

10. Removal of Difficulty: -

In the matter of implementation of these guidelines, if any, doubt or difficulty arises or doubt regarding the interpretation of any of the clause of this Notice, the same shall be placed before the Corporation and the decision of the Corporation thereon shall be final. The Corporation in this contrast would mean **The Joint Director (I/C), ESIC, Sub Regional Office, Sarojini Nagar, Lucknow.**

APPLICATION FORM for Empanelment IN ESIC (TO BE FILLED IN BY APPLICANT ADVOCATES)

To,

The Joint Director (I/C),
 Sub Regional Office,
 Employees' State Insurance Corporation,
 2nd floor, ESIC Hospital Complex, Sarojini Nagar,
 Lucknow-226023, U.P.


 Photo

Full Name (In BLOCK LETTER)	
Father's Name	
Court for which applied (Specify Court wise)	
<u>CHECKLIST</u>	
<p>List of documents attached (please mark tick). Copy of all Certificates & mark• sheets (Graduation onwards) Experience Certificates. Duly filled Annexure 'A' others (Please specify)-</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	

Personal Details (In BLOCK LETTERS)	
1.	Name in Full
2.	Date of Birth
3.	Nationality
4.	Address for correspondence with PIN and Phone/Mobile No.
5.	Permanent Address with PIN and Phone/Mobile No.
6.	Address of office/chamber, (if any) with PIN and Phone No.

7.	Mobile Number(s)	
8.	E-mail ID	
9	Is any of your relative is an ESIC employee? If so, please give details (viz. Name, designation, place of work & relationship with the applicant)	

10. Details of Educational qualification (Commencing with the Graduation or equivalent examination)

Examinations Passed	Name of the Board/University	Class or division	%of Marks	Subjects	Year of Passing
LLB/Law Graduate					
Post Graduation					
Other Professional Qualifications					

11. 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

12. 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

13. If one or more advocates are associated as juniors of the applicant, their details be provided below-

Sl. No.	Name of the advocates	Enrolment No. with date

14. Infrastructural facilities available with the applicant's office be provided below

Office space	Office clerk	Steno/typist	Support staff

15. No. of Cases relating to ESIC handled earlier-

Sl. No.	Title of case (Documentary proof must be attached)

16. Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark 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

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

18. Details of Bank Account/PAN Number/Aadhar number be provided below- (attach the relevant copy)

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

19. Whether any proceeding has ever been commenced against the applicant advocate or is continuing before the disciplinary Committee of the Bar Council of alleged professional misconduct:

SI. No.	Details of allegations and proceedings	Finding made by the disciplinary Committee

20. Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate:

SI. No.	Details of allegations and proceedings	Finding made by the Court

21. Any additional professional qualification(s), which will further the candidature, including membership of professional society, awards and honors 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 certificates are 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 ESIC as required under the Act, Rules and Regulations there under.**
3. **I also undertake to return all case files and records to the ESIC as and when required by ESIC.**
4. **I agree with the fee schedule notified by ESIC.**

Signature of the Advocate:

Place:

Enrolment Number:

Date:

Mobile Number:



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एडवोकेट्स ध्यान दें

कर्मचारी राज्य बीमा निगम, उप क्षेत्रीय कार्यालय, लखनऊ को लखनऊ में अवस्थित विभिन्न न्यायालयों विशेषतः ई.आई.कोर्ट एवं सी.जे.एम कोर्ट, केन्द्रीय प्रशासनिक न्यायाधिकरण तथा माननीय उच्च न्यायालय, लखनऊ में कर्मचारी राज्य बीमा मामलों का बचाव करने के लिए "पैनल अधिवक्ता" की आवश्यकता है।

- 1- वह कर्मचारी राज्य बीमा न्यायालय, उपभोक्ता फोरम, श्रम न्यायालयों आदि में ई.एस.आई.सी का प्रतिनिधित्व करेंगे तथा उन्हें ई.एस.आई.सी एकट, रेवन्यू सर्विसेज, क्रिमिनल, मेडिकल, लेबर लॉ आदि में निपुण होना चाहिए।
- 2- उनके मामले को समुचित रूप से हैण्डल करने में समर्थ होना चाहिए तथा न्यायालयों में ऐसे मामलों में उपस्थित होना होगा तथा यह सुनिश्चित करना होगा कि कॉरपोरेशन के विरुद्ध कोई भी एक-पक्षीय आर्डर/स्टे पारित नहीं हुआ है। वह चर्चा के बाद नियत, वाजिब फीस के हकदार होंगे।
- 3- केन्द्र/राज्य सरकार के विधि अधिकारी भी आवेदन कर सकते हैं तथा सम्बन्धित केन्द्र/राज्य सरकार द्वारा नियत अनुसार प्रत्येक मामले के लिए शुल्क के हकदार भी होंगे।

सक्षम एडवोकेट्स/विधि अधिकारी, शैक्षणिक योग्यता, अनुभव आदि सहित अपने आवेदनों/जीवनवृत्त को संयुक्त निदेशक(प्रभारी), उप क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, द्वितीय तल, कर्मचारी राज्य बीमा निगम अस्पताल परिसर, सरोजनी नगर, लखनऊ-226023 उ.प्र. के पास विज्ञापन के प्रकाशन की तिथि के 30 दिनों के अन्दर अग्रसारित कर सकते हैं।

संयुक्त निदेशक(प्रभारी)
उप क्षेत्रीय कार्यालय, लखनऊ