



इंडिया पोस्ट  
पेमेन्ट्स बैंक

India Post  
Payments Bank

आपका बैंक, आपके द्वार  
Aapka bank, aapke dwaar

India Post Payments Bank  
Corporate Office, 2<sup>nd</sup> Floor, Speed Post Centre, Bhai Veer Sing Marg, Market Road,  
New Delhi- 110001

Ref: IPPB/Legal/2020-21/78

Date: 23.12.2020

The Competent Authority has accorded approval for :

1. Amendment in guidelines for empanelment of Advocates & Law Firms, enclosed herewith as Annexure-1 & Annexure-LF
2. To continue the empanelment of the already empaneled Advocates & Law Firms, until depaneled or otherwise or until the empanelment is withdrawn by the respective Advocate or Law Firm.

Please be informed accordingly.

SD-  
Davesh Kumar Shukla  
**DGM-Legal**

## ANNEXURE-1

### AMENDMENT IN GUIDELINES FOR EMPANELMENT OF ADVOCATES & REVIEW OF THEIR PERFORMANCE

#### 1. Criteria for Empanelment of Advocates:

India post Payments Bank Ltd.(IPPB) shall empanel Advocates for it's Corporate Office, Circle Offices and Branches. The Advocates willing to get empaneled and committed to the terms and conditions herein under shall submit the applications to IPPB. The Advocates already empaneled by the Bank, shall continue to remain on the panel of the Bank until depaneled or otherwise or until the Advocates himself is willing to surrender the empanelment. The terms and conditions for empanelment are as follows:

(a) Eligibility: - Person(s) who are enrolled as advocate with respective Bar Councils are eligible to apply for the Empanelment by the Bank, if he/she satisfies the following: -

- (i) He/she must have a valid enrolment and license for practice in respective Bar Council..
- (ii) He/she should have an office at the place where the empanelment is sought.
- (iii) He/she should not have been depanelled by any Bank, RBI, IBA, Government Departments and organization and /or other institutions due to non-performance, preceding the empanelment by the Bank.

(b) Preference: - The advocates already empaneled with any Public Sector Bank shall be preferred.

(c) Application Form: - The format for empanelment of the advocate is enclosed herewith as Annexure-A. The eligible advocate who wishes to be empaneled shall submit the application in the prescribed format to the Corporate Office, or Circle Office or Branch. Such application shall be neatly typed and signed by the advocate in all the pages. The application form submitted by the advocate are not in conformity with the aforesaid format shall not at all be entertained. The advocate shall submit certified copies of the following documents along with application form:

- i. Certificate of LL.B, BL and/ or equivalent course.

- ii. Enrolment Certificate Issued by the respective Bar Council
- iii. Experience Certificate issued by the Court/respective Bar Association.
- iv. Proof of empanelment by other Public Sector Banks, if any.

Note: This guidelines is only for empanelment of Advocates and not Law Firms.

2. Process of Empanelment of Advocates:

- a) The Corporate Office/Circle Office, shall independently asses the requirement of empaneled advocates. Accordingly, the Corporate Office(legal Department)/ Circle Office, whichever the case may be, shall call for applications from eligible Advocates and may recommend the eligible advocates who have submitted their application for empanelment.
- b) The Advocates intending to apply may contact the Corporate Office(legal department)/Circle Office or the concerned Branch, under whose jurisdiction the Advocate is seeking empanelment, before submitting their application for empanelment. The intending advocates will be required to visit the Bank's website to know the details and also to download the application and the other requisites relating to the empanelment.
- c) The Corporate Office(legal department)/,Circle Office/Branch, whichever the case may be, may conduct a formal face to face interaction with the applicant seeking empanelment.
- d) The Corporate Office( legal department ) /Circle Office, shall assess the requirement for empanelment of Advocates. Accordingly, the eligible advocates should be recommended for empanelment and sent to Legal department at Corporate Office.

Note: The Advocate possessing higher experience and working with one or more Public Sector Bank shall be given due weightage for empanelment in following sequence /order:

- i. The Advocate possessing more experience.
- ii. The Advocate empaneled with more Public Sector Banks.

- e) While empaneling, the aerial distance of the Office/branches and geographical feasibility etc. needs to be considered by the Corporate Office(Legal department) or respective Circle Offices, wherever the applicant is seeking empanelment.
- f) After the empanelment of the Advocate is finalized, the Circle Office shall be duly informed the same by the Legal Department at Corporate Office and the respective Circle Office, should circulate the list of panel to all the branches within a reasonable period.

3. Authority for Empanelment: -

- (a) On receiving the applications from the Advocates by the Corporate Office(Legal Department)/ Circle Office, Manager Legal at the Corporate Office or Circle Head(AGM or in his absence Chief Manager ), as per their requirement, shall recommend the Advocates eligible for empanelment to the Legal Department at the Corporate Office.
- (b) After receiving the recommended list of Advocates intending to get empaneled, by the Legal Department at Corporate Office, the same shall be submitted before the committee consisting of Deputy General Manager(Legal), Head(HRD) or in his absence any one Assistant General Manager at Corporate office & Senior Manager(HR) at Corporate Office. The Committee shall shortlist and finalize the eligible advocates for empanelment.
- (c) If there are sufficient number of advocates empaneled at the Corporate Office or Branches and /or applications are not called for empanelment, Corporate Office(Legal Department)/ Circle Office shall not entertain the applications so submitted.
- (d) The above mentioned committee shall be the sole Authority to empanel the eligible advocates as recommended by the Corporate Office(Legal Department) or respective Circle Office and the decision of the committee shall be final. The decision/minutes of the said committee shall be preserved by the Legal Department at Corporate Office.

(e) If in the opinion of the above mentioned committee, it is expedient and necessary to empanel any advocate for the interest of the Bank, they may at their own discretion empanel the Advocate .

#### 4. PREPARATION OF LIST: -

- I. The Corporate Office/Circle Office/ Branch, shall keep a list of the advocates.
- III. The panel of the advocates are to be arranged District wise so as to enable the Branches easily to identify suitable advocates available from the locality.

#### 5. DISTRIBUTION/ALLOCATION OF WORK:

To the extent possible, the Corporate Office/Circle Office/Branches may equitably distribute the cases/matters among panel advocate depending on the nature of cases, complexity in each case/matter, performance of the advocates, their availability, vicinity, capacity to complete cases expeditiously, timely reporting/proper conduct of cases etc.

#### 6. OTHER CONDITIONS FOR EMPANELMENT:

- (a) The Panel advocates should not be allowed to use Bank's name, symbol, logo and other intellectual properties of the Bank under any circumstances.
- (b) He/she shall accept the briefs and Cases assigned by the Bank and shall not be selective.
- (c) He/she shall abide by all the terms and conditions determined/to be determined by the Bank from time to time, in respect of empanelment, allocation of the work. review of performance, schedule of fees payable by the Bank, monitoring of suit filed and decreed etc,
- (d) He/she shall observe high professional standard and integrity and shall be efficient in handling the case(s) assigned by the Bank independently.
- (e) Inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment to be made by the Bank and/ or for allotment of cases/matters.

- (f) The panel advocates and their Juniors shall not appear/advice against the Bank under any Circumstances.
- (g) If the Corporate Office/Circle Office /Branch is of the view that meeting of the empaneled Advocates is necessary and expedient in the interest of the Bank, they may convene the meeting and necessary instructions may be given to them
- (h) The panel advocate shall send monthly reporting of the cases entrusted with him to the Corporate Office/Circle Office/Branch. However, wherever required the advocate shall make day to day reporting of the proceedings of the cases to Corporate Office/Circle Office/Branch. If the panel advocate has failed to make the day to day reporting of the cases, or wherever required day to day reporting of the proceedings of the cases entrusted with him, the Corporate Office(legal department)/Circle Office may consider this aspect while reviewing the performance and may recommend depaneling him on this ground. The panel advocates should be advised accordingly.

#### 7. Review of the Performance:

- (a) The Corporate Office/Circle Office under whose jurisdiction, the Advocate is empaneled, shall review the performance of the advocate at least once in a year.
- (b) The exercise of Review shall be completed by November (month) of every year.
- (c) For the purpose of reviewing the performance of the panel advocate the Legal Department at the Corporate Office and the respective Circle Office shall review the performance of the Advocates in the format enclosed herewith as Annexure-C and shall retain the same with them. Further a list of Advocates, stating those recommended to be depanelled shall be prepared by Corporate Office(legal department) /Circle Office, and the Circle Office shall send the above mentioned list of advocates recommended to be depanelled , to the Corporate Office(legal department). The Corporate Office(Legal department ) shall place the above mentioned lists before the Committee (as mentioned above) for taking decision on depanelment of the Advocate(s)

## **8. The parameters for reviewing the performance of panel Advocates:**

a. While reviewing the performance of the panel advocates, the Corporate Office(legal department)/Circle Office should consider the following parameters for the names of the advocates for empanelment /depanelment to Corporate Office:

- i. No. of cases entrusted with him.
- ii. The accessibility by the Branches.
- iii. Behavior towards Bank officials.
- iv. Response of the advocate to the call of the Bank.
- v. Quality of drafting the pleading.
- vi. Effectiveness of the representation before the court.
- vii. Number of adjournments sought by the Advocate without any valid & cogent reasons in the cases entrusted with them.
- viii. Number of Cases Bank lost and the amount.
- ix. Lack of interest of the advocate in the cases.
- x. Willful delay in conducting the cases.
- xi. Inflated professional fees, expenses & other charges billed to the Bank, which is not as per the schedule of charges.
- xii. Number of cases reported that the advocate has given wrong opinion.
- xiii. Whether the advocate personally appears or his Junior appears.
- xiv. Whether he/his juniors, partners, and associates appear against the Bank and/or issued any notice against the Bank.
- xv. Delay/default in monthly reporting and/or wherever required,reporting of the day to day progress of the cases
- xvi. Adverse submission if any made before court without proper instructions from the concerned branch/office of the Bank.
- xvii. Refusal of any work without any reasonable cause.
- xviii. Whether the advocate hires such person as his junior or associate etc.

- (b) The aforementioned are only indicative and the Offices may use tools for reviewing the performance as they may deem fit.

#### **9. Depaneling of Advocate:**

- (a) If the performance of the panel advocate(s) is not satisfactory upon review, the aforesaid committee may depanel any of the existing advocates.
- (b) If the advocate hires such person as his Junior or Associate who is depanelled by any Bank, then the Bank shall immediately advise them not to admit him as his junior or associate for continuing them in the Bank's panel, the above mentioned committee may depanel such Advocate.
- (c) In the event the empaneled advocate has committed severe professional misconduct or has indulged in any act causing loss to the Bank including facilitating fraud, the above mentioned Committee may immediately depanel the advocate by recording the reasons thereof, even without waiting for the review of his performance. The Legal Department shall inform the same to the respective Circle Office and the Circle Office, shall immediately communicate the Branches of the same and the matters entrusted to the depaneled advocate shall immediately be transferred to the other advocate on panel.
- (d) If the license of practice of the panel advocate by the concerned Bar Council is cancelled/suspended for any reasons, above mentioned Committee may immediately depanel the advocate and the matters entrusted to the depaneled advocate shall immediately be transferred to the other advocate on panel.
- (e) In the event any of the advocate is depaneled, the Circle Office, shall do the following: -
- i Circulate the details of such depanelment among the branches under its control.
  - ii Ensure that no further cases/matters are entrusted with such advocate.
  - iii Take back all the brief/suits and matter entrusted with him immediately. Thereafter the same shall be distributed among other advocates on the panel.



#### 10. Review at Corporate Office Level:

However, there may be situations where such depanelment is required to be reviewed. In that event, upon verification of records, a decision may be taken by the above mentioned committee at Corporate Office level, which shall be final and binding upon the concerned Advocate.

#### 11. Schedule of charges:

The charges payable to the empaneled advocate of IPPB shall be as per Annexure-1.

##### Kindly Note:

- a) In the running case, if separate application is required to be filed, no separate fees will be paid for the same. However, the actual expenses incurred in filing such application like typing charges, court fees and out of pocket expenses will be payable.
- b) The payment of fees shall be paid respectively by the branches /Circle Office /Corporate Office as per the financial delegation of power.
- c) The Corporate Office, Circle Office are to adhere strictly to the fees schedule.
- d) In special cases where a need for such an expertise is felt in highly complicated cases, the fees/expenses may increase the fees irrespective of above fee schedule on obtaining approval from the personnel vested with financial powers as per the financial delegation of power.
- e) The branches may advise the counsels to open an account in our Bank (in any branch) so as to credit the fees into his account directly.

Note: It is advised to take prompt legal work from the Advocates and make prompt payment to them.

Important: the fees schedule as mentioned in Annexure-1, is not final and may be amended from time to time as decided by the above mentioned committee.

**Annexure-1**

S.No.	Nature of work	Charges to be paid (in rupees)
1.	Vetting of Documents	<ul style="list-style-type: none"> <li>• Rs.1500/- + Rs. 150/- as Typing expenses</li> <li>• Rs. 500/- additional if verification of Documents is required</li> </ul>
2.	Drafting and Vetting of RFP and Agreement	Rs.7000/- + Rs. 150/- as Typing expenses
3.	Issuance of Legal Notice	
	A. Format notice	Rs.150/-+ postal charges
	B. Detailed/specific Notice	Rs. 500/- + postal charges + typing charges Rs.20/per Page
4.	Civil/Criminal Suits(filed by the bank or against the Bank) at lower court	Rs.4000/- clerkage + typing Rs. 20/- per page + actual expenses if any <b>Note:</b> 50% of Lawyers Fee will be paid at the time of filing of suits, 25% at the time of Arguments and the rest 25% amount will be paid after obtaining copy of certified Decree if the case is contested. If case is not contested or Ex-Parte only 50% of prescribed fee will be payable.
5.	District Consumer Forum	Rs. 5000/- + clerkage + typing Rs. 20/- per page
6.	State Commission	Rs. 7500/- + 15% clerkage + typing Rs. 20/- per page
7.	National Commission	Rs.15000/- + 15% clerkage + typing Rs. 20/- per page
8.	High Court	
	A)Where Notices received by Advocate, appearance made and case argued on Banks behalf without filing any counter affidavit/ reply	Rs. 10000/- + clerkage charges + actual expenses if any
	B)In cases fully contested by filing counter Affidavit and finally disposed off	Rs. 15000/- +15% clerkage charges + actual expenses if any
9.	CGIT	Rs. 4000/- plus 15% clerkage charges plus actual expenses if any
10.	Legal Opinion	Rs. 1000/-

11.	Verification of Miscellaneous Documents such as succession Certificate etc. and others	Rs. 500/- to Rs. 1000/- plus actual expenses
12.	Reply to Legal Notices	Rs. 500/- plus actual expenses
13.	Drafting of Legal Documents for the Bank such as Lease Deeds and other Documents	Rs. 500/- to Rs. 3000/- Note: Depending upon the cases, the same shall be decided by the concerned office or branch
14.	Debt Recovery Tribunal	Rs. 8000/- plus 15% clerkage charges plus actual expenses if any
15.	Debt Recovery Appellate Tribunal	Rs. 10000/- plus 15% clerkage charges plus actual expenses if any
16.	For Filing Caveat Application before:	
	DRT / DRAT / Civil Court	Rs.1,500/- (inclusive of clerkage)
	High Court	Rs.2,000/-(inclusive of clerkage)
17 .	Competition Commission	Rs. 7000/- + 15% clerkage charges plus actual expenses if any

**Note:** Miscellaneous/ out of pocket expense like photocopy, typing charges, conveyance etc. as per actual to be provided to the advocate in the above fees schedule, which shall be over and above the fees stated in the above schedule.

Law charges/fees to be paid to the advocates at High Court for HR & other important policy matters at Corporate /Circle Offices:

<b>S.No.</b>	<b>Particulars</b>	<b>Supreme Court (charges to be paid in INR)</b>	<b>High Court(charges to be paid in INR)</b>
1.	Drafting of Writ Petition/ Counter Affidavit / Appeal/ SLP / WS / Revision / Review Petition/ Plaint / Original Suit/ etc.	11,000/-	5,500/-
2.	Fee for drafting Misc. Application / Interlocutory Application/ Replies there to / Interim Application and its Replies / Affidavit etc.	3,850/-	2,750/-
3.	Written Legal Opinion	7700/-Consolidated	5500/-Consolidated
4.	Per Appearance(For effective hearing)	10,000/-	7,700/-
5.	Appearance(For non- effective hearing)	1,500/- (Maximum three in a case)	1,000/- ( Maximum three in a case)
6.	For Drafting and filing Caveat Petition	4,400/-	3,300/-
7.	Miscellaneous/ out of pocket expense like photocopy, typing charges, conveyance etc.	As per Actual	As per Actual
8.	Clerkage Fee	10% of counsel fee	10% of counsel fee

**Annexure-A**

**Application for empanelment:**

a)Name of the Advocate	
b) Address:  i. Chamber/Office:  ii. Home:	
c) Phone number/Mobile number/Fax Number:  i. Chamber/Office:  ii. Home:	
d) Age	
e) Date of Birth	
f)Name of Bar Council and Enrolment Number(enclose copy of enrolment certificate/enrolment ID)	
g)Brief details of experience(enclose a separate sheet, if required)	
h)Whether practice restricted to a particular Court or nature of cases/ matters or the advocate is practicing in lower courts/tribunals and undertaking other nature of cases/matters(give brief description)	

i)Whether the Advocate is Income Tax Assessee (if yes then give PAN no.)	
j)Whether in the panel of other Bank, if so, please specify the name of Bank and Branch.	
k)Whether de-paneled by institution. If so then give brief description	
l)Whether any disciplinary action is initiated by Bar Council/other authority on the Advocate or his Junior/associate and . If yes, then please give details	
m)Any other details that you think would be useful the Bank concerning decision to empanel you as our Advocate	

I/We hereby acknowledge, undertake and confirm the following:

- I accept the terms and conditions of the empanelment as determined by the Bank from time to time without any demur or protest.
- I shall not use Bank's symbol, logo etc. in our letter head, sign board, name plates, pamphlets, visiting card etc. shall not do anything detrimental to the interest of the bank.
- I shall not admit and engage any advocate(s) who is depaneled by any Bank as junior, associate. partner etc. and if bank brought to my notice that such advocate was depaneled by any Bank, I/We Shall immediately remove him from my Office. If Contravene the same, then the Bank may immediately depanel me/us even without any notice.
- I and my/our juniors, associates, partners etc. shall not appear / advise against the Bank, under any circumstances.
- I acknowledge and confirm that empanelment/depanelment is the sole discretion of the Bank and the bank may at any time depanel me from the Bank's panel of advocates even without notice.

- I acknowledge that inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment be made by the Bank upon myself as well as Juniors, Partners or Associate.
- I are fully aware that the Bank shall review the performance of panel every year and/or during certain intervals and that Bank reserves its right to terminate such engagement/empanelment at time at sole discretion of the Bank without assigning any reason.
- I confirm that the Bank is free to employ any Advocate of its own choice and no right exists for an empaneled Advocate to claim that he/they should be entrusted with Bank's work
- I undertake that I shall maintain absolute secrecy and confidentiality the cases of the Bank and/ or information provided to me.
- I undertake that upon empanelment, I/we shall send monthly statements/ and other statement as per the requirements of the Bank inter-alia showing the day to day progress of the cases entrusted with me.
- I am aware that on non-compliance of any of the conditions mentioned above, the Bank will depanel me/us without any notice.
- I undertake that upon depanelment, due to any reasons whatsoever, the cases, briefs, matter etc. would be returned to the bank, without any objections or conditions.

Signature of Advocate with Seal

Enclosures:

A) In case of Advocates:

Self- Attested /true copies of the following documents:

1. Certificate of LLB/BL or other equivalent course.
2. Enrollment Certificate & Bar Council Certificate/ID.
3. PAN card
4. Proof of empanelment by other nationalized bank(S) if any.

**ANNEXURE-B**

**Reporting Format to Corporate Office(Legal Department)**

The CHRO/CEO,  
Corporate Office.

**Review of the performance of the panel Advocate's**

We have conducted review of the existing Advocates on the panel on.....(date of review). Accordingly we recommend \_\_\_\_\_ advocate for depanelment. The relevant details of such advocates are as under:

1. Details of Advocate for depanelment:

S. NO	Name & Address Of the Advocate	Telephone no. /Fax No./Mobile No.	Reasons for recommending for depanelment	Cases pending, which were entrusted to respective advocate, at the time of recommending for depanelment	Remarks

Note: The same has to be prepared in the above format in the excel sheet , and the details of each advocate shall be written separately.

Enclosure: As stated above

AGM(Circle)/Chief Manager (Circle) /Manager-Legal

Date:

Name of office:



**ANNEXURE-C**

**Feedback form for Corporate Office/Circle Office**

Name of the Office:

Name of the Advocate:

	Particulars	Corporate Office/Circle Office/Branches, and in the absence of Circle Office, Branch Head/Branch Manager of Circle located Branch of respective Circle Remarks
1.	Number of cases entrusted with Advocates	
2.	The accessibility by the Branches.	
3.	Behaviour of the Advocate or his Juniors towards Bank Officials	
4.	Response of the advocate to the call of the Bank	
5.	Quality of drafting and pleading.	
6.	Effectiveness of the representation before the court.	
7.	Number of adjournments sought by the Advocate without any valid and cogent reasons in the cases entrusted to him.	
8.	Number of cases lost by the Bank and amount during year.	
9.	Whether there is any lack of interest of the advocate in conducting the Cases.	
10.	Willful delay in conducting the cases.	

11.	Whether Inflated professional fees, and charges billed to the Bank. (Details)	
12.	Whether any cases have been reported in which the Advocate has given wrong opinion	
13.	Whether the advocate personally appears or his junior appears	
14.	Whether the Advocate or his juniors appear against the Bank and/or have issued any notice against the Bank	
15.	Is there any delay/default in reporting of the day to day progress of the cases	
16.	Adverse submission if any made before the court without proper instructions from the concerned Branch/Office of the Bank	
17.	Refusal of any work without any reasonable cause.	
18.	Whether the empaneled advocate has admitted /hired any advocate who is depanelled by any Bank as junior, partner or associate etc	

Note: The Corporate Office/Circle Office/Branches and in the absence of Circle Office, Branch Manager/Branch Head of the Circle located Branch of the respective Circle Office are advised to report details of all the empaneled advocates on separate sheet in the above format only.

Date:

AGM(Circle)/Chief Manager (Circle) /Manager-  
Legal

## ANNEXURE-LF

### GUIDELINES FOR EMPANELMENT OF LAW FIRMS & REVIEW OF THEIR PERFORMANCE

#### **1. Criteria for Empanelment of Law Firms:**

India post Payments Bank Ltd.(IPPB) shall empanel Law Firm for its Corporate Office . The Law Firm's willing to get empaneled and committed to the terms and conditions herein under shall submit the applications to IPPB. The law Firms already empaneled by the Bank, shall continue to remain in the panel of the Bank until depaneled or otherwise or until the respective Law Firm is willing to surrender the empanelment The terms and conditions for empanelment are as follows:

- (a) Eligibility: - The Law Firms duly registered or having duly registered partnership deed under the laws of India are eligible to apply for the Empanelment at the Corporate Office/Circle Office by the Bank, if they satisfy the following:-
- (i) The Law Firm must be duly incorporated i.e must have a Certificate of incorporation or registered partnership deed.
  - (ii) All the partners and associates of the Law Firm who shall coordinate with the Bank shall be duly enrolled with respective Bar Council.
  - (iii) It should have an office at the place where the empanelment is sought.
  - (iv) None of its partners or associate should have been blacklisted by any Bank, RBI, IBA, Government Departments and organization and /or other institutions
  - (v) None of its partners or associate should have been depaneled by any of the Banks, preceding the empanelment by the Bank.
  - (vi) It should not be defaulter of any Bank/ Financial Institution.
- (b) Preference: - The Law Firm already empaneled or associated with Public Sector Bank shall be preferred.

(c) Application Form: - The format for empanelment of the Law Firm is enclosed herewith as Annexure-A. The eligible Law Firm who wishes to be empaneled shall submit the application in the prescribed format to the Corporate Office at the address provided at Annexure -. Such application shall be neatly typed and signed by the Partners/Associates of the Law Firm, in all the pages. If the application form submitted by the Law Firm are not in conformity with the aforesaid format shall summarily be rejected and the it shall be advised to submit the same in the said format. The Law Firm shall submit certified copies of the following documents along with application form:

- i. Enrolment Certificate Issued by the respective Bar Council of the Partners and Associates who shall be coordinating with the Bank.
- ii. Proof of empanelment by other Banks, if any.
- iii. PAN card of the Law Firm.
- iv. Empanelment letter of at least 2 Public Sector Bank (PSB) or Judgement of Court in which the Law Firm's name is clearly mentioned as Counsel for respective PSB.

## 2. Process of Empanelment of Law Firm:

- a) The Corporate Office shall independently asses the requirement of empaneled Law Firm(s). Accordingly, Accordingly, the Corporate Office/Circle Office shall call for applications from eligible Law Firms and shall shortlist the eligible Law Firm who have submitted their application for empanelment.
- b) The eligible Law Firms who are recommended by the Corporate Office the Law Firms who are empaneled by more than two (2) Public Sector Banks shall be given due weightage in the empanelment process.
- c) The Legal department at Corporate Office shall assess the empanelment of Law Firms. Accordingly, the eligible Law Firms should be shortlisted and recommended for empanelment to Corporate Office.

Note: The Law Firm possessing higher experience and working with 3(three) or more Public Sector Bank shall be given due weightage for empanelment in following sequence /order:

- iii. The Law Firm possessing more experience.
- iv. The law firm empaneled with Three(3) or more Public Sector Banks.

d) After the empanelment by the Corporate Office, should circulate the list of panel.

### 3. Authority for Empanelment: -

- (a) After receiving the recommended list of law Firms intending to get empaneled, from the Corporate Office, before the committee consisting of Deputy General Manager(Legal),Head(HRD) or in his absence any one Assistant General Manager at Corporate office & Senior Manager(HR) at Corporate Office. The Committee shall be the sole authority for empanelment and shall shortlist and empanel the eligible Law Firms for empanelment.
- (b) The minutes of the said committee shall have preserved by the Legal Department at Corporate Office.
- (c) If in the opinion of the above committee, it is expedient and necessary to empanel any Law Firm for the interest of the Bank, he/she may do the same in accordance with these guidelines, after recording reasons for such empanelment .

### 4. PREPARATION OF LIST: -

The Legal Department at Corporate Office shall keep a list of the Law Firms.

### 5. ALLOCATION OF WORK:

The respective department at Corporate Office shall ensure that the cases /matter involving critical and complex issues shall only be entrusted to the Law Firms, since the same shall require services from law firms with deeper and broader experience for critical legal banking matters including customer issues and complexities. In addition, the cases/matters at Supreme Court may be allotted to Law Firms.

## 6. OTHER CONDITIONS FOR EMPANELMENT:

- (a) The Panel Law Firm (s) should not be allowed to use Bank's name, symbol, logo and other intellectual properties of the Bank under any circumstances.
- (b) It shall abide by all the terms and conditions determined/to be determined by the Bank from to time, in respect of empanelment, allocation of the work, review of performance, professional fees payable by the Bank, monitoring of suit filed and decreed etc,
- (c) It shall observe high professional standard and integrity and shall be efficient in handling the case(s) assigned by the Bank independently.
- (d) Inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment to be made by the Bank and/ or for allotment of cases/matters to the Partners or associates of the Law Firm. The Bank shall reserve its right to depanel the Law Firm at any time.
- (e) In the case of Law firms, the associates. partners. juniors etc. shall not appear/advice against the Bank any circumstances.
- (f) The empaneled law firms shall not employ and/or engage any advocate who is depaneled by any Bank in their firm
- (g) If the Corporate Office is of the view that meeting of the Panel is necessary and expedient in the interest of the Bank, they may convene the meeting and necessary instructions may be given to them.
- (h) The panel Law Firm shall send monthly reporting of the cases entrusted with them to the Corporate Office. However, wherever required the Law Firm shall make day to day reporting of the proceedings of the cases to respective department Corporate Office. If the panel Law Firm has failed to make the monthly reporting of the cases, or wherever required day to day reporting of the proceedings of the cases entrusted with them, the Legal Department at Corporate Office, may consider this aspect while reviewing the performance and may recommend

depanelling them on this ground. The panel Law Firm should be advised accordingly.

7 . Review of the Performance:

- (d) The Committee as Stated in para 3 above shall review the performance of the Law Firm at least once in a year.
- (e) The exercise of Review shall be completed by November (month) of every year.
- (f) For the purpose of reviewing the performance of the panel Law Firm feedback shall be obtained in the format enclosed herewith as Annexure-C for placing the same before the Committee as stated in para 3 above.

8. The parameters for reviewing the performance of panel Law Firms:

- a. While reviewing the performance of the panel Law Firm(s), the Legal department at Corporate Office should consider the following parameters for the names of the Law Firms for empanelment /depanelment :
  - i. Behavior towards Bank officials.
  - ii. Response of the Law Firm to the call of the Bank.
  - iii. Quality of drafting the pleading.
  - iv. Effectiveness of the representation before the court.
  - v. Number of adjournments sought by the Partner/Associate of the Firm without any valid & cogent reasons in the cases entrusted with them.
  - vi. Number of Cases Bank lost and the amount.
  - vii. Lack of interest of the in the cases/matters.
  - viii. Willful delay in conducting the cases.
  - ix. Number of cases in which the Partner/Associate of the Firm has given wrong opinion.
  - x. Whether the partners and associates appear against the Bank and/or issued any notice against the Bank.

- xi. Delay/default in monthly reporting and/or , wherever required, reporting of the day to day progress of the cases.
  - xii. Adverse submission if any made before court without proper instructions from the the Bank.
  - xiii. Refusal of any work without any reasonable cause.
  - xiv. Whether the empaneled Law firm admits any advocate who is depaneled by any Bank as associate, partner etc.
- (b) The aforementioned are only indicative and the Office may use tools as they may deem fit.
- (c) A suitable note shall be placed by the respective department in this regard shall be placed before the aforementioned committee for consideration.

#### **9. Depaneling of Law Firm:**

- (a) If the performance of the panel Law Firm(s) is not satisfactory upon review, the aforesaid committee may depanel any of the Law Firm.
- (b) If empaneled Law firm admits any advocate who is depaneled by any Bank as Junior associate, partner etc., then the Bank shall immediately advise them not to admit him in the firm for continuing them in the Bank's panel and if the firm admits such an advocate and/or allow to continue him in their firm, the CHRO shall depanel such Law Firm.
- (c) If the committee as mentioned in para 3 above, instructs to depanel any of the Law Firm either as its own or on account of the instructions received from RBI, Ministry and or other authority including IBA, the Corporate Office shall immediately transfer the cases/matters from them to the other Law Firm(s) on panel.
- (d) In the event the empaneled Law Firm has committed severe professional misconduct or has indulged in any act causing loss to the Bank including facilitating fraud, the Committee as mentioned in para 3 above, may immediately depanel the Law Firm by recording the reasons thereof, even



without waiting for the review of his performance. The Corporate Office shall immediately transfer the matters entrusted to the depaneled Law Firm to the Law Firm on panel.

(e) In the event any of the Law Firm is depaneled, the Legal Department at Corporate Office shall do the following: -

- i Ensure that no further cases/matters are entrusted with such Law Firm.
- ii Take back all the brief/suits and matter entrusted with them immediately. Thereafter the same shall be distributed among other Law Firm(s) on the panel.

#### 10. Review at Corporate Office Level:

There may be situations where such depanel is required to be reviewed. In that event, upon verification of records and recording the statements of the concerned, a decision may be taken by the Committee as mentioned in para 3.

#### 11. Charges for allotment of work to Law Firms:

In case of requirement for a particular work, quotations may be called from the empaneled Law Firms, and the work may be entrusted to the Law Firm submitting lowest quotation.

The fees shall be paid to the Law Firm by the respective department at the Corporate Office as per the financial delegation of power.

## Annexure-A

### Application for empanelment:

a)Name of the Law Firm	
b)In case of Law Firm, name of the partners/associates of the law firm who shall coordinate with the Bank	
c) Address:  i. Chamber/Office:  ii. Home:	
d) Phone number/Mobile number/Fax Number:  i. Chamber/Office:  ii. Home:	
e)Date of enrollment of the Partners/Associate who shall coordinate with the Bank	
g)Name of Bar Council and Enrolment Number(enclose copy of enrolment certificate/enrolment ID) of the Partners/Associate who shall coordinate with the Bank shall be mentioned	
h)Brief details of experience(enclose a separate sheet, if required)	
i)Whether practice of partners/associates restricted to a particular Court or nature of	

cases/ matters or the Law Firm is practicing in lower courts/tribunals and undertaking other nature of cases/matters(give brief description)	
j)Whether the Law Firm is Income Tax Assessee (if yes then give PAN no.)	
k)Whether the Law Firm is in the panel of other Bank, if so, please specify the name of Bank and Branch.	
l)Whether the Law Firm is/has been de-paneled by institution. If so then give brief description	
m)Whether any disciplinary action is initiated by Bar Council/other authority on partners/Associates. If yes, then please give details	
o)Any other details that you think would be useful the Bank concerning decision to empanel you as our Legal Counsel	

I/We hereby acknowledge, undertake and confirm the following:

- I/we am/are accepting the terms and conditions of the empanelment as determined by the Bank from time to time without any demur or protest and I/we hereby waive all of our rights given under Statute, regulation etc. in this regard.
- I/We Shall not use Bank's symbol, logo etc. in our letter head, sign board, name plates, pamphlets, visiting card etc. shall not do anything detrimental to the interest of the bank.
- I/We shall not admit and engage any advocate(s) who is depaneled by any Bank as associate. partner etc. and if bank brought to my/our notice that such advocate was depaneled by any Bank, I/We Shall immediately

remove him from our firm. If Contravene the same, then the Bank may immediately depanel us even without any notice.

- I/We and my/our associates, partners etc. shall not appear / advise against any Branch Bank, under any circumstances.
- I/We acknowledge that application for empanelment shall not constitute as empanelment of any kind or right or privilege for empanelment for myself as well as Partners or Associate.
- I/We acknowledge and confirm that Empanelment/Depanelment of Law Firm is the sole discretion of the Bank and the bank may at any time depanel me/us from the Bank's panel of Law Firm(s) even without notice.
- I/we acknowledge that inclusion of name in the Bank's panel shall not constitute an appointment or a right for an appointment be made by the Bank upon myself as well as Juniors, Partners or Associate.
- I/We are fully aware that the Bank shall review the performance of panel every year and/or during certain intervals and that Bank reserves its right to terminate such engagement/empanelment at time at sole discretion of the Bank without assigning any reason.
- I/we confirm that the Bank is free to employ any Law Firm of its own choice and no right exists for the partners/associates of the Law Firm to claim that he/they should be entrusted with Bank's work
- I/we undertake that I/we shall maintain absolute secrecy and confidentiality the cases of the Bank and/ or information provided to us.
- I/we undertake that upon empanelment, I/we shall send monthly statements/ and other statement as per the requirements of the Bank inter-alia showing the day to day progress of the cases entrusted with me/us.
- I/we am/are aware that on non-compliance of any of the conditions mentioned above, the Bank will depanel me/us without any notice.
- I/we undertake that upon depanelment, due to any reasons whatsoever, the cases, briefs, matter etc. would be returned to the bank upon its

request and necessary NOC will be issued, without any objections or conditions.

Signature of Partner/Associate  
of the Law Firm with Seal

Enclosures:

Self- Attested /true copies of the following documents to be enclosed:

1. Certificate of incorporation or partnership deed duly registered.
2. Enrollment Certificate & Bar Council Certificate/ID of the partners/Associate who shall be coordinating with IPPB.
3. Experience Certificate of the partners/Associate who shall be coordinating with IPPB, from Court/ Bar Association or PSB's
4. PAN card of Law Firm
5. Proof of empanelment by other nationalized bank(S) if any.

**ANNEXURE-B**

**Reporting Format to Corporate Office**

The CHRO,  
Corporate Office.

**Review of the performance of the panel Law Firm**

We have conducted review on the existing Law Firms on the panel on.....(date of review). Accordingly we recommend \_\_\_\_\_ Law Firm(s) for empanelment and \_\_\_\_\_ Law Firms for depanelment .After the review, we have the shortlisted following empaneled Law Firms and depaneled Law Firms for consideration . The relevant details of such Law Firms are as under:

2. Details of Law Firm(s) for Depanelment:

S. NO	Name & Address Of the Law Firm	Telepho ne no. /Fax No./Mobi le No.	Reasons for Depanelment	Cases pending, which were entrusted to respective Law Firm, at the time of depanelment	Remarks

3. Details of the Law Firm for empanelment:

S.No.	Name & Address of the Law Firm	Telephone No./Mobile no./Fax No.	Name of Public Sector Bank, the Law Firm is empaneled	No. of years of experience of Partners/Associate (with name and designation of personnel of Law Firm) -Give Details	Remarks

Note: The same has to be prepared in the above format in the excel sheet , and the details of each cases shall be written separately.

Enclosure: As stated above

Manager-Legal(Corporate Office)

## ANNEXURE-C

### Feedback form from the Legal Department at Corporate Office

Name of the Law Firm:

	Particulars	Corporate Office Remarks
1.	Behaviour of the Partners/Associates of Law Firm towards Bank Officials	
2.	Response of the Law Firm to the call of the Bank	
3.	Quality of drafting and pleading.	
4.	Effectiveness of the representation before the court.	
5.	Number of adjournments sought by the Law Firm without any valid and cogent reasons in the cases entrusted to him.	
6.	Number of cases lost by the Bank and amount during year.	
7.	Whether there is any lack of interest of the Law Firm in conducting the Cases.	
8.	Willful delay in conducting the cases.	
9.	Whether Inflated professional fees, and charges billed to the Bank. (Details)	
10.	Whether any cases have been reported in which the Law Firm has given wrong opinion	
11.	Whether the partners and/or associates of Law Firm has appeared appear against the Bank and/or have issued any notice against the Bank during their empanelment with bank	
12.	Is there any delay/default in monthly reporting and/or reporting of the day to day progress of the cases	



13.	Adverse submission if any made before the court without proper instructions from the concerned Branch/Office of the Bank	
14.	Refusal of any work without any reasonable cause.	
15.	Whether the empaneled Law Firm has admitted /hired any advocate who is depanelled by any Bank as partner or associate etc	

Note: The Corporate Office is advised to report details of all the empaneled Law Firms on separate sheet in the above format only.

Manager-Legal(Corporate Office)