



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, 2<sup>nd</sup> Floor, E.S.I.C. Hospital Campus,  
Sarojini Nagar, Lucknow, U.P. - 226023  
Email: [sro.lucknow@esic.nic.in](mailto:sro.lucknow@esic.nic.in) Website: [www.esic.nic.in](http://www.esic.nic.in)

## LEGAL BRANCH

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

दिनांक-

### **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, SAMBHAL, PILIBHIT, BAHARAICH, SHRAVASTI, SIDDHARTH NAGAR, MAHRAJGANJ, KUSHINAGAR, DEORIA, AMBEDKAR NAGAR AND GONDA etc. region **Employees' Insurance Courts, Labour Court, District Consumer Forum** etc. in above districts. Eligible practicing advocate may submit application on or before **31/10/2025** 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:**

- i) Counsel/Advocate should have minimum of 05 years regular practice and standing in the Bar and it is desirable that she / he should have handled Labour Law related cases.
- ii) Counsel / Advocate should be able to represent the ESI Corporation in the EI Court, Magistrate Court, Labour Court, State Consumer Forum, etc., and as such should be well versed with the ESI Act as well as other related Acts and relevant Codes.

##### **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 of Empanelment: -**

The Counsels would be on the panel ordinarily for a period of three years and continue with the cases allotted to them even beyond 3 years unless terminated. However, the tenure of the panel may be extended / shortened by the Competent Authority (Head of the ESIC Office), for the reasons to be recorded in writing. Existing panel shall continue till new panel is constituted so that the ongoing legal cases are not affected

### **4. Schedule of Fee:**

Fee structure is as under: -

SI. No.	Courts	Consolidated Fees*
1	E.I. Courts, Magistrate Courts and District Consumer Forum	Rs.5000/-

\* 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: -**

- i) The applicant advocate should apply on the format prescribed by the ESIC only, along-with self-certified copies of prescribed documents against the advertisement issued by concerned office.
- ii) Any application received after the last date prescribed in the advertisement shall not be entertained.
- iii) Depending upon the requirement and number of applications received, ESIC reserves the right to shortlist the candidates to be called for interview / interaction, for empanelment / selection.
- iv) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interview / interaction and to be selected.
- v) The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- vi) Canvassing in any form shall be treated as disqualification. The candidature of such applicants shall be rejected forthwith.
- vii) Shortlisted applicant advocates will be informed individually through email and / or Registered Post regarding the date, time and venue of interview.
- viii) **The applicant advocate shall bring all original documents at the time of interview/ interaction.**
- ix) Letter to applicant advocates confirming their empanelment will be issued by ESIC separately.

- X) Panel will be finalized on the basis of recommendations of a committee to be constituted by Head of the Office.

**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) A Counsel empanelled with the ESI Corporation will have the right to private practice which should not, however, interfere with the efficient discharge of his/her duties as a Counsel for the ESI Corporation.
- ii) A counsel shall not advise any party or accept any case or brief against the ESI Corporation which is likely to affect or lead to litigation against the ESI Corporation.
- iii) If the counsel happens to be a partner of a firm of Lawyers or Solicitors, it will be incumbent on the firm not to take up any case against the ESI Corporation in any courts or any case arising in other courts out of these cases (e.g) appeals / revisions in the High Court or Supreme Court or other courts or tribunals.

**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.

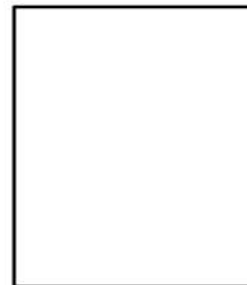
**10. Removal of Difficulty: -**

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,  
 2<sup>nd</sup> floor, ESIC Hospital Complex, Sarojini Nagar,  
 Lucknow-226023, U.P.



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

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:

Sl. 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:

Sl. 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:



**कर्मचारी राज्य बीमा निगम**  
**Employees' State Insurance Corporation**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Government of India)



**उप क्षेत्रीय कार्यालय/Sub Regional Office**

**द्वतीय तल, कर्मचारी राज्य बीमा निगम चिकित्सालय, सरोजनी नगर, लखनऊ-226023**

IIInd Floor, ESI Hospital Campus, Sarojini Nagar, Lucknow - 226023

**दूरभाष:0522-2745170 e-mail- sro.lucknow @esic.nic.in**

**ATTENTION ADVOCATES**

Employees' State Insurance Corporation, Lucknow invites application from competent practicing Advocates, for empanelment as Panel Advocate to defend the ESI Corporation in the cases filed in different Courts Such as Employees' Insurance Court, Sessions Courts and District and Consumer Courts at -BIJNOR, AMROHA, SAMBHAL, PILIBHIT, BAHARAICH, SHRAVASTI, SIDDHARTH NAGAR, MAHRAJGANJ, KUSHINAGAR, DEORIA, AMBEDKARNAGAR AND GONDA. The empanelment and assignment of cases will be subject to the following conditions: -

- 1- Advocate will have to represent the ESI Corporation in the E.I.Court, District Consumer Forum, Labour Court etc. and should be well versed with the ESI Act as well as other related Acts and Codes.
- 2- Advocate should receive all the notices meant for the ESIC from various Courts and be able to handle the cases and appear in such matters in the Courts and ensure that no ex-party order is passed against ESIC.
- 3- Advocate should prepare written statement, appeal memo, application etc. and also provide legal opinion to ESIC.
- 4- Advocate should have minimum 05 year's standing in the Bar and handled Labour law related cases, for empanelment to appear in other Courts i.e E.I.court, Consumer Forum, Labour Court etc.
- 5- Advocate should not take up any case against ESIC during the period of empanelment.
- 6- Advocate will be entitled to reasonable fees to be fixed by ESIC Head Quarter Office, New Delhi and its amendment time to time.
- 7- Law Officers of Central/ State Governments can also apply, and they will be entitled to fees as per the rates fixed by the Ministry of Law and Justice, Department of Legal Affairs Judicial Section.
- 8- Joint Director(I/C), SRO, ESIC, Lucknow will be the final authority to appoint Panel Advocate for various courts in above mention districts.

(SANJIV MISHRA)

JOINT DIRECTOR(I/C)