

<p style="text-align: center;">प्रतिभूति मुद्रणालय SECURITY PRINTING PRESS (A Unit of SPMCIL)</p> <p style="text-align: center;">(WHOLLY OWNED BY GOVT. OF INDIA, MINISTRY OF FINANCE)</p>		<p>टकसालकम्पाउण्ड: सैफाबाद, हैदराबाद- 500 063 Mint Compound : Saifabad, HYDERABAD-500 063 ई-मेल / e-Mail: spp.hyderabad@spmcil.com वेबसाइट/ Website: sphyderabad.spmcil.com दूरवाणी/Telephone No: 91-40-23253606</p>
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F.No.SPP/HR/Legal/Panel/2024

Dated.03-06-2024

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES.

The Chief General Manager, SECURITY PRINTING PRESS, Hyderabad proposes to form a panel of Advocates to plead, draft, defend and represent the Security Printing Press in the following Courts:

- (i) High Court,
- (ii) Central Administrative Tribunal,
- (iii) District Courts/CGIT.

The eligible and desirous Advocates having following qualification and experience may apply as per the prescribed format enclosed with the notice by Speed/Registered Post enclosing (self-attested) documents showing length of experience, educational qualifications and copy of orders/ judgments of at least 10 cases of respective field for which applied i.e. Civil, Service, Labour or Tax matter in which the applicant appeared, enrollment certificate and any other documents which the applicants desire to enclose in support of his/her experience.

I. Essential Qualification

- i) Degree in law from a UGC recognized University.
- ii) Duly enrolled with Bar Council for the State of Telangana.

II. Experience of practice

(a) For conducting cases in High Court:

12 years of experience in respective field for which applied i.e. Civil, Labour, Service, Criminal or Tax matters in High Court.

(b) For conducting cases in CAT:

10 years of experience in Service matters as practicing Advocate in Central Administrative Tribunal.

(c) For conducting cases in District courts and other courts/tribunals/CGIT:

7 years of experience in respective field for which applied i.e. Civil, Labour, Criminal, Service matters or Tax matters as practicing Advocate in District Court including other Courts and Tribunals.

III. Desirable Qualifications:

- (i) LLM from a UGC recognized University.
- (ii) Diploma/Certificate Course (s) in Labour Laws.

IV. The Chief General Manager of the Security Printing Press reserves the right to accept/reject any application *without* assigning any reason thereof. The fact that a person had applied for Empanelment will in no way bind this office to consider his/her claim for selection.

V. The desirous and eligible Advocates may send their applications in prescribed format complete in all respects along with documents to reach this office within **21 days** from the date of publishing this advertisement in newspaper.

VI. The Chief General Manager, Security Printing Press, Hyderabad is free to engage any Advocate of his own choice and an empaneled Advocate shall make no claim that he /she alone should be entrusted with Security Printing Press , Hyderabad's cases. The Chief General Manager may also entrust any of the cases to other advocates who are not part of the panel.

NOTE :

1. The Format of the application form and guidelines cum terms & conditions for empanelment of advocates are enclosed as ANNEXURE-I & II to this notice.

2. Please read carefully the guidelines and terms and conditions for panel Advocates which are part and parcel to this notice.

APPLICATIONS MAY BE FORWARDED TO:

THE CHIEF GENERAL MANAGER,
SECURITY PRINTING PRESS, SAIFABAD
HYDERABAD- 500 063
Email: spp.hyderabad@spmcil.com

Sd-
(A. Durga Prasad),
Addl. General Manager (HR) &
Head of Office.

ANNEXURE-1

APPLICATION FOR EMPANELMENT AS PANEL ADVOCATE WITH THE SECURITY
PRINTING PRESS, SAIFABAD, HYDERABAD FOR
_____ (NAME OF COURT) FOR CIVIL/ LABOUR/
CRIMINAL/SERVICE MATTERS (CHOOSE ANY ONE)

1. Name :
2. Father/Husband's Name :
3. Residential Address :
4. Office Address :
5. Contact Details :
 - (a) Landline No.
 - (b) Mobile No.
 - (c) E-mail Address
6. Enrollment No. and Date of Registration :
7. Name of Bar Council :
8. Place of Practice :
9. Field of Specialization :
10. Educational Qualification (Commencing from degree in law).

Qualification	Name of Board/ University	Year of Passing	Subject (s)	Percentage of Marks and division
Degree in Law				
LL.M				
Any Other Qualification(s)				

11. Whether the applicant is presently on the Panel of Central Government/Any other Central or State Government Departments/PSUs/ Statutory Bodies/Autonomous Bodies etc., and if yes, the details (Self-certified Copy of the Office Order/ letter of empanelment) may be attached.

12. Infrastructural facilities available with the applicant (Please tick if available) be provided below:

Sr. No	Office space	Associate Advocates	Steno/typist	Office clerk

4. Details of relevant cases which have been handled for the field applied (**Attach separate sheets if necessary**):-

Sr. No.	Detail of case

14. Whether Income Tax return filed for last three years? Yes/No (If yes, please attach the copies of the ITRs.)

15. Whether any proceeding has ever been commenced or is continuing before the disciplinary Committee of the Bar Council for alleged professional misconduct:-

Sr. No.	Details of allegations and Proceedings	Finding made by the Disciplinary Committee

4. Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant Advocate:-

Sr.	FIR No.	and	Details	of	Pending or Decided

No.	Police Station	allegations and proceeding	

UNDERTAKING

- 1) I hereby undertake and declare that the information furnished in the application and in the attached Certificate is true/correct and complete to 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 privity about the cases and information received from THE SECURITY PRINTING PRESS, HYDERABAD.
- 3) I also undertake to return all case files and records to THE SECURITY PRINTING PRESS, HYDERABAD as and when required by THE SECURITY PRINTING PRESS, HYDERABAD .
- 4) I agree with the Fee Schedule of THE SECURITY PRINTING PRESS, HYDERABAD.

Place:
Date :

Signature of the Advocate

ANNEXURE-2

GUIDELINES CUM TERMS & CONDITIONS FOR EMPANELMENT OF ADVOCATES

Following are the guidelines provided to regulate the manner and procedure for Hyderabad6 the Advocates to plead, draft and represent **The Security Printing Press, Hyderabad** before various Courts and for regulating the referral of the case and payment of fee/remuneration. These guidelines are subject to change without assigning any reason.

Before filling the application form, the candidates are advised to carefully read and follow the criteria, instructions and terms and conditions for the empanelment of Advocates by Security Printing Press, Saifabad, Hyderabad.

1. ELIGIBILITY FOR EMPANELMENT:

I. Essential Qualification

- i) Degree in Law from a UGC recognized University.
- ii) Duly enrolled with concerned Bar Council.

II. Experience of practice

(a) For conducting cases in High Court:

12 years of experience in respective field for which applied i.e. Civil, Labour, Service or Tax matter in High Court.

(b) For conducting cases in CAT:

10 years of experience in Service matters as practicing Advocate in Central Administrative Tribunal.

(c) For conducting cases in District courts and other courts/tribunals:

7 years of experience in respective field for which applied i.e. Civil, Labour, Service or Tax matters as practicing Advocate in District Court including other Courts and Tribunals.

III. Desirable Qualifications:

- (i) LLM from a UGC recognized University.
- (ii) Diploma/Certificate Course (s) in Labour Laws.

2. TENURE OF EMPANELMENT:

The empanelment will be valid for a period of two years from the date of empanelment which may be further extended for one year (if required). The performance of empaneled Advocate shall be reviewed at regular intervals for continuance in the panel of Advocates.

3. PAYMENT OF FEE AND OTHER CONDITIONS:

The fee payable to the Advocates for drafting and attending court cases (effective and non-effective hearing) in High Court, Central Administrative Tribunal and District Courts/Labour Courts shall be as per fee schedule for Advocates decided by Union of India vide **Office Memorandum No. 26(1)/2014/judl., Government of India, Ministry of Law and Justice, Department of Legal Affairs dated 01.10.2015** and shall be applicable as per revision from time to time.

No retainer fee shall be paid to any panel Advocate.

4. HOW TO APPLY:

- (i) The applicant Advocate should apply in the format prescribed which is available on the website of the Unit and no other format of application will be accepted.
- (ii) An applicant Advocate willing to be empaneled for more than one Court (i.e. for High Court, CAT or District Court/Labour Court) may apply separately for each forum in separate ***envelope super-scribed*** with the relevant Court.

“Application for Empanelment as Advocate in _____ Court”

- (iii) The application form should be forwarded to by way of **SPEED POST/REGISTERED POST** addressed to :

**THE CHIEF GENERAL MANAGER,
SECURITY PRINTING PRESS,
SAIFABAD,
HYDERABAD- 500 063
Email: spp.hyderabad@spmcil.com**

(Advance copy of the Application can also be sent by email, however, the application shall be considered for further process only after receipt of the Hard Copy of the Application)

- (iv) The application should be reached on the given address by 21 days from the date of issue of the short notice in any newspaper. Any application received after the last date prescribed in the advertisement shall not be accepted. The tentative date of the release of the notice in the newspaper is **03.06.2024**.
- (v) The Advocate will be required to furnish the following set of documents:
 - a) Copy of Degree in Law.

- b) Copy of Enrolment certificate issued by Bar Council.
- c) Copy of identity card issued by Bar Association/Council.
- d) Copy of judgments of 10 cases pertaining to the relevant field for which applied.
- e) Copy of office order/letter of empanelment issued by Central Govt./State Govt./PSUs/Government Bodies etc.

5. PROCEDURE FOR EMPANELMENT:

While considering the request from the Advocates, following shall be considered:

- a) Length of practice and specialization in the area of law.
- b) Proper and adequate infrastructure of an Advocate such as office premises, number of associate Advocates/assistants etc.
- c) Track record and integrity of the Advocate.
- d) No applicant/Advocate shall be called for interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same. Merely fulfilling the eligibility criteria will not confer any right on applicant to be called for interaction and to be empanelled.
- e) Depending upon the requirement and number of applications received, The Chief General Manager, Security Printing Press, Hyderabad reserves the right to shortlist the candidates to be called for interaction and to be empaneled.
- f) The decision of the Competent Authority regarding short-listing and selection of the candidates shall be final.
- g) A list of shortlisted Advocates for interaction shall be uploaded on the website of the Security Printing Press i.e. **<https://spphyderabad.spmcil.com>** (**Careers Page**) to appear before the interaction/empanelment Committee along with the date, time and venue of interaction. No individual intimation will be sent to any candidate for their appearance before the interaction/empanelment Committee.
- h) While considering the empanelment cases, if necessary, confidential enquiries may be made from the respective Bar Council/Bar Associations regarding the expertise and reputation of the Advocate.
- i) No retainer fee shall be paid to any Advocate.
- j) Written consent of the Advocates shall be obtained as to the acceptance of the rates, terms & conditions of the Corporation for empanelment, as amended from time to time.

6. CONFLICT OF INTEREST:

The Advocate shall not advise any party or accept any case against the Security Printing Press, Hyderabad/SPMCIL and its other 08 sister Units.

7. DUTIES OF EMPANELED ADVOCATES:

- i. Timely appearance of the Counsel to contest the cases for Security Printing Press, Hyderabad in the Court is mandatory. Not attending the court case without any reasonable ground and notice in advance will not be accepted.
- ii. The Chief General Manager, Security Printing Press, Saifabad, Hyderabad is free to engage any Advocate of his own choice and an empaneled Advocate shall make no claim that he/she alone should be entrusted with Security Printing Press, Hyderabad 's cases.
- iii. 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.
- iv. The Advocates shall accept the terms and conditions of the empanelment as determined by The Chief General Manager, Security Printing Press, Hyderabad from time to time.
- v. 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 on monthly basis to the Unit.
- vi. In cases if it is required the SPMCIL Headquarters or its other Units and/or Union of India/ Ministry of Finance have also to be represented and defended in the same case and no extra fee shall be paid to the Advocate for the same.
- vii. 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.
- viii. The Security Printing Press, Hyderabad shall be informed and updated on all-important developments in the designated cases on day to day hearings basis.

- ix. The panel Advocate shall immediately apply for the certified copies of order/judgement immediately on decision of case and the same shall be handed over to The Security Printing Press, Saifabad, Hyderabad within three days after receiving the same.
- x. That after order/judgement in the case, panel Advocate shall provide his/her opinion mentioning therein reasons for (if) any adverse order and the advice for filing an appeal from such a decision within a period of Three days after receiving the certified copy of the order/judgement.
- xi. The panel Advocate during and after his tenure as a panel Advocate he/she shall maintain the secrecy and confidentiality with regard to cases as well as information received being a panel Advocate.

8. REMOVAL FROM PANEL:

The Chief General Manager, Security Printing Press, Saifabad, Hyderabad reserves the right to terminate the empanelment of Advocate with one month's notice in writing without assigning any reason. The panel Advocate may also resign from the panel 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 panel Advocate.

- (i) Giving false information in the application for empanelment;
- (ii) Failing to attend the hearing of the case without any sufficient reason or prior information;
- (iii) Conflict of interest
- (iv) Not acting as per instructions or going against specific instructions;
- (v) Threatening, intimidating or abusing any of the employees, officers, or representatives of the office ;
- (vi) Passing on any information relating to the office is likely to cause any damage to its interests;
- (vii) Giving false or misleading information to the office relating to the proceedings of the case;

(viii) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

9. **REMOVAL OF DIFFICULTY** – If any difficulty arises in the implementation of these guidelines or any doubt occurs regarding the interpretation of any of the clauses of these guidelines, the same shall be placed before the Competent Authority and its decision in the matter shall be final.

**(A. Durga Prasad),
Addl. General Manager (HR) &
Head of Office.**