



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
12, Sudder Street, Kolkata – 700016.
Website: icmai.in

Ref No: ICAI/EMP/12/13

Date: 30th December, 2013

EXPRESSION OF INTEREST FOR EMPANELMENT OF ADVOCATE

Requirement of Advocates/Law Firms for Empanelment to represent The Institute of Cost Accountants of India (Statutory body under an Act of Parliament) its Regional Councils and Chapters before various Courts, Forum and Tribunals etc.

The Institute intends to have a panel of Advocates/Firms for representing The Institute of Cost Accountants of India (Statutory body under an Act of Parliament), its Regional Councils and Chapters before various Courts, Forum and Tribunals.

The Law Firms and Practicing advocates who are registered with the Bar Council of India/State Bar Council are eligible for empanelment. The qualification, experience, schedule of fee, other terms and conditions and the proforma application in which the application has to be made, have been prescribed by The Institute of Cost Accountants of India for representing and assisting The Institute of Cost Accountants of India, its Regional Councils and Chapters before various Courts, Forum and Tribunal etc. is available on the Institute's website at www.icmai.in. Eligible Law Firms and Practicing advocates may send their applications Within 30 days from the date of the advertisement to :

The Director (Administration),
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street
Kolkata 700016,



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GUIDELINES FOR EMPANELMENT OF ADVOCATE

A) Eligibility criteria for empanelment

- (i) The Law Firms and Practicing advocates should be familiar with various branches of law especially those concerning civil law, constitutional, service law, labour law, contract law, commercial law, property laws, Arbitration and taxation etc.
- (ii) In addition to above, the Advocates are required to have the minimum professional/court practice experience as under :
 - a) For empanelment for the Supreme Court of India 10 yrs. Experience in Supreme Court.
 - b) For empanelment for the High Court in India/ 7 yrs. Experience in High Court.
 - c) For empanelment for the Subordinate Courts/Tribunals/Forums 5 yrs. Experience in Subordinate Courts/Tribunals/Forums.Provided that the Institute may relax the above conditions at its discretion, if otherwise found suitable in certain cases.

For considering empanelment for the Supreme Court, generally those Advocates who are regularly practicing including Advocates-on-Record of the Supreme Court would be considered, if they are otherwise found to be competent and suitable.

B) Documents to be submitted by the Advocate

The Advocates will be required to furnish their Bio-data with latest passport size photograph as per the format given in **Annexure- A**. The attested copies by gazetted officer of the following documents required to be submitted with application:

- a) High School Certificate in support of age.
- b) Registration with Bar Council.
- c) Identity card issued by Bar Association/Bar Council.
- d) Copies of empanelment with other organizations.
- e) Certificates in support of educational qualifications.
- f) An undertaking from the advocate to the effect that all information furnished by him is correct and he is willing to abide by the terms and condition as to empanelment and fees.

C) Procedure for Empanelment

The Institute will consider the bio-data for empanelment only on merit after due notice in this regard is published on the website of the Institute. While considering the request from the advocates, following points shall be considered :

- (i) Length of practice and specialization in the area of law concerning the Institute.
- (ii) Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection etc.

