

INDIA POST PAYMENTS BANK LTD.

(A Govt. of India Undertaking)

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NOTIFICATION FOR EMPANELMENT OF ADVOCATES

India post Payments Bank Ltd.(IPPB) shall empanel Advocates for its Corporate Office, Circle Offices and Branches, for a period of 2 years. The Advocates willing to get empaneled and committed to the terms and conditions herein under shall submit the applications to IPPB. The terms and conditions for empanelment are as follows:

1. CRITERIA FOR EMPANELMENT OF ADVOCATES:

(a) ELIGIBILITY: -

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

- (i) He/she shall have minimum 5 years of actual practice in Civil side including cases related to Bank.
 - (ii) The Advocates who are practicing at High Courts and intending to get empaneled with us for undertaking the cases /matters related to High Court shall be having 10 years of experience in practicing at High Court.
 - (iii) He/she should have an office at the place where the empanelment is sought
 - (iv) He/she should not have been blacklisted by any Bank, RBI, IBA, Government Departments and organization and /or other institutions.
 - (v) He/she should not have been de-paneled by any of the Banks, preceding the empanelment by the Bank.
 - (vi) He should not be defaulter of any Bank/ Financial Institution.
- (b) The Corporate Office/Circle Offices, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, may consider the advocates who are having minimum 5-year actual practice

in specialized field i.e criminal cases, consumer protection cases, service & labour law matters, BIFR/AAFR etc. if they fulfill the eligibility criteria as mentioned in point (a) above. In such an event they shall be considered only for criminal cases, consumer protections cases, service & labour law matters, BIFR/AAFR etc., as the case maybe.

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

(d) 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 only in the prescribed format to the Corporate Office, or Branch located at the district/Circle /Office where the Advocate wishes to get empaneled, the details of the Branches and the Corporate Office is provided in the excel sheet in the website. Such application shall be neatly typed and signed by the advocate in all the pages. If the application form submitted by the advocate are not in conformity with the aforesaid format shall summarily be rejected and the advocate shall be advised to submit the same in the said format The advocate shall submit certified copies of the following documents along with application form:

- i. Matriculation Certificate/SSLC,SSC etc. which contains date of birth and other details .
- ii. Certificate of LL. B. BL and/ or equivalent course.
- iii. Enrolment Certificate Issued by the respective Bar Council
- iv. Experience Certificate issued by the Court/respective Bar Association.
- v. Proof of empanelment by other Public Sector Banks, if any.
- vi. PAN card.

2. PROCESS OF EMPANELMENT OF ADVOCATES:

- a) The Corporate Office/Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office,

shall independently assess the requirement of empaneled advocates. Accordingly, the Corporate Office/Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall shortlist the eligible advocates who have submitted their application for empanelment.

- b) Applications from the intending advocates for empanelment will be invited. An advertisement to this effect will be issued in the National Daily Newspapers. 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/Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall conduct a formal face to face interaction with the applicant to be empaneled.
- d) The eligible advocates who are recommended by the Corporate Office/Circle Office, and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, the advocate who are empaneled by other Public Sector Banks shall be given due weightage in the empanelment process.
- e) The Corporate Office/Circle Office, and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall assess the empanelment of Advocates. Accordingly, the eligible advocates should be shortlisted and recommended for empanelment to Corporate Office.

Note: The Corporate Office /Circle Office and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office shall not shortlist and recommend more than 3 advocates in each district under the respective Circle Office for empanelment. In such case 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 Three(3) or more Public Sector Banks.
- f) While empaneling, the aerial distance of the branches and geographical feasibility etc. needs to be considered by the Circle Offices, and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office.
- g) After the review and/or empanelment by the Corporate Office the Circle Office, and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, should circulate the list of panel to all the branches within a reasonable period.

3. AUTHORITY FOR EMPANELMENT: -

- (a)After receiving the recommended list of Advocates intending to get empaneled, by the respective Corporate Office/Circle Office and in the absence of Circle Office, Branch Head/Branch Manager of the Circle located Branch of respective Circle Office the same shall be submitted before the committee consisting of Deputy General Manager(Treasury), Assistant General Manager(Customer Service) & Company Secretary at Corporate Office. The Committee shall shortlist the eligible advocates for empanelment .
- (b)The minutes of the said committee shall be preserved by the Company Secretary at Corporate Office.
- (c)After short listing the eligible advocates as stated above, committee shall recommend the names of the advocates for empanelment to the CHRO. The CHRO shall be the sole Authority to empanel and the eligible advocates as recommended by the aforesaid committee.

(d) If in the opinion of the CHRO, it is expedient and necessary to empanel any advocate 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: -

- I. The Corporate Office/Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall keep a list of the advocates indicating their area of practice i.e High Court, Civil Court, Labour Court, Consumer Forum etc.
- III. The panel of the advocates for legal vetting, Civil Court 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, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall ensure that the cases/matters are equitably distributed 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) The Advocate shall not necessarily be empaneled for a specific court and shall accept the work assigned to him and shall not refuse to accept any work without reasonable cause.

- (d) Refusal by any Advocate to accept any work shall be grounds for removal of such Advocate from Bank's panel. Similarly, no Advocate as long as he/she is on the Bank's panel shall contest any matter against the Bank.
- (e) Empanelment shall be at the sole discretion of the Bank and no advocate shall claim empanelment as a matter of right. Similarly, work allotted to the advocates shall be as per Bank's policy and assessment and no Advocate shall claim allotment of cases as a matter of right.
- (f) There shall not be payment of any monthly remuneration to the empaneled Advocates nor the Bank gives any guarantee for assignment of legal work on daily basis or periodically at regular intervals.
- (g) 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, professional fees payable by the Bank, monitoring of suit filed and decreed etc,
- (h) He/she shall observe high professional standard and integrity and shall be efficient in handling the case(s) assigned by the Bank independently.
- (i) 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. This discretion shall be vested with the Bank and the Bank shall reserve its right to depanel the advocate at any time.
- (j) The panel advocates and their Juniors shall not appear/advice against the Bank under any Circumstances.
- (k) If the Corporate Office/Circle Office /Branch 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.
- (l) 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 monthly reporting of the cases, or wherever required day to day reporting of the proceedings of the cases entrusted with him, the Corporate Office/Circle

Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective 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 Committee as Stated in para 3 above shall review the performance of the advocate at least once in a year.
- (b) The exercise of Review shall be completed by May (month) of every year.
- (c) For the purpose of reviewing the performance of the panel advocate the Legal Department shall obtain feedback from the Corporate Office/Circle Offices, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, and Branches and shall submit it before the committee as stated in para 3.

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

- a. While reviewing the performance of the panel advocates, the Corporate Office/Circle Office (or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office)/Branch 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. If number of cases are less, the reasons for the same.
 - iii. The accessibility by the Branches.
 - iv. Behavior towards Bank officials.
 - v. Response of the advocate to the call of the Bank.
 - vi. Quality of drafting the pleading.
 - vii. Effectiveness of the representation before the court..
 - viii. Number of adjournments sought by the Advocate without any valid & cogent reasons in the cases entrusted with them.

- ix. Number of Cases Bank lost and the amount.
 - x. Lack of interest of the advocate in the cases.
 - xi. Willful delay in conducting the cases.
 - xii. Inflated professional fees, expenses & other charges billed to the Bank, which is not as per the schedule of charges.
 - xiii. Number of cases reported that the advocate has given wrong opinion.
 - xiv. Whether the advocate personally appears or his Junior appears.
 - xv. Whether he/his juniors, partners, and associates appear against the Bank and/or issued any notice against the Bank.
 - xvi. Delay/default in monthly reporting and/or wherever required, reporting of the day to day progress of the cases.
 - xvii. Charging of conference fees.
 - xviii. Adverse submission if any made before court without proper instructions from the concerned branch/office of the Bank.
 - xix. Refusal of any work without any reasonable cause.
 - xx. Whether the advocate hires such person as his junior or associate etc.
- (b) The aforementioned are only indicative and the Offices may use tools as they may deem fit.
- (c) The Corporate Office/Circle Offices, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, in this regard shall place a suitable note before the aforementioned committee for consideration.

9. Depaneling of Advocate:

- (a) If the performance of the panel advocate(s) is not satisfactory upon review, the aforesaid committee may recommend and the CHRO 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 CHRO shall depanel such Advocate.

- (c) If the Corporate Office instructs to depanel any of the advocate either as its own or on account of the instructions received from RBI, Ministry and or other authority including IBA, the Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall immediately communicate the Branches of the same and the matters entrusted to the depaneled advocate shall immediately be transferred to the advocate on panel.
- (d) 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 Corporate Office may immediately depanel the advocate by recording the reasons thereof, even without waiting for the review of his performance. The Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall immediately communicate the Branches of the same and the matters entrusted to the depaneled advocate shall immediately be transferred to the advocate on panel.
- (e) If the license of practice of the panel advocate by the concerned Bar Counsel is cancelled/suspended for any reasons, the matters entrusted to the depaneled advocate shall immediately be transferred to the advocate on panel.
- (f) In the event any of the advocate is depaneled, the Circle Office, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall do the following: -
 - i Circulate the details of such depanelrment 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.

(g) If any of the advocate is depanelled on account of severe professional misconduct and/or has indulged in any act causing loss to the Bank including fraud, besides the actions suggested in para above, the respective Circle Office, in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall ensure to do the following also.

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- i. Lodge complaint with concerned Bar Council for appropriate action,
- ii. Reporting the matter to IBA through Corporate Office.
- iii. Take Other steps like recommending instituting civil /criminal action depending on the facts and circumstances of each case, the evidences that may be available with the Bank for establishing the fault of the advocate. contributory negligence of the Branch officials etc.

10. Review at Corporate Office Level:

- a) As stated above, the Circle Offices, or in absence of Circle Office, the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, shall not recommend to empanel any advocates who are depanelled by any Bank.
- b) However, 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 CHRO at Corporate Office level.

11. Schedule of charges:

The charges payable to the empaneled advocate of IPPB shall be as under:

S.No.	Nature of work	Charges to be paid (in rupees)
1.	Vetting of Documents	<ul style="list-style-type: none"> • Rs.1500/- + Rs. 150/- as Typing expenses • Rs. 500/- additional if verification of Documents is required
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)	Rs.4000/- clerkage + typing Rs. 20/- per page + actual expenses if any Note: 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. 500/- To Rs. 800/-
11.	Verification of Miscellaneous	Rs. 500/- to Rs. 1000/- plus actual expenses

	Documents such as succession Certificate etc. and others	
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

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 after due verification by the branches concerned.
- b) Corporate Office, Circle Offices and Branches should also try to negotiate the fees at their own level with the advocates.
- c) The payment of fees shall be paid respectively by the branches /Circle Office /Corporate Office as per the financial delegation of power.
- d) The Corporate Office, Circle Office & Branches are to adhere strictly to the fees schedule.
- e) In special cases where a need for such an expertise is felt in highly complicated cases, the AGM (Circle), and in case of absence of Circle Office the Branch Manager/Branch Head of the Circle located Branch of respective Circle Office, in consultation and approval of CHRO, may increase the fees irrespective of above fee schedule.
- f) The branches should advise the counsels to open an account in our Bank (in any branch) and the fees should be credited into his account directly.

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

Important: the above fees schedule is not final and shall be amended from time to time as decided by the CHRO.

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 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 hereby waive all of our rights given under Statute, regulation etc. in this regard.
- 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/our notice that such advocate was depaneled by any Bank, I/We Shall immediately remove him from my/our 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 any Branch Bank, under any cicumstances.

- I acknowledge that application for empanelment shall not constitute as empanelment of any kind or right or privilege for empanelment for myself as well as Juniors, Partners or Associate.
- I acknowledge and confirm that Empanelment/Depanelment of Advocates 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/we shall maintain absolute secrecy and confidentiality the cases of the Bank and/ or information provided to us.
- 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/us.
- I am/are 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 upon its request and necessary NOC win be issued, without any objections or conditions.

Signature of Advocate with Seal

Enclosures:

Self- Attested /true copies of the following documents:

1. Matriculation Certificate/SSLC/SSC Certificate showing the age, date of birth etc.
2. Certificate of LLB/BL or other equivalent course.
3. Enrollment Certificate & Bar Council Certificate/ID.
4. Experience Certificate from Court/ Bar Association or PSB's
5. PAN card
6. Proof of empanelment by other nationalized bank(S) if any.

NOTIFICATION FOR EMPANELMENT OF LAW FIRM(S)

India post Payments Bank Ltd.(IPPB) shall empanel Law Firm for its Corporate Office for a period of 2 years. The Law Firm's willing to get empaneled and committed to the terms and conditions herein under shall submit the applications to IPPB. The terms and conditions for empanelment are as follows:

1. CRITERIA FOR EMPANELMENT OF LAW FIRMS:

- (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 and should have completed operation for a minimum of 2 (two) years, since its inception/formation, in rendering services as legal counsel.
 - (ii) It must have its office at the location of our Corporate Office i.e Delhi/Gurgaon/Noida.
 - (iii) It shall be empanelled with at least two (2) Public Sector Bank.
 - (iv) All the partners and associates of the Law Firm who shall coordinate with the Bank shall be duly enrolled with respective Bar Council.
 - (v) The Law Firm shall have an annual turnover of at least 1(one) crore.
 - (vi) It should have an office at the place where the empanelment is sought.
 - (vii) None of its partners or associate should have been blacklisted by any Bank, RBI, IBA, Government Departments and organization and /or other institutions
 - (viii) None of its partners or associate should have been depaneled by any of the Banks, preceding the empanelment by the Bank.
 - (ix) It should not be defaulter of any Bank/ Financial Institution.
- (b) Preference: - The Law Firm already empaneled or associated with at least 3(three)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, the details of the Corporate Office is provided in the excel sheet in the website. 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) Applications from the intending Law Firm(s) for empanelment will be invited intending for empanelment. An advertisement to this effect will be issued in the National Daily Newspapers The intending Law Firm(s) 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.
- b) The Corporate Office shall independently asses the requirement of empaneled Law Firm(s). Accordingly, the Corporate Office shall shortlist the eligible Law Firm who have submitted their application for empanelment.
- c) 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.

- d) The respective 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 Corporate Office shall not shortlist and recommend more than 5 Law Firms. In such case 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.

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(Treasury), Assistant General Manager(Customer Service) & Company Secretary at Corporate Office. The Committee shall shortlist the eligible Law Firms for empanelment.
- (b) The minutes of the said committee shall have preserved by the Company Secretary at Corporate Office.
- (c) After short listing the eligible Law Firms as stated above, committee shall recommend the names of the Law Firms for empanelment to the CHRO. The CHRO shall be the sole Authority to empanel the eligible Law Firm(s) as recommended by the aforesaid committee.
- (d) If in the opinion of the CHRO, 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 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 shall be allotted to Law Firms only.

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 Corporate Office, may consider this aspect while reviewing the performance and may recommend depaneling 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 May (month) of every year.
- (f) For the purpose of reviewing the performance of the panel Law Firm feedback shall be obtained 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 Fir(s), the respective department at Corporate Office should consider the following parameters for the names of the Law Firms for empanelment /depanelment :
 - i. No. of cases/matters entrusted with them.
 - ii. Behavior towards Bank officials.
 - iii. Response of the Law Firm to the call of the Bank.
 - iv. Quality of drafting the pleading.
 - v. Effectiveness of the representation before the court..
 - vi. Number of adjournments sought by the Partner/Associate of the Firm without any valid & cogent reasons in the cases entrusted with them.
 - vii. Number of Cases Bank lost and the amount.
 - viii. Lack of interest of the in the cases/matters.
 - ix. Willful delay in conducting the cases.

- x. Number of cases in which the Partner/Associate of the Firm has given wrong opinion.
- xi. Whether the partners and associates appear against the Bank and/or issued any notice against the Bank.
- xii. Delay/default in monthly reporting and/or , wherever required, reporting of the day to day progress of the cases
- xiii. Charging of conference fees.
- xiv. Adverse submission if any made before court without proper instructions from the the Bank.
- xv. Refusal of any work without any reasonable cause.
- xvi. 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 recommend and the CHRO may depanel any of the existing 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 CHRO 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 CHRO 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 depanelled Law Firm to the Law Firm on panel.
- (e) In the event any of the Law Firm is depanelled, the 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.
- (f) If any of the Partners or Associates of Law Firm is depanelled on account of severe professional misconduct and/or has indulged in any act causing loss to the Bank including fraud, besides the actions suggested in para above, the Corporate Office, shall ensure to do the following also. -
 - i. Lodge complaint with concerned Bar Council for appropriate action,
 - ii. Reporting the matter to IBA through Corporate Office.
 - iii. Take Other steps like recommending instituting civil /criminal action depending on the facts and circumstances of each case, the evidences that may be available with the Bank for establishing the fault of the Law Firm including contributory negligence of the Bank officials etc.

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 CHRO.

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) Age	
f)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 depanelled by any Bank as associate, partner etc. and if bank brought to my/our notice that such advocate was depanelled 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. Certificate of LLB/BL or other equivalent course of the partners/Associate who shall be coordinating with IPPB.
3. Enrollment Certificate & Bar Council Certificate/ID the partners/Associate who shall be coordinating with IPPB.
4. Experience Certificate of the partners/Associate who shall be coordinating with IPPB, from Court/ Bar Association or PSB's
5. PAN card of Law Firm
6. Proof of empanelment by other nationalized bank(S) if any.

Date: 14.06.2018

Sd.-
(CHRO)