



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Govt. of India)

ऑचलिक कार्यालय / Zonal Office

भविष्य निधि भवन, 59, अरेराहिल्स, भोपाल-462011

Bhavishya Nidhi Bhawan, 59, Arera Hills, Bhopal – 462011

दूरभाष: 0755-2570867, 2550383, 2570567

वेबसाईट: www.epfindia.gov.in, ईमेल: acc.mpcg@epfindia.gov.in



No.EPFO/ZO/Bhopal/Legal/Empanelment of Advocates/

Date :- 16/12/2024

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES**  
**(For the Period 01/04/2025 to 31/03/2028)**

The Employees' Provident Fund Organisation (EPFO), a statutory body under the Ministry of Labour & Employment, Government of India, invites applications for the empanelment of advocates to represent the Central Board, EPF. The empanelment is for representation before :-

- (i) Hon'ble High Court, Bench :- Jabalpur, Indore, Gwalior & Bilaspur
- (ii) Central Government Industrial Tribunal-cum-Labour Court, Jabalpur
- (iii) Central Administrative Tribunal, Jabalpur
- (iv) NCLT, Indore
- (v) State Consumer Disputes Redressal Commission (Madhya Pradesh & Chhattisgarh)
- (v) District Courts, Lower Courts and District Consumer Courts situated in Madhya Pradesh & Chhattisgarh

**Eligibility :-**

Practicing advocates registered with the Bar Council of India/State Bar Council are eligible to apply.

**Details :-**

The qualifications, experience requirements, schedule of fees, terms and conditions, and the prescribed application format are provided in this notice as Annexure-C

**Submission Process :-**

The Advocates who are on the existing panel of EPFO shall cease to be on the panel of EPFO after new panel is finalized against this notice. Therefore, they may also apply afresh and submit application in Annexure "A" along with all supporting documents to the address provided below.

Eligible practicing advocates, who are not in the Panel of EPFO, MP & CG Zone, must submit application in the format prescribed in Annexure "B" enclosed herewith, along with all supporting documents in a sealed envelope to: -

The Addl CPFC ,EPFO Zonal Office,  
Bhavishya Nidhi Bhawan, 4th Floor  
59-A, Jail Road, Arera Hills, Bhopal 462011(M.P.)

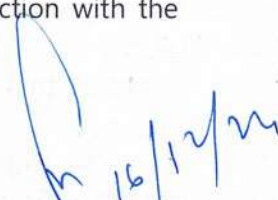
**Deadline :-**

Applications must reach the above address no later than **15/01/2025 by 4:00 PM.**

Additionally, a scanned copy of the application and annexures may be sent via email to [acc.mpcg@epfindia.gov.in](mailto:acc.mpcg@epfindia.gov.in) with the subject line: "Application for Empanelment of Advocates".

**Important Note :-**

Submission of an application does not guarantee empanelment. The applications will be scrutinized, and shortlisted candidates will be contacted for an interview/interaction with the empanelment committee.

  
(Shalabh Dubey)

Regional P.F. Commissioner-I

**Application format for existing advocates**

To,

The Addl. Central P.F. Commissioner  
Employees' Provident Fund Organisation  
Zonal Office, Bhavishya Nidhi Bhawan, 4th Floor  
59-A Arera Hills, Bhopal (M.P.)

INFORMATION SHEET (To be filled in by existing Panel advocates and applying for fresh Empanelment- for the period 01/04/2025 to 31/03/2028.

- 1) Name of the Panel Advocate :-
- 2) Bar Council Enrolment Number and date of registration (Please attach a copy)
- 3) Presently empaneled for – High Court/CGIT/NCLT/NCLAT/CAT/SCDRC/DCDRF/District Courts/Lower Courts
- 4) Duration in the Panel :-
- 5) Court for which advocate is interested in empanelment :-  
(Please specify details of districts/cities where the advocate has office(s) or where the advocate usually practices :- )
- 6) No. of cases handled (EPFO) (starting from 01/04/2023) :-

| Name of the Court              | Year | No. of Cases assigned (opening balance) | No. of fresh cases allotted | No. of cases won | No. of Cases lost | No. of remanded back cases | No. of Pending cases (closing balance) (As on date) |
|--------------------------------|------|---|-----------------------------|------------------|-------------------|----------------------------|---|
| High Court                     |      |   |                             |                  |                   |                            |   |
| CGIT                           |      |   |                             |                  |                   |                            |   |
| NCLT/ NCLAT                    |      |   |                             |                  |                   |                            |   |
| CAT                            |      |   |                             |                  |                   |                            |   |
| SCDRC                          |      |   |                             |                  |                   |                            |   |
| Distt. Courts/<br>Other courts |      |   |                             |                  |                   |                            |   |

7) Annual Income for the last two years :

| S. No. | Financial Year | Annual Income |
|--------|----------------|---------------|
| 1      |                |               |
| 2      |                |               |

8) Whether any proceeding has ever been commenced or is continuing before the Disciplinary Committee of the Bar Council for alleged professional misconduct :-

| Sl. No. | Details of allegations and Proceedings | Finding made by the Disciplinary Committee. |
|---------|--|---|
|         |  |   |
|         |  |   |

9) Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate: -

| S. No. | Details of allegations and Proceedings | Finding made by the Court |
|--------|--|---------------------------|
|        |  |                           |
|        |  |                           |

10) Name and Designation of relatives/spouse in EPFO, if any :-

| S. No. | Name of the relative in EPFO and his/her place of posting & designation | Relation |
|--------|---|----------|
|        |   |          |

11) Details of oldest pending with the Advocate :-

12) Special achievement , if any (please add page if required)

13) Remarks of applicant advocate, if any :-

## **UNDERTAKING**

A) I hereby confirm and declare that the information furnished in the application and in the attached Certificate is 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.

B) I also undertake to maintain absolute secrecy about the cases of the EPFO as required under the Act, Rules and Regulations thereunder.

C) I have read and understood the terms and conditions of the empanelment and agree with them.

D) I also undertake to abide by the terms and conditions of engagement.

E) I also undertake to return all case files and records to the EPFO as and when required by EPFO.

F) I agree with the Fee Schedule notified by EPFO.

Signature of Advocate  
Enrolment Number .....  
Mobile Number .....

Place :-

Date :-

**Application form for empanelment  
of Advocates in EPFO, Zone-MP&CG**

APPLICATION FORM FOR EMPANELMENT FOR HIGH COURT (Bench-Jabalpur, Indore & Gwalior & Bilaspur), NCLT-Indore, CGIT-Jabalpur, CAT-Jabalpur, SCDRC, DCDRC, District Courts & Lower Courts In EPFO, Zone-MP&CG for the period 01/04/2025 to 31/03/2028

To,

The Addl CPFC, Zonal Office,  
EPFO, Bhavishya Nidhi Bhawan, 4th Floor,  
59-A, Jail Road Arera Hills, Bhopal MP 462011



|  |  |
|--|--|
| Name (in Block Letter)   |  |
| Father's Name  |  |
| Court(s) for which applied   |  |
| Details of districts/cities where the advocate has office(s) or where the advocate usually practices |  |

| PERSONAL DETAILS (In Block Letters) |   |  |
|-------------------------------------|---|--|
| 1.                                  | Name in FULL (in block letters)               |  |
| 2.                                  | Father's/ Husband's Name                      |  |
| 3.                                  | Date of Birth                                 |  |
| 4.                                  | Age as on 31/12/2024                          |  |
| 5.                                  | Nationality                                   |  |
| 6.                                  | Marital Status                                |  |
| 7.                                  | Address for correspondence with PIN and Phone |  |
| 8.                                  | Permanent Address with PIN and Phone          |  |

|     |   |  |
|-----|---|--|
| 9.  | Address of office/chamber, if any, with PIN and Phone   |  |
| 10. | Bar Council Enrollment number (please attach a copy)  |  |
| 11. | (i) Mobile Number (s): whatsapp<br>(ii) Aadhar No.<br>(iii) PAN<br><br>(please enclose the copies)  |  |
| 12. | Email ID:   |  |
| 13. | Are you related to any EPFO employee? If so, please give details (Viz. Name, Designation, place of work & relationship with the applicant): |  |

14. Details of Educational qualification (Commencing with the matriculation or equivalent examination)

| Examination Passed               | Name of Board/ University | Name of institution | Class or division | % of Marks | Subjects | Year of passing |
|----------------------------------|---------------------------|---------------------|-------------------|------------|----------|-----------------|
| 10th /Matriculation              |                           |                     |                   |            |          |                 |
| 12 <sup>th</sup> / Intermediate  |                           |                     |                   |            |          |                 |
| Graduation                       |                           |                     |                   |            |          |                 |
| LLB/Law Graduate Degree          |                           |                     |                   |            |          |                 |
| Post-Graduation                  |                           |                     |                   |            |          |                 |
| Other Professional Qualification |                           |                     |                   |            |          |                 |

15. 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 should be attached): -

| Name of the Department/<br>PSU/Statutory Body/Autonomous<br>Body | From | To |
|--|------|----|
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |
|  |      |    |

16. 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 |
|---------------------|--------------------|----------------------|
|                     |                    |                      |
|                     |                    |                      |
|                     |                    |                      |
|                     |                    |                      |
|                     |                    |                      |

17. If one or more advocates are associated as juniors of the applicant, their details be provided below: -

| Sl. No. | Name of the advocate | Enrolment no. with date |
|---------|----------------------|-------------------------|
|         |                      |                         |
|         |                      |                         |
|         |                      |                         |
|         |                      |                         |
|         |                      |                         |

18. Infrastructural facilities available with the applicant (please tick if available be provided below:



|              |              |              |               |
|--------------|--------------|--------------|---------------|
| Office space | Office clerk | Steno/typist | Support staff |
|              |              |              |               |
|              |              |              |               |
|              |              |              |               |

19. Number of Cases handled associated with EPF and MP Act 1952, if any and brief thereof:

20. Number of cases in various courts (starting from 01/04/2023)

| Name of the Court                    | Year | No. of cases assigned (Opening Balance) | No. of fresh cases allotted | No. of cases won | No. of cases lost | No. of cases pending (Closing Balance) |
|--------------------------------------|------|---|-----------------------------|------------------|-------------------|--|
| High Court                           |      |   |                             |                  |                   |  |
| CGIT                                 |      |   |                             |                  |                   |  |
| NCLT/<br>NCLAT                       |      |   |                             |                  |                   |  |
| CAT                                  |      |   |                             |                  |                   |  |
| SCDRC                                |      |   |                             |                  |                   |  |
| Distt.<br>Courts/<br>Other<br>courts |      |   |                             |                  |                   |  |

21. Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark/important case? If yes, the particulars of the case with copy of the judgment wherein his/her name is recorded as advocate for one of the parties (Copy of order/judgment be attached as proof): -

| Name of the Court | Case title | Nature of Judgment/Brief |
|-------------------|------------|--------------------------|
|                   |            |                          |
|                   |            |                          |

22. Annual Income for the last two years.

| S.No. | Financial year | Annual Income |
|-------|----------------|---------------|
| 1     |                |               |
| 2     |                |               |

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

| Sl. No. | Details of allegations and Proceedings (please also mention reference number/registration number/case number) | Finding made by the Disciplinary Committee. |
|---------|---|---|
|         |   |   |
|         |   |   |

24. 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 (please also mention reference number/registration number/case number) | Finding made by the Court |
|---------|---|---------------------------|
|         |   |                           |
|         |   |                           |

25. Any additional professional qualification(s), which will further the candidature, including membership of professional societies, awards and honours etc. may be listed in the box below. (Documentary proofs may be

attached):

26. DOCUMENTS TO BE ENCLOSED:

- a. Copy of Law Degree and other qualifications;
- b. Copy of Registration Certificate Issued by the Bar Council;
- c. Copy of Identity Card issued by the Bar Association;
- d. Copy of ID Proof;
- e. Copies of 5 judgments where the Advocate has appeared as pleader;
- f. Copies of Empanelment Letter issued by other Authorities/entities infavour of the Advocate;
- g. Resume' with a brief profile of experience, background, education, listof clients and nature of cases dealt with;
- h. Two recent coloured passport size photographs;
- i. Copy of Income Tax Returns for last two financial years.

UNDERTAKING

1. I hereby confirm and declare that the information furnished in the application and in the attached Certificate is 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 EPFO as required under the Act, Rules and Regulations thereunder.
3. I have read and understood the terms and conditions of the empanelment and agree with them.
4. I also undertake to abide by the terms and conditions of engagement.
5. I also undertake to return all case files and records to the EPFO as and when required by EPFO.
6. I agree with the Fee Schedule notified by EPFO.

Signature of Advocate

Enrolment Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Place: \_\_\_\_\_

Date: - \_\_\_\_\_

## **Terms & Conditions for empanelment of Advocates in EPFO, Zone-MP & CG**

EPFO defends its cases through its Panel Advocates. It is supremely important that the legal cases of EPFO are properly defended. In order to defend the cases properly, it is necessary to have good panel counsels, capable of presenting the cases in an effective manner before the courts.

The policy/terms and conditions on empanelment of advocates to regulate the manner and procedure for empanelment is as described under:

### **1. GENERAL**

(i) In order to effectively defend the cases before various legal fora, EPFO has its own set of panel advocates. The schedule of fees payable to them shall be as prescribed by EPFO. Further, lawyers appointed by Department of Legal affairs are not engaged by EPFO as it may not exercise any control or coordination with advocates appointed by the Department of legal Affairs.

(ii) Empanelment will only confer a right to be considered for legal work, if any, and not bind EPFO to award or give work to any Advocate, so empanelled, at any point of time during the term of engagement.

(iii) The allocation of cases/legal work shall be at the sole discretion of officers so authorized by EPFO.

(iv) Upon termination or non-renewal of term of empanelment, as the case may be, the Advocate shall return the brief(s) allocated to the Advocate by EPFO along with all other documents/records connected thereto with no objection certificate, if so required. No Advocate shall have the right to represent EPFO or undertake any activity upon expiry or termination of the term of engagement.

(v) The empanelled Advocates shall not delegate cases and shall themselves deal with the same. They may have to coordinate and work with designated Senior Advocates, if any, engaged in the case as well as with the officers of EPFO, if required. The empanelled Advocates shall not use EPFO's name, logo, symbol, etc. on their letterhead, signboard, nameplate, pamphlets, etc., such as 'Legal Advisor of EPFO', 'Advocate of EPFO', etc. No empanelled Advocate shall represent himself as the Standing Counsel of EPFO before any court or forum unless specified as such by EPFO.

(vi) The Advocate shall ensure efficient and effective professional services and bestow commensurate attention in relation to matters of EPFO and conduct himself at all times in

accordance with the Advocates Act, 1961 and rules laid down by the Bar Council of India, including rules regarding code of conduct and ethics.

(vii) The Advocate, while pursuing any case on behalf of EPFO, shall not act without instructions of EPFO and inform EPFO about the proceedings of each hearing by reporting mail and furnish copy of orders of each date without which the EPFO may not settle bills of payment.

(viii) The Advocate shall not seek any adjournment without any valid or cogent reasons. Under no circumstances, the matters entrusted by EPFO should go unattended before the Court, which shall be viewed as serious violation of conditions of empanelment and may entail taking back the brief or cancellation of such empanelment.

(ix) The performance of each empaneled Advocate shall be subject to periodical review in such form as may be prescribe in this behalf by the Competent Authority.

(x) The empaneled Advocate shall maintain strict confidentiality of the cases or other matters handled on behalf of EPFO and shall not divulge any information to any third party or to the media. Any Advocate who is found to have violated the above condition shall be liable to have his empanelment cancelled immediately without further notice.

(xi) Refusal of any empaneled Advocate to take up a matter on behalf of EPFO, without proper justification or grounds, shall entail cancellation/withdrawal of engagement.

(xii) EPFO reserves the right to modify or relax the terms and conditions of engagement at any time and also the right to verify the information submitted by the Advocate/law. The Advocates shall in full accept the terms and conditions of the empanelment as determined by EPFO from time to time.

(xiii) The Advocate should have an office at the place where empanelment is sought. The Advocate should have adequate infrastructure in terms of accessible office, chambers, library, manpower, etc. which shall be considered at all times.

(xiv) The Advocate should have excellent communication skills.

(xv) The applications of Advocates should be shortlisted on such basis as may be decided by the EPFO. The shortlisted advocates may be called for further interaction before finalization of their empanelment. No TA/DA will be admissible for attending such interaction.

(xvi) EPFO reserves the right to accept or reject any application without assigning any reason or to postpone or cancel the entire process, if necessary.

## **2. ELIGIBILITY CRITERIA FOR EMPANELMENT: -**

(i) The Advocate should have a Bachelor Degree in Law from a recognized university.

(ii) The Advocate should be enrolled/ registered as an advocate with a Bar Council.

(iii) The Advocates are required to have the minimum professional/court practice experience of minimum **7 years for High Courts and other Courts** in the State. For **NCLAT, NCLT a minimum of 10 years'** experience shall be required.

### **3. TENURE OF PANEL**

The panel will typically remain in effect from **01/04/2025 to 31/03/2028**, subject to early discontinuation based on specific reasons recorded in writing.

### **4. PAYMENT OF FEE AND OTHER CONDITIONS**

(i) The fee payable to the Advocates shall be such as prescribed by EPFO, from time to time.

(ii) EPFO shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned in the annexed schedule keeping in view the importance of the matter and the efforts put in by the advocate in a particular case.

(iii) No retainer fee will be paid merely for empanelment.

### **5. GENERAL PROCEDURE FOR EMPANELMENT**

(i) The applicant advocate must apply in such form/format as may be prescribed by EPFO. No other form/format will be entertained.

(ii) Depending upon the requirement and number of applications received, EPFO reserves the right to shortlist the candidates to be called for interaction and to be empaneled.

(iii) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interaction and to be selected.

(iv) The decision of EPFO regarding short listing and selection of the candidates shall be final.

(v) Canvassing in any form shall be treated as disqualification. The candidature of such applicants shall be cancelled forthwith.

(vi) The date-time, venue and mode of interaction shall be communicated by E-mail or letter. Travelling cost, if any as required for physical interaction shall be borne by Advocate himself/herself.

(vii) The applicant advocate may be required to bring original documents at the time of interaction.

(viii) The applicant advocates selected for empanelment may be issued electronic or written communication by EPFO separately.

## **6. DOCUMENTS TO BE SUBMITTED BY THE ADVOCATE**

The Advocates will be required to furnish following documents :-

- (a) Copy of Law Degree and other qualifications;
- (b) Copy of Registration Certificate Issued by the Bar Council;
- (c) Copy of Identity Card issued by the Bar Association;
- (d) Copy of ID Proof;
- (e) Copies of 10 judgments where the Advocate has appeared as pleader;
- (f) Copies of Empanelment Letter issued by other Authorities/entities in favour of the Advocate;
- (g) Resume' with a brief profile of experience, background, education, list of clients and nature of cases dealt with;
- (h) Two recent colored passport size photographs;
- (i) Copy of Income Tax Returns for last two financial years.

## **7. DUTIES OF THE EMPANELLED ADVOCATES**

- (i) The Advocate shall not advise any party or accept any case against EPFO in any legal fora.
- (ii) Timely appearance of the Counsel to contest the cases for EPFO in the Court is a must. His/her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- (iii) EPFO sends the information to the panel advocates through e-mail regarding entrustment of a case and after receiving the e-mail, it is duty of the Panel Advocates to collect the brief/copy of petition along with assignment letter from the concerned office of EPFO at the earliest.
- (iv) EPFO is free to engage any advocate of its own choice and an empaneled Advocate shall make no claim that he/she alone would be entrusted with EPFO's legal matter (s).
- (v) 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.
- (vi) The advocates shall accept the terms and conditions of the empanelment as determined by EPFO from time to time.



(vii) 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 after each date of hearing. Failure to submit status report will be ground for removal of the name of the lawyer concerned from the panel.

(viii) In cases where on the request of the Union of India, Ministry of Labour & Employment have also to be represented, no extra fee shall be paid to the advocate to watch and safeguard the interests of Union of India, Ministry of Labour & Employment.

(ix) If required, render all assistance to Special or Senior Counsel engaged in particular cases before the Supreme Court or any other judicial body. If required, the advocate may be assigned matters to defend interest of CBT, EPF/EPFO before various legal forums within/out-side Delhi.

(x) Keep EPFO informed and updated on all-important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of orders/judgment etc.

(xi) Furnish monthly statement about the cases represented by him/her before the legal fora and their outcomes.

(xii) When any case attended by him/her is decided against the Organization, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order (Copy of certified order).