



**BIO DATA of Advocate**

1	Name of Advocate	
2	Name of Father/Husband	
3	Date of Birth	
4	Educational Qualifications  (Photocopy of LL. B certificate to be enclosed)	
5	Name of Bar Council, Month/Year of Enrollment & Enrollment Number Certificate of Practice, if any  (enclose photo copy of Bar Council enrolment certificate & ID)	

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6	(i) Residential Address with Phone No.  (ii) Office Address with Phone No.	
7	Period of practice/ Place of practice/ Court of practice (attach experience certificate from court/Bar)	
8	In which office trained as Junior / apprentice / Name of senior with address & Phone No.	
9	List of Banks, Financial Institutions, companies etc where Empanelled. (attach photo copy of proof)	
10	Whether willing to undertake Banks legal work on Bank's terms	
11	PAN Number issued by Income Tax Department  (Photo copy of PAN Card to be enclosed)	

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12	Name of two referees with their address & contact number	
13	Any other relevant information	

Signature of Advocate

Note: Photo copy of the documents to be self-attested with date.

I.The application to be submitted by the Advocates for empanelment should contain the following details/particulars (self-attested):

1. Photocopy of the certificates & marksheets from the higher secondary stage to the LL.B stage.
2. Photocopy of all the testimonials of the concerned Advocate as referred to in the bio-data.
3. Photocopy of PAN Card.
4. Photocopy of enrollment certificates issued by Bar Association where the concerned Advocate is practicing.
5. Two character-cum-performance certificates from sitting/retired judges/judicial magistrate/ eminent persons of the judiciary/reputed Sr. Advocate of Bar/places where the applicant is in practice, name of the Bar and the Court where the services of the concerned Advocates are to be utilized.

## II.CRITERIA FOR EMPANELMENT OF ADVOCATE

6. For being included in the panel, an advocate should have experience of at least 5 (five) years independent and effective practice at Bar preferably in attending commercial matters or bank suits and be conversant with banking laws. The experience as a retired law officer of a Bank/PSU or as a Judicial Officer may also be considered for the purpose. However the period of five years of experience as stated above may be relaxed in exceptional cases where an Advocate is already on the panel of other banks and PSUs.
7. The advocate should have undoubted legal acumen and unblemished integrity. A certificate in this regard issued by the concerned Bar Association shall be provided by the advocate as per the format provided at **Annexure 'A'**.
8. There will be panels for advocates practicing at High Courts, DRATs, DRTs, Dist. Consumer Forums & State Consumer Commissions, Civil Courts, Criminal Courts and other Trial Courts/Tribunals.
9. Advocates practicing in specialized areas such as Income tax matters, Labour Law matters, Cyber Law, MRTTP etc will also be considered for empanelment.

### III. OTHER TERMS AND CONDITIONS FOR EMPANELMENT.

10. Advocate(s) should agree to abide by the Bank's terms and conditions as to the professional fees, charges etc.
11. The concerned advocate(s) will be informed in writing of his empanelment and the terms and conditions of his empanelment. **The panel will remain valid for three years or till next empanelment process is concluded, whichever is later on continuous basis for the purpose of continuity of the briefs with the empanelled advocate(s).**
12. It shall be made clear to the advocate(s) that approval in Bank's panel of advocates does not amount to an appointment or right for an appointment and Bank is free to engage any advocate of its choice and the empanelled advocate cannot claim to be entrusted with Bank's work.
13. The advocate(s) should undertake not to appear against the Bank and they do not support the litigation which is detrimental to Bank's interest.
14. It shall be made clear that under no circumstances they should use any legend containing Bank's name or symbol in letter heads, signboards, name plates etc. such as legal advisor to or advocate for Assam Gramin Vikash Bank.

The empanelled advocates shall, upon receiving the letter from the Bank confirming their empanelment, submit a letter of acceptance (on their letter heads).

### IV. DUTIES AND RESPONSIBILITIES OF PANEL ADVOCATES:-

- “ The panel advocate(s) should undertake the job for search relating to encumbrance, title clearance report etc. of the property only after receipt of proper communication from the concerned Branch/ Regional Office of the Bank.
  - “ The panel advocate(s) should not accept any request for obtaining non-encumbrance certificate or issuing title clearance report from the Bank's present/proposed constituent for the purpose of availing loan from our Bank.
- iii. The panel advocate(s) should verify the “**Title Documents**” in original before submitting his report to the concerned Branch / R.O of the Bank.

15. The panel advocate(s) should submit to the concerned Branch/R.O of the bank the original receipts for deposit of fee for Search in the Registration Office/Registrar of Companies/ Court etc along with his report.

16. The panel advocate(s) should submit to the concerned Branch/R.O of the bank the original receipts for deposit of fee for Search in the Registration Office/Registrar of Companies/ Court etc along with his report.

17. The panel advocate(s) should himself verify the registration records of the property offered as security.

18. The panel advocate(s) should inform the Bank of pendency of any litigation concerning the property if it comes to his knowledge at the time of search or at any time subsequent to furnishing the search report.

19. While pursuing/defending any litigation on behalf of the Bank, the panel advocate(s) should .

- Intimate the day to day progress of the matter to the concerned Branch/Regional Office of the Bank.
- Not seek adjournments without any valid and cogent reasons and without concurrence of the Bank.
- Not make any submission before the court without proper instructions from the concerned Branch/ Regional Office/Head Office of the Bank.
- May advise the concerned Branch/R.O for engaging Senior Advocate/Counsel, if required, to protect the interest of the Bank.
- Not appear either directly or through his juniors/ assistant advocate against the Bank in any matter.

#### **V. PERFORMANCE REVIEW OF ADVOCATES/REMOVAL OF ADVOCATES**

##### **(PANEL ADVOCATES) FROM APPROVED PANEL.**

20. Review of performance of advocates shall be done by the Head Offices on half yearly basis. **The empanelment shall be subject to renewal after every three (3) years by the competent authority of the Bank.**

21. The report on review of performance of advocates as received from the Regional Heads, shall be placed before General Manager, H.O and if it is found that the performance of any advocate is not satisfactory or not upto the mark, his name shall be removed from the panel. Before removing the name of the advocate from the panel, due intimation shall be given to such advocate along with reasons thereof.

22. If it is found that any advocate on panel represents interests which are adverse to the Bank and is guilty of professional misconduct, the Regional Head shall send his recommendations to the General Manager for removal of such advocate from the panel and upon concurrence by H.O, such Regional Head shall take steps to withdraw all cases/matters forthwith preferably before issuance of the letter of removal and consequential follow up action should be taken to protect Bank's interest.

23. If it is found that any advocate acts contrary to any of the terms of empanelment, does not follow his duties and responsibilities, his empanelment shall be cancelled.

**“ OTHER MISCELLANEOUS ASPECTS.**

a. Advocates shall intimate / inform the outcome/ developments in cases to the concerned Branch and/or Regional Offices immediately on the date of hearing and give consolidated position in writing at least once in a month. The advocates shall also intimate important developments in writing.

**FORMAT OF CERTIFICATE TO BE OBTAINED FROM THE CONCERNED BAR ASSOCIATION.**

This is to certify that Sri/Smt/Ms 0 0 0 0 0 0 0 0 . S/o, W/o, D/o 0 0 0 0 0 0 .. having residence at 0 0 0 0 0 0 0 0 .. chamber/office at 0 0 0 0 0 0 0 0 is a bonafide member of this Bar Association since 0 0 0 0 0 0 . and is practicing since 0 0 0 0 0 0 in 0 0 0 0 0 0 . Court on Civil/Criminal/Labour Laws/Property Laws/Banking Laws etc (Whichever is applicable).

It is further certified that Sri/Smt/Ms 0 0 0 0 0 0 is efficient and having good knowledge in the field of his/her practice and is conducting cases independently.

Sri/Smt/Ms 0 0 0 0 0 0 0 0 is hard working and enjoys good moral character and no adverse report against him/her has come to my knowledge. I wish him/her the very best in all their future endeavour.

Sd/-

President/Secretary

0 0 0 0 0 0 . Bar Association.

Place:

Date: