



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण  
(सड़क परिवहन और राजमार्ग मंत्रालय)  
**National Highways Authority of India**  
(Ministry of Road Transport & Highways)  
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No.11041/30/2003-Admn.III

June 30, 2003

**POLICY MATTERS – ADMINISTRATION/FINANCE (50/2003)**

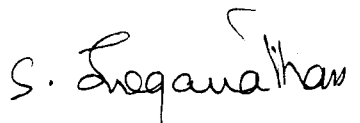
(Decision taken on Admn Division File No.11041/30/2003-Admn-III(Pt)Vol.IV)

**Sub: Engagement of legal firms/advocates**

Based on our experience during the last two years and the feedback/suggestions received from the PIUs/Technical Divisions, it has been decided to dispense with the existing system of empanelment of law firms/solicitors. Instead, the following procedure will henceforth be followed for engagement of legal firms/advocates:

- (i) Project Directors may engage advocates/law firms with atleast 10 years of experience in the relevant field for dealing with the cases of routine nature such as land acquisition etc. While doing so, Project Directors should try to rotate the cases among a few advocates instead of entrusting cases to only one.
- (ii) In the matters related to contracts/agreements or other important issues which may be of wider ramification for other projects as well, the Project Directors must seek approval of Headquarters before engaging an advocate. If necessary, a suitable advocate to defend such cases could also be engaged from Headquarters.
- (iii) At Headquarters, the concerned Division may engage law firms having atleast 10 years experience in dealing with similar cases of Central/State Govt. organisations/PSUs.
- (iv) The prescribed schedule of fee is annexed. In case Divisional Heads/Project Directors feel that there is a need of engagement of senior counsel/law firm at a rate higher than what has been prescribed in the schedule, prior approval of the Competent Authority must be obtained.

This issues with the approval of Chairman.

  
(S.Loganathan)  
General Manager(Admn)

All Officers at Hqs  
All PIUs/CMUs/SPVs

**APPROVED SCHEDULE OF LEGAL FEE**

| <i>S.No.</i> | <i>Legal Issues</i>   | <i>Schedule of fees in Rupees</i>   |
|--------------|---|---|
| 1.           | Appearance in High Court for writs, civil or criminal revisions/appeals etc   | 1500/ per case per appearance   |
| 2.           | Appearance in City Civil Court/Session Courts/Consumer Courts, Appellate Tribunals  | 900/- per case per appearance   |
| 3.           | Appearance in Small Cases   | 700/- per case per appearance   |
| 4.           | Appearance before other Authorities/Tribunals/E.O./Labour Court except arbitrators  | 1000/- per case per appearance  |
| 5.           | Appearance before arbitrators   | 1250/- per case per appearance (only for counsel of 15 years experience, not for juniors)     |
| 6.           | Consultation/Conference<br>a) In the office of counsel<br>b) Any other place<br>c) Site Inspection  | 350/- per hour } plus<br>500/- per hour } Conveyance<br>750/- per hour }                      |
| 7.           | Drafting replies, Rejoinders/Affidavits for Courts/Tribunals/Authorities/Arbitrators  | As per the work involved. Normally should be around 2500/- per document; Maximum limit 7500/- |
| 8.           | Drafting, Settling and Filing of Civil Suit/Recovery Suits  | Maximum 7500/-  |
| 9.           | Drafting, Settling and Filing of Writ Petition/Arbitration Petition/Appeals/Revisions   | Maximum 7000/-  |
| 10.          | Drafting, settling and filing of Notice of Motion/Misc. Petition in Civil Suits, Writ petitions/arbitration petition revisions and appeals/legal consultation/advise. | Maximum 1500/-  |
| 11.          | Issuing Notices in civil/criminal/labour/arbitration/ E.O. matters and replies.   | 750/- per notice  |
| 12.          | Conveyancing/legal vetting of draft agreements for cases where standard agreements are not available.   | As per work involved. Normally should be Rs.2,000 per agreement; Maximum limit: Rs.10,000/-   |

**CONDITIONS:**

- a) Whenever a Senior Counsel is to be engaged, his charges shall be payable separately, including for conference, drafting, appearance etc. directly to the Counsel.
- b) Whenever cases are filed in one and the same Court and if there are more than one case on one day in the same court in same Session, charges for appearance will be full rates for the first case and 50% for the remaining cases.
- c) Conveyance charges shall be as per actuals.
- d) All out of pocket expenses shall be extra.
- e) Adjournment Charges of Rs.500/- will be charged only when the Court does not sit in Civil Court. In Criminal Courts, fees are chargeable in full rates.