

भारतीय विमानपत्तन आर्थिक विनियामक प्राधिकरण

Airports Economic Regulatory Authority of India

(A Statutory Body under Ministry of Civil Aviation, Govt. of India)
AERA Building, Safdarjung Airport, New Delhi – 110 003
Tel-011-24695044-47, E-mail- bo@aera.gov.in, Web- <http://aera.gov.in>

No. AERA/Legal/Empanelment of Advocates/2019

Dated 14th November, 2019

Notice for Empanelment of Advocate/Law Firm

The Airports Economic Regulatory Authority of India (AERA), a statutory body under Ministry of Civil Aviation, Govt. of India intends to engage Advocates/Law firms for defending court cases on behalf of AERA before Hon'ble Supreme Court, High Court, Tribunal (TDSAT) and other courts of law/tribunals anywhere in India.

The details of eligibility criteria, terms and conditions and schedule of fee for empanelment of Advocates/Law firms are contained in the Guidelines attached herewith at **Annex** and also available on the Authority's website i.e. <http://aera.gov.in>.

Interested and eligible Advocate/Sr. Advocate/Law Firm may send/submit their application in the prescribed proforma to The Chairperson, Airports Economic Regulatory Authority of India, AERA Building, Administrative Complex, Safdarjung Complex, New Delhi-110003 latest by **13.12.2019**.



(Jaimon Skaria)

Senior Manager (F)/Deputy Chief (I/c)

NOTE: The existing panel of Advocates/ firms need to apply again in pursuance of this Notice/Advt. as a new list of empanelment of advocates/law firms would be drawn.

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Airports Economic Regulatory Authority of India
(A Statutory Body constituted by Govt. of India)

Guidelines for Empanelment of Advocate/Law Firm - 2020

Subject: Empanelment of advocates/ law firms for representing and assisting the Authority before various Courts/ Tribunal etc. – regarding.

1. Background

Airports Economic Regulatory Authority (AERA) is a Statutory Body constituted under the Airports Economic Regulatory Authority of India Act, 2008 (27 of 2008) notified vide Gazette Notification dated 5th December 2008. The AERA was established by the Government of India vide its notification no GSR 317 (E) dated 12.05.09 with its head office at Delhi.

The statutory functions of the AERA as enshrined in the Airports Economic Regulatory Authority of India Act, 2008 are as below:

- a) To determine the tariff for the aeronautical services taking into consideration:
 - i) The capital expenditure incurred and timely investment in improvement of airport facilities.
 - ii) The service provided, its quality and other relevant factors.
 - iii) The cost for improving efficiency.
 - iv) Economic and viable operation of major airports.
 - v) Revenue received from services other than the aeronautical services.
 - vi) The concession offered by the Central Government in any agreement or memorandum of understanding or otherwise.
 - vii) Any other factor which may be relevant for the purposes of this Act.
- b) To determine the amount of the Development Fees in respect of major airports.
- c) To determine the amount of the Passengers Service Fee levied under rule 88 of the Aircraft Rules, 1937 made under the Aircraft Act, 1934.
- d) To monitor the set Performance Standards relating to quality, continuity and reliability of service as may be specified by the Central Government or any authority authorized by it in this behalf.
- e) To call for such information as may be necessary to determine the tariff under clause (a).
- f) To perform such other functions relating to tariff, as may be entrusted to it by the Central Government or as may be necessary to carry out the provisions of this Act.

The above mentioned objective & function of the Authority, AERA Act, 2008, AERA Notification, Tariff Orders etc are available on AERA's website i.e. <http://aera.gov.in/>.

2. Objective of the empanelment

AERA intends to form a Panel of Advocates/Law Firms at various levels of Courts i.e. Supreme Court, High Court, Tribunal (TDSAT) or any other Courts/Tribunal, anywhere in India comprising of Practicing Advocates and Law Firms to defend the Authority in legal issues.

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3. Scope of work

- i) To represent AERA before various courts i.e. Supreme Court of India, High Courts, Tribunal (TDSAT) etc.
- ii) To defend AERA and handle cases in the Courts
- iii) To draft/prepare all legal documents e.g. Writ Petitions, SLPs, Civil Suits, Counter Affidavits, Replies, Rejoinders, Application etc to be filed before the Courts of Law as per requirement of the case.
- iv) To appear before the various courts throughout India on behalf of AERA through experienced Counsel.
- v) To file petition on behalf of AERA for violation of AERA Act.
- vii) To vet any legal document of AERA with utmost urgency and due care referred to it by AERA.
- vii) Legal vetting of tariff, tenders, contracts and other documents related to Authority, if required.
- viii) To provide legal opinion on any matter referred to them by AERA within 3 days' time and matters of utmost importance to be provided within 6 hours' time or earlier.
- ix) To participate in discussion/conference in legal matters.

4. Eligibility for Empanelment

A. Essential

- i) The advocate must possess a Degree in Law from a University, recognized by the Bar Council of India and must be enrolled with the Bar Council.
- ii) The Advocate(s)/Law Firm(s) should be familiar with various branches of law especially those concerning Constitutional law, Civil law, Commercial law, Economic laws, Corporate law, Aviation law and other relevant laws relating to regulation and should be currently practicing in the relevant fields.
- iii) The Advocate(s)/Law firm (s) should have minimum professional/court practice experience in in handling cases as follow:
 - a) For Supreme Court of India = 15 yrs. Exp. in Supreme Court Cases
 - b) For High Court/Tribunal/TDSAT = 10 yrs. Exp. in High Court/Tribunal/TDSAT
- iv) Senior Advocate (designated by Supreme Court/High Court) should have minimum 20 years professional/court practice experience in handling cases.

B. The Authority may also consider the following points :

- i) Proper and adequate infrastructure of an advocate/law firm such as office premises, number of advocates, assistants, clerk, library, fax, fixed phone, internet service etc.
- ii) Track record and integrity
- iii) If considered necessary, an enquiry from the respective Bar Council/Bar Association about claim and conduct of the advocate.
- iv) If the advocate/law firm is empanelled by other regulators/organizations, opinion of those organizations

C. The Competent Authority of AERA reserves the right to relax any condition(s) at its discretion.

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5. Tenure/term of empanelment

- i) The initial tenure/term will be **three (03) years** , which may be extended for one year on the basis of satisfactory performance of the counsel/firm.
- ii) The Authority reserves the right to terminate the empanelment of the Advocate(s)/Law Firm(s) at any time before completion of three years.
- iii) The tenure/term can be terminated by giving one month's notice by either side.

6. General Terms & Conditions

- i) 'Advocate' means an advocate, entered in any roll of advocates under the provisions of Advocates Act, 1961 (25 1961).
- ii) The 'Competent Authority' shall be the Authority or any officer, designated by the Authority.
- iii) The 'Court' shall mean and include any tribunals including Telecom Dispute Settlement and Appellate Tribunal (TDSAT), High Court, or Supreme Court.
- iv) The term 'Similar Cases' shall mean two or more cases in which identical or substantially similar questions of law or facts are involved.
- v) The Advocates shall be engaged only in cases initiated suo moto and combination cases where the Authority is a necessary party.
- vi) Proforma matters, where the Authority is a proforma party pending in different courts/tribunal may be taken care of by the officers of the Authority. However, the Advocates may be engaged if deemed necessary in exceptional cases by the Competent Authority.
- vii) The size of the panel and number of Advocates in panel shall be determined by the Competent Authority from time to time based on the requirement and quantum of work. The volume of work shall be assessed on the basis of the pending cases in the preceding year and the fresh cases likely to be added in the succeeding year.
- viii) Cases involving similar issues/points of law or otherwise interlinked or clubbed may be entrusted to the same Advocate as far as possible, while care shall be taken to avoid concentration of cases in the hands of one Advocate/a few advocates/law firm.
- ix) The advocate shall not necessarily be empanelled for specific court and shall accept the work assigned to him and shall not refuse to accept any work without reasonable cause.
- x) Refusal by any advocate to accept any work otherwise than on grounds of conflict of interest, may entail removal of such advocate/law firm from the panel. Similarly, no advocate/law firm as long as his name is on the panel shall contest any matter against the Authority.
- xi) The empanelled Advocates will not delegate cases and 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 the Authority, if required.
- xii) The Advocates empanelled under these guidelines shall not be employees of the Authority and therefore, shall not be eligible for any benefits available to its employees.
- xiii) The empanelled advocates shall not accept any engagement/case against AERA and AERA shall have sole right to use their name as an Advocate.
- xiv) The empanelled Advocate shall maintain strict confidentiality of the matter pertaining to AERA.

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- xv) AERA reserves the right to allotment of legal work, court cases to any empanelled advocate/law firm and no claim of any nature will be entertained in this regard. The decision of Competent Authority of AERA in respect of court cases and settlement of fee will be final and binding and no claim/correspondence of any nature will be entertained in this regard.
- xvi) The day to day proceedings in the case assigned to the empanelled advocate shall be intimated in writing or by email to AERA.
- xvii) The advocate/law firm will not use Authority's name/logo/symbol on its letter head/signboard/nameplate/website etc.
- xviii) If required and considered appropriate by the Competent Authority, Attorney General of India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior Advocates may be engaged to argue the cases on behalf of the Authority and the Chairperson keeping in view the urgency and importance of a particular matter. They shall be engaged on case to case basis with the approval of the Competent Authority.
- xix) In case of any misconduct, AERA will take appropriate action against advocate/law firm which include filing complaints with the Bar Council of India and recovery of the financial loss caused to the Authority due to the misconduct of the advocate/law firm. Here, the misconduct will have the same meaning as has been defined under Advocates Act, 1961.
- xx) The advocate/law firm should furnish an undertaking to the effect that the advocate/law firm has not been blacklisted in India or abroad or by any Govt. Department.
- xxi) In case of initiation of any disciplinary proceedings/criminal proceedings against advocate/law firm, the Authority may remove advocate/law firm from the panel even without waiting for the conclusion of such proceedings.
- xxii) After completion of case or expiry of tenure or depanelment of advocate/law firm or decision to withdrawn the case from the Advocate, either on its completion or in between, all such cases/files in the custody of the Advocate/law firm will be returned to AERA without any demur and final payment, if any will be made after receipt of the relevant documents/files.
- xxiii) AERA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute in this regard shall be entertained.
- xxiv) The performance of empanelled advocate/law firm shall be continuously monitored and examined by Competent Authority of AERA/Legal Division and their continuance with AERA shall depend on their performance.
- xxv) In case of empanelment of Law Firms, all the terms and conditions for empanelment of the individual Advocates shall apply *mutatis mutandis* to them.
- xxvi) The advocates/law firm shall in full accept the terms and conditions of the empanelment as determined by the Authority from time to time.
- xxvii) These guidelines shall also be applicable to the designated Senior Advocates of the High Courts and Supreme Court for all purposes except the requirement of empanelment.
- xxviii) Office Memorandum/Notification issued by Ministry of Law & Justice, Govt. of India will be considered for any other terms & conditions, which are not included in this guidelines.**



- xxix) AERA reserves the right to engage Advocate/Sr. Advocate/ASG/SG/AG out of the empanelled advocates/law firm on mutually agreed terms & conditions and fees in exceptional cases, if required.
- xxx) AERA reserves the right to cancel the name of any empanelled advocates without assigning reason thereof.

7. Payment of fee

- i) The fee payable to the Advocate/firm shall be governed by AERA as per **schedule of Fee structure** given at **Annexure-I**.
- ii) The Competent Authority shall have the right in exceptional cases to order for payment of fee more than the fee mentioned in the schedule, keeping in view the importance of the matter and the labour and effort put in by the advocate in a particular case. It shall also have the power to fix the fee for eventualities which have not been mentioned in the schedule or till the appropriate amendment is made in these guidelines by the Authority.
- iii) No retainer fee shall be paid to any Advocate/law firm in the panel.
- iv) The advocate/firm empanelled/engaged may claim the fee for appearance after hearing.
- v) Full fee of appearance will be paid only for effective hearing and 1/4th of the fee shall be paid for non-effective hearing.
- a) Effective Hearing – the effective hearing means, a hearing in which either one or both parties involves in a case are heard by the Courts/Tribunals/ argues by the Counsel of any of the parties, Examination-in-chief, cross examination is conducted, issues/charges has been framed, and in addition to above, effective hearing are according to the Courts/Tribunals Rules.
- b) Non-effective Hearing – the non-effective means all other hearings which are not covered in the above definitions of effective hearing. If the case is mentioned and adjourned or only directions are given or only judgement is delivered by the court, it would not constitute an effective hearing but will be termed as non-effective hearing.
- vi) If a case does not reach for hearing, then no fee would be paid to the Counsel.
- vii) For case listed before Registrar of Supreme Court/High Court/Tribunal, 1/4th of the fees will be paid for appearance.
- viii) Where two or more cases involving substantially identical or similar questions of law or facts, one of such cases will be treated as a lead case and others as identical/connected cases and the advocate/counsel shall be paid full fee for the main case and 10% of the fee of main case for each of the identical or similar/connected case, subject to a maximum of 10 cases only.
- ix) Clerkage @ 10% will be paid in addition to fee and same shall not be paid on the charges like misc expenses, photostate exp., conveyances/meal exp. and transportation exp.
- x) Prior approval of Authority is to be obtained for engaging any designating 'Senior Advocate' for any matter.

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- xi) For the purpose of payment of fees as per the schedule, the Advocates shall be treated as :
- a. Senior Advocates : The panel advocates having minimum 20 years of practice in the court after the dated of enrolment with Bar Council of India as an advocate and are income tax payee for at least 3 previous financial years shall be treated as Senior Advocates.
 - b. Junior Advocates: The panel advocates having minimum 2 years of practice in the court after the date of enrolment with Bar Council of India as an Advocate shall be treated as Junior Advocate.
- xii) The conference fee in the fee-schedule shall be subject to the following:
- a. In general, the conference between the Sr. Advocate and Jr. Advocate Counsel (Wherever nominated specially for a case) and between Counsel and AERA official maximum number of five (5) such as conference will be allowed, comprising two (2) for settlement of pleadings and three (3) during course of proceeding in a single side.
 - b. However, the high stake/policy matters the number of conference may be increase with the approval of Competent Authority.
 - c. Conference fee will be payable only in case of face discussion and not for telephonic conversation/discussion.
- xiii) Reimbursement of misc expenses upto to Rs. 500/- shall be made to the Counsel without production of details. In case of expenses exceeds Rs. 500/- the Counsel shall be required to produce details thereof.
- xiv) In case, the lead counsel or the other counsel of the law firm or advocate is required to travel outstation for court matters as directed by the Authority, the expenses on travel and accommodation will be reimbursed as per schedule of Fee structure.
- xv) Advocate/law firm should submit the travel bill with the documents such as boarding passes, train tickets, voucher/bill of hotel stay and taxi along-with the approval of the Competent Authority for tour for appearing before Court at outstation i.e. letter or email.
- xvi) The advocate/law firm will be responsible for arranging their won conveyance to appear in any Court of Delhi or for its local counsels anywhere in India without any cost to the Authority.
- xvii) No interest shall be paid for any delayed payment.
- xviii) Advocate/Law firm should submit the bill by the 25th of every month along-with proof i.e. Court order/Cause list/email etc.



8. Procedure for Empanelment

- A. Applications received in response to notification/advertisement will be scrutinized and application will be screened w.r.t. the criteria mentioned in this guidelines. The documents submitted by eligible applicants will be got verified with original documents.
- B. The Competent Authority will consider the bio-data for empanelment only on merit, the following points shall be considered:
- i) Length of practice and specialization in the area of law concerning the Authority.
 - ii) Proper and adequate infrastructure of an advocate, such as office premises, number of junior advocates, assistants, clerks and phone, fax, etc.
 - iii) Annual income-tax return filed with the Tax Authorities.
 - iv) Track record and integrity.
 - v) The Competent Authority may also consider any other relevant factor for empanelment.
 - vi) The Authority may call the Advocate/law firm to present for discussion to consider the suitability of advocate/law firm for empanelment.
- C. For considering empanelment for the Supreme Court, generally an advocate who is regularly practising in the Court including Advocate-on-Record shall be considered, if he is otherwise found to be competent and suitable by the Competent Authority.
- D. Where considered necessary, the empanelment committee may conduct an inquiry and check background of the advocate with the respective Bar Council or Bar Association or otherwise about the claims, conduct and antecedents of the advocate at any time during empanelment to verify his credentials.
- E. If the advocate is empanelled by other regulators/ organizations, opinion of those organizations may be obtained.
- F. After satisfying the suitability for empanelment, the Authority may approve the name of advocate/law firm for empanelment with AERA and offer for empanelment will be sent to the concerned advocate/law firm .

9. Application and documents

The Advocates/law firm will be required to submit **application form** in the prescribed format given at **Annexure-II** (for Advocate) and **Annexure-III** (for Law Firm). The self-attested copies of the following documents required to be submitted with application:

- i) Date of Birth Certificate
- ii) Certificates in support of educational and other qualifications.
- iii) Firm Registration Certificate
- iv) Registration Certificate with Bar Council
- v) Identity card issued by Bar Association/Bar Council
- vi) Registration for AOR
- vii) PAN Card
- viii) Details of empanelment with other Govt. organisations
- ix) List of major clients
- x) Declaration of non-blacklisting and maintain secrecy (**Annexure-IV**)

(Note: The documents will be got verified with original documents.)



10. Right to Private Practice and Restrictions

- (i) An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled advocate of the Authority.
- (ii) An advocate shall not advise any party or accept any case against the Authority in which he has appeared or is likely to be called upon to appear or advice.
- (iii) If the advocate happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against the Authority arising in any court.
- (iv) The advocate or the law firm represented by the advocate should not have any of the regulated entity as their client during any time within the 5 years period from the date of issue of this notice.

11. Removal from empanelment. –

If an empanelled advocate/law firm has committed or attempted to commit any of the following acts he/they may be removed or suspended from the panel of AERA, namely:-

- i) failing to attend the hearing of the case without sufficient reason and without prior intimation to the competent authority;
- ii) handing over the case or matter to another advocate without prior written permission of the competent authority;
- iii) not acting as per the instructions or acting against any general or specific instructions of the competent authority;
- iv) not returning the brief or matter or no-objection when demanded by the competent authority or not allowing or evading to allow the inspection of case records on demand;
- v) misappropriation of any money or property of the Board or earmarking or using or appropriating the same towards his fees without the permission of the Board;
- vi) threatening, intimidating, abusing any employee, officer or representative of the Board or in any manner misbehaving with him;
- vii) making or allowing any of his associates or juniors to appear on behalf of any opposite party in any case or matter against the interests of the Board;
- viii) committing an act that tantamount to contempt of court or professional misconduct;
- ix) arrest or detention or disbarment by the Bar Council;
- x) directly or indirectly passing on any secret or other information relating to the Authority or any case or matter to the opposite party or the opposite or other advocate which causes or likely to cause damage to the Authority's interests;

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- xi) giving false or misleading information to the Authority or to any officer or employee or representative of the Board relating to the proceedings of the case or matter;
- xii) not objecting the adjournment moved by any party to a case or matter without any sufficient reason;
- xiii) if at any time during the period of empanelment the empanelled advocate has engaged in any fraudulent activities, misrepresentation, misappropriation etc.; or
- xiv) violating any of the provisions in terms & conditions of these Guidelines.

12. Removal of Difficulty

In the matter of implementation of these guidelines, if any, doubt or difficulty arises or doubt regarding the interpretation of any of the clause of these guidelines, the same shall be placed before the Authority and the decision of the Authority thereon shall be final.

13. Submission of Application

- i) Advocates/Legal Firms desirous of applying for empanelment with AERA may submit in the prescribed format provided at **Annexure- II & III**. The prescribed format and guidelines are available on AERA's website i.e. <http://aera.gov.in/>. The last date of receipt of application is **13.12.2019**.
- ii) Application will not be considered by fax or email. Applications received earlier to this notification or after the closing date of this notification will not be considered.
- iii) The application on the prescribed format may be sent/submitted to :

Address:

The Chairperson

Airports Economic Regulatory Authority of India (AERA),
AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi-110003

Contact:

Telephone No. : 011-24695044-47
E-mail Address : dychief@aera.gov.in, bo@aera.gov.in
Website : <http://aera.gov.in/>

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SCHEDULE OF FEES -2020**A. Fee for Senior Advocates****i) *Appearance Fee***

Sl. No	Category of Services	Supreme Court	High Court/TDSAT
1	Effective Hearing	Rs. 90,000/-	Rs. 70,000/-
2	Non Effective Hearing (25%)	Rs. 22,500/-	Rs. 17,500/-
4	Hearing of Connecting Case (10%)	Rs. 9,000/-	Rs. 7,000/-

Note: i) No fee shall be payable to the empanelled advocate if case is adjourned without hearing.

ii) In exceptional cases, the fee/charges shall be on the mutually agreed with the approval of the Competent Authority of AERA.

ii) *Other professional fee*

Sl. No	Category of Services	Supreme Court matters	High Court/TDSAT matters
1	Conference fee	Rs. 20,000/- per conference	Rs. 15,000/- per conference
1	Drafting/Vetting Charge of SLP/CA/WP/LPA/Appeal	Rs. 30,000/-	Rs. 25,000/-
2	Drafting/Vetting Charge of Reply/Counter Affidavit/ Rejoinder/Interim Application/ Misc Application/Misc Affidavit	Rs. 20,000/-	Rs. 15,000/-

iii) **Clerkage Charge:** 10 % of the professional fee subject to maximum of Rs. 5,000/-.

iv) **Misc. and out of pocket expenses:** As per actual to the satisfaction of Authority.

v) *Outstation Charges :*

Sl. No	Advocates	Traveling Charge	Accommodation/Food/ Local Conveyance Charge
1	Senior Advocates	By Air : Economic Class By Train : First Class AC By Taxi : Air Conditioned	At the rate admissible to Grade I/ Class I Officer (Level 14) of the Central Government or reasonable actual expenses whichever is less.

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B. Fee for Advocate/Law Firm

i) *Appearance Fee*

Sl. No	Category of Services	Supreme Court	High Court/TDSAT
1	Effective Hearing	Rs. 25,000/-	Rs. 20,000/-
2	Non Effective Hearing (25%)	Rs. 6,250/-	Rs.,5,000/-
3	Hearing Before Registrar (25%)	Rs. 6,250/-	Rs. 5,000/-
4	Hearing of Connecting Case (10%)	Rs. 2,500/-	Rs. 2,000/-

Note: i) No fee shall be payable to the empanelled advocate if case is adjourned without hearing.
ii) In exceptional cases, the fee/charges shall be on the mutually agreed with the approval of the competent Authority of AERA.

ii) *Other professional fee*

Sl. No	Category of Services	Supreme Court matters	High Court/TDSAT matters
1	Conference fee	Rs. 5,000/- per conference	Rs. 5,000/- per conference
2	Drafting/Vetting Charge of SLP/CA/WP/LPA/Appeal	Rs. 25,000/-	Rs. 25,000/-
3	Drafting/Vetting Charge of Reply/Counter Affidavit/ Rejoinder/Interim Application/ Misc Application/Misc Affidavit	Rs. 7,500/-	Rs. 7,500/-
4	Vakalatnama Fee for Advocate on Record (AOR)	Rs. 10,000/-	--

iii) *Legal Opinion Fee (for Sr. Advocate/Advocate/Law firm) :*

Legal opinion on various issues related to the Authority, including disciplinary matters related to employees and member of the Authority.	Upto Rs. 10,000/- per opinion including typing/clerkage charges
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Note: In exceptional cases, the fee for providing legal opinion shall be on the mutually agreed professional charges with the approval of the competent authority of AERA.

iv) **Clerkage Charge** : 10 % of the professional fee subject to maximum of Rs. 2,000/-.

v) **Misc and out of pocket expenses**: As per actual to the satisfaction of Authority.

vi) **Outstation Charges** :

Sl. No	Advocates	Traveling	Accommodation
1	Advocate/Law firm	By Air : Economic Class By Train : Second Class AC By Taxi : Air Conditioned	At the rate admissible to Grade I/ Class I Officer (Level 13) of the Central Government or reasonable actual expenses whichever is less.

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Application for Empanelment of Advocate/Sr. Advocate for AERA

Ref. F.No. AERA/Legal/empanelment of advocate/law firm/2019

1	Name of the Advocate	
2	Father's/Husband Name	
3	Date of Birth (on closing date)	
4	Office/Chamber Address	
5	Residence Address	
6	Telephone/Fax Number	
7	Mobile Number	
8	E-mail Address	
9	Educational Qualifications	
10	Registration/Enrolment Details of Bar Council	i) Registration/Enrolment No. ii) Date of Registration/Enrolment iii) Name of the Bar Council
11	Courts where the Advocate is regularly practicing (<i>Furnish Bar Association Membership Details</i>)	
12	Period of Practice	
13	Area of Practice	
14	Details of Experience/Practice (<i>Separate sheet may be attached</i>)	

15	Specialization, if any <i>(Details of a few important cases the Advocate has dealt with /handled and reported judgment, if any)</i> <i>(Separate sheet may be attached)</i>	
16	Whether a Central Govt. Counsel/Pleader (indicate period)	
17	Brief list of clients <i>(for e.g., Govt./ Commissions/ Regulatory/Statutory/ Autonomous Body)</i> <i>(Separate sheet may be attached)</i>	
18	Details of Advocate on record (AOR) of the Supreme Court, if any	i) Registration/Enrolment No. ii) Date of Registration/Enrolment
19	Income Tax PAN Number	
20	Experience of Aviation Law/ Regulatory Matters etc.	
21	A brief note on suitability for empanelment	

Declaration

I hereby undertake that all the above information are true and correct. I agree to the terms & conditions and fee schedule in the empanelment guideline/notice for empanelment of advocates in AERA.

Place:

Date :

Application for Empanelment of Law Firm for AERA

Ref. F.No. AERA/Legal/empanelment of advocate/law firm/2019

1	Name of the Law Firm/Company	
2	Firm's Address	
3	Telephone	
4	Fax Number	
5	Mobile Number	
6	E-mail Address	
7	Website Name	
8	Registration No. and date of the firm	
9	Location and Court of Practice along-with registration number and name of Bar Council	
10	Courts where the Advocates of the firm are regularly practicing <i>(Furnish Bar Association Membership Details)</i>	
11	Area of Practice	
12	Details of Experience/Practice <i>(Separate sheet may be attached)</i>	
13	Specialization, if any <i>(Details of a few important cases the Advocate has dealt with /handled and reported judgment, if any)</i> <i>(Separate sheet may be attached)</i>	
14	Brief list of clients <i>(for e.g., Govt./ Commissions/ Regulatory/Statutory/ Autonomous Body)</i> <i>(Separate sheet may be attached)</i>	

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15	Details of Advocate on record (AOR) of the Supreme Court, if any (If having AOR in the Firm)	i) Registration/Enrolment No. ii) Date of Registration/Enrolment
16	Name, qualification and period of practice of Partners/Advocates in the firm	
17	Experience of Aviation and other Regulatory Matters etc.	
18	Income Tax Return (Last 3 years)	
19	A brief note on suitability of the firm for empanelment with AERA	

Declaration

We hereby undertake that all the above information are true and correct. We agree to the terms & conditions and fee schedule in the empanelment guideline/notice for empanelment of advocates in AERA.

Place:

Date :

Name & Signature
of Authorised Signatory
with Stamp

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Declaration

I/We declare that I/We have never been penalized by any Bar Council or Blacklisted by any Govt. Department/ Govt Organization in any Disciplinary Proceedings or any other matter/issue.

I/We also undertake to maintain absolute secrecy about the cases of the AERA as required under the Act, Rules and Regulations thereunder.

Place:

Date :

Name & Signature of Advocate/
Authorised Signatory
with Stamp

