

## **Airports Economic Regulatory Authority of India**

(A Statutory Body constituted under Airports Economic Regulatory Authority of India Act, 2008)  
3<sup>rd</sup> Floor, Udaan Bhawan (New Building), 'D' Block, Safdarjung Airport Complex,  
Aurobindo Marg, New Delhi-110003, Tel-011-24695044-47, Web- <http://aera.gov.in>

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F. No. AERA/Legal/Empanelment of Advocates/Law Firm 2020

Dated- 11/01/2025

### **Notice of Empanelment of Advocates/Law Firms**

The Airports Economic Regulatory Authority of India (AERA), a statutory body, constituted under Airports Economic Regulatory Authority of India Act, 2008, intends to empanel Advocates/Law Firms for defending court cases on behalf of AERA before Hon'ble Supreme Court, High Court, Tribunal and other Courts of Law in India.

The details of eligibility criteria, terms & conditions and schedule of fee for empanelment of Advocates/Law Firms are available in the detailed terms & conditions enclosed herewith.

The interested applicants need to submit their applications through <https://serviceonline.gov.in/serviceLink.html?serviceToken=6Xd2vCdkI3> and application submitted through any other mode will not be considered. This link is also available on AERA website. One Advocate/Law Firm shall submit one application only.

The filing of the online application will commence on 11.01.2025 and the last date of filing the application will be 02.02.2025. The applicants are advised to apply for empanelment well within the time limits and before the last date so as to avoid congestion on the website during last few days. Applicants are also advised to visit AERA's website for any latest updates or corrigendum, if any.

The Notice issued vide F. No. AERA/Legal/Empanelment of Advocates/Law Firm 2020/2023-24 dated 08.03.2024 stands withdrawn and the process initiated thereof stands scrapped due to administrative reasons. Therefore, the Advocates/Law Firms who had applied in response to above-mentioned Notice dated 08.03.2024 also need to apply afresh and their earlier application will not be considered for empanelment under this Notice.

The Advocates/Law Firms already empanelled with AERA in the current panel also need to apply again in pursuance of this Notice/Advt. as the current empanelment will not entitle them to be empanelled again without applying under this advertisement.

Sd/-  
**(Dr. Kamlesh Kumar)**  
Deputy Chief

## **Airports Economic Regulatory Authority of India (AERA)**

(A Statutory Body constituted under Airports Economic Regulatory Authority of India Act, 2008)

### Terms and Conditions for Empanelment of Advocate/Law Firm

**Subject: Empanelment of Advocates/Law Firms for representing AERA before various Courts/Tribunal etc. and assisting AERA in Legal matters– regarding.**

#### **1. Background**

- 1.1 Airports Economic Regulatory Authority of India, hereinafter referred to as “AERA or Authority”, is a Statutory Body constituted under the Airports Economic Regulatory Authority of India Act, 2008 (27 of 2008). The AERA was established by the Government of India vide its notification no. GSR 317 (E) dated 12.05.09 with its office at New Delhi.
- 1.2 The statutory functions of the AERA as enshrined in the Airports Economic Regulatory Authority of India Act, 2008, include the following:
  - 1.2.1 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; and
    - vii) Any other factor which may be relevant for the purposes of this Act.
  - 1.2.2 To determine the amount of the Development Fees in respect of major airports.
  - 1.2.3 To determine the amount of the Passengers Service Fee levied under rule 88 of the Aircraft Rules, 1937 made under the Aircraft Act, 1934.
  - 1.2.4 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.
  - 1.2.5 To call for such information as may be necessary to determine the tariff under clause 1.2.1 above.

- 1.2.6 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 functions of the Authority, AERA Act, 2008, Tariff Orders issued by AERA etc. are available on AERA's website i.e. <http://aera.gov.in>

## **2. Objectives of the empanelment**

AERA intends to form a Panel comprising of Practicing Advocates and Law Firms, to defend the Authority in legal matters before Courts i.e. Supreme Court, High Court, Tribunals or any other Courts and Authorities in India.

## **3. Scope of work**

- 3.1 To represent AERA before various courts i.e. Supreme Court of India, High Courts, Tribunals, Subordinate Courts, Authorities etc.;
- 3.2 To draft/prepare all legal documents e.g. Writ Petitions, SLPs, Caveat, Appeals, Civil Suits, Counter Affidavits, Replies, Rejoinders, Application etc. and any other legal document including Rules, Regulations, guidelines etc.;
- 3.3 To appear before the various courts throughout India on behalf of AERA;
- 3.4 To vet any legal document of AERA;
- 3.5 Vetting of Notice Inviting Tenders, RFPs, Contracts and other documents related to Authority, if required;
- 3.6 To provide legal opinion within the stipulated time, on any matter referred by AERA; and
- 3.7 To perform such other functions and duties of legal nature as may be assigned by the AERA from time to time.

## **4. Eligibility for Empanelment**

### **4.1 Essential:**

#### **4.1.1 Educational Qualification**

The Advocate must possess a Degree in Law from a University, recognized by the Bar Council of India and UGC.

#### **4.1.2 Experience**

Advocate(s)/Law Firm (s) are required to have the minimum professional/court practice experience as under:

##### **(a) For Advocates-**

7 years' Experience in Supreme Court/ High Court/ Tribunals.

**(b) For Law Firms -**

- (i) In case of Law Firms, any two partners of the firm shall have at least 7 years' experience in Supreme Court/ High Court/Tribunal.
- (ii) Further, in case any one of these two partners of the Firm leave the Firm, then the empanelment of the respective Firm would continue only if the partner replacing such outgoing partner is acceptable to the Authority after due process. In case the same is not acceptable to the Authority then the empanelment of such Firm would be liable to be terminated by the Authority.

**4.1.3 For Advocates and Law Firms who also have experience of practising as CA or CWA-**

If any practising Advocate or Law Firm also has experience of practicing as Chartered Accountant (CA) or as Cost Works Accountant (CWA), then their practice experience as CA or CWA may also be considered towards the total 07 years' experience criteria, provided they have at least three years' post qualification experience of practising as CA/CWA and minimum 03 years' post qualification experience of practicing as Advocate. In case of Law Firms, both these conditions shall be applicable for at least two partners. In such cases the minimum cumulative experience (i.e. experience as practicing CA/ICWA and experience as practicing Advocate) shall not be less than 07 years.

**4.1.4 Other Essential Conditions –**

- (i) *The Advocate and Advocates of Law Firms must be enrolled with the State Bar Council.*
- (ii) The Advocate/Advocates of Law Firms/The Law Firm should not have been blacklisted by any Ministry or Government Departments/Organization/Institution.

**4.1.5 The above prescribed 07 years' experience shall be in handling litigation in different Courts/Tribunals, pertaining to any one or more of the following:**

- (i) Airports Economic Matters;
- (ii) Commercial laws;
- (iii) Corporate law;
- (iv) Economic laws;
- (v) Aviation regulatory matters;
- (vi) Taxation laws;
- (vii) Disputes relating to concession agreement; and
- (viii) Economic Regulatory and tariff determination matters.

**4.1.6 Practice in Commercial law for the purpose of this empanelment shall mean handling litigations in respect of disputes pertaining to at least any one of the following:**

- (i) infrastructure and other construction disputes;
- (ii) distribution and licensing agreements pertaining to electricity sector, telecom sector and infrastructure sector;
- (iii) subscription and investment agreements pertaining to infrastructure industry and financial services;
- (iv) exploitation of oil and gas reserves or other natural resources including electromagnetic spectrum.

**4.1.7 Practice in Corporate law for the purpose of this empanelment shall mean handling litigations in respect of disputes pertaining to at least any one of the following:**

- (i) Corporate fraud (related to economic, finance and assets);
- (ii) Economic offences;
- (iii) Insolvency and bankruptcy Disputes;
- (iv) Financial Management;
- (v) Merger & Acquisition;
- (vi) Securities Laws;
- (vii) Competition Laws;
- (viii) Corporate Taxation;
- (ix) Accountancy Fraud;
- (x) Corporate Asset Misappropriation.

**4.1.8 Practice in Economic Regulatory and tariff determination matters for the purpose of this empanelment shall mean handling litigations related to tariff regulatory matters in at least any one of the following:**

- (i) Airports Economic;
- (ii) Electricity;
- (iii) Major Ports;
- (iv) National Highways;
- (v) Telecom;
- (vi) Dedicated Freight Corridor; and
- (vii) Petroleum and Natural Gas.

4.2 However, experience in arbitration matters shall not be considered experience of litigation for meeting the eligibility criteria of this empanelment.

## **5. Tenure of Empanelment**

- 5.1 The initial tenure/term will be for **three (3) years**, which may be extended by the Competent Authority for a further period of up to two (2) years, extendable for one year at a time.
- 5.2 The Authority reserves the right to terminate the empanelment of the Advocate(s)/Law Firm(s) without assigning any reason at any time during the tenure of empanelment.
- 5.3 The tenure/term can also be terminated by giving two months' notice by the empanelled Advocate/Law Firm.

## **6. General Terms & Conditions**

- 6.1 'Advocate' means an Advocate, entered in any roll of Advocates under the Provisions of Advocates Act, 1961 (25 of 1961).
- 6.2 The 'Court' shall mean Supreme Court, High Courts, Tribunals or any other subordinate courts.
- 6.3 The term 'Similar Cases' shall mean two or more cases in which identical facts are involved.
- 6.4 The size of the panel and number of Advocates/Law Firms in panel shall be determined by the Competent Authority from time to time based on the requirement and quantum of work.
- 6.5 The empanelled Advocate/Law Firm shall accept the work assigned to him related to any court and shall not refuse to accept any work without reasonable cause.
- 6.6 Refusal by any empanelled Advocate/Law Firm to take up a matter on behalf of the Authority, without proper justification or grounds, may entail termination of engagement.
- 6.7 The empanelled Advocate/Law Firm shall not delegate cases and shall deal with the assigned matters themselves.
- 6.8 The empanelled Advocate/Law Firm will also have to coordinate and work with officers of the Authority, with respect to legal matters assigned to them.
- 6.9 The Advocate/Law Firm empanelled will not be the employees of the Authority and therefore, the empanelled Advocate/Law Firm will not be eligible for any of the benefit available to the employees of the Authority. The empanelment shall not create any employer-employee relationship between the empanelled Advocate/Law Firm and the Authority.
- 6.10 The empanelled Advocate/Law Firm shall not accept any engagement against AERA.
- 6.11 The empanelled Advocate/Law Firm shall maintain strict confidentiality of the matter pertaining to AERA.

- 6.12 The information/direction to the empanelled Advocate/Law Firm with respect to assignment of any new legal matter or regarding any ongoing matter may be communicated through email/SMS/WhatsApp, as the case may be.
- 6.13 It is the duty of the said empanelled Advocate/Law Firm to collect the brief/copy of the petition from AERA.
- 6.14 AERA reserves the right of assigning any 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 in 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. Being empanelled does not bestow any right or claim whatsoever towards assignment of work of any nature to any Advocate/Law Firm by AERA.
- 6.15 The empanelled Advocate/Law Firm shall keep the Authority informed and updated on all developments in the designated cases including date of hearing, day-to-day proceedings, daily order of the court, interim order, final order, judgment etc. and shall also provide the copy of order, judgment, etc. Failure to submit status report in respect of above will be a ground for removal of the name of the said empanelled Advocate/Law Firm from the empanelment.
- 6.16 The empanelled Advocate/Law Firm shall provide considered opinion within 07 (seven) days of the judgment /Order delivered in the assigned case with suggestions on how to proceed further.
- 6.17 The empanelled Advocate/Law Firm shall not use Authority's name/logo/symbol on its letter head/signboard/nameplate/website etc.
- 6.18 AERA reserves the right to engage the Advocate/Law Firm outside this empanelment including Ld. Attorney General for India, Ld. Solicitor General of India, Ld. Additional Solicitor General of India and Designated Senior Advocates, on mutually agreed terms & conditions and fees, for representing AERA before any Court/Tribunal/any other Authority in any matter.
- 6.19 It would be absolute discretion of the Competent Authority to engage any Advocate/Law Firm even from out of the empanelment for handling any legal matter of AERA. Empanelled Advocate(s)/Law Firm cannot claim that the Competent Authority can assign legal matters of AERA only to the empanelled Advocate/Law Firm. Engagement of Advocate/Law Firm whether from amongst the empanelled Advocates/Law Firm or outside the empanelment would depend on the nature of the case. Further, the engagement of Advocate/Law Firm from out of this panel for representing AERA in any case/matter may either be for handling

the matter independently or in addition to and along with the empanelled Advocate/Law Firm, who have been assigned such matter. The decision of the Competent Authority in this respect shall be final and binding on the empanelled Advocates/Law Firm.

- 6.20 If in one matter(s), empanelled Advocate/Law Firm is also engaged along with Ld. Attorney General for India/Ld. Solicitor General of India/ Ld. Additional Solicitor General of India/ Designated Senior Advocate or Advocate/Law Firm engaged from out of this empanelment, then the fee for empanelled Advocate/Law Firm shall continue to be governed as per the fee schedule placed as Appendix-I with these Terms and Conditions.
- 6.21 The empanelled Advocate/Law Firm shall co-ordinate, brief and work with Ld. Attorney General, Ld. Solicitor General, Ld. Additional Solicitor General or Designated Senior Advocates, as the case may be.
- 6.22 In case of any misconduct, AERA will take appropriate action against empanelled Advocate/Law Firm which include filing of complaints with the Bar Council and recovery of the financial loss caused to the Authority due to the misconduct of such empanelled Advocate/Law Firm. Here, the misconduct will have the same meaning as has been defined under The Advocates Act, 1961.
- 6.23 In case of initiation of any disciplinary proceedings/criminal proceedings against empanelled Advocate/Law Firm, the Competent Authority may remove such Advocate/Law Firm from the panel even without waiting for the conclusion of such proceedings.
- 6.24 After completion of case or expiry of tenure or removal of Advocate/Law Firm from panel or decision to withdraw the case from the Advocate, either on its completion or in between, all such cases/files in the custody of the empanelled Advocate/Law Firm shall be returned to AERA without any demur and payment due, if any, will be made after receipt of the relevant documents/files.
- 6.25 The performance of empanelled Advocate/Law Firm will be continuously monitored and evaluated by the Competent Authority /Legal Division and their continued engagement with AERA will depend on their performance.
- 6.26 In case of empanelment of Law Firms, all the terms and conditions as applicable to the empanelled Advocate shall apply to empanelled Law Firms also.
- 6.27 The Advocates/Law Firm shall accept the terms and conditions of the empanelment as determined by the Authority from time to time, in totality. There can be no conditional or qualified acceptance.



6.28 AERA reserves the right to accept or reject any or all the applications at any stage of the process without assigning any reason thereof and no claim/dispute in this regard will be entertained.

## **7. Payment of fee to the Advocate/Law Firm**

7.1 The fee payable to the empanelled Advocate/Law Firm will be governed as per the Fee structure as provided in Schedule of Fee as appended in Appendix-I to these Terms & conditions of this empanelment.

7.2 No retainer fee shall be paid to any Advocate/Law Firm empanelled with AERA through this empanelment.

7.3 The Advocate/firm empanelled/engaged may claim the fee for appearance after hearing.

7.4 No advance payment shall be made in any case and no interest/penalty shall be payable for any delayed payment by AERA.

7.5 **Effective Hearing** – Effective hearing for the purpose of claiming appearance fee in a case/matter means a hearing in which any one or both the parties involved in a case are heard by the court. If the matter is called in its turn and the counsel is present to represent the Authority and the Court/Tribunal listens to the submissions made by him or by other side or by both and if, thereafter, the Court/Tribunal adjourns the matter, that will be an effective hearing.

7.6 **Non-effective Hearing** – Non-Effective hearing means all other hearings which are not covered in the above definitions of effective hearing. If the case is only mentioned and is simply adjourned or where adjournment is affected due to no-sitting of the Court or when only judgement is pronounced without any hearing or arguments on that day, it would be treated as non-effective hearing and will be treated as non-effective hearing. Further, if a case does not reach for hearing, then it will be treated as non-effective hearing.

7.7 For case listed before Registrar of Supreme Court/High Court/Tribunal, only for completion of pleadings by way of filing of replies etc., such hearing will be treated as non-effective hearing. However, in such hearing if any arguments are made or submissions are made by any party in respect of pleadings or otherwise, then such hearing may also be considered as effective hearing on case-to-case basis.

7.8 Where two or more cases involving substantially identical questions of law or facts, have been clubbed and are being heard together by the court/tribunal, then one of the such cases will be treated as a lead case and others as connected cases and the Advocate/Law Firm shall be paid full fee as per the fee schedule for the lead case and 10% of the fee of lead case for each of the identical case, subject to a maximum of 10 cases only.

- 7.9 Clerkage @ 10% of the professional fee will be paid in addition to the professional fee and it will be separate from Misc. Charges. However, no clerkage will be paid on Misc. Charges.
- 7.10 Misc. Charges may include charges for photocopy, scanning, typing, book binding and other administrative works relating to the proceedings in court/tribunal but shall not include the expenses on account of meals and local transportation etc., which shall be borne by the empanelled Advocate/Law Firm. Misc. charges shall be paid on actuals basis subject to submission of appropriate documentary evidence.
- 7.11 In case, the lead counsel or the other counsel of the empanelled 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 Fee structure as provided in Schedule of Fee as appended in Appendix-I.
- 7.12 The Advocate/Law Firm shall submit the travel bill with the documents such as boarding passes, train tickets, voucher/bill of hotel stay and taxi etc. along-with the approval of the Competent Authority for tour for appearing before Court at outstation i.e. letter or email.
- 7.13 The Advocate/Law Firm will be responsible for arranging their own conveyance to appear in any Court of Delhi NCR or for its local counsels anywhere in India without any cost to the Authority.
- 7.14 The conference fee in the fee-schedule shall be subject to the following: -
- (i) In general, maximum number of the conferences allowed is up to 12 or actual number of conferences conducted, whichever is lower. However, in case AG/SG/ASG or any designated senior Advocate is engaged in any matter alongwith AERA Empanelled Advocate/any other briefing counsel engaged outside the empanelment, then the total number of conferences can be upto 20 or actual, whichever is lower.
  - (ii) Further, the above conference fee will be on per hour basis subject to maximum duration of three hours in a day.
  - (iii) If any Advocate/Law Firm including Ld. Attorney General of India, Ld. Solicitor General of India, Ld. Additional Solicitor General of India or Designated Senior Advocates, is engaged to represent AERA before any Court/Tribunal in any case/matter, outside this empanelment, either along with the empanelled Advocate/Law Firm or otherwise, then the Advocate/Law Firm engaged from out of this empanelment would be paid the fee for conferences as per mutually agreed terms and condition. However, in such cases, empanelled Advocate/Law Firm will be paid fee for conference as per the schedule of fee of these terms and conditions

appended as Appendix-I, for the number of conferences attended by the respective empanelled Advocate/Law Firm subject to maximum number of conferences per Advocate individually, as prescribed in sub-para (i) herein above.

- (iv) However, notwithstanding above, in the complex high stake and policy matters, the number of conferences may be increased with the approval of Competent Authority, in case the need arises and on case-to-case basis.

7.15 Empanelled Advocate/Law Firm should submit the bill by the 25<sup>th</sup> of every month along-with proof i.e. Court order/Cause list/email etc.

## **8. Procedure for Empanelment**

8.1 Applications received in response to this notification/advertisement will be scrutinized to check the eligibility as per the terms and condition prescribed above.

8.2 In case large numbers of applications are received, only short-listed candidates will be called for the interaction. The applications may be screened broadly on the basis of following:

- (i) Length of practice in the desired field;
- (ii) Specialisation in number of areas of laws as explained in para 4.1.5, 4.1.6, 4.1.7 & 4.1.8;

8.3 No applicant Advocate/Law Firm shall be called for interaction unless they satisfy the eligibility conditions and is subsequently shortlisted for the interaction.

8.4 Merely fulfilling the eligibility criteria will not confer any right on an applicant to be called for interaction and to be empanelled.

8.5 The decision of the Competent Authority regarding short listing and empanelment of the Advocate/Law Firm shall be final.

8.6 The date, time and venue of interaction will be intimated to the short-listed candidates.

8.7 The shortlisted applicants shall submit all the originals documents in support of their claims made in the application regarding their qualification and experience etc. at the time of interaction for verification.

## **9. Application and documents**

9.1 The Advocates/Law Firm will be required to submit **application form** through online mode using the below mentioned URL Link:-

**<https://serviceonline.gov.in/serviceLink.html?serviceToken=6Xd2vCdkI3>**

This link is also available on the AERA website. The following documents are required to be uploaded while filling the Application Form:

- i) Certificates in support of educational qualifications;

- ii) Registration Certificate with Bar Council;
- iii) Identity card issued by Bar Association;
- iv) Certificate of AOR;
- v) Certificates/Letters in support of empanelment with other Govt. organisations;

9.2 In addition to above certificates, details of court cases handled with citations is also to be uploaded as per the proforma provided in the online application form. The proforma needs to be downloaded while filling the online application. The typed proforma with all requisite details shall be uploaded in pdf form while filling the online application. The proforma filled manually (hand written) will not be accepted.

*(Note: 1. The documents uploaded with the application may be verified with the originals at the time of interaction.)*

9.3 Except for uploading the above mentioned document while filling up the online application form, no other document such as copies of judgment etc are to be submitted through any mode.

#### **10. Right to Private Practice and Restrictions-**

10.1 An empanelled Advocate/Law Firm will have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of duties as an empanelled Advocate of the Authority.

10.2 An empanelled Advocate/Law Firm shall not advise any party or accept any case against the Authority in which he/she has appeared or is likely to be called upon to appear or advice.

10.3 If the empanelled 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.

#### **11. Removal from empanelment –**

If an empanelled Advocate/Law Firm has committed or attempted to commit any of the following acts then the empanelled Advocate/Law Firm may be removed or suspended from the panel of AERA, namely: -

- 11.1 failing to attend the hearing of the case without sufficient reason and without prior intimation;
- 11.2 handing over the case or matter to another Advocate without prior written permission;
- 11.3 not acting as per the instructions or acting against any general or specific instructions;

- 11.4 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;
- 11.5 threatening, intimidating, abusing any employee, officer or representative of the AERA or in any manner misbehaving with him;
- 11.6 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 AERA;
- 11.7 committing an act that tantamount to contempt of court or professional misconduct;
- 11.8 arrest or detention or disbarment by the Bar Council;
- 11.9 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;
- 11.10 giving false or misleading information to the Authority or to any officer or to the employee of AERA relating to the proceedings of the case or matter;
- 11.11 if at any time during the period of empanelment the empanelled Advocate or Law Firm has engaged in any fraudulent activities, misrepresentation, misappropriation etc.;
- 11.12 violating any of the provisions in terms & conditions of empanelment.

## **12. Removal of Difficulty**

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

## **13. Instructions for filling the Application Form**

- 13.1 Applicants are requested to go through the "Terms & Conditions for the empanelment of Advocates/Law Firm".
- 13.2 To apply for the empanelment click on the URL link <https://serviceonline.gov.in/serviceLink.html?serviceToken=6Xd2vCdkI3> and follow the steps as provided hereunder:

**Step 1:** First of all, applicants are to register themselves. If already registered then please ignore it. For registration, click on the "**Register yourself**" icon to register using your Mobile Number and email ID and note down the User ID & Password created before proceeding further with the process of applying for the empanelment.

**Step 2:** Thereafter, click on the "**apply for service**" Icon and with the help of the User ID & Password generated at the time of registration please login and initiate the process of filling the application form.

**Step 3:** Select whether you are applying as an Advocate or Law firm.

**Step 4:** After feeding all the data in the respective grid for different sections, click on the **“Plus”** Icon (+) to save the data entered in that particular grid. It may be noted that it is mandatory to click on the **“plus”** Icon (+) else the applicant will not be able to move to the next grid. Further, follow the same for the remaining grids also.

**Step 5:** After feeding all the requisite data, please click on the **“submit”** icon provided at the bottom of the application form.

**Step 6:** After clicking the **“submit”** icon, a Draft application will be generated. Thereafter, you must preview all the data entered, and if any correction is to be done then click on the **“Edit”** Icon and make the necessary changes and again click **“submit”** Icon.

**Step 7:** Thereafter, click the **“Attach Annexure”** Icon. On clicking, a new interface will open indicating **“click here”** icon in the note mentioned at the top. Now, click the **“click here”** icon and download the Pdf regarding the **“list of cases handled with Citation Form”**. Thereafter, the applicant has to fill that respective table format using computer typing and then take a Printout and upload the same in the pdf format only. After uploading the pdf format of the filled table, click on the **“Save Annexure”** icon.

**Step 8:** Thereafter, click on the **“submit”** icon at this final stage. By clicking on the **“submit”** icon, you have completed the process of filling the application and thereafter take out print of the generated Acknowledge Receipt with Application Reference No. for future reference.

13.3 One Advocate/Law Firm shall submit one application only.

13.4 AERA reserves the right to accept or reject any application without assigning any reason or to postpone or cancel the entire process.

**SCHEDULE OF FEES -2025****A. Fee for Advocate/Law Firm****i) *Appearance Fee***

Sl. No	Category of Services	Supreme Court (Per Hearing)	High Court/Tribunal (Per Hearing)
1	Effective Hearing	Rs. 30,000/-	Rs. 25,000/-
2	Non-Effective Hearing (25%)	Rs. 7500/-	Rs.6250/-
3	Hearing Before Registrar (25%)	Rs. 7500/-	Rs. 6250/-
4	Hearing of Connecting Case (10%)	Rs. 3,000/-	Rs. 2,500/-

**ii) *Other professional fee***

Sl. No	Category of Services	Supreme Court matters	High Court/Tribunal matters
1	Conference fee	Rs. 10,000/- per conference per hour subject to maximum three hours per conference	Rs. 7,500 /- per conference per hour subject to maximum three hours per conference
2	Drafting/Vetting Charge of SLP/CA/WP/LPA/Appeal (per document)	Rs. 30,000/-	Rs. 30,000/-
3	Drafting/Vetting Charge of Reply/Counter Affidavit/ Rejoinder/Interim Application/ Misc Application/Misc Affidavit/ Written submissions (per document)	Rs. 15000/-	Rs. 15,000/-
4	Preparing Note for Briefing AG/SG/ASG/ Senior Advocate (per document)	Rs 10,000	Rs 7,500
4	Vakalatnama and filing of Appeal Fee (per unit) for Advocate on Record (AOR)	Rs. 25,000/-	--

**iii) *Legal Opinion Fee (for /Advocate/Law Firm) :***

Legal opinion on various issues related to the Authority, including disciplinary matters related to employees and member of the Authority.	Rs.20,000/-
vetting of Documents	Rs 30,000

**iv) *Clerkage Charge:* 10 % of the professional fee**

v) **Misc and out of pocket expenses:** As per actuals subject to submissions of documentary evidence.

vi) **Outstation Charges:**

Sl. No	Advocates	Traveling	Accommodation
1	Advocate/Law Firm	By Air: Economy 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.