

**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
"COAL BHAWAN"

Premises No.: 04, MAR, Plot No.: AF-III  
Action Area-1A,  
Newtown, Rajarhat  
Kolkata-700156 (WB)



**A Maharatna Company**

(An ISO 9001:2015 & ISO50001:2011 Certified Company)

**LEGAL DEPARTMENT**  
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**Ref. No. CIL/Legal/3738**

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**OFFICE MEMORANDUM**

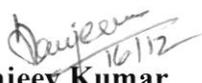
**Subject: Policy for Empanelment of Advocates in CIL**

In order to streamline the existing process of empanelment of advocates and to regulate their schedule of fees a comprehensive policy has been drafted. The said policy also introduces a mechanism for performance evaluation of empaneled advocates.

The subsidiary companies of CIL may adopt the said policy with necessary modifications upon approval from their respective CMDs. Advocates may be empaneled afresh along with their individual schedule of fees.

The aforementioned policy issues with approval of Competent Authority and shall come into force with immediate effect. The process of fresh empanelment may be taken immediately. Once new empanelment is approved, the existing panel shall automatically cease to exist.

The Policy for Empanelment of Advocates in CIL has been annexed herewith for information and compliance by all concerned.

  
**Sanjeev Kumar**  
**General Manager (P/Legal)**

**Distribution:**

1. General Manager/TS to Chairman, CIL Kolkata
2. GM/HoDs, CIL HQ & GM, NEC
3. GM/HoD (Legal), ECL/BCCL/CCL/WCL/SECL/NCL/MCL
4. Company Secretary, CIL HQ
5. HoD (System), CIL with a request to upload the OM on the website of CIL along with the policy.

**CC for kind information:**

1. Chairman, CIL
2. Director (Technical)/(Personnel & IR)/(Finance)/(Marketing), CIL
3. CVO, CIL
4. Director (Personnel), ECL/BCCL/CCL/WCL/SECL/NCL/MCL & Director (Technical), CMPDIL

## POLICY FOR EMPANELMENT OF ADVOCATES IN CIL

1. **Objective:** To provide a policy for empanelment of advocates and their regular evaluation.
2. **Applicability:** The policy for Empanelment of Advocates shall be applicable prospectively to CIL and its subsidiaries (along with necessary modifications by the respective subsidiaries considering the specific conditions inter alia Schedule of fee, etc. on approval by their respective CMDs).
3. **Definitions:** For the purposes of this Policy, the terms used will have the following meaning:
  - (i) 'Advocate' means an Advocate, entered in any roll of Advocates under the provisions of Advocates Act, 1961 (25 1961) (hereinafter referred as 'Act').
  - (ii) 'Company' means CIL or its Subsidiaries or Joint Venture companies of CIL or its Subsidiaries unless otherwise defined or explained.
  - (iii) 'Court' shall mean and include District Courts, any High Court, Supreme Court or tribunals including CGITs, CCI, NGT etc.
  - (iv) 'Effective Hearing' shall mean a hearing in which either one or both or all the parties involved in a case are heard by the court. If the case is only mentioned and adjourned or merely the judgment is pronounced, it would not constitute an effective hearing for the purposes of this Policy.
  - (v) The term 'similar cases' shall mean two or more cases in which identical questions of law or facts are involved or the same has been tagged as batch matter/petition by the Court.
4. **General**
  - (i) The number of Advocates in panel shall be determined by the HoD Legal, CIL/Subsidiary company
  - (ii) 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(s).
  - (iii) The advocate shall not necessarily be empaneled for specific court and shall accept the work assigned to him and shall not refuse to accept any work without reasonable cause.
  - (iv) Refusal by any advocate to accept any work otherwise than on grounds of conflict of interest, may entail removal of such advocate from the panel. Similarly, no advocate as long as his name is on the panel shall contest any matter against the Company or its subsidiary or any joint venture where the interest of CIL/ Subsidiary is involved.
  - (v) The empaneled 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 Company, as required.
  - (vi) The Advocates empanelled under this Policy shall not be employees of the Company and therefore, shall not be eligible for any benefits available to its employees.
  - (vii) The empaneled Advocate shall maintain absolute secrecy and confidentiality about the