

केन्द्रीय ऊन विकास बोर्ड, वस्त्र मंत्रालय, भारत सरकार
Central Wool Development Board, Ministry of Textiles, Govt. of India
प्रथम तल, बीएसएनएल बिल्डिंग, मानजी का हत्था, पावटा, जोधपुर 342006 –(राजस्थान)
First Floor, BSNL Building, Manji ka Hatha Paota, Jodhpur-342006 (Rajasthan)
Phone no.: 0291-2433967, 2616328 E-mail: woolboard-textiles@gov.in Website: www.woolboard.in

CWDB/legal/gen./2024-25/

Date- 11.07.2025

NOTIFICATION

Sub.: Empanelment of Central Wool Development Board Advocates in Districts Courts, Sub-ordinate Courts and other Statutory Bodies for Jodhpur Division.

NOTIFICATION No.- CWDB/legal/Gen./2024-25	11.07.2025
Opening date of Application	14.07.2025
Closing date of Application	13.08.2025(upto6.00PM)

1. This notification and application has also been uploaded on the official website of Central Wool Development Board <https://www.woolboard.in>
2. The applications are invited in prescribed proforma as per Annexure-I from the advocates possessing the requisite qualifications and experience as per Annexure-II.
3. Eligible candidates have to submit the application in prescribed proforma as per (Annexure-I&II) alongwith affidavit as per Annexure-III latest by 13.08.2025 (upto 6.00PM).
4. The applications shall be scrutinized on the basis of independent inquiry about the correctness of the information provided in the said Annexures through advocate. Physical verification of offices, library and the sitting place of applicant.
5. The Central Wool Development Board shall conduct an interaction of the shortlisted Advocates fulfilling the eligibility criteria.
6. In respect of any clarification, the decision of the Central Wool Development Board shall be final.
7. An advocate may submit only one application for District Courts and Sub-ordinate Courts as per his/her choice. However final decision for empanelment rests with the Executive Director, Central Wool Development Board.
8. The list of the advocates shall be uploaded on the Official Website of Central Wool Development Board- <https://www.woolboard.in/> for the purposes of Interview/Personal Interaction on specific date/dates & place indicating against their names.
9. Fees:The fee of the advocates shall be paid/sanctioned by the competent Authority as per fee structure prescribed by Judicial Section, Ministry of Law & Justice, DoLA from time to time.

10. Period, Termination, Resignation and expiry of term:

(a) The advocates shall be empanelled for the period of two years, which may be extendable at CWDB's discretion further one year at a time ,subject to a periodical review of the performance of such empanelled advocates by CWDB

(b) The counsels may resign by assigning any reason and giving a notice of minimum period of three months.

(c) The name of an advocate may be removed from the panel on the basis of performance review or in public interest.

11. After the approval of Central Wool Development Board, the final list of empanelled advocates will be uploaded on the Official Website of Central Wool Development Board.

12. The application should reach this office on or before date -13.08.2025(upto6.00PM)
No application shall be entertained received beyond the prescribed date.

13. It may please be noted that incomplete/unreadable applications, applications submitted in any other format and those do not fulfill the requisite conditions shall summarily be rejected.

Encl:

1. Annexure-I (Application Proforma)
2. Annexure-II (Qualification & Experience)
3. Annexure-III (Affidavit)

Executive Director
CWDB, Jodhpur

GUIDELINES FOR EMPANELMENT OF ADVOCATES

Following guidelines are designed to provide and regulate the manner and procedure for empaneling the advocate to represent and assist Central Wool Development Board before various courts and for regulating the referrals of the cases and payment of Fee/remuneration.

1. ELIGIBILITY CRITERIA: The eligibility criteria for the selection of Practicing Advocates shall be as under:-

- (a) Qualification- (i) Minimum Qualification L.L.B. (ii) Enrolment Certificate of practice at the BAR issued by the BAR council (iii) Desirable qualification-L.L.M.
- (b) The Practicing Advocates should be registered under the statutes of India.
- (c) The Practicing Advocate should have office/chamber in Jodhpur (Raj.).
- (d) The Practicing Advocates should have minimum bar standing as described here in below:
 - For representation before the High Court –
 - (i) Minimum 11(Eleven) years of continuous practice (Senior Counsel).
 - (ii) Minimum 7(Seven) years of continuous practice (Junior Counsel/Advocate-on-Record).

➤ For representation before Subordinate Courts/Tribunals/Other Statutory bodies etc. –

Court	Experience
Central Administrative Tribunal (CAT)	Seven years' experience in CAT or other equivalent judicial forum
District Court	Five years' experience in District Court or other equivalent
Sub-ordinate court	Three years' experience in Sub-ordinate court or other equivalent judicial forum.

- The experience Certificate of the advocate shall be endorsed by the Chairman of the concerned Bar council or his nominee.
- (e) The Practicing Advocates shall be empanelled having regard to their relevant experience & expertise in Dispute Resolution/ Arbitration Law, Labour Laws, Service Laws, Contract Law, Commercial Law, Property Laws, Taxation Laws, Insolvency and bankruptcy Code, and other such relevant areas which impacts CWDB's interests and shall be at the sole discretion of CWDB.
- (f) The Practicing Advocates should not be debarred by any Central/State Government Departments/ Public Sector Undertakings.
- (g) The Practicing Advocates should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this application.
- (h) The Practicing Advocates Firms must have the requisite infrastructure and in-house capacity.
- (i) Due weightage shall be given to Advocates having experience in handling cases of PSUs and Central Government Departments.

- (j) While considering the request from the advocates, the following points shall be considered:
 - (i) Length of practice and specialization in the area of law relevant to the Company.
 - (ii) Proper and adequate infrastructure such as office premises, number of junior advocates, assistants, clerks and fax, mobile phone, fixed phone, internet connection, etc.
 - (iii) Annual income-tax returns filed with the Tax Authorities for three years may also be perused.
 - (iv) If considered necessary, an inquiry in the respective Bar Council/ Bar Association about the claims and conduct of the advocate to be empanelled can also be made and credentials may be verified.
 - (v) If the advocate is empanelled by other regulators/organizations/establishments, a List of those organizations, addresses in full, and contact numbers must be obtained for necessary verifications if an occasion so arises.

2. GENERAL TERMS AND CONDITIONS:-

- (a) The initial term of the constituted panel will be for a period of two years, which may be extendable at CWDB's discretion further one year at a time, subject to a periodical review of the performance of such empanelled advocates by CWDB. However, the CWDB reserves the right to terminate the empanelment of any Advocates at anytime.
- (b) If required and considered appropriate by the Competent Authority at CWDB, the Advocate General / Senior Advocates etc., may be engaged on behalf of CWDB keeping in view the urgency, their expertise and stakes in a particular matter. They shall be engaged on a case-to-case basis with the approval of the Competent Authority.
- (c) The empanelled Advocates shall 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 cases as well as with the officer's of the CWDB, if required.
- (d) The empanelled Practicing Advocate shall maintain absolute secrecy and confidentiality about the cases of the CWDB.
- (e) In connected/ analogous cases, wherein CWDB is a party, the quoted fee shall be admissible for the first case only, 25% of the quoted fee in the first case shall be admissible towards other such each connected cases.
- (f) This empanelment shall not entitle the panel advocates to the mandatory allocation of cases. It shall be the sole discretion of CWDB to allot cases to empanelled advocates. CWDB reserves its right to further include/remove advocates on its panel depending upon its requirements.
- (g) Request for advance payment of professional fees shall not be entertained under any circumstances.
- (h) CWDB reserves the right to terminate the services of such empanelled advocate at any time without assigning any reason whatsoever.
- (i) The fee of the advocates shall be paid/sanctioned by the competent Authority as per fee structure prescribed by Judicial Section, Ministry of Law & Justice, DoLA from time to time
- (j) The term 'similar/connected/analogous 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.

- (k) The Advocates empanelled under this Policy shall not be employees of the CWDB and therefore, shall not be eligible for any benefits available to its employees.
- (l) No retainer fee shall be paid to any panel Advocate merely because such advocates have been empanelled with CWDB.

3. SUBMISSION OF APPLICATION:- The applications 's are to be submitted in the following manner;

- (a) The particulars relating to the professional qualifications and experience shall be furnished in the format as prescribed in Annexure-I along with the supporting relevant documents in a sealed envelope super-scribed “Application for Empanelment of Practicing Advocates” on office address mentioned below or through email on email td-woolboard-textiles@gov.in

The Executive Director,
Central Wool Development Board,
Ministry of Textiles, Govt. of India
First Floor ,BSNL Building,
Manji Ka Hatha,Paota, Jodhpur-342006(Rajasthan)

- (b) The application shall be accompanied by the License (sanad) issued by the respective State Bar Council with which the advocate is registered along with the Certificate of Practice issued by the Bar Council of India.
- (c) Every page of the applications shall be signed by the Advocate.
- (d) Applications received after the due date of submission shall not be considered under any circumstances.
- (e) The application is liable to be rejected by CWDB if it is not in the prescribed format or incomplete or in any manner violates the conditions of the application in letter and spirit.

4. CONFLICT OF INTEREST:-

- (a) The Advocate shall ensure that there is no conflict of interest at a relevant point of time, in matters in which such Advocate is acting on behalf of or representing CWDB, and shall not represent any of the opposite parties in other cases till that case/matter is pending.
- (b) An Advocate shall not accept any case against the CWDB or advise any party in which they appeared or are likely to appear or advice.
- (c) If the advocate happens to be a partner/ associated with a law firm or solicitors, it will be incumbent upon the advocate/ law firm not to entertain any case against the CWDB arising in any court during the pendency of such case.

5. TERMINATION/ REMOVAL FROM THE PANEL:-

- a) CWDB reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The counsel may also resign from the Organisation by serving one month's notice. Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate.
- b) Failing to attend the hearing of the case without any sufficient reason and/or prior information;
- c) Not acting as per CWDB's instructions or going against specific instructions
- d) Passing on information relating to CWDB's case on to the opposite parties or their advocates or any third party which is likely to cause any damage to the CWDB's interest,
- e) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

- f) Frequent absence from the court proceedings even if "pass over or proxy" is obtained by an advocate.
- g) Giving false or misleading information to the CWDB relating to the proceedings of the case;
- h) Giving false information in the application for empanelment;
- i) Handing over the brief or matter to another advocate without prior written permission of CWDB;
- j) Threatening, intimidating, or abusing any of the CWDB's employees, officers, or representatives;
- k) Making any of his associates or juniors appear on behalf of any of the opposite parties in cases / appeals related to CWDB, without any prior information to CWDB.
- l) Committing an act amounting to contempt of court or professional misconduct under the relevant rules/ guidelines;
- m) Conviction of the Advocate in any offense resulting in arrest or detention due to moral turpitude or disbarment due to any reasons by the Bar Council;
- n) Any other ground deemed necessary

6. TERMS OF PAYMENT & OTHER CONDITIONS:-

- i) The fee payable to the Advocates shall be governed by the guidelines issued by the Department of Legal Affairs, Ministry of Law & Justice, Govt. of India and as amended from time to time
- ii) Payment will be made after submission of the original Invoice/Bills and upon certification by the legal section relating to the work done.
- iii) Statutory deduction as applicable will be deducted from the invoice/bill etc. Bills should be proper and it must contain Bill No., Bill Date, Advocate's/ Firm's complete address and CWDB's complete office address along with other details like GST No. (if any), PAN No. etc.

7. COMMUNICATION OF EMPANELMENT: -

After a decision to empanel the advocate is taken, a communication in writing to this effect shall be sent to the Advocate. The process of empanelment shall be complete when CWDB receives a duly signed acceptance letter from the advocate.

8. DUTIES OF THE EMPANNELED ADVOCATES :

- a. The Advocate shall not advise any party or accept any cases against the CWDB in which he/she has appeared or is likely to be called upon to appear for or advice which is likely to affect or lead to litigation against the CWDB.
- b. Timely appearance of the Counsel to contest the cases for CWDB in the Court is must. His/ her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- c. CWDB may send the information to the panel advocates through email/Whatsapp /Text message apart from usual paper communication regarding entrustment of a case and after receiving the e-mail, it is duty of the panel Advocates to collect the brief/copy of petition along the assignment letter from the CWDB at the earliest.
- d. CWDB is free to engage any empaneled advocate of its own choice and an empaneled Advocate shall make no claim that he/she alone should be entrusted with CWDB's legal matter(s).
- e. The advocates shall accept the terms and conditions of the empanelment as determined by the CWDB from time to time.

- f. In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing.
- g. In cases where on the request of the Union of India, Ministry of Textiles have also to be represented, no extra fee shall be paid to the advocate to watch and safeguard the interest of Union of India, Ministry of Textiles.
- h. Empanelled Advocates, if required, shall render all assistance to Special or Senior Counsel engaged in a particular case before the High Court, CAT and Lower/District Court and other judicial bodies.
- i. Keep CWDB informed and updated on all-important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of the orders/judgment etc.
- j. When any case attended by him/her is decided against the Organisation, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order (kuchha copy)
- k. 30% of the fees payable to the counsel may be deducted if the certified copy of the judgment is not handed over to the legal cell of CWDB within three days (excluding the time taken by the Court in preparation of the copy) from the date of judgment in case delay is without proper reason.

7. Removal from Panel:

CWDB reserves the right to terminate the empanelment of a Counsel with one month's notice in writing without assigning any reason. The counsel may also resign from the Organisation by serving one month's notice. Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate.

- (i) Failing to attend the hearing of the case without any sufficient reason and/or prior information;
- (ii) Not acting as per CWDB's instructions or going against specific instructions
- (iii) Passing on information relating to CWDB's case on to the opposite parties or their advocates or any third party which is likely to cause any damage to the CWDB's interest.
- (iv) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.
- (v) Frequent absence from the court proceedings even if "pass over or proxy" is obtained by an advocate.
- (vi) Any other ground deemed necessary

9. INTERPRETATION CLAUSE:-

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

APPLICATION FOR PANELMENT OF ADVOCATE IN DISTRICT COURT, SUB-ORDINATE COURT AND STATUTORY BODIES INCWDB

1. Name :
2. Father's Name/Husband's Name:
3. Address(Residence & Office Chamber):
4. Date of Birth & age(as on 01.07.2025) :
5. Contact Details
 - (a) Telephone No. :
 - (b) Mobile No. :
 - (c) E-Mail :
6. Educational Qualifications : (certificates)
7. Enrolment Number & Date of enrolment with the Bar Council: (Enclose self-certified copy of enrolment certificate)
8. Years of practice in various Courts/ Tribunals/ Other Forums: [Details to be furnished along with supporting documents, viz, latest judgments (past 5 years)] & if necessary, separate sheets can be attached)
9. Experience in handling Legal Issues/Litigation on behalf Government/ Government Agencies/ Public Sector Undertaking/ other statutory Bodies etc.: (Details to be furnished along with supporting documents & if necessary, separate sheets can be attached)
10. Details of experience:

Court	Total No. of case handled	Case won	Nature of case handled

11. Field in which the candidate has conducted the cases particularly Civil, Criminal, Land and other claims Dispute labour law and in writ jurisdiction:
12. PAN No :
13. Bank Account No. : (A cancelled cheque must be attached)

14. Any other facts which you consider relevant in the context of your suitability:
15. Copy of Income Tax Returns (ITR) filed for the last three years to be attached:
16. Notable achievements:
17. No. of ease in a year conducted before the concerned court applied for:

I certify that the information contained in this application is correct and true to the best of my knowledge and belief and nothing material has been concealed.

Place:

Date:

Name & Signature of advocate

Qualification:

- (i) Minimum Qualification L.L.B.
- (ii) Enrolment Certificate of practice at the BAR issued by the BAR council
- (iii) Desirable qualification-L.L.M.

Experience-

The Practicing Advocates should have minimum bar standing as described herein below: -

- i. For representation before the High Court –
 - 1. Minimum 11 (Eleven) years of continuous practice (Senior Counsel).
 - 2. Minimum 7 (Seven) years of continuous practice (Junior Counsel/Advocate-on-Record).
- ii. For representation before Subordinate Courts/Tribunals/Other Statutory bodies etc. –

Court	Experience
Central Administrative Tribunal (CAT)	Seven years' experience in CAT or other equivalent judicial forum
District Court	Five years' experience in District Court or other equivalent
Sub-ordinate court	Three years' experience in Sub-ordinate court or other equivalent judicial forum.

*The experience Certificate of the advocate shall be endorsed by the Chairman of the concerned Bar council or his nominee.

AFFIDAVIT

I,------(Name of applicant),---(age)------(address) hereby declare that all the statement/documents made available in this application are true, complete and correct to the best of my knowledge and belief.

In the event of any information being found false or incorrect at any stage, my empanelment is liable to be cancelled. I have read and understood the instruction and terms and conditions of the empanelment and agree to abide by those. I also understood that the decision of the Executive Director, Central Wool Development Board is final at any stage during the procedure or after empanelment.

I declare that the eligibility conditions for the category for which I am seeking empanelment.

(Signature)

(Name of the applicant)

Date-

Place-

