

**Terms & Conditions of Empanelment:**

1. No application shall be entertained if received after the prescribed date & time i.e. last date for receipt of applications is 13.12.2024 (upto 17:00 hrs). Also, application received through e-mail shall not be entertained.
2. Bank does not take any responsibility for loss of application in transit.
3. Application, along with its duly signed annexures in hard copy, shall only be accepted.
4. Format (Annexure-B, C & D) of application must be completely filled. Incomplete application will be rejected outrightly.
5. Over writing/Correction/Erase and/or use of white ink should be avoided. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature and seal of Advocate/Authorized person of Law Firm.
6. The Empanelment shall be strictly on the basis of application format given at Annexure-B, C & D and irrelevant and unnecessary papers should be avoided to be attached (except wherever prescribed in this Annexure III). Application submitted in any other form/mode/incomplete application shall not be considered and would be rejected out rightly.
7. The Advocate/Law Firms should have adequate setup/infrastructure to deal with the matters.
8. Bank 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 shall be entertained.
9. Mere submission of application/proposal for Empanelment does not itself entitle any applicant for Empanelment or confer any right to the Advocates/Law Firms to receive any work from the Bank.

## **“Annexure - II”**

### **For empanelment of Advocates, following factors are to be fulfilled:**

1. An advocate should have experience of at least five years of effective practice at Bar on the civil side in attending commercial matters or bank suits and must be conversant with banking laws.
2. The advocate should submit 5 judgments in which he/she has appeared as pleader and the case involving some legal point is successfully contested by him/her.
3. The advocate to be empanelled should be well versed in Banking Laws and property related matters including index inspection, non-encumbrances, land & revenue records, mutations and title transfers etc.
4. Advocates exclusively practicing in criminal courts can be empanelled for attending to criminal work.
5. Advocates applying for empanelment in the bank, should ensure that they will be able to devote sufficient time and personal attendance to the Bank's work.
6. Advocates empanelled shall not appear in cases against the bank.
7. Advocates should also be willing to abide by Bank's terms and conditions as to fees, charges, submission of pleadings for approval etc.
8. He/she should be a person of undoubted legal acumen and unblemished integrity.

### **For empanelment of Law Firm, following factors are to be fulfilled (in addition to the conditions mentioned above):**

1. In case of Law Firm being the applicant, the senior most partner (Advocate) of the firm should fulfill the required criteria mentioned above.
2. Documents of all the partners, advocates having association with the Law Firm are to be submitted as per “Annexure B” & “Annexure C”.
3. In addition, following documents are to be submitted by the intending Law Firm seeking empanelment:
  - Incorporation & Registration Certificate of the law firm.
  - The documents of the Bar Council pertaining to the record/ notification that the Law Firm is as per applicable rule of the Bar Council of respective states.
  - Undertaking to inform any substantial change in the constitution of the firm, addition or deletion of any partner including one whose details are considered while empanelment.

**Documents to be submitted for empanelment:**

1. Annexure B, C & D.
2. Certificate of passing/Marks-sheet of Matriculation, Intermediate/12<sup>th</sup>. Self attested.
3. Degree/Marks-sheet of Graduation, L.L.B, L.L.M (if any). Self attested.
4. State Bar council certificate with experience. Self attested.
5. Certificate issued by Concerned Bar Association. Self attested.
6. All India Bar Council certificate (if applicable). Self attested.
7. PAN Card, Adhaar Card. Self attested.
8. Two passport size photo.
9. Copy of Judgments. Self attested.
10. Character Certificate from Bar Council not older than 6 Months.

**"Annexure- B"**

Punjab & Sind Bank

Zonal Office \_\_\_\_\_

Dated \_\_\_\_\_

The Zonal Manager,  
Punjab & Sind Bank,  
Zonal Office,

Dear Sir,

**REG: REQUEST FOR EMPANELMENT ON BANK'S PANEL OF ADVOCATES**

1. I hereby request for empanelment of my name on Bank's panel of advocates for .....region/ area of your Zone. My bio data is enclosed herewith.
2. I enclose herewith certified true copies of
  - a. Membership with Bar Council.
  - b. Certificates of Law degrees and other educational qualifications.
  - c. Certificate issued by Concerned Bar association.
  - d. Letters of empanelment by other Banks, if any.
  - e. At least 05 judgments in which I have appeared as pleader and the case involving some legal point is successfully contested by me.
  - f. Photo Identification proof & Address Proof as per Bank's KYC norms.
  - g. I hereby declare that I have never been debarred by the Bar Council.
  - h. I hereby allow Bank to scrutinize my CIBIL report and I hereby submit a copy of my PAN card.
  - i. In case my name is put on Bank's panel of advocates, I undertake that:
    - i. I am willing to undertake bank's legal work on bank's terms and conditions.
    - ii. I shall claim fees as per Bank's fee schedule for advocates.
    - iii. I shall attend Bank's cases personally and shall not depute juniors.

- iv. I shall neither advise nor appear against the Bank so long as I am on Bank's panel.
- v. Under no circumstances, I shall use any logo/ legend containing Bank's name OR symbol in my letter heads, sign boards, name plates etc.
- vi. I will not involve myself in any malpractice/unfair practices including false/distorted reports while on the panel of your esteemed Bank. In case you come across any case wherein I have indulged in any such malpractice/serious irregularities, the Bank may lodge a complaint in this regard with the Advocates-Bar Council of India.
- vii. I undertake that, I have not been blacklisted/debarred by Central Govt/State Govt/Government Company/Government Bodies/Public Sector Undertaking/Public Sector Bank.

Yours sincerely,

**BIO DATA OF PANEL ADVOCATE**

I furnish the following information:

i.	Name:	
ii.	Father's/Husband's Name	
iii.	Age as on date: Date of Birth:	
iv.	Address:  Residential Address:  Office Address:	
v.	Ph. ( Resident): Ph.(Office):	
vi.	Educational qualifications including distinctions in academic career:	
vii.	Bar Council Registration No. with Date of Enrolment:	
viii.	In which office trained as an apprentice/junior: Period of practice: List of institutions, companies, corporations, business houses, which have engaged him/her on retainer basis or otherwise.	
ix.	Whether assessed to Income Tax?	
x.	Whether belonging to SC/ST/OBC?	
xi.	Whether in panel of other Banks/FIs? If so furnish the details?	
xii.	Whether included in Punjab & Sind Bank's panel? If so, reasons for depanelment if any?	
xiii.	Whether an ex-employee of Punjab & Sind Bank or other PSB?	
xiv.	Reason for leaving service, if any, before reaching superannuation:	
xv.	Number of	

	Associates/Juniors/Assistants/Clerks	
xvi.	Number of cases/matters resolved since 5 Financial Years with the copy of the Judgment.	
xvii.	Number of adjournments sought in cases handled during last Financial Year.	
xviii.	Number of cases presently being contested. Mention in brief the types of cases.	
xix.	Area of specialization:	
xx.	Court location applied for.	
xxi.	Brief note on suitability for empanelment:	
xxii.	Any other relevant information:	

Yours sincerely,

**“Annexure- D”**

**FORMAT OF CERTIFICATE TO BE OBTAINED FROM THE CONCERNED BAR ASSOCIATION**

This is to certify that Sri/ Smt/ Ms ..... S/o, W/o, D/o ..... having residence at ..... chamber/office at ..... is a bonafide member of this Bar Association since ..... and is practicing since ..... in ..... Court on Civil/ Criminal/ Labour Laws/ Property Laws/ Banking Laws etc (Whichever is applicable). It is further certified that Sri/ Smt/ Ms ..... is efficient and having good knowledge in the field of his/her practice and is conducting cases independently. Sri/Smt/Ms ..... is hard working and enjoys good moral character and no adverse report against him/her has come to my knowledge. I wish him/her the very best in all his/ her future endeavour.

Sd/- President/Secretary ..... Bar Association.

Place:

Date: