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(Signature)
F.No.278A/21/2015-Legal
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

**URGENT
BY SPEED POST**

(16/6)

22 JUN 2015

C-Wing, 5th Floor,
Hudco Vishala Building,
Bhikhaiji Cama Place, C-Wing,
New Delhi, the 18th June, 2015

To

All the Chief Commissioners of Customs, Central Excise, & Service Tax

All the Chief Commissioners of Customs

DG, DRI / CEI.

The webmaster, CBEC website, (cbec.gov.in) with the request to upload this letter on to the CBEC website.

Sub: Constitution of regular panel of Senior and Junior Standing Counsels for handling cases of Indirect Taxes before various High Courts, Tribunals and Other Courts, regarding.

Sir/Madam,

Please refer to this office letter issued from F.No.278A/50/2011-Legal dated 7th March 2014 (Annexure-I) calling for your recommendations for constitution of panel of Senior/Junior standing Counsels to represent the department in indirect tax matters before the various High Courts, other Courts and Tribunals for the period of three years from the date of constitution of panel. However, during the examination of this matter in the Ministry, it has been found necessary to undertake the exercise afresh.

2. Grievances have been expressed by some of the counsels to the effect that in case of fresh appointees interview is prescribed as mandatory requirement whereas in the case of extension of the term of the counsels on panel, the extension is granted on the basis of performance evaluation only without any interview. Thus the fresh applicants do not have fair chance of being empanelled in comparison to those already empanelled. In order to take care of the said grievance Board has decided that interview shall be mandatory in all the cases whether for recommending an extension or fresh empanelment.

3. Accordingly, the process of constitution of the panel of Senior/Junior standing counsels should be undertaken afresh for which you may initiate the necessary process as highlighted in D.O.F.No.278A/43/2007-Legal dated 5th December 2007, the annexure to the said letter (Annexure-II) and the contents of para 2 above.

4. After the receipt of the recommendations made by you in response to the letter dated 7th March 2014, several VIP references have been received on the subject. These reference have been forwarded to you (concerned Chief Commissioners) from time to time. You may also take note of the said VIP reference and dispose them of while making the recommendations.

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5. While making the recommendations you should also enclose the copy of the advertisement made in news papers and through the Bar Associations for calling the name of counsels for empanelment.
6. Apart from the above all other instructions contained in the letter of 7th March, 2014 need to be followed in letter and spirit while making the recommendations **since the constitution of fresh panel has been badly delayed you are requested to make the recommendations in this regard latest by 20th August, 2015.**
7. Clarifications, if any in this regard can be sought from the undersigned, who can be contacted on 011-26195406 ad karoo.yadav@nic.in.
8. This issues with the approval of Chairman (CBEC).

Encl: As above.

Yours faithfully,



(Y.S. Karoo)

Under Secretary (Legal)

Phone:011-26195406.

Fax No.011-26177515

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URGENT

F.No.278A/50/2011-Legal
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
(Legal Cell)

Wing-C, 5th Floor, Hudco Vishala Building
Bhikaiji Cama Place, R.K. Puram,
New Delhi the 7th March, 2014

To

All the Chief Commissioners of Customs,
All the Chief Commissioners of Central Excise,
Customs & Service Tax,
DG, DRI/DG, CEI.

Subject: Constitution of Panel of Senior/Junior Standing Counsels for handling cases of Indirect Taxation cases before the various High Courts; Renewal/Re-appointment/Fresh Appointment of panels for the years 2014-2017 – Reg.

Sir/Madam,

The Department had been assigned the powers by Ministry of Law & Justice to empanel Senior and Junior Standing Counsels to defend the Department at various High Courts, since 2008. In this regard, letter dated 07.06.2011 issued from F.NO.278A/43/2007-Legal alongwith a copy of D.O. letter dated 05.12.2007 of the then Member (L&J) may please be referred to. The said D.O. letter specified the procedure of Appointment of Counsel and Renewal of their terms. This letter dated 05.12.2007 also specified the constitution of the Committees of Chief Commissioners for finalizing the nominations received from the Counsels for empanelment. Based on the workload of pendencies and real time work of litigation across various zones, it had been decided to earmark specific number of Senior and Junior Standing Counsels to each of the High Courts falling under the jurisdiction of the respective zones. In this context F.No.278A/50/2011-Legal dated 15-11-2011 (copy enclosed) may please be referred to. The vacancies of Senior and Junior Panel Counsels, against the sanctioned posts as they exist on date are appended as per the Annexure to letter dated 15.11.2011. The same may please be verified at your end.

2. The existing term of three years for the Counsels so appointed by the Department in October, 2011 (15.10.2011), is expiring in the month of October, 2014 (14.10.2014). Therefore, a new panel is required to be constituted for a period of 3 years starting from October, 2014 (15.10.2014 to 14.10.2017).

3. If a need is felt to supplement the number of Senior/Junior Standing Counsels for the jurisdictional High Court, the necessary justification in terms of increase in the number of Court cases may please be forwarded to this section immediately, but not later than 31st March, 2014 so that the increase in the number of such Counsels for the jurisdictional High Court could be examined by the Board with reference to the norms prescribed.

4. The exercise for the reconstitution of panel for a period of 3 years starting from Oct., 2014 and expiring in Oct., 2017, by the Committees of Chief Commissioners for the respective zones may please be initiated with immediate effect. The fresh panels are to be constituted by (a) renewal of appointment of the existing Counsels on merit; and (b) by fresh appointments in the following manner:-

- a) Regarding the appointees in the existing panel Counsels who are found suitable for appointment, the guidelines prescribed in the para 4 of the annexure-I of the then Member (L&J)'s letter dated 05-12-2007 (supra) regarding the Renewal of Appointment may please

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be seen. The proposals for the renewal of the existing Counsels, if approved, will be forwarded by the Chief Commissioner heading the 'Committee of Chief Commissioners for finalizing the nomination received from the Counsels for empanelment' by appending justification for their reappointment alongwith the requisite information in the proforma-B specified in the said guidelines.

- b) For the purpose of filling up of vacancies, that may arise on account of non-suitability of the existing panel Counsels or the renewal of fresh term/ instances of resignation/non acceptance of empanelment by the existing Standing Counsels, the guidelines prescribed in the para 2 of the above said letter dated 05-12-2007 may be followed. The said guidelines regarding appointment of Counsels prescribed that Chief Commissioners shall call for the applications in the desired proformas either by advertisement in the newspapers, or from the Bar Council of High Court or otherwise. In addition to applications so received, the applications of the Advocates received directly and / or VIP reference so forwarded by the Board from time to time may also be examined on merits for their suitability for empanelment to the departmental panel. The proposal for the appointment of these new Advocates are to be forwarded by the Chief Commissioner heading the 'Committee of Chief Commissioners for finalizing the nominations received from the Counsels for empanelment' in the proforma-B specified in the said guidelines. The fact that the recommendations have been made by the Committee of Chief Commissioners/ Director Generals, wherever formed by the Board may be indicated.

The recommendations for such nominations should reach the Board at least three months before the expiry of the existing terms i.e. not later than 30-06-2014.


5. a. It is reiterated that the proposal for increase in the numbers of Senior and / or Junior Standing Counsels alongwith the justifications, mentioned in para 4 above may please be sent to this office not later than 31-03-2014 so that the proposal for modification of the strength of the panels may be examined by the Board and the Committee be consequently appraised of the change, if any.

b. It is also reiterated that the names of the proposed candidates for appointment to the fresh panel should reach this office not later than 30-06-2014 so that the procedure pertaining to fresh appointment/renewal of existing terms of appointment for the Senior and Junior Standing Counsels is completed well before the expiry of the current term.

6. Clarification, if any in this regard can be sought from the Under Secretary (Legal) Shri Y.S. Karoo who can be contacted at 011-26195406 and karoo.yadav@nic.in.

Encl: As above.

Yours faithfully,


(Rajendra Kumar)
O.S.D (Legal)

Phon.011-26162152

GUIDELINES FOR
APPOINTMENT OF
STANDING COUNSELS
FOR HANDLING
DEPARTMENT CASES
BEFORE HIGH COURTS

F.No.278A/43/2007-Legal
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise & Customs)

New Delhi, dated the 05th December, 2007

To

All the Chief Commissioners of Customs / Central Excise / Customs (Prev.)
D.G.R.I./ D.G.C.E.I.

Sir / Madam,

Sub: Powers assigned to CBEC for appointment of Standing Counsels to handle litigation of Indirect Taxes before various High Courts – guidelines regarding mechanism of appointment of Counsels and their terms and conditions– Reg.

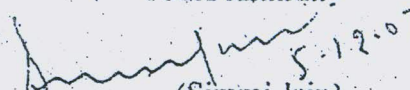
Central Board of Excise & Customs has been assigned the powers to appoint Standing Counsels to handle the litigation of Indirect Taxation before the various High Courts / Tribunal / BIFR / AAIFR / DRT and other statutory bodies / authorities and also to regulate their terms and conditions of engagement etc.

2. The procedure for appointment of Counsels and renewal of their terms has been prescribed by specifying the requisite qualification and terms and conditions of their engagement which is annexed as Annexure-I. The Schedule of fee and allowances etc. is annexed as Annexure-II.

3. This issues with the concurrence of Ministry of Law & Justice vide their Dy.No.3513/2007-Judl. dated 22.11.2007 and the Integrated Finance Unit (IFU) Dy.No.3112/2007.

Encl: as above

Yours faithfully


(Simmi Jain)
Director (Legal)

ANNEXURE - I

1. Category and qualification of Counsels:

Counsels are engaged by the department for representing the department before different High Courts/other judicial bodies in cases relating to the indirect taxation. The Counsels engaged by the department will fall into three categories viz-

a. Junior Standing Counsels

b. Senior Standing Counsels

c. Standing Counsels

Qualifications of each category of counsel will be as under:

A. Junior Standing Counsel: In order to be eligible for appointment as Junior Standing Counsel a person should

- i. be enrolled/registered as an advocate with the High Court
- ii. have a minimum experience of three years of handling preferably Customs and Central Excise and Service Tax matters before High Courts or Tribunals

OR

Have been an officer of the Custom & Central Excise Department who retired/resigned from the post of Additional Commissioner of Custom/Excise or below and is enrolled/registered as an advocate in the High Court. Provided that he has not been removed/dismissed or compulsorily retired from service on account of disciplinary action against him and no disciplinary proceeding under service rules or pension rules is pending against him.

B. Senior Standing Counsels: In order to be eligible for appointment as Senior Standing Counsel a person should

- i. be enrolled/registered as an advocate with the High Court
- ii. have a minimum experience of five years of handling preferably Customs and Central Excise and Service Tax matters before High Courts or Tribunals

OR

Have been an officer of the Custom and Central Excise Department who retired/resigned from the post of Commissioner of Customs / Central Excise or above or retired/resigned as Member/Vice President/President of CESTAT/Settlement Commission and is enrolled/registered as an advocate in the High Court. Provided that he has not been removed/dismissed or compulsorily retired from service on account of disciplinary action against him and no disciplinary proceeding under service rules or pension rules is pending against him.

C. Standing Counsels: In a station where counsels do not have sufficient experience to be appointed as Senior Standing Counsels, the senior most among the panel of Junior Standing Counsels of the Department at that station may be designated by the Chief Commissioner of Custom/Central Excise as the Standing Counsel while other Counsels should be categorized as Junior Standing Counsels.

The Standing Counsel so designated shall perform the function of arguing cases before the Hon'ble High Court/CESTAT/other forums in the absence of a Senior Standing Counsel.

2. Appointment of Counsels.

2.1 For the purpose of appointment, the Chief Commissioner of Custom/Central Excise will call for applications in **Proforma -A & A-I** (as applicable), either by advertisement in local newspapers, or from the Bar Council of High Court or otherwise. Terms and conditions of appointment should be in accordance with Annexure I & II as enclosed.

2.2 Particulars of the applicants' expertise in handling indirect tax matters by the applicant will be examined by the Chief Commissioner of Custom/Central Excise matters and an evaluation report along with recommendation of the Chief Commissioner concerned will be sent to the Board in **Proforma -B**

2.3. The First appointment of each Counsel shall normally be for a period of three years.

3. Performance Review:

The following procedure shall be adopted for reviewing performance of the Counsels appointed by the department:

a. The Commissioner of Customs /Central Excise having jurisdiction over a case shall submit a half yearly report to the Chief Commissioner in **Proforma-C** in respect of the cases represented by the Counsels.

b. On the basis of the reports received from the Commissioners, the Chief Commissioners will review the performance of the appointed Counsels every year before 30th June of each year and send an annual report to the Board in **Proforma-D**.

4. Renewal of appointment :

4.1 Proposals for renewal of terms of the Counsels should be submitted to the Board at least 3 months before the expiry of the existing term.

4.2 The renewal of a term of a Counsel can be made for a period of three years if his performance is found to be satisfactory. Before making recommendation for

renewal of appointment of the Counsel, the Chief Commissioner should necessarily make an evaluation of the performance of the Counsel during the preceding term and forward it to the Board alongwith the proposal for renewal in **Proforma -E**.

5. Allocation of cases to Counsel:

The Chief Commissioner of Customs/Central Excise will be overall in charge of entire litigation work on behalf of the Commissionerates falling within his jurisdiction. In respect of

cases taken up by the DGDRI/DGCEI, the DG concerned will be the incharge. Allocation of cases to the Counsel may be made by the Chief Commissioner/Director General or by the Commissioner/Director authorized by them.

6. Termination of appointment/resignation:

The appointment/empanelment of the Counsel would be terminable on one month's notice in writing by either side without assigning any reason.

7. Duties of the Counsel

The Counsel shall:

- (i) appear in the High Court in the cases assigned to him and also appear, if so required on behalf of the Department, in other High Courts, Tribunals, BIFR, AAFR/ DRT / other Tribunals/ Settlement Commission, Commissioner (Appeals) and other courts and statutory bodies;
- (ii) give legal advice to the Department on such civil, criminal and revenue matters pertaining to indirect taxes and such other matters arising in the course of administration of the Department as are referred to him by the officers of the Department including:
 - (a) examination and settling of drafts of legal nature;
 - (b) drafting of applications, petitions etc. to be filed in courts of law;
 - (c) prompt removal/curing of defects in appeals/petitions filed, as may be pointed out by the registry.
- (iii) when any case attended to by him is decided against the Department, give his opinion regarding the advisability of filing an appeal from such a decision not later than 5 working days of the order(kuchha copy).
- (iv) apply for the copy of the judgement of the Court in a case attended by him on the same day or the next day and provide the same within 10 days of the receipt of the order (excluding the time taken by the Court in preparation of the copy);
- (v) if required, render all assistance to the Law Officers, Advocate General of the State Government, Special or Senior Counsel, who may be engaged in a particular case before the Supreme Court, High Courts, Tribunal, etc;
- (vi) keep the department informed of the important developments in the case from time to time particularly with regard to drafting, filing of papers, dates of hearing of the case, order of the Court on the date of its pronouncement, supplying copies of judgement etc;
- (vii) furnish to the Department monthly statement about the cases represented by him before the High Court or any other authority.
- (viii) perform such other duties of legal nature, which may be assigned to him by the Department.

8 Right to private practice

The Counsel will have the right of private practice, which should not however, interfere with the efficient discharge of work of the Department but he shall not advise, hold briefs or appear against the Department before any authority, tribunal or court in matters under the statutes relating to indirect taxes.

If the counsel happens to be a partner of the firm of lawyers or solicitors, it will be incumbent on the firm, not to take up any case against the Department in the same High Court, before any authority, tribunal or any case arising in other courts out of those cases e.g. appeals and revision in the High Court or the Supreme Court .

ANNEXURE – II

1 Schedule of Fees and allowances

The fees and allowances for Senior Standing Counsels are given hereunder: The Standing Counsels and Junior Standing Counsels shall be entitled to only 1/3rd of the amount specified against each item of work (except item no. 7). The Junior Standing Counsel shall not be entitled to retainership payable to Sr. Standing Counsel and Standing Counsel mentioned at S.No.7 below.

1. For appearance in the High Court

Appeals under section 130/130A of the Customs Act 1962/Section 35G/35H of Central Excise Act, 1944 /Finance Act 1994/ Civil or Criminal Writ Petition under Articles 226 and 227 of the Constitution/ orders made in such Petition, including appearance at admission Stage/ for cases before other Authorities Rs.4500/-

However, for each substantial and effective hearing, following the first hearing ,an additional fees of Rs.2000/- per substantial and effective hearing may be paid as refresher fees.

- | | |
|---|----------------------------------|
| 2. Certificate of fitness | Rs.1500/- (for each application) |
| 3. For Civil Miscellaneous Application | Rs. 1500/- per case |
| 4. For Civil or Criminal revision Petition | Rs. 2100/- per case |
| 5. For drafting pleadings, written statements in suits,counter affidavits/returns/answers pleading to the writ petition, grounds of appeal, etc. application for leave to appeal to Supreme Court ; | Rs. 1500/- per case |

If substantially identical affidavits, written statements etc. are drafted in connected cases, only one drafting fee will be payable in the main case and no separate drafting fee will be payable in connected cases.

- | | |
|---|--------------------|
| 6. Written opinion Other than what is referred in Para 7(iii) of Annexure I | Rs. 900/- per case |
|---|--------------------|

7. Retainership

The senior Standing Counsel and Standing Counsel will be entitled to a Retainership of Rs. 6,000/- per month (which includes charges for staff, office rent, postage and all other establishment charges).

8. Clerkage

Clerkage at the rate of 10% of the hearing fee subject to a maximum of Rs.3,600/- in a case or batch of cases before the High Court.

9. Out of pocket expenses

The amount required for court fees at the time of filing a case and other miscellaneous expenses should be paid to the Counsel in advance by the Commissioner concerned. An account of the expenses incurred should be rendered to the Commissioner while presenting the final bill.

10. Perquisite

The reimbursement of telephone expenditure, subject to a maximum of Rs. 1,000/- per month, shall be made by the Commissioner for calls that have been made in connection with Departmental litigation matters only.

11. For appearance before any other Courts, CESTAT, BIFR /AAIFR/ DRT /other Tribunals and other Statutory bodies and authorities.

(a) at headquarters: same as payable for appearance before the High Court.

(b) out of headquarters: when the Counsel is required to go out of headquarters in connection with any litigation matter e.g. for conference with a Senior Counsel/ Special Counsel or with the Law Officer or for appearance in any Courts/Tribunal/other Statutory Bodies etc. outside the headquarters, he will be entitled to a daily fee of Rs.3,600/- per day for the days of his absence from the Hqrs. including the days of departure from, intervening holidays and arrival back at the headquarters. However, no fee will be paid for the day of departure if he leaves headquarters after court hours and for the date of arrival if he arrives at the headquarters before the court hours..

(c) travel/hotel expenses : in addition to the daily fee, the Counsel will be entitled to travel expenses for travel by air (economy class) or first class AC by train. Road mileage for the journey from his headquarters to the airport/railway station and vice versa and from the airport/railway station to the place of his stay out of headquarters and vice-versa will be paid at the rates admissible to Class I officers of the Central Government (having basic +NPA +SI in the pay range Rs. 8000/- to Rs. 16399/-). He will also be paid a lump-sum amount of Rs. 600/- as conveyance charges for performing local journey while outside the headquarters. He will also be entitled to actual expenses for stay in hotel, subject to maximum for Rs.1,200/- per day.

12.1 General

The rates specified above are primarily applicable to Central Excise/Customs/Service Tax cases but will apply mutatis mutandis to cases relating to other matters assigned by the Department. In all cases effective appearance is necessary for the Counsel to claim fee.

12.2. No fee will be payable in cases where no legal work is required to be done. For example, cases in, which the interest of the Department is to be watched pending instructions, the cases involving transmission of records to the Supreme Court, inspection of the Court record for ascertaining the position of the case or other information needed.

12.3 If the Counsel appears at the instance of the Union of India or for parties other than the Union of India whose scales of fee are not inconsistent with that of the Union of India, he will be entitled to only one set of fees.

12.4 Appeals, revision or petitions arising from one common judgement or order will be considered together as one case if they are heard together.

12.5. Uncontested matters.

In uncontested cases, the fee shall be $\frac{1}{3}^{\text{rd}}$ of the fees otherwise payable but if such a case is later on restored and decided in contest, the remaining $\frac{2}{3}^{\text{rd}}$ of the fee will be payable. A case shall be regarded as contested when a decision is given after hearing arguments on both sides. The case shall be deemed to be uncontested if the court decides that the case is a covered one. For example if the court follows its own judgement or judgement of the Supreme Court, the case is considered to be a covered one. In case of any dispute, the Chief Commissioner/Director General/Commissioner/Director shall decide whether the case is uncontested or not.

12.6 No fees for adjournment

No fee will be payable to the Counsel if an advance notice about the adjournment has been issued or the case has been adjourned at his request due to the reasons personal to him.

12.7 Late submission of certified copies of the judgement:

30% of the fees payable to the Counsel shall be deducted if the Certified copy of the judgement is not handed over to the Commissioner/Director of the Department within ten days (excluding the time taken by the Court) from the date of judgement.

12.8 Where there are two or more cases (but not more than 10 cases) involving substantially identical questions of law or facts, one such case will be treated as the main case and the others as connected cases. The fees in such cases will be regulated as provided in succeeding paras, irrespective of the fact whether or not such cases are heard together.

12.8.1 When the Counsel files separate and materially different affidavits, applications or grounds of appeal etc. in more than one case but the argument is heard in the main case and the other cases are decided accordingly, the Counsel shall be paid the full fees in the main case and Rs.200/- for each of the connected cases.

12.8.2 When the main case has been heard as in para 12.8.1, but in the connected cases either affidavit or grounds of appeal or petition similar to the one in the main case has been

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drafted, the Counsel shall be paid the full fees in the main case and Rs 150/- only in each of the connected cases.

12.8.3 When substantially different affidavits are drafted in connected but uncontested cases, the Counsel shall get 1/3rd fees in the main case and Rs. 300/- in each of the connected cases.

12.8.4 When the Counsel has drafted the affidavit, petition or ground of appeal in the main uncontested case and has not drafted them in the connected but uncontested cases or the drafts in the connected but uncontested cases are substantially similar to the one in the main case, the Counsel shall get 1/3rd fees in the main case and Rs.150/- in each of the connected cases.

12.9 The fees to the Counsel will be paid on presentation of a stamped receipt, and on submission of copy of the document drafted, if it is a drafting fee and submission of minutes or gist of proceedings, or a copy of order/judgement where it is necessary in case the claim is for appearance fee. The Counsel shall submit his bills within three months from the date on which the fees have accrued.

12.10 The fees will be payable in two stages, 1/3rd fees after substantial work has been carried out and the remaining 2/3rd fees after the case has been decided. If the high court decides that no question of law is involved only 1/3rd of the fees shall be payable to the Counsel.

12.11 Where during the pendency of a proceeding, there is a change of Counsel, a fee commensurate to the work carried out by the outgoing Counsel, not exceeding 1/3rd of the total fee admissible for the case, may be paid to him. In such an event, only the balance of fee payable in the case will be paid to the new Counsel after completion of the case.

12.12 When the Counsel does not argue the case himself but only assists the Law Officer or any other special Counsel, he will be entitled to the same fee as is payable to him as if the case has been argued by him,

12.13 No fee will be admissible for preparation of cases but the Government may consider payment of separate fee for preparation in special cases involving arduous work.

12.14 When cases argued before a single judge are referred to a division bench or to a full bench, separate fee at the prescribed rates will be paid for appearance before each bench.

13. The various terms used in these guidelines will have the following meaning

13.1. Substantial and Effective hearing

A Substantial and effective hearing is one in which either one or both the parties involved in a case are heard by the Court. If the case is mentioned and adjourned or only directions are given or only judgement is delivered by the Court, it would not constitute a substantial and effective hearing.

13.2 Uncontested case

Cases shall be deemed to be uncontested if these are withdrawn by the plaintiff/appellant or are dismissed in limine or are otherwise decided by the Court ex-parte. Covered cases shall also be deemed to be uncontested cases.

13.3 Covered cases

Where an identical issue stands decided by the same High Court or by the Supreme Court and the judgement in the relevant case is squarely based on such earlier decision of the same High Court or by the Supreme Court, the case shall be deemed to be a covered case.

13.4 Substantial work

Hearing of applications u/s 130/130A of the Customs Act/Sec 35 G/Sec 35 H of the Central Excise Act and the Finance Act, 1994 shall be treated as substantial work. Where a case has been admitted by the court after hearing of preliminary objections or filing of affidavits/counter affidavits etc. by the counsel, substantial work will be deemed to have been carried out.

13.5 Monthly fixed cost

Charges such as retainership fees, telephone charges and such other fixed charges, if any, payable to a Counsel shall be borne by one Commissioner only, so nominated in this regard by the Central Board of Excise and Customs .

Proforma – A

Particulars to be furnished by an advocate/other eligible person applying for appointment as Jr./Sr/Standing Counsel.

1. Name of the person
2. PAN – Permanent Account Number
3. Father's Name
4. Date of Birth
5. Address for correspondence
6. Permanent address
- 7* Educational Qualification
8. Category of counsel for which applied (Jr. Standing Counsel/ Sr. Standing Counsel)
- 9*. Date of enrollment in High Court as counsel.
- 10*. Date of empanelment as member of Bar Council of High Court.
11. If partner in a firm, name/names of the firm and other partners.
- 12*. Number of cases relating to indirect taxes dealt with during last 3 years as an Advocate.
13. Number of cases published in Journals/Newspapers etc.
14. Income from professional practice (copy of the latest IT return to be attached)

Verification

I, _____ D/o/S/o _____,
do hereby declare that what ever has been stated in the above application is true to the best of my knowledge and belief.

Signature.

Dated :

Place :

* Applicant to submit documentary proof with respect to aforesaid items/Information.

Proforma A-I

Proforma for application by officers who have retired from the Custom and Central Excise Department or retired/resigned as Member /Vice President/ President CESTAT/ Chairman /Member of Settlement Commission

1. Name of the person
2. Pan – Permanent Account Number
3. Father's Name
4. Date of Birth
5. Address for correspondence
6. Permanent address
- 7*. Educational Qualification
8. Date of joining Customs and Central Excise Department
9. Designation and office address of the last post held
10. Date of retirement/resignation from the service
- 11*. Date of enrollment in High Court as Counsel
15. Date of empanelment as member of Bar Council of High Court.
13. If a partner in a firm, name/names of the firm and other partners.
16. Category of counsel for which applied (Jr. Standing Counsel/Sr. Standing Counsel).

Verification

I
do
D/o/S/o
hereby declare that what ever has been stated in the above application is true to the best of my knowledge and belief. I further declare that I have not been removed from the service due to any disciplinary proceeding and no disciplinary proceedings under service rules or Pension Rules are pending against me as on date.

Signature

Dated:

Place :

* Applicant to submit documentary proof with respect to aforesaid items/information

Proforma- B

Particulars/evaluation report of a person applying for appointment as Jr./Sr./Standing Counsel.

1. Name :
2. Date of enrollment in High Court as counsel :
3. Date of empanelment as member of Bar Council of High Court. :
4. Number of cases relating to Indirect Taxes dealt with during last 3 years as an Advocate. :
5. Number of cases published in Journals/ Newspapers etc. :
6. Income from professional practice :
7. Chief Commissioner of Customs/ Excise recommendations based on the cases dealt by the applicant with regard to flair relating to Indirect Tax knowledge emanating from the presentation by the Counsel and other factors. :

(Chief Commissioner of
Customs /
Central Excise)

Proforma – C

Half yearly Proforma report to be sent case wise by jurisdictional CCE/CC /ADG to the jurisdictional Chief Commissioner of Customs/Central Excise / Director General in respect of cases represented by a Standing Counsel

Report for the Period from _____ to _____ 200__.

1	Name of the Case	
2	Name of Sr. Standing Counsel representing The case	
3	Name of Jr. Standing Counsel representing The case	
4	Court/Tribunal before which proceedings are pending	
5	Issues involved	
6	Revenue involved (Rs.in Lakhs)	
7	(a) Whether proceedings are pending/case has been decided, if yes the out come, in brief (b) Number of adjournments taken	
8	Comments of Commissioner of Customs/ Excise (if any), about quality of Drafting, interest taken by the Counsel(s) (at Column 2 & 3)/time devoted in interaction with the departmental officers, overall representation of the case	

(Name and Seal
of the Commissioner/ADG indicating
the jurisdiction)

Proforma - D

Annual performance report of the appointed Counsels

1.	Name of the Chief Commissionerate	
2.	Name of the Counsel	
3.	Category	
4.	Date of Birth	
5.	Date of Appointment & CBEC's ref.no.	
6.	Date of Expiry of Tenure	
7.	Ref. No. of CBEC's Sanction letter vide which last renewal was granted	
8.	Number of appeals handled during the period under report	
9.	Number of appeals out of 8 above decided by the High Court a. in favour of the department b. against the department	
10.	Number of Writ Petitions handled during the period under report	
11.	Number of Writ Petitions out of 10 above decided by the High Court a. in favour of the department b. against the department	
12.	Number of cases/appeals handled before the CESTAT/other courts	
13.	Number of cases out of those in Col.12 above, decided a. in favour of the department b. against the department	
14.	General Assessment of overall performance of the Counsel	

Customs /

Central Excise)

(Chief Commissioner of

Evaluation report on the performance of the Standing Counsel for the period _____ to _____ for the purpose of renewal of appointment

Part I

1.	Name of the Chief Commissionerate	
2.	Name of the Counsel	
3.	Category	
4.	Date of Birth	
5.	Date of 1 st Appointment	
6.	Date of Expiry of Tenure	
7.	Ref. No. of CBEC's Sanction letter vide which appointment/ last renewal was granted.	

Part-II

8.	Number of references handled during the period under report	
9.	Number of references decided by the High Court a. in favour of the department b. against the department	
10.	Number of Writ Petitions handled during the period under report	
11.	Number of Writ Petitions decided by the High Court a. in favour of the department b. against the department	
12.	Number of cases/appeals handled before the CESTAT/other courts.	
13.	Number of cases out of those in Col.12 above, decided a. in favour of the department b. against the department	

Part -III

(To be filled by the Chief Commissioner of Customs/
Central Excise/Director General)

14.	Are you satisfied with the performance of the Counsel	
15/	Does he/she take keen interest in his work and is generally alert and responsive in Department's interest in various litigation entrusted to him/her. Specific comments should be given about his/her promptness in a. Informing the department from time to time regarding hearing of cases, supply of copies of judgement etc. b. Taking steps for vacation of stay	
16.	Would you recommend his/her continuance	
17.	Any other remarks regarding performance of the counsel.	

Chief Commissioner of
Custom/Central
Excise/Directors General
