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DRAFT OF TERMS AND CONDITIONS FOR APPOINTMENT OF STANDING
COUNSEL/PANEL LAWYER IN DUSIB

1. He/she will be paid such fees and other charges as per the fee schedule applicable in DUSIB and amended from time to time.
2. He/She will conduct and look after all civil/criminal and other cases/work as may be assigned to him/her from time to time, if required, he/she should appear in any other court, forum of authority.
3. He/she will tender legal advice/opinion in cases or matters referred/assigned to him/her, from time to time.
4. All the briefs and documents etc. will be collected by him/her from the Law Section of DUSIB situated at 4th Floor, Vikas Bhawan -II, Civil Lines, against acknowledgment.
5. The pending cases returned by or withdrawn from the erstwhile panel counsel will also be assigned to him/her on the balance fee remaining in each case as per the schedule of fee referred to above.
6. In all assigned cases, he/she will appear personally and will not depute any proxy counsel. He/she will not appear or tender advice in any matter against DUSIB.
7. In the case in which he/she happens to have personal interest or interest of those in which he/she has interest, he/she shall recuse from the case and return the matter for entrusting to some other Panel Lawyer.
8. He/she will not divulge any information received by him/her from the DUSIB, as Panel Lawyer, nor will disclose any instructions given to him/her, from time to time.
9. He/she will have right of private practice, which, however, should not interfere with efficient discharge of the work of DUSIB.
10. He/she will submit daily report of court cases in the Law Office of DUSIB with brief proceedings of each case alongwith next date of hearing and specific note regarding orders passed by the court on stay/injunctions granted or extended against DUSIB and next action suggested. No clerical assistance will be provided to him/her and the entire responsibility of conducting the case and follow up action will be of the panel lawyer.
11. He/she will call for information/documents that is required from the office and also advise immediately if any further investigation and /or meetings are required for proper defense of the case(s).
12. His/her advice/opinion would be input for our decision making. In case his/her advice/opinion turns out to be legally unjustified/factually incorrect, causing loss to the DUSIB, or in case of any misconduct or gross negligence or collusion on his/her part, DUSIB will take appropriate action against him/her, which may include filing complaint with Bar Council.
13. He/she will not be absent in the court on any date, in the cases assigned to him/her and keep DUSIB posted about development therein from time to time. Any ex-parte order/judgment against DUSIB in the cases entrusted to him/her will be viewed

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adversely. If any adverse order is passed or cost imposed by any court due to inaction on the part of advocate, the entire responsibility will be of the advocate.

14. Even after expiry of his/her term as panel lawyer, he/she will not appear against the DUSIB, in any proceeding, matters in which he/she has already represented DUSIB, or has given advice to it, for a period of at least 6 months.
15. On the expiry/termination of his/her term, he/she shall return all files/documents and other papers received by him/her from any section of DUSIB to Law Section, 4th Floor, Vikas Bhawan-II, Civil Lines, Delhi, without any delay and without insisting upon first receiving of his/her dues, if any, payable by DUSIB.
16. He/she will furnish certified copy of every judgment or order, immediately to Law Section without any delay along with detailed opinion on challenging the judgment/order in case the said judgment/order is against DUSIB. No extra remuneration will be paid for legal opinion in the cases if these are conducted by the panel advocate.
17. In case he/she intends to resign then a notice of three months shall be given. He/she will give a brief status note of each case being conducted by him/her.
18. The payment of fee and other charges will be subject to the panel lawyers conducting the cases sincerely without committing any default, and fulfilling all the duties/obligations as specified above.

M.A. Ashraf
28/11/16
M.A. Ashraf
Pr. Director (Law)