

987/c

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT OF NCT OF DELHI  
IV FLOOR, VIKAS BHAWAN  
UPPER BELA ROAD, CIVIL LINES, NEW DELHI-54

Empanelment of Advocates to represent DUSIB before Courts, Tribunals,  
Commissions & other Legal bodies.

1. The Delhi Urban Shelter Improvement Board(DUSIB) an autonomous organization established in the year 2010, under Government of N.C.T. of Delhi, rehabilitates slum dwellers, provides shelter for homeless and is a nodal agency for preparing "Slum free City Plan of Action" for Delhi under various schemes of the Govt. of India.
2. The DUSIB intends to reconstitute its panel of advocates for its civil suits, Writ Petitions references under Land Acquisition Act, Service matters, Labour Cases, Appeals, PIL & other Petitions at various courts in Delhi including Supreme Court of India, Delhi High Court, NGT, CAT , LG's Court, Forums, Commissions and various District Courts .
3. The qualification, experience and other terms & conditions of empanelment are available on the Board's website at [www.dusib.nic.in](http://www.dusib.nic.in). Interested and eligible Advocates may submit their application in prescribed format with a hard copy to Mr. A. K. Srivastava (M.9717999221), Law Officer, DUSIB, IVth Floor, C-Wing, Vikas Bhawan-II, Upper Bela Road, Civil Lines, Delhi -110 054 on or before 30.06.2022 by 6 p.m.

The applicants shall be called for an interview for which a separate letter shall be issued to applicant giving date and time.

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10/06/22

P. K. Jha  
Director (Law)

Cell No : 9871636699  
Tel No : 23370463  
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**Application for appointment on panel of Delhi Urban Shelter Improvement Board**

1. Name :  
2. Date of Birth :  
3. Enrolment No. and date of enroll. :  
4. Educational Qualifications :  
5. Office Address with Phone No.(s) :  
6. Residential Address  
with Phone No.(s) ,Mobile No. :  
E mail id :

State name(s) of the organization(s) If you are already on panel with date of being on panel)

- i,.....  
ii,.....  
iii .....

7. Experience & Preferred field(s) of practice (civil suits, writ petitions etc.) :  
Preferred court complex(s)  
(where ordinarily practices) :  
Have you ever been on panel of DUSIB ? (State period) :

8. Do you have any criminal case registered ? If yes, give details including FIR.

**Declaration:-**

I, \_\_\_\_\_, Advocate do hereby declare that the aforesaid information is correct to the best of my knowledge and belief. I am ready to contest the cases assigned to me by DUSIB subject to payment of fee as per prescribed fee schedule. I shall not contest cases against DUSIB till I remain on panel of DUSIB.

Place  
Dated

Signature

Note:-.

1.The application must be supported with attested copy of enrolment certificate, documents in support of educational qualification & experiences failing which the application shall not be considered.

2. Applications may be sent by hand between 10.00 a.m. to 5.00 p.m. or by speed post. The applications received after 30/06/2022 (6.00 p.m.) shall not be accepted.



**A. Terms and conditions for empanelment of advocates on panel of DUSIB :-**

1. The appointment of counsels on panels of Board shall be made by the Competent Authority , DUSIB and the Government counsel shall hold office at the pleasure of the CEO.
2. The appointment of DUSIB counsel would be initially for a period of one year which may be extended as per requirement.
3. DUSIB Counsel can, however, be removed by the CEO from the panel at any time without assigning any reason. A DUSIB counsel may resign from the panel of DUSIB and he shall cease to hold the office from the date his resignation is accepted by the Competent Authority.
4. Competent Authority may review the performance of panel counsels at such intervals as may be deemed necessary, at least once in a year and would make recommendation for retention /removal of DUSIB counsel, as the case may be.
5. The eligibility conditions for appointment of Standing Counsel, Additional Standing Counsel and Panel counsels shall be as under:-
  - (i) For Hon'ble Supreme Court and High Court, the advocates having not less than 10 years of practice in said court ;
  - (ii) For District Court and other Forums, the advocates having not less than 7 years of practice in said courts.
6. The remunerations payable to the DUSIB Counsels shall be as per the fee schedule of DUSIB.
7. In case of a deserving Advocate the CEO DUSIB is authorized to waive off any eligibility condition for empanelment. The CEO, may amend, modify or change any of the Terms & Conditions relating to the appointment of DUSIB Counsel.

**B. DUTIES-**

**The DUSIB counsels shall:-**

1. Appear in the respective court i.e. Hon'ble Supreme Court, Hon'ble Delhi High Court, Central Administrative Tribunal and other Tribunals, District Court, Arbitration matters, Consumer Court, PGC, N.H.R.C, S.C/S.T. Commission etc. as the case may be.



2. When any case attended by DUSIB Counsel is decided against the DUSIB and/or its officer, the Counsel will give opinion regarding filing appeal/review/revision against such a decision.
3. The DUSIB Counsel shall render such advice/opinion as may be asked for from him with regard to any pending matter or any other matter involving legal question.
4. Perform such other duties of legal nature which may be assigned to him by Law Office, DUSIB from time to time.
5. Immediately inform the CLA/Director Law/LO about the important developments of the case particularly, in cases where stay orders have been given by the courts.
6. Furnish to Law Department periodical statements and reports/returns which may be called for by the Law Department from time to time.
7. Shall daily inform the outcome of the case to the Law Department and concerned sections of DUSIB by e-mail or on telephone and take necessary action for compliance of court directions.
8. Will liaise with concerned department and law department for preparation of reply so that the same can be filed well in time.
9. Shall obtain court order at the earliest and furnish the same to the Law Department along with his opinion with regards to further course of action.
10. The advocate fee bill shall be submitted to the Law Department within 15 days of the receipt of Court order.
11. The CLA/Director Law/LO may designate any counsel for accepting court notices/summons/pre admission notices, caveats etc wherein DUSIB is party. The designated counsel shall on the same day handover copy of court notices/summons etc received by him. On receipt of such documents the Law Department, DUSIB will assign the cases.
12. The standing counsel, Addl. Standing Counsel or any DUSIB Counsel may cause appearance before the court for which he is empanelled in case of exigency or non-appearance of the designated counsel.
13. The Counsel shall personally deal with the cases assigned to him on all hearings without fail.

