

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFAO-CRT-MONT-V1-17

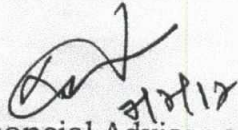
Date: .07.2017

CIRCUALR- 05 /2017-18

Sub:Proforma for payment of legal fees -reg.

Please find attached Proforma for sanction of legal for compliance by all officers and employees. It is informed that w.e.f.01.07.2017 sanction of legal payment shall be submitted only in the enclosed format.

Encl: Annexure I & II


Financial Adviser and
Chief Accounts Officer

To
All Heads of Department /VOCPT

Copy to:

1. PA to Dy.CPT
2. PA to CPT
3. Sr.DD for Publishing in Intranet

V.O.CHIDAMBARANAR PORT TRUST
CHECK LIST FOR APPROVAL OF LEGAL FEES

Date: / /2017

SL.NO	DESCRIPTION	DETAILS
1	Module Reference number for this case	
2	Name of the Department	
3	Details of the legal case	
4	Name of the Legal Adviser appearing in the case with SAP Number	
5	The name of the court in which the case is dealt with	
6	No of arguments so far	
7	Date of last hearing	
8	Date of next hearing	
9	Present status of the case and brief details of the issue discussed in this current hearing	
10	Amount of legal fees of this bill	Rs.
11	Date of the Invoice claimed by the Legal Adviser	
12	Claim regulated as per the terms and conditions of engagement of LA	
13	DOP	
14	Amount so far paid to the the Legal Adviser for this case (Detailed Statement enclosed with SAP Document No)	Rs.
15	Amount of court fees paid	Rs.
16	Value of claim	Rs.
17	Whether AG/ASG has been appointed for this case	
18	whether certified copy of judgement order i.e final order of court has been issued/received	
19	Whether the proforma to accompany the proposal for making LEGAL Adviser's claim is enclosed.	
20	Name of the port official with designation who attended the hearing	

SIGNATURE I

SIGNATURE II

DY.HOD

DY.CPT

CPT

Proforma to accompany the proposal for making Legal Advisor's Claim

Name of the Advocate/ Legal Advisor: Shri

CASE: VOCPT VS _____

Sl. No. (1)	Description of the claim (In Rs.) (2)	Amount Claimed (In Rs.) (3)	Amount admissible as per PLA T& C Chennai	Amount admitted (In Rs.) (5)	Reasons for restricting the claim (In Rs.) (6)	Amount sofar paid for this case (In Rs.) (7)	Cumulative including this proposal (In Rs.) (8)=(5)+(7)	Remarks
1	Drafting fee							
2	Vetting fee							
3	Filing and Misc. charges							
4	Court fee							
5	Clerical Misc. Expenditure							
6	Professional appearance fee							
7	Fee towards settling petition							
8	conference fee							
9	Conveyance charges							
10	Communication expenses							
11	Professional fee for obtaining legal opinion							
12	Reimbursement of expenses Total							

Head Of Department