

V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DA SECTION

CIRCULAR NO. 001/18-19

No: S-20/1/2016/L&DAS/D.

Date : 26.06.2018

Sub: Proforma and check list to be incorporated for the approval of legal fee payment and filing of appeal / revision / review /SLP/ors before various courts

Ref : circular no. 001 /17-18 issued on 23.10.2017

In continuation to the earlier circular on the said subject, the revised Check list to be incorporated for the proposal for approval of legal fees to be paid to the Legal Advisers/ Senior Counsel/ Arbitrators/ ASG/SG, etc to be submitted in the note sheet is enclosed and it is also clarified that the proforma to be enclosed as correspondence sheet.

2. Further it is noticed that most of the file for legal fee payment proposal are routed through L&DAS which is time consuming in release of the payment to the Legal Advisers/ Senior Counsel/ Arbitrators/ ASG/SG. Hence the payment proposal for legal fees which does not requires legal vetting may be directly submitted by the concerned departments for the approval of competent authority.

3. The compliance of the same by all the departments may be ensured.

For information and necessary action, please.


SECRETARY

To

All Heads of Department, VOC Port Trust – through mail.

Copy to

- (i) PA to Chairman, VOC Port Trust.
- (ii) PA to Dy. Chairman, VOC Port Trust.
- (iii) SrDD, EDP – to upload it in the intra net

V.O.CHIDAMBARANAR PORT TRUST

CHECK LIST FOR APPROVAL OF LEGAL FEES

Date:

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

SIGNATURE I

SIGNATURE II

HOD