

No. 1/1/Law/ITPO/1995
INDIA TRADE PROMOTION ORGANISATION
(LAW DIVISION)

Dated: 22.06.2016

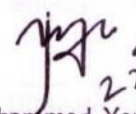
Office Order No. 463 /2016

Subject:- Revised Schedule of fee applicable for ADVOCATES/LAW FIRMS

The competent authority has approved revision of fee schedule in respect of legal matters handled by Law Division. The revision takes effect from 3rd June, 2016. All concerned may kindly note for processing the payments.

S.NO	PARTICULARS	Fee (In Rs.)
1.	<u>APPEARANCE</u>	
	Supreme Court	Rs.10,000/- (effective) Rs. 5,000/- (Non-effective)
	High Court	Rs. 8,000/- (effective) Rs. 4,000/- (Non-effective)
	Before Arbitrator	Rs. 8,000/- (effective) Rs. 4,000/- (Non-effective)
	Distt. Courts, Metropolitan Magistrate, Addl. CMM, AD & SJ, Distt. & Session Judge	Rs. 5,000/- (effective) Rs. 2,500/- (Non-effective)
	Estate Officer	Rs. 5,000/- (effective) Rs. 2,500/- (Non-effective)
	Distt. Consumer Redressal Forum State & National Redressal Forum	Rs. 5,000/- (effective) Rs. 2,500/- (Non-effective)
	All other tribunal & Forums outside the Distt. & High Court	Rs. 5,000/- (effective) Rs. 2,500/- (Non-effective)
	Before Registrar/Jr. Registrar at High Court	Rs. 3,000/- (effective) Rs. 1,500/- (Non-effective)
2.	<u>DRAFTING & FILING OF PETITIONS ETC.</u>	
	a) Supreme Court	
	i) Drafting and filing of writ petition special writ petition, counter affidavit etc.	Rs. 10,000/-
	ii) Drafting and filing of misc. applications, interim application and reply thereof.	Rs. 5,000/-
	iii) Filing of Caveat	Rs. 5,000/-

	b) High Court	
	i) Drafting and filing of petition/writ petitions/appeals, suits, counter affidavits, written statements etc.	Rs. 7,000/-
	ii) Drafting and filing of interim applications, civil misc. petitions, Conciliation petitions etc.	Rs. 3,000/-
	iii) Drafting and filing of reply to criminal contempt petitions etc.	Rs. 3,000/-
	iv) Filing of Caveat	Rs. 4,000/-
	c) Distt. Courts	
	i) Drafting and filing of plaints, complaints, written statement, rejoinder etc.	Rs. 4,000/-
	ii) For Drafting and filing replies of interim/other applications & their replies	Rs. 3,000/-
	iii) For drafting and filing of review/revision petition	Rs. 3,000/-
	iv) For filing of Caveat(s)	Rs. 2,500/-
3.	CONFERENCES	Rs. 2,000/- (per hour)
4.	INSPECTION OF RECORDS	
	Supreme Court, High Court, Tribunals, Distt. Courts and all other Courts.	Rs. 1,500/-
5.	ACTUAL/OUT OF POCKET EXPENSES	
	Distt. Courts & other equivalent forums	As per actual
	High Court/MRTP & other equivalent forums	-do-
	Supreme Court	-do-
	Obtaining of orders/certified copies of the orders/judgments	-do-
6.	LEGAL OPINION/ADVICE	Rs. 5,000/- per opinion.
7.	SIMPLE ADJOURNMENTS	Half of the total Appearance fee.
8.	CLERKAGE	10% of the fee
9.	DRAFTING OF LEGAL NOTICE AND REPLIES	Rs. 4,000/-
10.	DRAFTING OF AGREEMENT, LEASE DEED, SALE DEED, ARTICLE OF ASSOCIATION, WILL, POWER OF ATTORNEY ETC.	Rs. 5,000/-
11.	SETTLING OF DRAFT OF AGREEMENT, LEASE DEED, SALE DEED, ARTICLE OF ASSOCIATION, WILL, POWER OF ATTORNEY ETC.	Rs. 4,000/-


 22.6.16
 (Mohammad Yamin)
 Deputy Manager (Law)

Copy to:-

1. DGM(Law)
2. Bill Checking Section
- ✓ 3. Office order file