

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA
GOVERNMENT OF INDIA
NEW DELHI**

No. HQ-21021/1/2022-LEGAL-HQ

Dated: 25th March, 2025

NOTICE FOR EMPANELMENT OF PANEL ADVOCATES

The Unique Identification Authority of India (UIDAI), intends to empanel panel of Advocates for representing UIDAI, HO in Delhi and its Regional Offices (ROs) (Annexure 1) before different Courts/Judicial Bodies/Tribunals/Commissions etc., rendering legal advice, drafting and vetting of petitions, appeals, affidavit, replies and regulations/rules etc. The interested Advocates who are fulfilling the criteria mentioned in Annexure 2, may submit their application along with supporting documents, in the proforma available on the official website of UIDAI at <https://uidai.gov.in/en/about-uidai/work-with-uidai.html> on or before 23.4.2025.

For any further information/query, the above-mentioned officer may be contacted:

**Shri Neeraj Sachdeva,
Director (Legal),
Unique Identification Authority of India (UIDAI),
Bangla Sahib Road, Behind Kali Mandir,
Gole Market, New Delhi - 110001.**

Email : (empanelment.legal-hq@uidai.net.in)

For updates/corrigendum, website of UIDAI may be visited at regular intervals.

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA,
NEW DELHI**

Dated: 25th March, 2025

NOTICE

Empanelment of Panel Advocates

The Unique Identification Authority of India (**UIDAI**), intends to empanel Panel of Advocates from all over India for representing UIDAI, HO in Delhi and its Regional Offices (ROs) (Annexure 1) before different Courts/Judicial Bodies/Tribunals/Commissions etc., rendering legal advice, drafting and vetting of petitions, appeals, affidavit, replies and Regulations etc.

The practicing advocates who are registered with State Bar Council are eligible for empanelment. The qualifications, experience, schedule of fees (fixed), other terms and conditions and the application format in which the application is to be submitted, have been prescribed in the attached schedules.

Eligible Advocates who are interested for empanelment and fulfilling the criteria in respect of experience/ qualification (as prescribed) may submit their applications in a sealed envelope (through Speed post/ Registered post)- marked as '*Application for Empanelment as Panel Advocate of UIDAI*' and containing:-

- (a) The Format of application and Declaration, as per the formats specified in Annexure-2 & 3 respectively.

The sealed envelope shall be addressed to –

The Director (Legal),
Unique Identification Authority of India (UIDAI),
Bangla Sahib Road, Behind Kali Mandir, Gole Market,
5th floor,
New Delhi - 110001.

The same should contain the name and address of the Applicant.

The last day for receiving the applications in the prescribed format along with supporting documents is the 30 days from the date of publication of this notice on the official website of UIDAI at <https://uidai.gov.in/en/about-uidai/work-with-uidai.html> (i.e. by 23.04.2025).

Applications for empanelment at UIDAI does not confer any right / assurance whatsoever, to an applicant that he/she will be empanelled on the panel of UIDAI. Letters to advocates confirming their empanelment shall be issued separately after completion of due process of empanelment.

SCHEDULE 1: THE TERMS AND CONDITIONS OF THE EMPANELMENT:

1. Eligibility for Empanelment:

- (a) The Advocate should be registered with the State Bar Council.
- (b) The Advocate should possess a minimum of 10 (Ten) years in handling cases pertaining to contractual and commercial laws, civil/ criminal/ arbitration/labour laws/central administrative tribunal/taxation matters (GST as well as Income Tax) etc., in different courts and should also be well versed with constitutional law and other relevant laws. Further, advocate should have the experience in drafting of Act/Regulations/Rules etc.
- (c) The advocate should have necessary infrastructure, such as an internet facility, printing and scanning facility, etc. and sufficient support staff, such as junior advocates/ partners, clerks etc. for proper management of the cases assigned.
- (d) The Advocate should not be dealing with any cases against UIDAI, at present. If yes, then he/ she must give up those cases, at the time of applying for this empanelment.
- (e) Depending upon the quantum of work and higher number of applications received, UIDAI reserves the right to shortlist the candidates to be called for interview/interaction for empanelment.
- (f) Advocate having experience in dealing with the Aadhaar Act and its related issues, having experience in drafting Act, Regulations shall be given relaxation in experience subject to maximum of two years.

2. Tenure of empanelment:

The empanelment of the Advocate will be for a period of 3 (three) years or until further orders, whichever is earlier.

3. Fees and other conditions:

- (a) No retention fee will be paid to any of the empaneled advocate reserves the right to change the terms and conditions while engaging the advocate based on the need.
- (b) The advocate shall have the right to private practice which should not, however, interfere with the efficient discharge of his/her duties during the empanelment in UIDAI;
- (c) The fee payable to the Advocates shall be governed by the Schedule of fee annexed as **Annexure "4"**.

4. Procedure for empanelment:

- (a) The interested advocate must submit applications along with supporting documents in the format prescribed at Annexure 2 & 3. No other format will be entertained.
- (b) Any application received after the last date prescribed in the advertisement shall not be entertained.
- (c) The applications will be opened and evaluated by one or more Committees, duly constituted for the said purposes.
- (d) The applications will be examined to determine whether they are in order and in compliance with the eligibility criteria. Compliance to the criteria prescribed in the formats at Annexure-2 and 3 would be the first level of evaluation. Only those applications which comply with the eligibility criteria will be taken up for further evaluation.
- (e) After further evaluation, shortlisted applicants shall be called for personal interaction (either in person or through VC) merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be selected for empanelment.
- (f) No TA or DA shall be paid for attending interaction.
- (g) No requests for change in the date and time shall be entertained.
- (h) The number of Advocates in panel shall be determined by UIDAI.
- (i) Final decision on selection of the advocates, shall be completely lies with UIDAI.
- (j) Canvassing in any form shall be treated as a disqualification. The candidature of such applicants shall be cancelled forthwith.
- (k) Letter to advocates confirming their empanelment will be issued by UIDAI separately.

5. Termination of empanelment

- A. Empanelment of the advocate may be terminated by UIDAI by giving a one-month notice, in the following cases, where such advocate:
 - (a) provides false information in the application for empanelment.
 - (b) fails to attend the hearing of the case without any sufficient reason and/or prior information.
 - (c) does not act as per the instructions of UIDAI or acts against the interest of UIDAI.
 - (d) threatens or intimidates or abuses any of the UIDAI's employees, officers, or representatives.
 - (e) passes on information of a particular matter to the opposite party or to any of the third party, which may directly or indirectly cause harm to the interest of UIDAI.
 - (f) provides false updates or information or does not provide the updates or information to UIDAI relating to the proceedings of the assigned case.

- (g) frequently absents himself/ herself from the court proceedings, even though 'proxy' or 'pass-over' is obtained by another advocate.
- (h) takes up case(s) against UIDAI or works against the interest of UIDAI.
- (i) Refuses to accept any work otherwise than on grounds of conflict of interest.
- (j) UIDAI also reserves the right to terminate the empanelment of a advocate for any other reason.

B. Empaneled advocate can also terminate his/her empanelment by serving one month notice.

6. Other terms and conditions:

- (a) The advocate will be engaged on case-to-case basis and the allocation of work will be decided by UIDAI. At a time, not more than 10 (ten) cases may be assigned to the advocate. However, UIDAI reserves the right to assign more cases, if required, in exceptional circumstances.
- (b) The advocate will take necessary steps to protect the interest of the UIDAI in matters entrusted to him from time to time.
- (c) Empanelment does not confer any right or claim that the advocate shall alone be entrusted with the work of UIDAI.
- (d) The advocate shall keep UIDAI informed regarding the developments in the matters entrusted to her/ him.
- (e) UIDAI has the right to decide and allocate the work and assign cases to the advocates.
- (f) The advocate shall not use UIDAI names, or symbol or logo in his letter heads, sign boards, name plates etc.
- (g) In case of any misconduct, UIDAI will take appropriate action against the advocate which includes filing complaint with Bar Council and recovery of financial loss caused to UIDAI due to misconduct/ omission of the advocate.
- (h) Refusal by any advocate to accept any work, without any reasonable cause (e.g. on grounds of conflict of interest) may entail the removal of such advocate/ advocate from the panel, forthwith without waiting for the empanelment period to expire.
- (i) The advocate is expected to revert to the queries and complete the task assigned within a reasonable time frame.

7. Confidentiality:

The engaged advocate shall maintain absolute secrecy and confidentiality about the cases of the UIDAI and any other sensitive information acquired by him/her during defending UIDAI in various forums or otherwise. He/ She shall also ensure to abide by the restrictive covenants of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the Regulations framed thereunder.

8. UIDAI reserves the right to engage any other advocate or Government law officers for any case/matter in case of need.

9. In case of any doubt relating to the above terms and conditions and in respect of any item not covered by the above terms and conditions, the decision of UIDAI shall be final and binding.
10. The advocates who are on the existing panel shall cease to be on the panel after the completion of the empanelment in UIDAI. Therefore, they are also required to apply afresh against this notice.

SCHEDULE 2: SCOPE OF SERVICES

The empaneled advocate shall be responsible for providing the following services to UIDAI:

- (a) represent/ appear on behalf of UIDAI, before various Courts/Tribunals/Commissions and other judicial bodies, such as Supreme Court, High Court, Tribunals, District Courts/ Subordinate Courts/forums, etc.;
- (b) briefing/ conferencing with the Senior Advocate engaged in a particular case before the Court/ Tribunals and other judicial bodies, and if required, render all assistance to such Senior Advocate, if required.
- (c) drafting of brief notes/ for Senior Law Officers like the Ld. AG, SG, ASGs etc.
- (d) examination and drafting of legal documents to be filed in various courts of law, including petitions (such as SLP/ Writ Petition/Transfer Petition, Criminal complaints etc.), replies/ Counter Affidavit, etc., applications (such as Additional Affidavit/ Miscellaneous Applications, etc.), appeals (revision/review) on behalf of UIDAI, as well as prompt removal/curing of defects in appeals/petitions filed; as may be pointed out by the registry;
- (e) drafting of detailed proceeding Notes for cases.
- (f) drafting of Act and Rules or Regulations framed thereunder or any amendment(s) to Act, rules or regulations under the Aadhaar Act, 2016;
- (g) coordinating with other Ministries/ Departments (including Central Agency Section, Ministry of Law and Justice), for pending cases or wherever required.
- (h) doing legal research for litigation, including research on case citations and precedent cases.
- (i) drafting, vetting, settling correspondences (including comments on behalf of UIDAI on Cabinet notes/ Bills etc.), replies to requests from other Ministries/ Departments/ Authorities etc.
- (j) render legal advice or written opinions to UIDAI on civil, criminal, service and such other matters arising in the course of administration of UIDAI as are referred to him/her;
- (k) apply for the copy of judgement from the Court, of the matters attended by him/her and share the copy of judicial pronouncements at the earliest (excluding the time taken by the concerned Court in preparation of the copy);
- (l) keep UIDAI informed and updated on all important developments in the designated cases, dates of hearing etc.;

- (m) furnish monthly statement about the cases represented by him/her before various courts/Tribunals etc. or any other authority and their outcomes/ developments.
- (n) Conference with the officers of UIDAI.
- (o) perform such other duties of legal nature which may be assigned to him/her by UIDAI.
- (p) No interim correspondence shall be entertained.
- (q) UIDAI shall not be responsible for postal delays.

ANNEXURE-1

Regional Office	State and Union Territory Covered by RO
Bengaluru	Karnataka, Kerala, Tamil Nadu, Pondicherry, Lakshadweep
Chandigarh	Jammu & Kashmir, Punjab, Haryana, Himachal Pradesh and Chandigarh
Delhi	Uttrakhand, Madhya Pradesh, Delhi and Rajasthan
Guwahati	Assam, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Tripura, Mizoram and Sikkim
Hyderabad	Andhra Pradesh, Telangana, Orissa, Chattisgarh, Andaman & Nicobar
Lucknow	Uttar Pradesh
Mumbai	Gujarat, Maharashtra, Goa, Dadar & Nagar Haveli, Daman & Diu
Ranchi	Bihar, Jharkhand and West Bengal

FORMAT OF APPLICATION FOR PANEL ADVOCATE

1. Name of the Advocate:
2. Date of Birth:
3. Educational Qualifications:
4. Date of Enrolment and the Name of the Bar Council:
5. Period of practice:
6. Details of experience/ practice:
7. Area(s) of practice:
8. Specialization, if any:
9. The details of a few important cases, the Advocate has dealt with/handled and reported Judgment, if any.
10. Brief list of clients e.g. Govt. Organizations/Commissions/PSUs
11. The courts where the Advocate is regularly practiced (Enclose Bar Association Membership Certificate)
12. A brief note on suitability of the applicant and giving his/her willingness for engagement with UIDAI
13. Whether dealing with any cases against UIDAI, at present.
14. Whether dealt with any cases against UIDAI in the past. If yes, then the details may be given.
15. Preferred Locations (upto 3) in respect of State/ UT: (In case, interest for only one place, the same may be mentioned:
 - (i) 1st Preference –
 - (ii) 2nd Preference –
 - (iii) 3rd Preference –
16. Contact details:

Address:
Phone No.:
E-mail:

DECLARATION

I declare that I have never been penalized by any Bar Council in any disciplinary proceedings. I also undertake to maintain absolute secrecy about the cases of UIDAI.

I further declare that, at present, I am not handling any case/ matter against UIDAI.

Signature of Advocate

Address – Office:

Residence:

Chamber:

Tel. No.-----

Mobile No.-----

Fax No.-----

E-mail.-----

PAN No. -----

GST No. -----

**UNIQUE IDENTIFICATION AUTHORITY OF INDIA,
NEW DELHI**

ANNEXURE-4

SCHEDULE OF FEE

The heads/ items of fee per instance and other terms and conditions are as under:

S.No.	Items/Heads	Quote (in Rs.)
1.	Fee for drafting/ vetting of (including cost towards initial briefing, all conferences, reading papers/ documents, legal research, finalization of drafts and other similar work like preparing of legal opinion and misc. expenditure, clerkage etc.)	
	a) petitions/ appeals/ Writ Petition/ SLP	35,000
	b) Counter claim/ Counter Affidavit/replies/written submissions, etc.	35,000
	c) Rejoinder	15,000
	d) Additional affidavit/ settlement agreement	10,000
	e) Interim/ interlocutory/ impleadment application	8,000
	f) Miscellaneous applications	8,000
2.	Fee for drafting/ vetting of (per case):	
	a) RFPs/ MOUs/ Contracts and other related documents (per case)	20,000
	b) Agreements and Non-Disclosure Agreements (Exclusive NDA only)	6,000
	c) Show cause notices/ Termination orders/ police complaints	6,000
	d) Legal notices to be issued/ reply to legal notices	8,000
	e) For vetting of new Rules/ Regulations	8,000
3.	Fee for appearance:	35,000
	a) Supreme Court/ High Court, per effective hearing	
	b) Appearance through virtual conference in Supreme Court/ High Court per effective hearing.	
	c) Tribunals/ District Courts including all other Forums other than the courts mentioned at point 4(a)	20,000

4.	Fee for appearance in outstation Courts/ Tribunals, per effective hearing (including conference and appearance) *	40,000
5.	Conference/ discussions (per conference)	7,500 per hour. Thereafter, Rs. 4000/- for additional per hour subject to a maximum of Rs. 35,000/-.
6.	Fee for giving written opinion	8,000

*In case of appearing through VC, rate as will be as 3 (a/b) as the case may be.

Fee for drafting of Act, Regulations and Rules and Amendments shall be decided mutually based on the volume of work by assessing the expertise of empaneled advocate.

Any item not covered in this schedule shall be dealt with on a case-to-case basis in accordance with the approval of the competent authority.

- (i) The Panel Advocate shall be entitled to claim full fees only in case of effective hearing where name of the advocate appears on the order sheet and for non-effective hearing, the advocate shall be entitled for 1/4th of the full fee.
- (ii) Effective hearing: Effective hearing for the purpose of claiming an appearance fee in a case, means and includes a hearing in which one or both the parties involved in a case are heard by the court. If the matter is called in its turn and the Advocate is present to represent the Authority and the Court/Tribunal listens to the submissions made by him or by other side or by both and if, thereafter, the Court/Tribunal adjourns the matter, that will be an effective hearing.
- (iii) Non-effective hearing: If the case is mentioned and adjourned or only directions are given or only judgment is delivered by the Court/Tribunal or only the next date of hearing is given without any hearing, it will be termed as non-effective hearing. If the advocate appeared and the court was on leave or due to paucity of time, the court was unable to take up the matter, it shall also constitute a non-effective hearing.
- (iv) Where two or more cases involving substantially identical or similar questions of law or facts are heard together, the advocate will be paid full fee in one case and 1/4th fee for each of the remaining cases.
- (v) When the case is listed for hearing, but adjournment is sought at the direction of UIDAI, the council will be entitled for 1/4th of the applicable fee only in one case

irrespective of the number of tagged cases listed for hearing. The fee payable for cases listed for notice or direction shall also be regulated in a similar manner.

- (vi) In case the panel advocate or his junior is present in the Court/Tribunal, but the matter is not taken up due to paucity of time or any other reason attributable to Court, the advocate shall be paid 1/4 of the applicable fee only in one case, irrespective of the number of tagged cases listed for hearing.
- (vii) In case the empaneled advocate at New Delhi has to appoint local advocates to resent the case at local court due to any reasons, fee for only advocate shall be paid. However, in case both the advocates are required in certain circumstances, the fee shall be paid to both the advocates after written consent of UIDAI on a case-to-case basis.
- (viii) For outstation appearance, the travel expenses of the Advocate will be borne by the Authority – including booking of tickets (By Air – Economy Class), hotel stay (subject to maximum of Rs. 9375/- per night excluding GST) and food charges Rs.1500/- per day. The travel expenses of the Junior Advocate (if any) will be including booking of tickets (By Air – Economy Class), hotel stay (subject to maximum of Rs. 5625/- excluding GST per night) and food charges Rs.1250/- per day. No other allowances/expenses shall be admissible. These expenses shall be reimbursed on an actual basis on submission of bills or arrangements, maybe by UIDAI. Local transportation also shall be provided/re-imbursed by UIDAI.
- (ix) No fee is payable in cases where advance notice of adjournment is received, or name of the advocate does not appear in the order sheet of the matter. The Advocate shall not seek adjournment without instructions from UIDAI. If adjournment is sought without instructions from UIDAI, no fee shall be payable without valid justification to UIDAI. In case an adjournment is sought by counsel for UIDAI due to personal reasons or if the judgment is delivered ex-parte before the final hearing, no fee shall be payable.
- (x) Fee against each item of work includes all incidental charges which are inclusive of clerkage.
- (xi) Legal vetting means making a careful and critical examination of documents to be executed in terms of law.
- (xii) No fee is payable for briefing/ discussion on the assigned or to be assigned matter/ case for which advocates attend through VC or physically.
- (xiii) In case the advocate is busy in one Court/Tribunal/Commission in connection with some case of UIDAI and after finishing his work in such Court/ Tribunal/Commission, he joins during the course of an effective hearing of a case in another Court/ Tribunal/Commission, the advocate shall be entitled to full

appearance fee for his appearance in the second Court/Tribunal in addition to the applicable fee for his appearance in the first Court/Tribunal. In case, only the junior of the advocate appears and takes notes in such effective hearing, only 1/4 of the appearance fee shall be payable.

- (xiv) Whenever the advocate is unable to appear in Court/Tribunal for arguing the case on behalf of UIDAI due to his pre-occupation in some other Court/Tribunal in connection with the case of some other client, the advocate shall give advance intimation to UIDAI, so that UIDAI may request another advocate to appear and argue in his place and, in such case, the appearance fee shall be paid to the other advocate actually appearing in the case. However, the panel advocate may be required to depute his junior to brief the other advocate and to assist him in the hearing, for which no fee would be paid for the briefing or appearance of the junior.
- (xv) In cases where due to exigencies, the advocate is not able to attend the scheduled briefing of Senior Advocate and his junior attends such briefing with the Senior Advocate or the advocates of UIDAI, the advocate shall be paid 1/4 of the applicable fee.
- (xvi) Out-of-pocket expenses, if any, will be paid on the production of original bills/ certified by advocate up to maximum of Rs.500.

