

# **DDA FEE BILL POLICY 2022**

**Item No. 34/2022**

**File No: Law/F7/0004/2022/PS/Misc.O/o CLA**

| HIGH COURT- STANDING COUNSEL, ADDITIONAL STANDING COUNSEL, SENIOR STANDING COUNSEL & ADDITIONAL SENIOR STANDING COUNSEL   |  |
|---|--|
| Nature of work  | Fee Payable  |
| Monthly Retainership for Standing Counsel   | Rs.9000/- per month  |
| Fee payable to Standing Counsel hearing wise<br><br>Appearance: Suits, Writ Petitions and Appeals including Revision/Review petitions/Applications in High Court (applicable in both Civil & Criminal matter) | Rs. 9000/- (per effective hearing)<br><br><br><br><br><br><br><br><br><br>Rs.1500/- (per non-effective hearing subject to maximum 5 hearings) per case |

| Nature of work   | Fee Payable  |
|--|--|
| Fee payable to <b>Additional Standing Counsel</b> hearing-wise<br><br>Appearance: Suits, Writ Petitions and Appeals, including applications Revision petitions, Applications in High Court | Rs.5000/- (per effective hearing) subject to maximum Rs. 30,000/- per case<br><br><br><br><br><br><br><br><br><br>Rs.850/- (per non effective hearing subject to maximum 5 hearings) |
| Drafting Charges to <b>Standing Counsel</b> per pleading including WS, counter affidavit, grounds for appeal/affidavit of evidence/counter claim etc.                                      | Rs.3000/- per case   |
| Drafting charges to <b>Standing Counsel including</b> Charges of other pleadings of misc. nature i.e. reply/applications/Legal notice etc.   | Rs.3000/- per case   |
| Clerkage   | 10 % clerkage of effective hearing fee subject to maximum of Rs. 1800/- in a case or batch of cases.   |

| Nature of work                       | Fee Payable   |
|--------------------------------------|---|
| Out of pocket expenses               | Actual expenses subject to proof of expenditure.  |
| Standing Counsels as special counsel | Rs. 9000/-  |
| Conference Charges                   | Rs. 900/- per conference subject to:<br><br>i) For settling pleadings – one conference<br><br>ii) In respect of hearing writs/ Suits/ appeals and Supreme Courts leave application etc. – 3 conferences (Maximum) |

| Nature of work  | Fee Payable  |
|---|--|
| Sr. Standing Counsel  | Rs. 20,000/- (per effective hearing)<br><br>Rs.1875/- (Per non effective hearing subject to maximum 5 hearings) per case |
| Addl. Sr. Standing Counsel  | Rs. 14,000/- (per effective hearing)<br><br>Rs.1875/- (Per non effective hearing subject to maximum 5 hearings) per case |
| Clerkage<br><br>Sr. Standing Counsel & Addl. Sr. Standing Counsel | Maximum 10 % of each effective hearing fee.  |

| For High Court Panel Advocates  |  |
|---|--|
| Nature of work  | Fee Payable  |
| Hearing:<br><br>Writ Petition (Civil or CrI)<br><br>CM (M)/RFA, RSA, LPA(Civil or CrI)  | Rs. 2250/- per effective hearing<br><br><br><br>Rs. 450/- per non effective hearing subject to maximum 5   |
| Drafting Charges for Writ petitions/Appeals/ Revisions/Review/ suits including WS, counter affidavit, grounds for appeal/ /Arbitration matters etc. | Rs. 1350/-per pleading.  |
| Drafting Charges of other pleadings of misc. nature/ pleading i.e. reply/applications/legal notice etc.   | Rs. 1125 /- Per petition   |
| CS(OS)/ CS (OS) Comm.   | Ad Valorem/ Regulation fee subject to maximum of Rs. 45000/- in a case<br><br>(equally payable at 5 stages i.e. pleadings, framing of issues, PE, DE, Final arguments) |

| For High Court Panel Advocates  |  |
|---|--|
| Nature of work  | Fee Payable  |
| CCP, LAA, Transfer Petition/Probate   | Rs. 2250/- per effective hearing<br><br>Rs. 450/- per non effective hearing subject to maximum 5     |
| Revision petition (Civil or Criminal) Review<br>Petition Execution Petition | Rs. 2250/- per effective hearing.<br><br>Rs. 450/- per non effective hearing subject to maximum 5    |
| FAO,<br><br>FAO(OS)<br><br>EFA(OS)  | Rs. 2250/- per effective hearing<br><br><br>Rs. 450/- per non effective hearing subject to maximum 5 |
| Arbitration application/<br><br>Arbitration petition                        | Rs. 2250/- per effective hearing<br><br><br>Rs. 450/- per non effective hearing subject to maximum 5 |
| OMP under section 34 & 36 of Arbitration and<br>Conciliation Act.           | Rs. 2250/- per effective hearing & 450/- per non effective<br>hearing subject to maximum 5           |

| For High Court Panel Advocates                       |   |
|--|---|
| Nature of work                                       | Fee Payable   |
| OMP (Enf.)   | Rs. 2250/- per effective hearing & 450/- per non effective hearing subject to maximum 5 |
| Caveat (including clerkage & out of pocket expenses) | Rs.3000/-   |
| Conference Charges                                   | Rs. 450/- per conference<br>(Subject to maximum of 4 conferences in a case)             |
| Clerkage   | 10% of fee subject to Maximum Rs. 1800/- in a case or batch of cases                    |
| Out of pocket expenses                               | Actual expenses subject to proof of expenditure.  |



| District Courts                         |   |
|---|---|
| Nature of work                          | Fee Payable   |
|   | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>  |
| Civil Suits                             | Rs. 1800 per effective hearing<br><br>Rs. 600 for non-effective subject to maximum 5<br><br>C- 10% subject to maximum of 5250 in a case<br><br>E -Actual incurred |
| Land Acquisition References (LAC Cases) | Rs. 1800 per effective hearing<br><br>Rs. 600 for non-effective subject to maximum 5<br><br>C- 10% subject to maximum of 5250 in a case<br><br>E -Actual incurred |

| District Courts   |  |
|---|--|
| Nature of work  | Fee Payable  |
|   | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>   |
| Probate/Letter of Administration/<br>Transfer Petition/FIR/Cases under Guardianship/<br>Mediation/<br>Succession/<br>Review | Rs. 1800 per effective hearing<br><br>Rs. 600 for non-effective subject to maximum 5<br><br>C- 10% subject to maximum of 5250 in a case<br><br>E-Actual incurred |
| Execution petition under the Land Acquisition Act   | Rs. 1800 per effective hearing<br><br>Rs. 600 for non-effective subject to maximum 5<br>C- 10% subject to maximum of 5250 in a case<br>E-Actual incurred         |

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| District Courts   |   |
|---|---|
| Nature of work  | Fee Payable   |
|   | <b>C- CLERKAGE</b><br><br><b>E- OUT OF POCKET EXPENSES</b>  |
| Regular Civil Appeal & Misc. Civil Appeal/<br>Appeals before L.G. | Rs. 1800/- per effective hearing<br>Rs. 600/- for non-effective subject to maximum 5<br>C -10% subject to maximum of 5250 in a case<br>E-Actual incurred  |
| Execution<br>(Contempt) other than LAC cases                      | Rs. 1800/- per effective hearing<br>Rs. 600/- for non-effective subject to maximum 5<br>C- 10% subject to maximum of 5250 in a case<br>E- Actual incurred |

| District Courts   |   |
|---|---|
| Nature of work  | Fee Payable   |
|   | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>  |
| Complaint before District Forums/Motor Vehicle Act claims,<br>Labour Courts/Industrial Tribunals/Cases before Rly. Claims<br>Tribunal/RentTribunals/DRT/DRTAppeal/Finance<br>Commissioner/RERA/ SC/ST / Minority/ Women/ Grievance<br>Commission/Persons with Disability Commission/Consumer<br>Forums/State Commissions/ / Criminal appeal & Criminal<br>Revision before session Judge | Rs. 1800/- per effective hearing<br><br>Rs. 600/- for non-effective subject to<br>maximum 5<br><br>C-10% subject to maximum of 5250 in a<br>case<br><br>E-Actual incurred |

| District Courts  |   |
|--|---|
| Nature of work   | Fee Payable   |
|  | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>  |
| Prosecution under the MPD (Enforcement Complaints)                             | Rs.5400/-+10% C + Rs.338/- E  |
| Appeal/Revision in the Prosecutions under the MPD                              | Rs.5400/-+10% C + Rs.338/- E  |
| Appeal before the MCD Appellate Tribunal and Appeals under the P.P. Act        | Rs. 1800/- per effective hearing<br><br>Rs. 600/- for non-effective subject to maximum 5<br><br>C-10% subject to maximum of 5250 in a case<br><br>E-Actual incurred |
| Arbitration application/petitions u/s34 Arbitration and Conciliation Act, 1996 | Rs. 1800/- per effective hearing<br>Rs. 600/- for non-effective subject to maximum 5<br>C-10% subject to maximum of 5250 in a case<br>E-Actual incurred             |

| District Courts  |   |
|--|---|
| Nature of work   | Fee Payable   |
|  | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>                                      |
| Proceedings before the Arbitrator  | Rs 2250/- for effective hearing<br>Rs.450/- for non-effective hearing                       |
| Proceedings before Labour Conciliation Officer/AC-1 <sup>st</sup> grade similar/ ADM/SDM Courts etc. | Rs.5400/-+10% C + Rs.675/- E<br>Payable in two stages<br>i. Pleadings<br>ii. Final disposal |

| District Courts  |  |
|--|--|
| Nature of work   | Fee Payable  |
| Clerkage   | 10% of total Excluding Miscellaneous out of pocket expenses (Maximum Rs. 5250/- in a case) |
| Drafting charges for written statements, grounds of appeals etc. | Rs.1500/- per pleading   |
| Drafting charges for pleadings of other miscellaneous nature     | Rs. 600/- per pleading   |
| Conference fee   | Rs. 900/- (subject to maximum of 5 such conferences in a case/group of identical cases)    |
| Caveat (including clerkage & out of pocket expenses)             | Rs. 3000/-   |

| SUPREME COURT OF INDIA                               |  |
|--|--|
| Nature of work                                       | Fee Payable  |
|  | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b>   |
| SLP/Writ Petition/Appeals                            | Per case per day<br>Rs.13500/- for all regular appeals and defended writs for final hearing<br>Rs. 9000/- for defended admission matters |
| Fee for Miscellaneous Application                    | Rs 4500/- Per case   |
| Review petitions                                     | Rs 4500/- Per case per day   |
| Caveat (including clerkage & out of pocket expenses) | Rs.3000/- Per case   |



| SUPREME COURT OF INDIA   |  |
|--|--|
| Nature of work   | Fee Payable  |
|  | <b>C- CLERKAGE</b><br><b>E- OUT OF POCKET EXPENSES</b> |
| Curative petitions   | Rs4500/- Per case per day                              |
| Contempt petitions/Transfer petitions  | Rs.4500/- Per case per day                             |
| Conference charges   | Rs. 900/- per conference                               |
| Drafting Charges SLP/ Counter affidavit/ re-joinder/ written submission                | Rs 3000/- per case                                     |
| Drafting Charges of other pleadings of misc. nature including Review/Contempt Petition | Rs. 3000/- per case                                    |

| TRIBUNAL/COMMISSION/FORA               |   |
|--|---|
| Nature of work                         | Fee Payable   |
| NGT/NCDRC/CCI/ Income tax tribunal etc | Rs 2250/- for effective hearing<br>Rs.450/- for non-effective hearing (subject to maximum of 5) |
| CAT                                    | Rs 2250/- for effective hearing<br>Rs.450/- for non-effective hearing (subject to maximum of 5) |

#### FEE FOR SR. ADVOCATE (PER APPEARANCE)

| Nature of work                | Fee Payable  |
|-------------------------------|--|
| Before Supreme Court of India | Rs. 75000/-  |
| Before Delhi High Court       | Rs.56,250/-  |
| Conference charges            | 27,000/-<br>(Subject to maximum three conferences) |

DELHI DEVELOPMENT AUTHORITYLAW DEPARTMENTNotes

1. CLA can engage/appoint A/G, S/G, ASG considering the nature/gravity of the case, up to the maximum of Rs. 5 lac per appearance/per opinion & +Rs. 75000/- each conference & 10% clerkage.
2. CLA can also appoint/engage Senior Advocate/or a Counsel as special counsel up to the maximum of Rs.4 lac per appearance/per opinion & Rs. 50,000/- per/each conference & 10% clerkage along with other actual expenses.
3. LAC matter/LAC execution matter shall continue to be treated as separate matter.
4. In appeal, contempt, execution matters, filing of Reply is not mandatory.
5. In case special efforts were put in or voluminous work were carried out, CLA can suitably enhance the fee.
6. CLA can appoint any counsel as special counsel including panel advocate considering the nature/gravity of the case and determine his fee up to the maximum limit of Rs. 6500/- Per appearance for effective hearing & conference charges up to maximum of Rs. 1100/- per conference (subject to a maximum of 4 conferences), 10% clerkage + other expenses.
7. Actual expenses can be sanctioned by CLA.
8. If any C.M./I.A. application is moved in decided cases, that would be treated as fresh case.
9. If a case is entrusted to P/L where only summons as witness is issued to DDA, fees/Addl. Fees of only Rs. 1100/- shall be payable.
10. In the cases where evidence of UOI/other Dept. is adopted by the DDA's counsel in the interest of DDA, fee for that particular stage/hearing shall be payable.
11. In the event of the case being dismissed/disposed of on technical ground such as Order 7 Rule 11 of CPC etc., P/L shall be entitled to the fee for the hearing at which disposal takes place.
12. Fee towards carrying out Inspection/ applying & obtaining certified copies shall be Rs. 1100/- along with actual expenses incurred for obtaining certified copies.
13. P/L shall continue to be entitled for the fee of that particular stage/hearing if that is attended by his associate/proxy in the interest of Authority, although it is always desirable P/L must attend the court himself. In case proxy/associate of Standing Counsel/Panel Lawyer appears, 60% of the fee shall be payable. However, it is clarified that no fee will be payable in case proxy appears for the Sr. Standing Counsel / Addl. Sr. Standing Counsel / Sr. advocate (Designated).
14. (a) The fee to the counsel will be paid on presentation of a stamped receipt in the prescribed proforma attached, and on submission of a copy of the document drafted, if it is a drafting fee and submission of minutes or gist of proceedings or a copy of order/judgement where it is necessary in case the claim is for appearance fee.  
(b) The counsel shall submit the fee within three months from the date of its accrual i.e. within three months from the date of appearance in a hearing. But no fee bill shall be entertained beyond 3 years as per the Limitation Act. Any delay beyond 3 months shall be subject to condonation of delay by CLA, DDA.
15. If more than one stage concludes on a particular date, fee of each stage (where stagewise payment is applicable) shall be payable and in cases where fee is payable only at the time of disposal, if that case is dismissed in default/or is adjourned sine die, half of the total fee shall be payable.

16. In connected matters, fee shall be paid @ one third of the main case, for each connected case (maximum of 9 connected cases). In connected cases only one drafting fee (where ever applicable) will be payable in the main case and no separate drafting fee will be paid in the connected cases.
17. Fee for each hearing/stage shall be paid after the concluding of that hearing/stage and on furnishing copy of the proceedings or certified copy of the final order/Internet Copy/Inspected Copy.
18. If the counsel appears at the instance of the DDA for parties other than the DDA whose case is not inconsistent with that of the DDA; he will be entitled to only one set of fee.
19. For any other work not covered under the proposal, the panel lawyer will be paid fees as determined by the Chief Legal Advisor.
20. In the event of a matter being disposed of as compromised as withdrawn or settled through mediation or otherwise; P/L shall be entitled to the fee for the hearing/stage at which disposal takes place or half of the total fee; whichever is higher.
21. If counsel's appearance is not marked in copy of order, it should be got verified by the concerned counsel through the prescribed court procedure, if any/ else verified by the concerned SLO.
22. In the matter where the part payment has already been made as per the previous fee structure, the new fee structure shall be applicable from the day of its notification/approval. The fee already paid shall be synchronized with the present stage/hearing of case. P/L shall be paid the amount for the stage at which the case shall be at the time of coming into force of the new fee structure. If the counsel has been paid higher amount, the same shall not be withdrawn. He shall be entitled to the next fee of the next stage/hearing.
23. All pending bills be cleared on above Notes, however, rates shall be applicable as mentioned in respective policies in vogue at relevant time. If no case finds mention in the policy applicable w.e.f. 01.11.13 but mentioned in this new Fee Bill Policy, fee of such cases shall be determined after reducing increment component from fee prescribed for such cases in New Fee Bill structure.
24. The lawyer has to give a certificate regarding with whom the conference was attended before claiming the conference charges duly signed by officer of the concerned department of DDA not below the rank of Dy. Director.
25. The fee for legal opinion other than opinion regarding advisability of filling the Appeal of the cases decided against the DDA is payable of fee for one effective hearing/first stage.
26. The drafting charges for legal notice by the lawyers of the DDA will be the same as for miscellaneous charges subject to maximum of 5000/-.
27. The various terms used in the Fee Bill Policy will have the following meaning.
  - (i) **Effective Hearing**. A hearing in which either one or both of the parties involved in a case are heard/part heard by the court.
  - (ii) **Non-Effective hearing**. Following hearing shall be inclusive in non-effective hearing:
    - If the case is mentioned and adjourned or when the matter is adjourned by moving an adjournment slip.
    - When the court is not assembled.
    - When the Court is on leave
    - When the matter is adjourned by the joint Registrar for completion of pleading.
    - When the matter is merely re-notified without any hearing.
    - When merely time is sought to file counter affidavit, reply etc.
    - When only judgment is delivered by the court.

- When the matter is adjourned for awaiting the judgment of the apex court.
  - When the matter gets adjourned as no time left for hearing.
  - When the matter is adjourned on the request of any/either party.
  - When the matter does not reach for hearing.
- (iii) **Special counsel.** Whenever any Counsel is appointed as a Special Counsel it has to be incorporated/mentioned in the letter of entrustment.
- (iv) **Retainership Fee** for the vacation month of the Court(s) is payable only subject to the proof of attending court proceedings.
- (v) **Contested cases.** A case shall be treated as contested when a decision is given after hearing arguments of both the parties.
- (vi) **Uncontested cases.** All the suits and appeals are deemed to be uncontested if these are withdrawn by the plaintiff/appellant or are dismissed in limine or are otherwise decided by the court ex-parte before the final hearing. In 'uncontested cases' the fee shall be one-third of the fees otherwise payable but if such a case is later on restored and decided in contest, the remaining two-third of the fee will be payable.
- (vii) **Identical cases/ Connected cases.** Two or more cases in which substantially identical questions of law or facts are involved etc. and where the main difference is in the names, addresses of the parties concerned, amount of money involved etc. where the common or identical judgments are delivered irrespective of the fact whether all the cases are heard together or not. Where more than ten identical cases are involved, groups of ten cases each may be made treating one case in each group as the main case and the other nine cases in each group as connected cases
- (viii) **Nominated counsel in District Court.** There shall be one nominated counsel in each District court to meet out any contingency i.e. to accompany the higher ups/seniors summoned by the court etc. and such counsel shall be entitled for fee applicable to them as determined by CLA.
28. Expenses for TA/DA for attending the cases outside Delhi, payable to panel advocates shall be same as applicable for class 2 gazetted officer and payable to Sr. Standing Counsel / Addl. Sr. Standing Counsel/Standing Counsels/Addl. Standing Counsels as applicable for class 1 gazetted officer (upto the rank of Deputy Director) and the same shall be subject to contingency fund payable by the concerned department as per FR & SR Rules.
29. Proforma party: In a case where DDA is only a proforma party and no instructions from the concerned department are given to the counsel and the counsel continues to appear in the matter, the Counsel is entitled to 1/3<sup>rd</sup> fee. Even if such a case is disposed of at admission stage, the Counsel is entitled to 1/3<sup>rd</sup> fee.
30. Drafting charges/conference charges and clerkage/out of pocket expenses payable to Addl. Standing Counsel and Lawyers appearing before Tribunals/Commissions will be the same as applicable in case of panel advocates of Delhi High Court. Drafting charges as well as conference charges payable to Sr. Standing Counsel and Addl. Sr. Standing Counsel will be the same as applicable in case of Standing Counsels of Delhi High Court.
31. Retainership to the Standing Counsels will be subject to their appearance in at least 5 fresh matters in a month. Appearance by Standing Counsel on first date/advance petition will be treated as date of hearing.
32. Decretal amount and the amount for Court fee shall be paid by the concerned department.
33. If any Panel Lawyer/counsel becomes Addl. Standing Counsel /Std. Counsel/Addl. Sr. Standing Counsel/Sr. Standing Counsel, then the fee payable for the cases which have been entrusted in the capacity as the Panel Lawyer/counsel, will be same as applicable in case of Panel Lawyer prior to such re-designation.

34. This fee revision will be applicable to those cases which are entrusted to P/L or to Counsel on or after the fee revision and at the old rates for cases entrusted prior to revision.
35. Claim of Miscellaneous/out of pocket Expenses applicable for all courts/fora/Tribunal (Typing charges@ Rs.21/- per page, photocopy& printing charges@ Rs. 1.5/- per page) more than Rs. 2500/- requires GST bills and actual expenses exceeding Rs. 5000/- will be paid after due sanction by the Ld. CLA.
36. No fee will be payable to the Counsel if an advance notice about the adjournment has been issued or the adjournments of the case has been made at his request due to reasons personal to him.
37. Appeals, Revision or Petitions arising from one common judgment or order will be considered as one case, if they are heard together.
38. The Panel Lawyer while claiming fee for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> stage or final/disposal stage should give a certificate to the effect that he has provided the certified copy of entire evidence as well as has returned the entire case file along with Certified Copy of judgment and his opinion to the concerned SLO specifying the date of sending.
39. If a case is filed by DDA or against DDA in a court falling outside Delhi jurisdiction, in that case a local counsel (Preferably on the panel of Union of India) will be entitled for fee as payable by Union of India. However, no retainership shall be paid to such counsel.
40. Where right to file counter affidavit/ written statement / reply is closed due to fault of the lawyer, no fee/ fee for stage/hearing shall be payable unless the right of the DDA is revived and CA/WS/Reply is duly filed. Further in case any cost is imposed by the court while reviving the right of DDA, the same shall be deducted from the fee of the lawyer.
41. (a) Payment mode (wherever not mentioned) under revised Fee Bill Policy, will be in the same manner as applicable under old policy.  
(b) The above mentioned notes will be an integral part of the Fee Bill Policy and the same will be considered while making any payment to the panel lawyer.
42. All panel lawyers have to update daily proceedings of the case attended by them on Provakil App/any other legal software for the time being in force or through e-mail to the concerned SLO failing which the fees for that hearing will not be paid.
43. If the Standing Counsel appears in a case listed before Tribunals / Commissions / Fora, then fee structure for Standing Counsel will be the same as payable to the Standing Counsel in High Court.
44. In the event of any doubt or difference regarding the fees or fee of any legal forum/quasi-judicial authority, the fees determined by the Chief Legal Advisor shall be final and binding. He/She may by an order in writing relax any of the provisions contained in the scheme.

### RESOLUTION

1. The Authority stated that the policy regarding selection, engagement and assessment of performance of DDA'S Standing Counsels and Panel Advocates would be submitted separately after examining the criteria of Govt. of India and other departments in this regard.
2. The Authority has deliberated upon and approved the aforesaid proposal vide agenda item number 34/2022 vide Minutes of the Meeting dated 16.08.2022.

Fee Bill Performa

DELHI DEVELOPMENT AUTHORITY  
(LAW DEPARTMENT)  
PROFORMA FOR PAYMENT OF LEGAL FEES

FILE NO.

|       |   |  |
|-------|---|--|
| 1.    | Case No.  |  |
| 2.    | Name of Court   |  |
| 3.    | Name of Parties   |  |
| 4.    | Date of Entrustment   |  |
| 5.    | Whether Connected or Not  |  |
| 6.    | Date (s) of hearing for which fee is being paid and other charges |  |
| i)    | Effective Hearing   |  |
| ii)   | Non-effective Hearing   |  |
| iii)  | Stages-I, II,III,IV,V   |  |
| 7.    | Name of Panel Lawyer Sh./Smt.                                     |  |
| 8.    | Total amount claimed by the P/L                                   |  |
| 9.    | Amount approved as payable in this bill                           |  |
| i)    | Fee   |  |
| ii)   | Clerkage  |  |
| iii)  | Written Statement   |  |
| iv)   | Counter Affidavit   |  |
| v)    | Application /Reply/Misc.  |  |
| vi)   | Affidavit/status report   |  |
| vii)  | Conference Fee  |  |
| viii) | Any other payment/expenses  |  |
|       | Total Amount (In Figures)   |  |

Bill of Panel Lawyer is certified and verified for payment as above. It is also certified that the Fee Bill has been processed according to terms and conditions and for effective hearing stages as per Fee Bill Policy approved by the DDA for payment of fees to the Panel Lawyers.

The amount is verified and sanctioned as above.

Encl:- P/L Bill

A.A.O. /Legal Cell

Sr. A.O. (Legal)

AD (FB)/L.A. (Fee Bill)/J.L.O.(FB)

Lawyer Name/Firm

Office Address

Home Address

## Fee Bill

|  |  |
|--|--|
| Court Name: SC/HC/DF/Distt. Court/State<br>Commission/NC/Any other |  |
| Case No.   |  |
| File No.   |  |
| Entrustment Date (Please enclose photo copy<br>of entrustment)     |  |
| Title of the case  |  |
| Status of DDA (Appellant or Respondent)                            |  |
| Connected or not (If connected mention main<br>case)               |  |
| Fee which is being claimed with the dates.<br>(Refer to Note-3)    | Dates:.....<br><br>Stage:.....<br><br>Fees:.....<br><br>Clerkage:.....<br><br>Expenses:..... |
| Total  | (In figure).....<br><br>(In words).....  |

Details of stages are described in Fee Bill Structure.

Certified that the above amount is in accordance with the terms of engagement/Fee Bill Policy of DDA.

Pre Receipt

Signature of Counsel



**FEE BILL****Necessary documents to be submitted/attached**

1. Performa (1+2 copies) duly filled up but NOT SIGNED by Panel Lawyer.
2. Fee Bill (1+1 copy) duly filled up and SIGNED by the Panel Lawyer submitted alongwith Rs. 1/- Revenue Stamp to be pasted if the fee bill claimed amount is for Rs. 5000/- or above.
3. Copy of the ENTRUSTMENT LETTER issued by DDA.
4. Copy of supporting papers:-
  - Copy of Court Order/Judgment for which bill is claimed.
  - Copy of WS/C.A./Reply/application/ Memo of parties and Index (containing the number of total pages, diary number and date of filing) for which bill is claimed.
  - Original Voucher of expenses.
5. The Panel Lawyer who is claiming fee for the first time has also to submit the following documents:-
  - Cancelled Bank Cheque containing the Account Number, IFSC Code and Account Holder Name.
  - Copy of PAN Card, Self-Attested.
  - Above details should be given in duly signed letterhead alongwith copy of above mentioned requisite documents.