

SOUTH EASTERN RAILWAY

GM's Law Office
11, Garden Reach Road,
NAB (Ground Floor)
Kolkata- 700043
Date: 27.11.2025

NOTIFICATION

Notification for Empanelment of Railway Advocate for conducting Court cases of South Eastern Railway in Central Administrative Tribunal(CAT)/Ranchi and Railway Claims Tribunal (RCT)/ Ranchi.

NOTIFICATION NO. SER/01/2025	DATE: 27.11.2025
Opening date of Application:	27.11.2025
Closing date of Application	31.12.2025

1. In pursuance of Railway Board's letter no. 2024/LC/15/1 dtd. 06.10.2025 the Notification No. SER/02/2023 dtd. 07.06.2023 for empanelment of Railway Advocate for Central Administrative Tribunal/Ranchi and Railway Claims Tribunal/Ranchi which was under process, is hereby treated as cancelled.
2. In supersession of earlier notification dtd. 07.06.2023, afresh notification is being issued.
3. (a) Applications are invited from the interested Advocates for empanelment as Railway Advocate for the Central Administrative Tribunal/Ranchi and Railway Claims Tribunal/ Ranchi for contesting cases on behalf of Union of India (Railway Administration).
(b) Mode of application: Duly filled application from the advocates in the proforma specified in annexure-I who possessing the requisite qualification and experience as specified in Annexure-II.
4. Qualification :
 - i) Minimum Qualification LLB.
 - ii) Enrolment Certificate of practice at BAR issued by BAR Council.
 - iii) Desirable Qualification LL.M.
5. Experience :

Central Administrative Tribunal(CAT)/ Ranchi	Experience
Special Counsel for CAT	Minimum Ten years experience as Practicing Advocate
Panel Counsel for CAT	Minimum Five years experience as Practicing Advocate

[Handwritten Signature]



Railway Claims Tribunal(RCT)/ Ranchi	Experience
Panel Counsel for RCT	Minimum five years experience as Practicing Advocate

- Cut-off date for reckoning the experience will be the Date of publication of Notification in the Newspaper.
- The Experience Certificate of the Advocate shall be endorsed by the concerned Bar Association.

6. List of documents to be attached :

- Copy of Degree of Law.
- Copy of the Enrolment Certificate issued by the Bar Council.
- Reported Judgement of Court in matters handled in individual capacity.
- Experience Certificate.

7. Railway Officers having enrolled as Advocates after superannuation :

Superannuated Railways Officials, having legal background and experience in handling Railway's legal matter and who have enrolled as advocate, may also apply and their eligibility will be considered on the basis of their tenure of handling legal cases in railway, towards the laid down eligibility criteria.

8. Process of empanelment :

(i)The applications shall be scrutinized on the basis of independent enquiry including physical verification of their offices, library and their sitting place etc. The personal interaction for panel formation would be conducted by a Committee of Officials nominated by Railway Board headed by Legal Adviser, Railway Board, New Delhi. The list of Advocates as finalized above by Legal Adviser, Railway Board shall be submitted to Hon'ble Minister of Railway for approval and Hon'ble Minister of Law & Justice for final concurrence. The recommended name of the Advocates for the purpose of personal interaction and specified therein the date of the personal interaction shall be uploaded on the official website of the South Eastern Railway. [Website: <https://ser.indianrailways.gov.in>]. No TA/DA will be paid for the said personal interaction. Entire process of empanelment will be dealt as per Railway Board's circular issued from time to time.

(ii)Further Advocate of CAT may be segregated in panel as Special Counsels and Panel Counsels.

2/10/17

9. Duties of Advocates :

- a) Appear in the said Tribunals, Courts and other Statutory bodies in the case assigned to him.
- b) To give legal advice to the Zonal Railway on such civil, criminal and other matters arising in the course of administration of the Zonal Railway as are referred to him/her by the officers of such Zonal Railway for the purposes of :-
 - (i) Examination and settling of drafts of legal nature;
 - (ii) Drafting of applications, petitions etc. to be filed in courts of law.
 - (iii) Prompt removal/curing of defects in appeals/petitions filed, as may be pointed out by the registry;
- c) To give opinion regarding the admissibility of filing an appeal from such a decision not more than three working days of the receipt of such order, when any case attended to by him/her is decided against the Zonal Railway.
- d) To apply for the copy of the judgment of the Courts, Tribunals and other Statutory bodies in a case attended by him/her on the same day or the next day and provide the copy within seven days of the receipt of the order (excluding the time taken by the Court in preparation of the copy).
- e) To render all assistance to the Law Officers, Special or Senior Counsel who may be engaged in particular case before the Supreme Court, High Court, Tribunal etc.
- f) To keep the Zonal Railway informed of the important developments in the case from time to time particularly with regard to drafting, filing of papers, dates of hearing of the case, order of the Court on the date of its pronouncement, supplying copies of judgment etc.
- g) To furnish the Zonal Railway monthly statement about the cases represented by him/her before the Tribunals, Courts and other Statutory bodies.
- h) To perform such other duties of legal nature, which may be assigned to him/her by the Zonal Railway.
- i) In case of deletion of name for change of panel counsel, the erstwhile panel counsel to hand over the case file to concerned Law Officer with 5 working days.

10. Performance review

The performance of the panel Advocates/Counsels shall be reviewed by the Legal Adviser (Railways) in respect of CAT & RCT.

24/10/21

11. Fee

The fee of the Advocates shall be paid/sanctioned by the Competent Authority as per fee structure prescribed by Ministry of Railways from time to time.

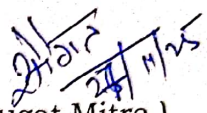
12. Period, Termination, Resignation and expiry of term :

- a) The advocates shall be empanelled for the period of three years which may further be extended on yearly basis (max two times), subject to performance of the advocates as recommended by the Zonal Office and approved by Hon'ble MR & Hon'ble ML&J for Tribunals.
 - b) The counsels may resign by assigning any reason. and such resignation would be effective from the date of acceptance by the Legal Adviser (Railways) in respect of Tribunals etc.
 - c) The name of an advocate may also be removed from the panel on the basis of misconduct, Incompetency, Integrity or in public interest, etc., by Hon'ble MR & Hon'ble ML&J for Tribunals.
 - d) An advocate can also be added to the panel during the currency of the existing panel by Hon'ble MR & Hon'ble ML&J for Tribunals with the stipulation that tenure of such advocate will be co-terminus with the main panel.
- 13.** The final list of panel Advocates shall be published in the South Eastern Railway website i.e. ser.indianrailways.gov.in
- 14.** In respect of any clarification, the decision of the Railway shall be final.
- 15.** Interested Advocates may submit application for only one Court i.e. CAT/Ranchi or RCT/Ranchi indicating his/her choice.
- 16.** Applications in the prescribed format (Annexure-1) may be sent addressed to the Dy. General Manager(Law), South Eastern Railway, NAB Ground Floor, Garden Reach, Kolkata- 700043 by email : [\[dgmlaw@ser.railnet.gov.in\]](mailto:dgmlaw@ser.railnet.gov.in) only.
- 17.** It may please be noted that incomplete applications, applications submitted in any other format and those does not fulfil the requisite conditions shall summarily be rejected. The application should reach this office on or before 31.12.2025. No application shall be entertained beyond the prescribed date. After submission of application, no additional documents will be entertained at any stage. Interested Advocate should have incorporate his email in the application for further communication. Without valid email the application will not be entertained.

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18. The Notification regarding empanelment of Railway Advocate for the Central Administrative Tribunal, Ranchi and Railway Claims Tribunal, Ranchi may be downloaded from the official website of South Eastern Railway i.e. [Website : <https://ser.indianrailways.gov.in>].

Encl. Proforma [Annexure I & II]


(Saugat Mitra)
Dy. General Manager(Law)

Annexure-1.

Paste latest
passport size
photograph and
sign a manner
that part of
signature appears
on Form and part
on the
photograph.

Proforma for Empanelment of Advocate in CAT/RCT/RANCHI
(Tick whichever is applicable)

1. Applicant's Name :
(in block letters)
2. Father's Name/Husband's Name :
(in block letters)
3. Date of Birth :
(dd/mm/yyyy)
4. Gender (Male/Female) :
5. Address with Mobile No., E-mail ID :
Landline no. with STD code etc.
Residence
Office
Chamber
6. Mentioned the Court where the Applicant
is interested to represent the matter.

(2)

7. Educational Qualification

Name of the Course	Name of the Board/ University	Year of passing
L.L.B.		
L.L.M.		
Any other		

8. Enrolment number as an Advocate :

9. Date of enrolment :

10. Total Experience in Practice (years) :
(CAT/RCT/Arbitration/NGT etc.)

11. Field in which candidate has
Conducted the cases particularly :
Civil, Criminal, Taxation, Railway
Land and other Claims Dispute,
labour laws and in writ jurisdiction.

(Signature)
(Name in Block letters)

Date : _____

Place: _____

List of documents to be attached :

- i) Copy of Degree of Law
- ii) Copy of the enrolment certificate issued by the Bar Council
- iii) Experience Certificate
- iv) Reported Judgments of Court in matters handled in individual capacity.

24/01/17

ANNEXURE-II

1. Qualification : i) Minimum Qualification LLB
ii) Enrolment Certificate of practice at the BAR Issued by BAR Council.
iii) Desirable Qualification LLM

2. Experience :

Court	Experience
Special Counsel for CAT	Minimum Ten years experience as practicing Advocate.
Panel Counsel for CAT	Minimum Five years experience as practicing Advocate.
Panel Counsel for RCT	Minimum Five years experience as practicing Advocate..

- The Experience Certificate of the Advocate shall be endorsed by the concerned Bar Association.
- The eligible applicant shall send their application to the concerned Zonal Railways.

27/07