

The Standard Operating Procedure (SOP) for providing legal assistance and logistics support to retired officials of IA&AD for appearance in Court in respect of the functions discharged in their official capacity.

Sl. No.	SOP
1	Clause 1. Whenever a retired employee receives any Notice/Summons regarding cases arose out of/in connected to the work done by him/her in official duty/official position while serving IA&AD, he should intimate to Legal Wing of O/o the CAG of India for legal and logistical support.
2	Clause 2. Retired official appearing before the court will be provided legal and logistics support by the concerned field offices of Indian Audit and Account Department (IA&AD) in whose jurisdiction concerned court situated through empanelled Counsel.
3	Clause 3. The expenditure incurred by the retired official in respect of Travelling and stay etc. will be reimbursed as per his/her last drawn pay & entitlement as prescribed in Rule 6 of Section XVI of Fundamental Rules and Supplementary Rules (FRSR) Part-III T.A Rules.

Proforma

Intimation to Legal Wing of CAG Office for legal assistance

I (Name of the retired employee) have superannuated from the post of from the Office of (Name of the office).
 The court of (Name and address of the court) has issued a notice/summons to me (Copy enclosed) in the case No.(Details of the case). I have been asked to appear before the court on the date/...../.....to depose as a prosecution witness/witness/..... (Details of the court orders, if any).

I may be provided with legal assistance as per SOP issued in this regard.

Date:/...../.....

Signature-

Name-

Designation at the time of superannuation-

Present Address-

Mobile Number-

Email id-