

कार्यालय
महालेखाकार (लेखा व हक)
मणिपुर, इंफाल - 795001



OFFICE OF THE
ACCOUNTANT GENERAL (A&E),
MANIPUR, IMPHAL - 795001

No.LC/ADVOCATE/EXTN./EMPANEL/DE-EMPANEL/2026

Date:23.07.2026

CIRCULAR

Subject: Empanelment of New Advocates as Panel Counsels for IA&AD in Manipur – reg.

Applications are invited from eligible advocates for representing IA&AD before the Hon'ble High Court and Subordinate/Lower Courts in the state of Manipur for rendering legal advice, drafting and vetting of petitions, appeals, affidavits, replies and regulations/rules etc. The initial period of empanelment is two years which may be extended only on the basis of promptness shown to file Counter Affidavits, review/evaluation of work performance, success rate, percentage of various legal cases conducted and timely updating respondents about facts/events thereof. Moreover, requisite Terms & Conditions laid down by the CAG office are attached for ready reference.

In this regard, interested Advocates who are fulfilling w.r.t. the eligibility criteria and the Terms & Conditions of the Empanelment Policy, 2024 (*enclosed in Annexure - I & II*) are invited to submit their applications along with supporting documents in the proforma (*enclosed in Annexure – III*). Further, application may be furnished to the undersigned latest by **07.08.2026** so that names of shortlisted advocates may be forwarded to the CAG office for further approval. **No application will be accepted / entertained** beyond the prescribed date.

Enclo: As stated above

Sr. Deputy Accountant General (A&E)

No.LC/ADVOCATE/EXTN./EMPANEL/DE-EMPANEL/2026/32-37

Date:23.07.2026

Copy of the above is endorsed for information and necessary action to:

1. The President, High Court Bar Association of Manipur,
High Court Complex, Mantri Pukhri, Imphal – 795002
(for kind information and wide circulation)
2. PS to Accountant General (A&E), Manipur
3. PA to Sr. Deputy Accountant General (A&E), Manipur
4. The Director, DIPR, Govt. of Manipur (with request for wide circulation)
5. The Sr. AO, EDP (with request to upload the above order in official website)
6. Office Notice Board

Senior Accounts Officer/Legal Cell

Annexure-I

Eligibility for empanelment:

- (i) The person should be a citizen of India;
- (ii) He/She must hold a graduation degree in law from a college recognized by the Bar Council of India;
- (iii) He/She should be enrolled with any State Bar Council;
- (iv) He/She must have minimum experience of three years of practice at the Bar;
- (v) He/She must not have been debarred from practising law under any law for the time being in force.

Annexure-II

Terms and Conditions of Empanelment to be signed by Empanelled Counsel: The empanelled advocate shall be subject to the following terms and conditions of empanelment:

- (i) The empanelled advocate shall accept such other terms and conditions of empanelment as may be prescribed by the competent authority from time to time. Provided that such new or altered terms and conditions are not prejudicial to him/her before completion of his tenure.
- (ii) The allotment of a case or matter to the empanelled advocate shall be solely at the discretion of the Accountant General (A&E), Manipur or any other person designated for this purpose by the Accountant General (A&E), Manipur.
- (iii) Upon de-empanelment or non-renewal of empanelment, as the case may be, the empanelled advocate shall return the case file or matter forthwith to the concerned office along with the documents and records connected thereto within a reasonable time as fixed by the Accountant General (A&E), Manipur. Failure to do so within the said period shall lead to debarment for the next 5 years.
- (iv) The empanelled advocate shall not delegate any case, brief or assignment given to him/her to any other advocate and shall deal with the case or matter himself/herself.
- (v) The empanelled advocate shall coordinate or cooperate with any other advocate in any case in which such other advocate has been appointed by the Accountant General (A&E), Manipur, if any.
- (vi) The empanelled advocate shall maintain absolute secrecy and confidentiality about the allotted case. During the term of the empanelment and thereafter, any confidential information relating to the CAG of India or an office of the IA&AD, or any officer, employee or representative of the CAG of India or office of the IA&AD obtained by the empanelled advocate, under or by virtue of the empanelment, shall be maintained as professional communication within the meaning of section 132 of the Bhartiya Sakshya Adhiniyam, 2024 and he/she shall not disclose the information to any person without the prior written consent of the Accountant General (A&E), Manipur, unless such information is required to be disclosed in pursuance of an order of any competent court or tribunal exercising jurisdiction, in which case the empanelled advocate shall promptly notify to the Accountant General (A&E), Manipur in writing of such disclosure.
- (vii) The empanelled advocate shall sign the Non-Disclosure Agreement provided in the **Schedule-6** of the Empanelment Policy, 2024 (*enclosed in Annexure-IV*).
- (viii) The empanelled advocate shall be familiar with various branches of law and keep himself/herself updated with especially those subjects concerning the interests of the IA&AD.

- (ix) The empanelled advocate shall not necessarily be for a particular Court and shall accept any case or matter assigned to him/her and shall not refuse to accept any professional task without reasonable cause.
- (x) Notwithstanding anything contained in the foregoing, the competent authority reserves the right to postpone, suspend, terminate, remove or cancel the empanelment of an advocate.
- (xi) The empanelled advocate appearing in the assigned matters shall keep the concerned office informed of all the developments and dates related to the case **within a period of one day, but no later than three days**, in writing.
- (xii) The empanelled advocate shall provide a copy of the interim order/final order **within a period of three days** to the concerned office as and when the same is available to him.
- (xiii) The empanelled advocate shall not make submissions in the case without seeking specific instructions of the concerned office.
- (xiv) The empanelled advocate shall provide his/her written opinion regarding the implementation or challenging the judgment in cases where he/she has represented the IA&AD **within one week** from the date of the order being uploaded at the Court's website, or a physical copy being received by the concerned panel advocate.
- (xv) The empanelled advocate shall offer legal opinion/advice in respect of legal notices served/non-respondent cases or any other cases, as may be asked for.
- (xvi) The empanelled advocate shall have the right to represent any other client in any case or matter provided that it does not interfere with the efficient discharge of his/her services towards the CAG or an office of the IA&AD.
- (xvii) The empanelled advocate shall not advise any person or accept any case or matter against the CAG or any office of the IA&AD for as long as he/her remains as an empanelled advocate nor shall he/she accept any case or advise any other person in any case where he/she has appeared or is likely to be called upon to appear or advise on behalf of the CAG or an office of the IA&AD.
- (xviii) If the empanelled advocate, at any relevant period, is a partner of a firm of lawyers or solicitors, which takes up or advises a person or a party who is or is likely to be moving against the interests of the CAG or an office of the IA&AD, it shall be incumbent upon the empanelled advocate to disclose the same to the office of the CAG of India or the Accountant General (A&E), Manipur, as applicable; and a decision to withdraw a case or matter from such empanelled advocate shall be taken by the office of the CAG of India or the Accountant General (A&E), Manipur, as applicable. Non-disclosure of such information shall make the empanelled advocate liable to be removed from the panel.
- (xix) After allotment of any case or matter to empanelled counsel and where it came to notice of the empanelled counsel that the case or matter is related to his/her close aide/family members, he/she must immediately inform it to the office of the CAG of

India or the Accountant General (A&E), Manipur. Non-disclosure of such information shall make the empanelled advocate liable to be removed from the panel.

(xx) The empanelled advocate shall not seek unnecessary adjournments and he/she shall also contest the unnecessary adjournments sought by the advocate for the other side.

(xxi) The empanelled advocate shall ensure that replies, affidavits, etc. are filed within the time directed by the court; he/she shall intimate the Accountant General (A&E), Manipur, in writing, about the filing of the replies, affidavits, etc.

(xxii) In such cases where the personal appearance of the official has been directed by the court, the empanelled advocate shall communicate the same to the Accountant General (A&E), Manipur within a reasonable time and shall also discuss the current stage of that matter with the official so called so as to prep him/her in connection thereof.

Signature

Name of the Advocate

Enrolment No.

Date:

Termination:

- (i) The empanelled advocate, if unwilling to continue as an empanelled advocate, shall communicate in writing to the Accountant General (A&E), Manipur expressly intimating such unwillingness. Such an advocate shall however be deemed to be working as an empanelled advocate until his/her representation is accepted by the competent authority.
- (ii) If the Accountant General (A&E), Manipur is of the considered view that an empanelled advocate has violated any guideline illustrated below; his/her services shall be terminated:
 - a) failed to attend the hearing of the case without sufficient reason and without prior intimation to the concerned office;
 - b) handed over the case or matter to another advocate without prior written permission of the concerned office;
 - c) not acted as per the instructions or acted against any final or specific instructions of the concerned office, or acted negligently causing damage to the concerned office;
 - d) not returned the allocated case, or did not give a no-objection-certificate without reasonable cause, when demanded by the concerned office; or did not allow or evaded the inspection of case records on demand;
 - e) misappropriated any money or property of the CAG of India or an office of the IA&AD; or earmarked or used or appropriated the same towards his/her fees without the permission of the concerned office;
 - f) threatened, intimidated, abused any employee, officer or representative of the CAG of India or an office of IA&AD; or in any manner misbehaved with him/her;
 - g) made or allowed any of his/her associates or juniors to appear on behalf of any opposite party in any case or matter against the interests of the CAG of India or an office of the IA&AD;
 - h) committed an act that amounts to a contempt of court or professional misconduct;
 - i) was arrested or detained by police authorities or debarred by the Bar Council;
 - j) directly or indirectly passed on any secret or other information relating to the CAG of India or an office of the IA&AD, or any case or matter to the opposite party or another advocate which causes or is likely to cause damage to the interests of the CAG or an office of the IA&AD;
 - k) gave false or misleading information to the CAG of India or to an office of the IA&AD, or to any officer or employee or representative of the CAG of India or an office of the IA&AD relating to the proceedings of a case or matter;

- l) failed to maintain confidentiality of information that came to his/her notice as a result of his/her being an advocate for the CAG or an office of the IA&AD;
 - m) provided false information at the time of empanelment, and such information has been discovered at a later stage;
 - n) repeatedly refuses to accept the assigned work without any reasonable cause;
 - o) repeatedly seeks adjournment without reasonable cause and does not protest the unnecessary adjournments sought by the advocate for the opposite side.
- (iii) Provided that the termination can be affected only after an opportunity is provided to the concerned advocate to present his/her version on the issues to the concerned HoD.

Fees:

Fees for appearance and other fee/expenses shall be payable to the Counsels as per the fee structure applicable to Central Government Standing Counsels as decided by Department of Legal Affairs, Ministry of Law from time to time.

Difficulty/doubt:

If any difficulty/doubt arises in the implementation/interpretation of any clause of these terms and conditions, the decision of CAG of India shall be final.

Annexure - III

FORMAT OF APPLICATION FOR PANEL ADVOCATE

1. Name of the Advocate:
2. Date of Birth:
3. Father's Name:
4. Address:
 - (i) Correspondence (with contact details & e-mail address)
 - (ii) Permanent (with contact details & e-mail address)
5. Educational/Professional Qualifications:
5. Enrolment No., Date of Enrolment and the Name of the Bar Council:
6. Period of practice:
7. Details of experience/ practice:
8. Area (s) of practice:
9. Specialization, if any:
10. Experience regarding advocating Service Rules, Pension Rules, GPF Rules etc. Details of such cases may be listed.

Annexure-IV

Schedule 6:Non-Disclosure Agreement

I, _____, Advocate bearing enrolment no. _____, affirm my commitment to protect the confidentiality of all information which I may come across in the course of my service as an advocate for the CAG of India / office of the Accountant General (A&E), Manipur (hereafter “my client”).

I agree to abide by the following conduct:

1. To take every reasonable precaution to prevent unnecessary unauthorised access to any information in relation to the cases/matters, or other professional services required by my client;
2. To treat all information encountered in the performance of my duties as confidential unless and until advised otherwise by my client;
3. To seek instructions from my client whenever I am unsure of the correct decision regarding the appropriate use of any such information BEFORE taking any decision on my own accord;
4. To uphold the interest of my client above all.

Date: _____

Place: _____

Name: _____

Address (present): _____

Address (permanent): _____

Mobile No.: _____

E-mail: _____