



# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. LW-GM-22/Systematic Improvement in Law Dte./158

Date: 27.11.2024

क्षेत्रीय कार्यपालक निदेशक  
भारतीय विमानपत्तन प्राधिकरण  
उत्तरी/पश्चिमी/पूर्वी/दक्षिणी/पूर्वोत्तर क्षेत्र

कार्यपालक निदेशक  
आरसीडीयू/एफआईयू  
भारतीय विमानपत्तन प्राधिकरण,  
नई दिल्ली

विमानपत्तन निदेशक  
भारतीय विमानपत्तन प्राधिकरण  
कोलकाता/चेन्नई हवाई अड्डा

निदेशक  
भारतीय विमानन अकादमी  
नई दिल्ली

प्रधानाचार्य  
सीएटीसी, इलाहाबाद

महाप्रबंधक  
सीआरएसडी/ई एंड एम कार्यशाला,  
नई दिल्ली

## **Subject: SOP for Advocate Enlistment and Functioning in AAI**

In order to streamline the existing process of engagement of advocates and to regulate their schedule of fees a comprehensive SOP has been drafted. The said SOP also introduces a mechanism for performance evaluation of advocates.

The aforementioned SOP issues with approval of Competent Authority and shall come into force with immediate effect.

The SOP for Engagement of Advocates in AAI has been annexed herewith for information and compliance by all concerned.

(पी.के. गोरई)  
महाप्रबंधक (विधि)

संलग्न: यथोपरि

वितरण:

1. सदस्य (मानव संसाधन) के ओएसडी।
2. कार्यपालक निदेशक (प्रशासन)
3. एएआई वेबसाइट पर अपलोड करने के लिए जीएम (आईटी)
4. कार्यालय फ़ोल्डर।

## **SOP FOR ADVOCATE ENLISTMENT AND FUNCTIONING IN AAI**

The following guidelines maybe adhered to while determining the eligibility of the Advocate/ Law Firm along with the allocation of cases thereto and their evaluation from time to time in order to ensure smooth and coordinated functioning of the Legal Dte. of AAI.

### **A. Eligibility for Enlistment:**

- (i) The Advocate/ Law firm should be well versed with the Law of the Land along with the latest developments in the Legal field. Due weightage shall be given to Advocates having experience in handling cases of CPSEs and Government Departments.
- (ii) The Advocates considered for enlistment are required to have the minimum professional/court practice experience of 05 years consisting of at least 10 no. of independently handled cases.
- (iii) Advocates-on-Record will be considered for the matters pertaining to Supreme Court. Mere enlistment shall not bind AAI to assign cases to advocate.
- (iv) The Cases shall be assigned as per DoP Chapter 5 by GM(Law) at CHQ, RED at RHQ and APD/OIC at Stations after due deliberation/ consideration.

### **B. Allocation of Cases:**

- (i) Similar issues/ points of Law/ interlinked or clubbed may be entrusted to the same Advocate as far as possible.
- (ii) Concentration of court cases in the hands of one Advocate/a few Advocates/ Law Firm(s) to be avoided by not assigning more than 25 court cases annually. The said limit can be reviewed due to administrative exigency.
- (iii) The listed Advocates have to coordinate and work with designated Senior Advocates, if any, engaged in the case.

**C. Monitoring & Evaluating Advocates:**

- (i) Advocates /Law Firms shall be strictly monitored & evaluated on annual basis by a 3-member committee with a member from Law Dte., Finance Dte. and a member from any other Dte. at CHQ and Regional level based upon their experience and past performance in defending overall interest of AAI by holding annual legal audit and submitting report thereof.
- (ii) Monitoring shall include allocating cases to advocates proving more than 50% success rate in allocated work.
- (iii) A report of New filing and subsequently allocated cases to be submitted before the competent authority on quarterly basis.
- (iv) Refusal by any advocate to accept any work otherwise than on grounds of conflict of interest or ill health, etc. may entail removal from enlistment.

**D. General Guidelines:**

In the matter of implementation of these guidelines, if any, doubt, difficulty or anomaly arises or doubt regarding the interpretation of any of the clause of these guidelines or for the purposes of administrative convenience, the same shall be placed before the GM Law., AAI and based upon the recommendations, the matter shall be decided by ED Admin., AAI.

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