



No. AAI/ER/RTI/PIO/2026/1078

Date : 25.05.2026.

To,
Sh. Sanjay Shrivastava
647A/018/1, Shivalik Vihar,
Near Muskaan Sweets, Sector-H,
Jankipuram, Lucknow,
Pin – 226 021.
(email id: sanjai_aai@rediffmail.com)

Subject : Information under RTI Act. 2005.

Sir,
पंजीकरण संख्या AAIKO/R/T/26/00032 दिनांक 12-02-2026 वाले आपके ऑनलाइन
आरटीआई आवेदन के संदर्भ में।

Reference is made to your online RTI application with Registration No.
AAIKO/R/T/26/00032 dated 12-02-2026.

इसके साथ संलग्न दस्तावेज़ में आपके उपर्युक्त आरटीआई आवेदन के संबंध में प्राप्त जानकारी
दी गई है।

Enclosed herewith please find information which is received in respect of your above
mentioned RTI application.

भवदीय/ Yours Sincerely,

अनुलग्नक/Encl : यथोक्त/As stated above.

(बसंत कुमार भुयां /Basanta Kumar Bhuyan)

महाप्रबंधक (वित्त)/पीआईओ-क्षे.मु.-पू.क्षे./GM(Fin)/ PIO-RHQ-ER
एनएससीबीआई हवाई अड्डा, कोलकाता/NSCBI Airport, Kolkata

However, if you are not satisfied with the reply/information, you have the option to file
an appeal within 30 days from the date of receipt of reply/ information to the First
Appellate Authority. The details of First Appellate Authority is given below:

To
Shri Himadri Shekhar Biswas, Officiating RED(ER)/First Appellate Authority (FAA),
Airports Authority of India, Regional Head Quarters, Eastern Region, N.S.C B.I.
Airport, Kolkata-700 052.



भारतीय विमानपत्तन प्राधिकरण Airports Authority of India

No ER-11033/43/2026-HR-ER/2576

Date -25.05.2026

ION

Reference is made to RTI Registration No AA/KO/R/T/26/00032 date of receipt 12/02/2026 Pg-1 to 12/c received vide email dated 18.05.2026 . The Consolidated reply received from concerned HR section and law dept.(ER)

Sl No	Information sought	Reply
1	Policy and guidelines followed in AAI for Hospital Empanelment.	Policy dated 28.03.2012 enclosed.
2	Date & copy of circular/office order by which policy and guidelines mentioned in point no 1 has been implemented.	
3	Policy and guidelines followed in AAI for Hotel Empanelment.	SoP dated 21.10.2025 enclosed.
4	Date & copy of circular/office order by which policy and guidelines mentioned in point no 3 has been implemented.	
5	Policy and guidelines followed in AAI for Lawyer/Advocate Empanelment	DoP Para 5.6 enclosed
6	Date & copy of circular/office order by which policy and guidelines mentioned in point no 5 has been implemented.	AAI Circular on DoP dt.14.01.2026 enclosed
7	Procedure followed for Hospital Empanelment	Policy dated 28.03.2012 enclosed.
8	Procedure followed for Hotel Empanelment	SoP dated 21.10.2025 enclosed.
9	Procedure followed for Lawyer/advocate Empanelment	SoP Circular dt.27.11.2024 for Advocate Enlistment and Functioning in AAI.

रवि अनुपम बा
25/5/26

सादर/Regards

रवि अनुपम बा/Ravi Anupam Baa

वरिष्ठ प्रबन्धक मानव संसाधन/ Sr.Manager (HR)

क्षेत्रीय मुख्यालय पूर्वी क्षेत्र/ RHQ (ER)

(Encl:- Approval Copy)

To,

PIO, RHQ- ER

क्षेत्रीय मुख्यालय (पूर्वी क्षेत्र),
Regional Head Qtr. (ER),

ने.सु.च.ब.अ. विमानपत्तन, कोलकाता - 700 052
N.S.C.B.I. Airport, Kolkata - 700 052

टेली / फ़ैक्स - 033-25110360
Tele / Fax - 033-25110360



No.AAI/Admn/Medical/2012

भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

28 March, 2012

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/NER
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director,
Airports Authority of India
Kolkata/Chennai Airport.

The Principal,
CATC, Allahabad.

The Executive Director,
RCDU/FIU
AAI, New Delhi.

The Director,
Indian Aviation Academy,
New Delhi.

The General Manager,
CRSD/E&M Workshop,
AAI, New Delhi.

CORPORATE HR CIRCULAR No.9/2012

Subject:- Indoor medical treatment - revision of room / bed entitlement of employees and policy guidelines for empanelment of hospitals:

Further to order No.A.60011/55/2006/IR&PP dated 14th August, 2006, the room/bed entitlement for serving employees and their dependants availing indoor treatment at AAI empanelled hospitals is hereby revised as follows with immediate effect:-

S.No.	Level of the serving employee	Category of room entitlement
(i)	NE-1 to NE-7	Multi bedded room
(ii)	NE-8 to NE-10 / E-1 to E-5	Double bedded room
(iii)	E-6 to E-7	Single room
(iv)	E-8 to E-9	Deluxe single room
(v)	Chairman and Board Members	Suite

2. The room/bed entitlement in respect of superannuated employees shall correspond to the entitlement at the level/grade at which he/she was serving at the time of superannuation.

3. Also, in continuation of circular No.A.60011/55/PP/2006 dated 7th July, 2007 regarding empanelment of hospitals/nursing homes, the following revised guidelines are prescribed for empanelment of hospitals for indoor treatment at CHQ/Regions/Stations for convenience of the employees:-

.....2/-

Procedural guidelines for empanelment of hospitals/nursing homes.

- (i) A medical committee consisting of officers from the Departments of HRM, Finance and Medical Services may be constituted at CHQ and RHQs for carrying out negotiations with hospitals/nursing homes and recommending a list of hospitals/ nursing homes which comply with general guidelines of AAI for empanelment.
- (ii) The committee so constituted may follow the guidelines enclosed at Annexure-I while negotiating with hospitals / nursing homes for recommending empanelment.
- (iii) All hospitals / nursing homes considered for empanelment should be registered with the municipal, state, central authorities as per the law of the land.
- (iv) The hospitals/nursing homes considered for empanelment for indoor treatment should be registered under section 197(1) and Section 17(ii)(b) of the Income Tax Act, 1961 or the current laws of taxation in this regard. However, in exceptional circumstances, this condition may be relaxed by Member (HR) in the case of CHQ and the RED concerned in the case of regions subject to the Department of Finance certifying the fulfilment of tax obligations on the part of AAI.
- (v) Hospitals/nursing homes having accreditations such as JCI (Joint Commission International), NABH (National Accreditation Board for Hospitals and health care providers) or ISO (International Organisation for Standardisation) shall be given preference for empanelment.
- (vi) Government hospitals may also be taken on AAI panel.
- (vii) Only such hospitals/nursing homes having minimum capacity of 35 beds may be considered for empanelment. However, under exceptional circumstances, this condition may be relaxed by Member (HR) in the case of empanelment of hospitals / nursing homes at CHQ and RED concerned in the case of empanelment for the regions depending upon the need of the employees in that particular area. Further, for smaller cities and remote areas (as specified vide 'Z' category classification of HRA orders of Government of India vide order No.2(13)/2008-EII(B) dated 29th Aug, 2008), the minimum capacity of the hospitals/ nursing homes being considered for empanelment may be reduced to 15 beds.
- (viii) The single/dual speciality hospitals/nursing homes for cardiology, oncology, ENT, maternity, urology, etc having minimum bed strength of 15 may be considered for empanelment for that particular speciality(s) only.



-: 3:-

- (ix) Hospitals / nursing homes providing day care services in speciality fields such as ophthalmology, laparoscopy surgeries, fracture clinics and dialysis centres may be considered for empanelment on day care basis only.
- (x) In case some speciality/super specialty hospitals of repute are not willing to offer CGHS rates and it is considered necessary to empanel such hospitals for quality service/geographical necessity, the same may be considered after due negotiations to get maximum discounts in all respects. However, rates of such hospitals shall not be extraordinarily exorbitant in comparison to the local market.
- (xi) In cases where accredited/institutional hospitals are not ready to accept CGHS rates, such hospitals be negotiated to accept CGHS rates for speciality such as cardiology, CTVS, orthopaedic including joint replacement surgery, oncology and oncosurgery, neurology and neurosurgery, urology and urosurgery, nephrosurgery, ophthalmology (eye) etc (the list is only illustrative and not exhaustive). The hospitals may be empanelled only for those particular specialities.
- (xii) Hospitals/nursing homes having centralized computerised HMIS (hospital management information system) shall be given preference for empanelment. However, hospitals that fulfil all other conditions may be considered for empanelment subject to the condition that they install such system within one year. In the event of their failure to install such system during the prescribed period, they shall not be reconsidered for empanelment.
- (xiii) The Regional Headquarters shall consider empanelment of hospitals/nursing homes for all stations (other than those noted in para 4 below) under their control in a comprehensive way. At Chennai and Kolkata, there shall be a common panel and a common medical committee for RHQ and the airport.
- (xiv) The empanelment shall come into force only after the signing of an MoU (to be signed by the aforementioned medical committee on behalf of AAI and the hospital/ nursing home concerned) in the prescribed format at Annexure-II. Subsequently, the list of empanelled hospitals/nursing homes may be circulated for general information of the employees.
- (xv) The empanelment shall be valid for a specific period agreed upon with the hospital/ nursing home. The period shall, however, not be less than two years under any circumstances.

4. A Central Medical Cell consisting of officers from the Departments of HR, Finance and Medical Services may be created to empanel the hospitals/nursing homes in NCR for all Delhi based units, viz CHQ, RHQ(NR), RAU, SAP (DRC&DU), EMO, CRSD, FIU and Safdarjung Airport, etc and also to scrutinise and process the bills of these units.



....4/-

-: 4 :-

5. Similarly, Regional Medical Cells, consisting of officers from Departments of HR, Finance and Medical Services may be created at all Regional Headquarters. These cells shall be responsible for clearance of all indoor medical claims of the Region concerned (other than those noted in para 4 above) and all other associated works/jobs related to medical services. They shall also generate the Medical MIS of the Region concerned including the consolidation of medical expenditure and shall ensure quarterly submission of the required data to Central Medical Co-ordination Cell at CHQ by the end of the month following the quarter.
6. Regional Executive Directors shall complete the empanelment action based on these guidelines by 31.5.2012 and send compliance Report by 15.6.2012.
7. These guidelines take effect from the date of fresh empanelment of hospitals/ nursing homes by CHQ and RHQs.



(K.K. JHA)
MEMBER (HR)

Internal Distribution:-

Chairman
Member(Plg)/ Member(ANS)/ Member(Fin)/ Member(Ops)/ CVO
ED(Fin)/ ED(Admn)/ ED(HR)/ ED(CA&CS)
All HoDs at Rajiv Gandhi Bhawan/ Operational Offices/ AAI Office Complex.
All GMs in HR /Admn Directorate
GM(IT) – for uploading on the AAI website.
General Secretary, AAEU
President / General Secy –AAOA(I)/IAAIOA/ACOA(I)/ATC Guild(I)/AAI Engg. Guild/
AAI SC/ST Welfare Association
Notice board

ANNEXURE I**GUIDELINES FOR THE COMMITTEE CONSTITUTED TO RECOMMEND
EMPANELMENT OF HOSPITALS / NURSING HOMES**

- (1) The committee shall take into consideration the procedural guidelines on empanelment of hospitals and nursing homes.
- (2) Hospitals / nursing homes on the panel of CGHS may be taken on the panel at the same terms and conditions with AAI.
- (3) Hospitals / nursing homes not on the panel of CGHS but are willing to accept CGHS rates may also be empanelled. It may be ensured that the rates including room rents or the negotiated rates are as per actual or CGHS rates, whichever is lower.
- (4) Negotiations should be made to empanel the hospitals / nursing homes on the CGHS rates including the room tariff.
- (5) While recommending empanelment of a hospital / nursing home, the room tariffs shall be negotiated by the empanelment committee so as to ensure that the categories of the room/bed available in the hospitals / nursing homes correspond to different levels of employees. Discounts offered by the hospitals / nursing homes may specifically be mentioned in MoU and considered for streamlining the payment action.
- (6) The empanelment committee shall ensure that the room rents so negotiated should not further be bifurcated in different heads (e.g. room rent, nursing charges, maintenance charges etc).
- (7) The empanelment committee shall ensure that the rate list offered by the hospitals/nursing homes is properly coded so as to relate the item-wise claim with the approval rate list at the time of bill clearance.
- (8) In case of hospitals / nursing homes empanelled on CGHS rates, any item which is not covered in the CGHS rate list shall be paid on the basis of negotiated hospitals rates.



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भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/CHQ/HOTEL/SOP/2025

October 21, 2025

To
The Regional Executive Director
Airports Authority of India
NR/SR/WR/ER/NER

The Executive Director
Airports Authority of India
RCDU / FIU

The Airport Director
Airports Authority of India
Kolkata / Chennai Airport

The Director
Indian Aviation Academy
New Delhi

The Principal
CATC Allahabad

The General Manager
CRSD/E&M Workshop
New Delhi

Sub: SOP for empanelment of Hotels – reg.

Sir/Madam

In order to ensure smooth and efficient system, Competent Authority has approved the SOP for empanelment of hotels for AAI officials while on tour/training/transfer etc.

In this connection, Regions are advised to strictly adhere to the SOP, placed at Annexure – I, while empanelling the hotels.

This comes into effect from the date of issue of this letter.

(V.K. Gupta)

General Manager(Admn.)

Encl: Annexe – I

Distribution:

- OSD to Chairman, AAI
- ES to Member (ANS) / (HR) / (Ops) / (Fin) / (Plng) / CVO
- All Executive Directors / All GM (HR)s at CHQ
- GM (IT) for uploading on AAI website
- GS, AAEU
- GS, ATCG(I)
- GS, AAI SC-ST EWA / GS, AAI SC-ST-OBC (NE) EWA / GS, AAI OBC EWA
- Notice Boards
- GM(IT) – for uploading on AAI website

Standard Operating Procedure for empanelment of Hotels

1. CHQ/RHQs/Stations shall empanel the hotels in different categories as per the entitlements to accommodate the touring officials while on official tour/ training etc.
2. Proposal, room category-wise i.e Deluxe/Premier/Executive/Suite etc, may be obtained from the hotels via email or physical mode in the below mentioned format or as per requirement;

Hotel Name	Room Categories	Rates in Rs. *		Taxes /GST	Total	Other Complimentary facilities
		Single Room	Double Room			

*The above rates are inclusive of MAP Plan (Breakfast & one Major Meal). No taxes/GST to be paid on the MAP Plan as it is a complimentary facility. Taxes will be extra on room rent.

3. A committee consisting of minimum three executives from HR, Finance and any other discipline be constituted to negotiate the rates and other facilities with the hoteliers.
4. The committee shall consider the following factors while recommending hotels for empanelment;
 - a) Room Tariff offered
 - b) Location of Hotel.
 - c) GST Registration Certificate
 - d) Availability of rooms as per the entitlement of various categories of officials.
 - e) The Rack Rate (room rent of Single room of Executive floor) of the Hotel Ashok, be considered for deciding the eligibility of the touring officer. The rack rate shall be available on AAI website (copy enclosed).

5. Based on the negotiation, the committee shall recommend the hotels to cater different categories of entitlement.
 6. An up-to-date list of region-wise empaneled hotels may also be uploaded on official AAI Website regularly.
 7. The empanelment shall initially be for two year, which may be extended on the agreed terms & conditions of MoU.
 8. The agreement shall be made with the hoteliers on the Rs.100.00 Stamp Paper only.
 9. AAI intend to claim ITC (Input Tax Credit) on GST, hence the hotel shall provide the complete GST details in the invoice/bill.
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A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, located in the lower right quadrant of the page.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

No. AAI/CHQ/F&A/DoP-21/2025-26/02

14.01.2026

The Regional Executive Director,
Airports Authority of India
NR/SR/WR/ER/NER

The Airport Director/ The Principal,
Airports Authority of India
Kolkata/ Chennai/ CATC, Prayagraj

DoP-2021 (Version 3.0)

Subject: Delegation of Powers 2021 (Version 3.0) amended up to 01.01.2026

Sir/ Ma'am,

Since various Amendments by way of Modifications/ Additions/ Deletions have been issued subsequent to the implementation of DoP-2021 (Version 2.0), a revised Version 3.0 of DoP has been attached herewith, incorporating all the amendments issued up to 01.01.2026.

The same may be circulated to all concerned for necessary action.

Yours faithfully,

(S Radhakrishnan)
Executive Director (Finance)

Encl: DoP-2021 (Version 3.0)

Distribution:

1. Member (Finance)/ Member (Planning)/ Member (ANS)/ Member (HR)/ Member (Ops)/ CVO
2. ED (Engg.)-NR, NER, WR, ER, SR/ ED (Ops)/ ED (AS)/ ED (Tech)/ ED (IT)/ ED (CNS-P)/ ED (Security)/ ED (LM)/ ED (Admin)/ ED (Commercial)/ ED (HR)/ ED (Planning)/ ED (Finance)-II/ ED (JVC)/ ED (FIU)/ ED (CA&CS)
3. All GM (Fin.)
4. GM (IT) - with the request to upload on AAI website
5. Chairman Secretariat

DELEGATION OF POWERS

CHAPTER-5

LEGAL MATTERS

S. No.	Nature of Power	LEGAL MATTERS										Remarks
		Chairperson	Concerned Whole Time Member	CHQ	Head of Law Department	Concerned GM	RED/ Principal CAT/ APD Gr-I	APD Gr- II/ Concerned GM	APD Gr- III/ Concerned Jt. GM	APD Gr- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
5.5	Counsel's/ Arbitrator's/ Mediator's Fee: To sanction Counsel's/ Arbitrator's/ Mediator's fee as indicated	Full Powers	Full Powers	Powers up to ₹30 Lakh in each case	Powers up to ₹30 Lakh in each case	GM (Law) - Powers up to ₹8 Lakh in each case	Powers up to ₹30 Lakh in each case	Powers up to ₹8 Lakh in each case	Powers up to ₹3 Lakh in each case	Powers up to ₹3 Lakh in each case	Powers up to ₹1.30 Lakh in each case	(i) This is not applicable to cases wherein an individual is accused of any criminal offences arising out of the action which are not official work of such individual. (ii) At the time of appointment of Attorney General, Solicitor General/ Additional Solicitor General/ Senior Counsel/ Arbitrator, professional fees to be paid to each Attorney General, Solicitor General/ Additional Solicitor General/ Senior Counsel/ Arbitrator to be got approved from Chairperson along with the terms and conditions. The Fee of Arbitrator as per Schedule IV of the Arbitration & Conciliation Act need not be submitted for approval to Chairperson. Clarification: Once the charges of a Sr. Advocate are approved, the same will continue on every appointment made by the Competent Authority as per DoP and as and when any changes made in terms and conditions and professional charges of such Sr. Advocate, fresh approval of Chairperson, AAI is required. However, before appointing a Sr. Counsel, brief of case is to be submitted to Chairperson. (iii) While exercising powers under this para, the total estimated fee for the Counsel/ Arbitrator is to be ascertained at the beginning of case and accordingly, approval of the Competent Authority is to be obtained. (iv) The Arbitrator's/ Mediator's Fee shall be paid from the Budget earmarked for the specific project. Shortfall (if any) in the earmarked Budget to be ensured by the concerned Directorate through re-appropriation.
5.5.1	Advance payment of Arbitration/ Mediator's Fee	Full Powers	Powers up to ₹3 Crore in each case	Powers up to ₹30 Lakh in each case	Powers up to ₹30 Lakh in each case	---	Powers up to ₹30 Lakh in each case	---	---	---	---	In exceptional cases, advance payment to be granted on the specific request of the Arbitrator/ Mediator with the concurrence of Law Dept.
5.6	Appointment of Lawyers/ Advocates/ Consultants/ Counsels on Retainership basis/ Specific case basis	Full Powers	Full Powers	Powers up to ₹15 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹2.50 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹4 Lakh per annum	Powers up to ₹2.50 Lakh per annum	Powers up to ₹1.30 Lakh per annum	---	As per guidelines issued on this subject from time to time.
5.7	Appointment of Dispute Resolution Committee	Full Powers	Full Powers in respect of contracts approved at CHQ	Full Powers in respect of contracts approved by him/ her or the officers below him/ her at CHQ	---	---	Full Powers in respect of contracts approved by him/ her and below	---	---	---	---	DRC to be constituted as per guidelines issued in respective manuals/instructions on the subject matter.



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 विमानपत्तन अकादमी
नई दिल्ली

प्रधानाचार्य
सीएटीसी, इलाहाबाद

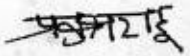
महाप्रबंधक
सीआरएसडी/ई एंड एम कार्यशाला,
नई दिल्ली

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. गोराई)
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 may be 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 filling 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.
