

**F.No.10(14)/2019-CCA**

**Government of India**  
**Office of Controller of Certifying Authorities (CCA)**  
**Ministry of Electronics and Information Technology (MeitY)**  
**Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi**

**EMPANELMENT OF LEGAL EXPERTS**

1. The Government of India enacted the Information Technology Act,2000, for providing legal recognition to transactions carried out through electronic communications for e-Governance & e-Commerce. Under the Information Technology Act, 2000, the Office of CCA has been set up in the Ministry of Electronics and Information Technology (MeitY) with the objective of promoting trust in the electronic environment.
2. The Office of CCA intends to empanel legal experts, who have expertise in the IT Act, 2000, its Amendments, Rules, Regulations and Guidelines issued there-under, for advising it on legal matters for a period of three years. Interested parties will have to give, on a specified proforma, details about their expertise.
3. The proforma can be downloaded from Office of CCA website [www.cca.gov.in](http://www.cca.gov.in) . The duly filled in proforma, along with other details, should be submitted so as to reach Shri Shamsuddin Khan, Scientist 'E', Room No. 2054-55, Electronics Niketan, 6, CGO Complex, New Delhi-110 003, within 30 days from the date of publication of this advertisement in newspapers in NCR. The duly filled in proforma will be entertained only if it is complete in all respects and is received at the above address on or before the due date and not thereafter.

**(Shamsuddin Khan)**  
**Scientist 'E'**

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**Proforma for Empanelment of Legal Experts**

1. Name of the Attorney/Attorney Company and its Registered Address or Headquarter along with telephone, fax and email addresses:

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2. Name & Designation of the Chief Executive, if any and his/her direct Telephone no., Fax no., email address, etc. (in case of company or law firm):

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3. Full Address with telephone, fax and e-mail address, etc. of various regional offices along with name of their Officer(s) in-charge, if any:

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4. Profile of employees/associates/partners giving their educational qualifications and areas of expertise:

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5. Profile of cases handled under the Information Technologies Act,2000:

S.No.	Section of the Act	Case before AO/CCA/CRAT/ High/Court/Supreme Court, etc.	Parties involved	Status of the case (decided or pending)	If decided, then one page brief of the case attach separately

6. Any other important cases handled under various other enactments like IPC,1860:

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7. Knowledge of Companies Act and experience of cases under the Act (if any):

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8. Undertaking :

This is to certify that to the best of my knowledge and belief, the above statements are true. If later on, any information is found to be incorrect, the office of CCA is authorized to terminate the contract.

Date:

Place:

Signature  
Advocate/Managing Partner/Director

Additional information regarding proposed schedule of fees before different forums/Tribunals/Courts for various types of cases has to be submitted in a separate sealed envelope, as per Annexure-I of this document.

**Proposed Schedule of fees before different Forums/Tribunals/Courts  
for various types of cases**

**Before Hon'ble Supreme Court**

<b>Sl.No.</b>	<b>Work Details</b>	<b>Fees (in Rs.)</b>
1.	Drafting & filling of Appeal/SLP/Counter Affidavit/ submission etc. including up to three effective hearings.	
2.	Drafting & Filling any application, or drafting and filling reply to any Application during the course of proceedings	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Before Hon'ble High Court**

<b>Sl.No.</b>	<b>Work Details</b>	<b>Fees (in Rs.)</b>
1.	Drafting & filling of Appeal/SLP/Counter Affidavit/Application, including up to three effective hearings	
2.	Drafting & Filling any application, or drafting and filling reply to any Application during the course of proceedings/submissions/synopsis	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Before Hon'ble Cyber Appellate Tribunal, New Delhi**

<b>Sl.No.</b>	<b>Work Details</b>	<b>Fees (in Rs.)</b>
1.	Drafting & Filling of Written Submission/Reply/Counter Affidavit, etc. including up to three effective hearings.	
2.	Drafting & Filling any application, or drafting and filling Reply to any Application during the course of proceedings/synopsis, etc.	
3.	Appearance (Effective hearing)	
4.	Appearance (ineffective hearing)	
5.	Clerkage (%)	

**Non-Litigation Fees Schedule**

<b>Sl.No.</b>	<b>Work Details</b>	<b>Fees (in Rs.)</b>
1.	Legal Opinion / Consultation	
2.	Conference / Seminar/ Workshop, etc.	
3.	Drafting of an Agreement	
4.	Vetting of an Agreement	
5.	Agreement negotiation charges	

In case of travel outside the city of residence of the advocate, boarding/lodging charges will be allowed as eligible of the class-I Gazetted Officers as per 7<sup>th</sup> Pay Commission (Level 12 – 78800 – 209200).