



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KALIMPONG

NOTICE

Dated: 14.08.2026

Applications in prescribed format are invited from eligible legal practitioners of Bar Association, Kalimpong/ Gorubathan, for consideration of their names for empanelment as lawyer in the District Legal Services Authority, Kalimpong. The legal practitioners having less than three (3) years of experience are not eligible to apply as per Rule 8(3) of National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010. There will be two categories of Panel Lawyers: category 'A' having more than 10 years of practice and category 'B' having 3-10 years of practice. Mere submission of the application form will not make the applicant empanelled lawyer.

The applications must be as per prescribed format attached herewith, accompanied with proof of professional experience with special reference to the type of cases which the applicants/ legal practitioners may prefer to be entrusted with (like Civil, Criminal, Labour Law, Matrimonial cases, Juvenile Justice, etc.); and all other document as required and mentioned in the attached pro-forma.

Applications are to be submitted within 15th of September, 2026 within 4 p.m. in the office of District Legal Services Authority, Kalimpong.

(Utpal Misra)

District Judge & Chairman,
District Legal Services Authority, Kalimpong.

Chairman

District Legal Services Authority
Kalimpong

**APPLICATION FORMAT FOR EMPANELMENT AS LAWYER OF DISTRICT LEGAL SERVICES
AUTHORITY, KALIMPONG.**

1)	Name	
2)	Father's/Husband's name	
3)	Permanent address: (attach authenticated copy of Aadhar Card/ Election Identify Card)	
4)	Present address	
5)	Sex: Male/ Female	
6)	Education qualification	
7)	Phone Number	
8)	E mail:	
9)	Whether belongs to Scheduled Caste/ Schedule Tribe/ Other Backward Class: (If yes attach authenticated copy of certificate	
10)	Whether differently abled (If yes attach authenticated copy of certificate	
11)	Date of enrolment	
12)	Years of practice	
13)	Field of practice	
14)	Details of practice & experience	
15)	Member of which Bar Association (Attach certificate of the President/Vice President/ Secretary of the Bar Association certifying honesty, integrity of the applicant)	
16)	Whether any disciplinary proceeding was drawn up against the applicant by the Bar Council of India or any State Bar Council	
17)	Whether any criminal case involving moral turpitude is pending against the applicant:	

Declaration

Statement made above are true to my knowledge. In case of any misrepresentation or false statement, my application shall stand cancelled.

Date:

Signature of the applicant

Place:

revised rate of fees of the Learned Advocates engaged for cases pending in any Court in the State of West Bengal or Tribunals except High Court, Calcutta.

Panel Lawyers:-

Category -'A'

More than 10 years of practice.

Category -'B'

3 - 10 Years

Category- 'A' (both Civil & Criminal)

A)	Daily fees for hearing	Rs. 750/- (w.e.f. 10.08.2017)
B)	Drafting fees (Drafting of substantive pleading such as Suit, Matrimonial Proceedings such as Divorce, Maintenance, Custody, Restitution etc., Succession, Probate, Memo of Appeal, Revision, Written Statement, Reply, Rejoinder, Replication etc.)	Rs.1,500/- (w.e.f. 23.03.17)
C)	Drafting of Misc. Applications, such as Stay, Bail, Direction, Exemption etc.	Rs.400/- per application subject to a maximum of Rs. 800/- for all applications. (w.e.f. 10.08.2017)

Category- 'B' (both Civil & Criminal)

A)	Daily fees for hearing	Rs. 750/- (w.e.f. 10.08.2017)
B)	Drafting fees (Drafting of substantive pleading such as Suit, Matrimonial Proceedings such as Divorce, Maintenance, Custody, Restitution etc., Succession, Probate, Memo of Appeal, Revision, Written Statement, Reply, Rejoinder, Replication etc.)	Rs.1,200/- (w.e.f. 23.03.17)
C)	Drafting of Misc. Applications, such as Stay, Bail, Direction, Exemption etc.	Rs.400/- per application subject to a maximum of Rs .800/- for all applications. (w.e.f. 10.08.207)

N.B 1)	Fees for Bail and Anticipatory Bail and others short matters - not more than two daily appearance Fees will be paid.	
2)	Fees are payable for effective hearing only.	

3)	No fees shall be payable for presentation of the Plaint or Petition or Memo of Appeal, if no hearing is necessary.	
4)	No fees shall be payable for filing Hazira only or dates of adjournment or when no effective hearing is made.	
5)	Consultation and opinion fee once for each case Category- 'A' Advocates Category - 'B' Advocates	Rs. 200/- Rs. 150/-
6)	Incidental cost like Stamps, Power, Identification etc. (Typing charges will be given at recognised rates of the Typists' Assn. on production of voucher and a copy of the entire petition)	Actual Cost. Actual cost on production of voucher but not exceeding Rs.4/- for original sheet and Rs. 2/- for each impression.
7)	Searching cost:	Not exceeding Rs.200/- on submission of the report in detail.
8)	Incidental cost: Stamp, Powers, Papers, Punching etc.	Actual Cost.
* No conveyance charge shall be paid for attending the Courts, etc.		

Ajay Kumar Gupta

Member Secretary
State Legal Services Authority, West Bengal