ANNEXURE – A

FORMAT OF APPLICATION AND BIO DATA FOR ADVOCATE
(In case of Law Firm, Annexure B is required to be filed along with Annexure A)

Recent Passport Size Photograph Signed Across

1. Name

2. Date of birth, Age (as on date of application : …. Years…..Months)

1. Gender :

2. PAN No.

3. Office/Chamber Address :

4. Home Address :

5. Telephone No. (Mobile……………………Landline……………………..)

6. E-mail address :

7. Educational qualifications (most recent first)

S.No.	Degree/Qualification	Institution	Year of passing	%age of marks/CGPA

8. No. & Date of Enrolment and Name of Bar Council :

9. Membership of Bar Associations :

S.No.	Name of Bar Association	Membership No.	Member Since	Whether is presently office bearer ? If yes-Post

10. Details of Experience/practice (most recent first)

S.No.	Area of practice (civil/criminal/commercial etc.)	Court/s /Tribunals/Authorities before which practiced	Period of practice (from year – to year)

11.   Specialization, if any (Banking/Writ//taxation/ etc.)

12.   Details of few important reported cases handled by the Advocate (maximum ten):

S.No.	Title	Citation	Date of Judgment	Court

13. Whether on panel of other Banks/PSUs/Central Govt./State Govt. :

S.No.	Name of Institution/Authority/Body	On Panel from	On panel till	Average number of matters assigned by the institution in a year

14. Computer Knowledge :

S.No.	Qualification/Certification in Computer Applications : Yes/No	If yes, name of Course	Name of Institute	Year of passing

15. If the answer to point no. 14 above is no, whether the advocate possesses functional knowledge of computers/internet and is able to operate apps on a smartphone ? Yes/No

16. Whether Income Tax payee ? If yes, please give details as under for last three financial years:

(Rs. In Lacs)

S.No.	Assessment Year	Earnings/Gains from legal profession	Tax paid	

17. Whether advocate has any outstanding loan facility from Oriental Bank of Commerce ? If yes, details thereof :

18. Whether advocate has ever been a loan defaulter of any Bank/financial institution ? If yes, details thereof :

19. Whether advocate has ever been depanelled from any institution ? If yes, details :

S.No.	Institution	Date of empanelment	Date of Depanelment	Reasons for depanelment	Present status

20. Facilities/Amenities available for legal work :

S.No	Whether own chamber/Office Space :Yes/No	No. of Juniors	No. of Computers/ Laptops	No. of Vehicles including two wheelers	Whether adequate number of Books/Referencers/ Journals, telephones/internet connections etc. available :Yes/No

21. Whether the advocate belongs to the minority community ? Yes/No

22. Whether the advocate belongs to Scheduled Caste/Scheduled Tribe ? Yes/No

23. Whether the advocate is an ex-banker or former executive of PSU, if yes, details :

S.No.	Name of Bank/PSU	Period of employment (date from- date till)	Position Held at the time of leaving service	Grade/Scale/ Category/Band of position held at the time of leaving service	Whether advocate was employed as Law Officer in Bank/PSU prior to leaving service

24. Any other information which the advocate wishes to provide for the Bank to consider w.r.t. his/her suitability for empanelment.

Declaration cum Undertaking: I declare that I have never been blacklisted/ removed from panel/service by any organization and have never been penalized by any bar council in any matter. All the information provided by me in my application are correct. In case any information is found to be incorrect at any stage, the Bank shall be at liberty to take any suitable action as per the Bank's sole discretion including, but not limited to, lodging of complaint with Bar Council and/or initiating civil/criminal proceedings. In case my name is included in Bank's panel of advocates, I also undertake to abide by all the terms and conditions of empanelment and I shall not demand/charge legal fee in excess of Bank's fee schedule.

Date :   (Signature)
Place :

Enclosures : (Self attested copies of :)
1. Enrolment Certificate
2. Bar Council Identity Card
3. Certificates in support of educational qualifications : (Matriculation Onwards – Only degree/certificate and final/consolidated marksheets to be submitted)
4. Annual Income Tax returns (last 3 financial years)
5. Letters of empanelment with other Banks/Organisations