

File No.2/453/L/ITPO/2018
India Trade Promotion Organisation
(Law Division)

7th February, 2019

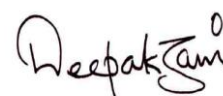
Office Memorandum

Sub: Better coordination for defending ITPO's interest in various legal fora.

In continuation of Circular No. 2/233/L/ITPO/2005 dated 7.11.2005 and O.M. No. 6/26/L/ITPO/2009 dated 15.10.2009 to ensure that ITPO's interest are defended in a well coordinated and well orchestrated before the Hon'ble Courts and other legal fora such as Estate Officer, Arbitrator etc., it is hereby reiterated that the following procedure shall be followed in this regard:

- (a) The primary responsibility for defending a case will rest with the concerned subject Division which is handling the matter;
- (b) The concerned subject Division will take advice/opinion of Law Division from time to time on legal issues relating to the matters and take further necessary action;
- (c) For this purpose, a procedure similar to one followed for obtaining opinion / concurrence of Finance Division will be followed. The matter primarily will be dealt by the subject Division;
- (d) A team of officials will be constituted for every case that will be present in the court/ legal fora such as Estate Officer/Arbitrator without fail on the date of hearing of the case. This team shall include an officer not below the rank of Manager from subject Division and of same level from Law Division;
- (e) Immediately on passing of orders, certified copies of such orders shall be obtained by the Law Division and necessary further action shall be taken;
- (f) The engagement of advocates on the basis of suggestion of the subject Division will be done by Law Division; and
- (g) Affidavits/Vakalatnama etc. shall be filed by –
 - Manager in District Courts/CAT/Estate Office and other equivalent fora;
 - Sr. Manger/DGM in High Courts; and,
 - DGM/GM in the Supreme Court of India.

This issues with the approval of Competent Authority.



(D.K. Jain)
General Manager (Law)

All HODs

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1. PS to CMD
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