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For all Divisional Heads and Legal Division

Delhi State Industrial & Infrastructure Development Corporation Ltd.
(A-3/4, State Emporia Building, Baba Kharak Singh Marg, New Delhi – 110001)

DSIIDC/SOP/2017

Dated: 27.09.2017
16.10.2017

Standard Operation Procedure for Management of Litigation

It has been noticed that Court cases instituted against the Corporation are not being given due attention by some divisions. All the divisional heads are therefore, required to adhere to the following guidelines:

1. Soon after the receipt of cases in the Division, the concerned Division shall request the Legal Division to appoint an Advocate to defend the case.
2. After the appointment of an Advocate, the concerned Divisional Manager shall liaise with the Advocate so appointed and get himself familiarized with his telephone no., office address etc.
3. The Divisional Head shall ensure that a nodal officer is appointed by him on the very same day so as to liaise with the Advocate as well as the Legal Division.
4. The concerned Divisional Manager shall prepare para-wise comments within 5 days or even before, wherever necessary.
5. The para-wise comments so prepared shall be sent to the Advocate concerned, along with a copy of the same to the Legal Division.
6. The concerned Division shall maintain a case file for each and every case and monitor the cases till their disposal. The copy of the petition, affidavit, counter affidavit and orders shall be kept in the case files and updated regularly.
7. The Divisional Head must ensure that the nodal officer appointed by them for the purpose, are making new entries and updating the existing entries pertaining to the Court cases such as date of hearing, present status of the case, action on the part of the Division, etc.
8. In case the Advocate assigned with the Court case does not appear before the Court on the date of the hearing, the concerned Divisional Heads/Nodal Officer must inform the Legal Division immediately in person.
9. The Divisional Heads/Nodal Officer should immediately inform the Legal Division if there is any issue with the Advocate so that the interest of DSIIDC are protected.

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(S. P. Pant)

Dy. General Manager

All Divisional Heads

DM(IT) for putting it on website.