

**Delhi State Industrial & Infrastructure Development Corporation Limited**  
**Office of the Chief Accounts Officer (HQ)**

No: DSIIDC/CAO(HQ)/Finalisation of Annual Accounts/2025-26

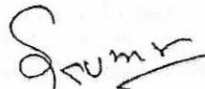
Dated: 16.03.2026

**Subject: Finalisation of Annual Accounts for the year 2025-26 regarding**

In compliance to the Office Memorandum dated 01.02.2022, All Superintendent Engineers, Chief Engineers and Chief Accounts Officer are requested to provide the status of the Court/ Arbitration cases pertaining to their division. This Information is required for making provisions for Contingent liabilities for the Financial Year 2025-26. The Divisional Head of Legal Department and concerned All Superintendent Engineers, Chief Engineers are requested to please provide the following information as on 31.03.2026 in soft copy via email to "dsidc.commercial@gmail.com & "dsiidcaudit202526@gmail.com" along with hard copy of the same to the undersigned by 15.04.2026 for achieving the target of finalisation of Annual Accounts for the year 2025-26 on the scheduled date.

1. list of pending legal/ Arbitration cases filed in different Court/ Forums against the Corporation including amount and interest detail.
2. list of pending legal / Arbitration cases indicating the amount and interest recoverable from various parties in litigation by DSIIDC.
3. Last year list of the cases is to be updated and liabilities/ Cases crystallised during the year is to be marked along with the awarded amount etc. Further, new cases, if any, added during the year is to be updated in the list.

Copy of the cases along with amount provided in the previous year and the above said Office Memorandum are enclosed for your reference.

  
( Sunil Kumar )

Chief Accounts Officer (HQ)

To,

- Chief Manager (Legal)
- CE (Civil)
- CE(Electrical)
- DM(IT) to upload on website

Copy to:-

1. PS to MD for kind information please
2. PS to ED for kind information please
3. PS to DF for kind information please

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Delhi State Industrial & Infrastructure Development Corporation  
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

No. DSIIDC/LC/Court cases/2021/5

Dated: 01/02/2022

Office Memorandum

**Subject: - Management of court cases – regd.**

The undersigned is directed to state that at present the following Standard Operating Procedure (SOP) issued vide communication No. DSIIDC/SOP//2017 dated 16.10.20217 is followed in DSIIDC for management of Court cases:

- (i) Soon after the receipt of cases in the Division, the concerned Division requests to the Legal Division to appoint an Advocate to defend the case
- (ii) After the appointment of an Advocate, the concerned Divisional Manager shall liaise with the Advocate so appointed and get himself familiarised with his telephone no, office address etc.
- (iii) 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.
- (iv) The concerned Divisional Manager shall prepare para-wise comments within 5 days or even before, wherever necessary.
- (v) The para-wise comments so prepared shall be sent to the Advocate concerned, alongwith a copy of the same to the Legal Division.
- (vi) The concerned Division shall maintain a case file for each and every case and monitor the cases till their disposal. A copy of the petition, affidavit, counter affidavit and order shall be kept in the case files and updated regularly.
- (vii) The Divisional Heads 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.
- (viii) In case the advocate assigned with the court case does not appear before the court on the date of hearing, the concerned divisional head/Nodal officer must inform the Legal Division immediately in person.
- (ix) The Divisional Heads/Nodal Officer shall immediately inform the Legal Division if there is any issue with the Advocate so that the interest of DSIIDC are protected.

2. It may be noted that as per the extent SOP, the Nodal Officers in the concerned divisions dealing with court matters are required to liaise with the Advocates appointed by the Legal Cell for preparation of Counter-Affidavits/ Replies/Written Statements etc. for filing of the same before the Hon'ble Courts. However, it has been observed that the counter affidavits etc. are not timely prepared and filed by the concerned Divisions before the concerned Courts. This happens due to non-furnishing of para-wise comments timely by the concerned Divisions. Further, the files seeking approvals are brought before the Competent Authority at the last moment leaving no time or very less time for perusal of the arguments or modifications thereof by the Competent Authority. At some times, the approved counter affidavits etc. are not filed by the concerned Advocates timely. In such cases, the concerned Division Heads should ensure that para-wise comments are prepared by the concerned divisions within five days or earlier and the same be forwarded to the concerned advocates for preparation of counter affidavits etc. The finalised Counter Affidavits may be brought before the competent authority at least 15 days before the date of filing. The Nodal Officers may pursue with the Advocates for filing of the same within the stipulated time of 30 days before the

concerned courts to avoid any adverse order. Copies of all legal documents such as counter affidavits, rejoinder/addendum, court orders etc. may also be sent to the Legal Cell for maintenance of a shadow file. The details of nodal officers may also be communicated to the Legal Cell for better coordination.

3. It is also reiterated that the Divisional Heads should ensure that the Nodal officers appointed by them for handling a court case must make entries and update the existing entries pertaining to the court cases such as date of hearing, status of the case, action on the part of the division etc. A list of all cases, as updated, may also be shared during first week of every month with the Legal Cell. The conduct and performance of the Advocate contesting that matter or any other emerging issue may also be intimated to the Legal Cell. The concerned Divisions may also give the feedback in the below prescribed format to the Legal Cell within two days of the date of hearing through email on 'dsiidclc@gmail.com'. A performance score out of 10 marks may also be given for each Advocates by the concerned Divisions for reviewing the performance of the Advocates and for future entrustment of cases.

S.No.	Particulars	Description
1.	Case No. and title of the case	
2.	Date of hearing	
3.	Name of Court/Judge	
4.	Name of Advocate/Counsel	
5.	Name and designation of Nodal Officer	
6.	Issue in brief	
7.	Mode of hearing (Virtual/ Physical)	
8.	Hearing attended by	
9.	Gist of proceeding	
10.	Next Date of hearing	
11.	Performance Score of the Advocate (Out of 10 points.	
12.	Remarks (if any)	

4. Many a times, it has been observed that the court cases are placed at the disposal of the Advocates and the proceedings are not attended by the Nodal Officers. As such, the Division Heads are not made aware about the development of the case. Hence, all Division Heads may ensure that the court proceedings are attended by the Nodal Officers alongwith the counsels on each and every date. The Nodal Officers should brief the Divisional Heads about the details of court proceedings on the very same day. Any important issue or directions of court should immediately be brought to the notice of ED/MD and the legal cell.

5. The concerned Divisions may also give the highest priority for the contempt cases. Such cases may be brought to the notice of the Competent Authority as well as to the Legal Cell immediately on receipt of the same for appointment of counsels and necessary approvals. The cases in which decree/judgment has already been passed and the concerned Division has no intention to file any appeal against such decree/judgment, the concerned Division may comply with directions within stipulated period. In case, any execution petition is received for compliance of such decree/judgement, the concerned Divisions may first examine whether any Advocate is required for contesting the case before the court. If the concerned Division wishes to comply with such decree, the Nodal Officers may itself take up the cases before the courts.

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6. In most of the Arbitration cases, it has been observed that the Arbitrators are being appointed by the Hon'ble High Courts on filing of arbitration petition by the opposite party due to non-appointment of Arbitrators from the panel of DSIIDC within the time period as stipulated in the Notice. This happens due to delay in processing of the Notices by the concerned Divisions. Further, the DSIIDC has to bear the extra litigation cost to appoint an advocate to attend the arbitration petition before the Hon'ble Court. Hence, all divisional heads may ensure that the arbitrators are appointed within the time stipulated in the Notice. As the concerned division has all the records of the arbitration proceedings, it may also ensure to provide the same to the audit and account division for booking the contingent liability, as and when required.

7. It has been noted that some advocates/counselors are claiming exorbitant fee on the name of miscellaneous expenditure. Such expenditure is also verified by concerned divisions without going into the depth of genuineness of the claim. Hence, the Concerned divisional head may ensure that the nodal officers may keep a record of all expenditure made by the Advocates for photocopying and preparation of the counter affidavits/appeals etc. Only genuine bills should be verified by the concerned divisions for further processing by Legal Cell.

8. In view of above, all divisional heads are requested to strictly follow the SOP and instructions issued from time to time for management and monitoring of court cases. The divisional heads may review all pending court cases pertaining to their divisions and take necessary steps for expeditious disposal of the same by timely filing of counter affidavits/appeals, filing of early hearing applications in delayed cases etc. A prompt follow up action should be taken for compliance of all decided cases and directions issued by the Courts.

This issues with approval of the MD, DSIIDC.

Yours faithfully,

  
(Shobhit Gupta)  
Chief Manager

To,

1. All Chief Engineers/Chief Managers of DSIIDC with the request to bring these instructions to the notice of all officers/officials under their jurisdiction for compliance.
2. Company Secretary/CAOs/DAOs
3. All DMs/Sr. Managers/Managers/OSDs
4. All SEs/EEs/AEEs/JEs
5. Manager (IT) for uploading on DSIIDC's website

Copy for information to: -

- (i) PS to MD, DSIIDC
- (ii) PS to ED, DSIIDC
- (iii) PS to CVO
- (iv) PS to Engineer-in-Chief