



(Accredited with Grade 'A' by NAAC)

Date: 16/10/2021

No. 4280/Estt.-I-1/C/05

OFFICE ORDER

In continuation to this office order No. 4280/Estt.-I, dated 06.07.2019, and No.81/Estt.-I/R, dated 20.05.2021, and after receiving several requests from the Advocates engaged to defend cases on behalf of Sambalpur University in the Hon'ble High Court of Orissa and the Lower Courts of Orissa regarding release of payments, the Vice-Chancellor has been pleased to approve the following **Standard Operating Procedure (SOP)** for payment of legal fees to Advocates.

Cases before the Hon'ble High Court of Orissa

i. **When Sambalpur University is Opposite Party / Respondent.**

As per Office Order No. 4280/Estt.-I, dated 06.07.2019, legal fees of ₹15,000/- now be paid in **three phases** as follows:

1. **First Phase - Rs.5,000/-**: Payable after acceptance of appointment in any case.

The Advocate shall submit the *acknowledgement of Vakalatnama* by the High Court along with the bill.

2. **Second Phase - Rs.5,000/-**: Payable after submission of the *Counter Affidavit*. The Advocate shall submit a *certified copy of the Counter Affidavit* while submitting the bill.

3. **Third / Final Phase - Rs.5,000/-**: Payable after *final disposal* of the case. The Advocate shall submit a *certified copy of the final order* of the High Court along with the bill.

(ii) **When Sambalpur University is Petitioner / Appellant**

The legal fees of ₹15,000/- shall be paid in **two phases** as follows:

1. **First Phase-Rs.10,000/-**: Payable after filing of the case (Writ Petition / Appeal) in the High Court. The Advocate shall submit the *acknowledgement by the High Court* along with a *copy of the Writ Petition* while submitting the bill.

2. **Second/Final Phase - Rs.5,000/-**: Payable after *final disposal* of the case. The Advocate shall submit a *certified copy of the final order* of the High Court with the bill.

A. Cases before the Lower Courts.

As per Office Order No.81/Estt.-I/R, dated 20.05.2021, legal fees of ₹10,000/- now be paid in **two phases** as follows:

(i) **When Sambalpur University is Opposite Party / Respondent**

1. **First Phase - Rs.5,000/-**: Payable after filing of *Vakalatnama*. The Advocate shall submit a *certified copy of the Counter Affidavit* in the concerned Court along with the bill.

2. **Second/Final Phase-Rs.5,000/-**: Payable after *final disposal* of the case. ~~the~~ Advocate shall submit a *certified copy of the final order* of the concerned Court with the bill.

(ii) *When Sambalpur University is Petitioner / Appellant*

1. **First Phase - Rs.5,000/-**: Payable after filing of the case in the concerned Court. The Advocate shall submit the *acknowledgement by the Court* along with a *copy of the Petition* while submitting the bill.
2. **Second/Final Phase-Rs.5,000/-**: Payable after *final disposal* of the case. The Advocate shall submit a *certified copy of the final order* of the concerned Court with the bill.

Further, the **additional fees** fixed as per this Office Order No. **4470/Estt.-I-1/C/05**, dated **08.10.2024**, shall be paid accordingly.

This order comes into force with immediate effect.

Memo No. 4669 /Estt-I


Registrar
Dated 16/10/2025

Copy forwarded for information and necessary action to:

1. Chairman, PG Council, Sambalpur University.
2. Law officer, Sambalpur University.
3. All Heads, P.G Departments/Director, CDC/HRDC/SUIT/ CDOE/ PEC / e-Governance, Nodel Centre /Convenor, USIC/ Programme Coordinator, NSS/ Medical Officer, Health Centre/ Manager, University Guest House.
4. Public Information Officer, Sambalpur University.
5. Principal, L.R. Law College, Sambalpur/ Jyoti Vihar Higher Secondary School/ Head Master, Jyoti Vihar High School.
6. All Officers /All Section Officers/ Secretary to VC/Personal Assistants/ Type Superintendents.


Registrar

