



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम- नवरातन)

Indian Railway Catering and Tourism Corporation Ltd.

(A Government of India Enterprise - Navratna)

CIN - L74899DL1999GOI101707 • Website : www.irctc.com • E-mail : info@irctc.com

Annexure-I

NO. IRCTC/EZ/EOA/2025

Kolkata, dated 23.07.2025

NOTIFICATION

Sub: Notification for formation of Panel of Advocates/Law Firms for conducting IRCTC cases before High Courts, District Courts/Labour Courts/Consumer Courts over state of West Bengal, Jharkhand, Bihar, Assam, Part of Odisha.

Indian Railway Catering & Tourism Corporation Ltd., (IRCTC), a public sector Enterprise under the Ministry of Railways, Govt. of India is mandated for operation of Hospitality, Tourism, E-ticketing and information services of the Indian Railways.

IRCTC's Zonal Office established at Kolkata for operation of above services over the jurisdiction of Eastern Railway, South Eastern Railway, East Central Railway, North Frontier Railway and is headed by it's Group General Manager and is located on **5th Floor, Duckback House, 41, Shakespeare Sarani, Kolkata, West Bengal - 700017.**

This is to inform all concerned that the IRCTC-East Zone is in the process to form the panel of **advocates/Law Firms** for contesting IRCTC cases before the **High Courts, District Courts/Labour Courts/Consumer Courts** over the states of **West Bengal, Jharkhand, Bihar, Assam, Part of Odisha.**

In view of the above, individuals/Law Firms desirous to apply for Empanelment as **Advocate/Law Firms** of IRCTC for **High Courts, District Courts/Labour Courts/Consumer Courts** over the states of **West Bengal, Jharkhand, Bihar, Assam, and Part of Odisha** may apply in the prescribed format and submit to **Addl. General Manager/Legal, Indian Railway Catering & Tourism Corporation Limited, East Zone Office: 5th Floor, Duckback House, 41, Shakespeare Sarani, Kolkata, West Bengal - 700017** along with requisite documents on or before **12.08.2025** positively. Applications received after the said date will not be entertained.

For prescribed format of application and list of the requisite documents applicants may refer to **Annexure-'A'** attached with this notification. Those advocates who have three year or more experience as practicing advocate before the Hon'ble **High Courts, District Courts/Labour Courts/Consumer Courts** over the states of **West Bengal, Jharkhand, Bihar, Assam, Part of Odisha** may apply in the prescribed format as **Annexure-'A'**.

Important Instructions:

1. **Separate applications** must be submitted for empanelment for **High Courts** and for **Other Courts (District/Labour/Consumer Courts).**
2. For any query, write to us at: **legalez@irctc.com**

Encl: Annexure-A

23.07.25.

(Kaushik Banerjee)

**Additional General Manager/Legal
IRCTC/East Zone/Kolkata**

पूरी क्षेत्र : 5 वाँ तल, डकबक हाउस, 41, शेक्सपियर सरानी,
कोलकाता-700 017
दूरभाष : 033-2243-9045
EAST ZONE : 5th Floor, Duckback House,
41, Shakespeare Sarani, Kolkata-700 017
Phone : 033-2243-9045

निगमित कार्यालय : चौथा तल, टावर डी, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर
नई दिल्ली-110029
दूरभाष : 011-26181550
Corporate Office : 4th Floor, Tower-D, World Trade Centre,
Nauroji Nagar, New Delhi-110029
Phone : 011-26181550

Annexure-A

Request for empanelment at High Court ☐ District Courts/Labour Courts/Consumer Courts ☐

(Please ✓ mark in the applicable box)

Bio-data

1) Full Name —

2) Father/Husband Name —

3) Date of Birth —

4) Educational Qualifications —

5) Postal Address —

6) Telephone/Mobile No —

7) e-mail ID —

8) Date of Enrolment, Name of Bar Council- Date of Enrolment —

9) PAN No. —

10) Senior/Firm the advocate was associated with earlier —

11) Period of practice —

12) Area of practice —

13) Specialization, if any (constitution/taxation) optional. The details of a few important cases the advocate has dealt with/handle and reported judgment if any for our records. —

Whether represented Union of India/IRCTC (indicate period) —

Brief of list of clients who are Govt. Organizations/Corporations/PSUs —

14) The courts where the advocate is regularly practicing —

15) Reference of person with legal background —

16) I declare that I am willing to act as advocate for IRCTC on extent terms and conditions, including fee terms of empanelment. I declare that no Disciplinary Proceeding have ever been initiated against me before by any Bar Council/Bar Association.

PHOTO

Signature