

**V.O.CHIDAMBARANAR PORT TRUST**  
**CHECK LIST FOR APPROVAL OF LEGAL FEES**

Date: .12.2019

SL. No	DESCRIPTION	DETAILS
1	Module Reference number for this case	
2	Name of the Department	
3	Details of the legal case ("Filed by" Vs "Filed Against")	
4	Claim of the Petitioner in the case	
5	Name of the Legal Adviser appearing in the case with SAP Number	
6	Name of Sr. Counsel appointed for this case	
7	The name of the court in which the case is dealt with	
8	No of arguments so far	
9	Date of last hearing	
10	Date of next hearing	
11	Present status of the case and brief details of the issue discussed in this current hearing	
12	Present claim from	
13	Amount of legal fees of this bill	
14	Date of the Invoice claimed by the Legal Adviser	
15	Claim regulated as per the terms and conditions of engagement of LA	
16	DOP (Serial no. with Designation of the Competent Authority)	
17	Amount so far paid to : (i) Legal Adviser (ii) ASG Total (Detailed Statement enclosed with SAP Document No)	
18	Amount of court fees paid	
19	Value of claim of the petitioner	
20	Whether AG/ASG has been appointed for this case	
21	whether certified copy of judgement order i.e final order of court has been issued/received	
22	Whether the proforma to accompany the proposal for making LEGAL Adviser's claim is enclosed.	

23	Name of the port official with designation who attended the hearing	
24	Remarks / proposal	