

**FOR EXCLUSIVE USE IN IA&AD ONLY**

Sl. no.	SOP	Instructions regarding implementation
1.	<b>Clause 1.</b> Whenever a retired employee receives any Notice/Summons regarding cases arose out of/in connected to the work done by him/her in official duty/official position while serving IA&AD, he should intimate to Legal Wing of O/o the CAG of India for legal and logistical support.	<ul style="list-style-type: none"><li>• All the field offices may publish the SOP on their websites. The Welfare Officer or nominated Liaison Officer may make retired officials/officers aware of the contents of this SOP.</li><li>• The retired employee shall intimate the Legal wing of O/o the CAG of India about the details of Notice/Summons received from the Court through the proforma given in the Annexure.</li></ul>
2.	<b>Clause 2.</b> Retired official appearing before the court will be provided legal and logistics support by the concerned field offices of Indian Audit and Account Department (IA&AD) in whose jurisdiction concerned court situated through empanelled Counsel.	<ul style="list-style-type: none"><li>• The Legal wing of O/o the CAG of India would intimate the concerned field office regarding action to be taken in respect of said intimation in pursuance with the SOP.</li><li>• The concerned field office may contact the concerned retired official/officer to provide legal assistance through the empanelled counsel. The field office may also provide logistic support including coordination with court registry, documentation etc., if required.</li></ul>
3.	<b>Clause 3.</b> The expenditure incurred by the retired official in respect of Travelling and stay etc. will be reimbursed as per his/her last drawn pay & entitlement as prescribed in Rule 6 of Section XVI of Fundamental Rules and Supplementary Rules (FRSR) Part-III T.A Rules.	<ul style="list-style-type: none"><li>• The retired official/officer may submit the claim in respect of travelling and stay etc. for attending the court to the office from which she/he had superannuated for the reimbursement as per applicable rules.</li></ul>

We may implement the Standard Operating Procedure (SOP) as above for providing legal assistance and logistics support to retired officials of IA&AD for appearance in Court in respect of the functions discharged in their official capacity.

(Approved by the CAG of India dated 31/07/2024)



**Issuing Authority:-DAI (Defence & Legal)**

**Proforma**

**Intimation to Legal Wing of CAG Office for legal assistance**

I ..... (Name of the retired employee) have superannuated from the post of ..... from the Office of ..... (Name of the office). The court of ..... (Name and address of the court) has issued a notice/summons to me (Copy enclosed) in the case No. .... (Details of the case). I have been asked to appear before the court on the date .../.../.....to depose as a prosecution witness/witness/..... (Details of the court orders, if any)

I may be provided with legal assistance as per SOP issued in this regard.

Date: ..../..../....

Signature-

Name-

Designation at the time of superannuation-

Present Address-

Mobile Number-

Email id-