

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

Sl.No.	SOP	Instructions regarding implementation
1.	<p><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 &amp; AD, he should intimate to Legal Wing of O/o the CAG of India for legal and logistical support.</p>	<ul style="list-style-type: none"> <li>• All the field offices may publish the SOP on their website. 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.	<p><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 &amp; AD) in whose jurisdiction concerned court situated through empanelled Counsel.</p>	<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.	<p><b>Clause 3.</b> The expenditure incurred by the retired official in</p>	<ul style="list-style-type: none"> <li>• The retired official/officer may submit the claim in</li> </ul>

	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.	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.
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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)**

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**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/.....(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-