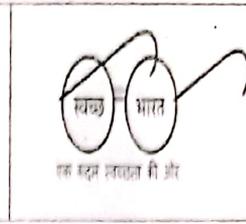




MUNICIPAL CORPORATION OF DELHI  
OFFICE OF THE CHIEF LAW OFFICER  
LAW DEPTT. (HQ)  
17<sup>th</sup> Floor, Civic Centre, New Delhi-110002



No CLO/MCD/HQ/ D- 6667

Dated :- 24/2/26

**Circular - Regarding submission and processing of Fee Bills**

1. All proposals relating to approval, process for engagement of Municipal Advocates or Sr. Advocates/Special Advocates shall be submitted through e-office system and simultaneously, copy forwarded to Accounts Section for their record. Upon the operationalization of the online system, all activities pertaining to engagement of Municipal Advocates or Sr. Advocates/Special Advocates, submission of bills, release of payments, etc shall be processed through online platform developed by National Informatics Centre (NIC) and North India Technical Consultancy Organisation Ltd (NITCON).
2. All Municipal Advocates or Sr. Advocates/Special Advocates, as the case may be, shall require to submit their professional fee bills within two months from the conclusion of the matter assigned to them or within two months of the date of hearing of pending cases in respect of Sr. Advocates/Special Advocates. No professional fee bills shall be entertained beyond the above prescribed period and except in exceptional cases with the prior approval of the Addl. Commissioner (Law), and subject to valid justification and with supporting documents, if any.
3. With respect to old bills pertaining to the year upto 30.11.2025, a one-time window of 4 months shall be provided reckoned from date of issue of this circular to all the municipal advocates or senior advocates/Special Advocate for submission of their pending professional bills.
4. All bills shall be accepted [only after endorsement made by the Asstt. Law Officer (Bills)] by the diary section and thereafter be forwarded to the Dealing Assistant. In case any discrepancy or deficiency is noticed by the ALO (Bills)/Accounts Section/any other Authority, the diary section shall return the bill to the Municipal Advocates or Sr. Advocates/Special Advocates following the usual office procedure thereby enabling them to make the necessary corrections and resubmit the bill through the aforesaid channel.

ANAND KUMAR AGARWAL  
Addl. Chief Law Officer

5. No duplicate engagement letter shall be issued to any of the Municipal Advocates or Sr. Advocates/Special Advocates except in the exceptional cases by giving a reasonable cause which will be decided by the Addl. Commissioner (Law).
6. This issues in Supersession of previous Office Order No. MCD-Law/2025/D-5410 dated 09.12.2025.
7. This is issued with the prior approval of the Commissioner, MCD.

**Distribution :**

All concerned

**Copy to:-**

1. Law Officer-HQ
- ✓ 2. DCA/HQ
3. Concerned DLO/ALO
4. DDO/Law Deptt.
5. PS to Chief Law Officer
6. Jr. Accounts Officer/Law Deptt.(HQ)
7. Office Copy

**Copy for kind information to:-**

1. PS to Commissioner for information of the Commissioner Please
2. PS to Addl. Comm. (Law) for information of the Addl. Comm. (Law).
3. Director (IT) with a request to upload the same on the Municipal Website.

  
Addl. Chief Law Officer  
24.2.26  
ANAND KUMAR  
Addl. Chief Law Officer