

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BTF CELL
B-WING, 5TH LEVEL, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI-110002**

F. No. 10 (394)/BTF/Services/2024/Pt.f.-IV/1420-1421 Dated: 30/6/2025

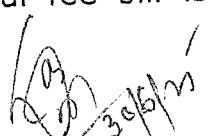
CIRCULAR

Sub: Issuance of BTF for timely and hassle free necessary payment of professional fee bill of Govt. Counsel.

It has come to the notice of Services Department that some user departments request/ask the Govt. Counsels to provide copy of the BTF which is needed for clearing the professional fee bills of the Govt. Counsels.

In this regard it is informed that Services Department issues BTF in a court case relating to service matters in favour of Government Counsel whose name is suggested/ requested by the user departments. However, in certain cases the user departments do not process the matter for issuance of BTF for different reasons. It is the responsibility of user departments to get the BTF issued in a court cases relating to service matter in favour of Govt. Counsels of their choice.

It is, therefore, requested that the user administrative department(s) may approach Services Department for issuance of BTF instead of requesting the Govt. Counsel for pending copy of BTF so that timely and hassle free necessary payment of professional fee bill is made to the Govt. Counsel.


(BHAIRAB DUTT)

Dy. Secretary (Services)

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Copy to:-

1. All ACSs/Pr. Secretaries/ Secretaries/ HoDs, Govt. of NCT of Delhi.
- ✓ 2. Superintendent (Coordination), Services Department with the request to upload this circular on the website of services department.


(BHAIRAB DUTT)

Dy. Secretary (Services)