Power of Attorney

**POWER OF ATTORNEY**  
(General / Specific – Select as applicable)

**KNOW ALL MEN BY THESE PRESENTS** that I, **[Your Full Name]**,  
Son/Daughter of [Parent’s Name],  
Residing at [Full Address],  
Aged about \_\_ years,  
do hereby nominate, constitute and appoint:

**[Attorney’s Full Name]**,  
Son/Daughter of [Parent’s Name],  
Residing at [Attorney’s Full Address],  
as my true and lawful Attorney (hereinafter referred to as “the Attorney”) to act on my behalf and in my name to do and execute all or any of the acts, deeds and things mentioned below:

**SCOPE OF AUTHORITY**

(You may choose between General or Specific Authority. Edit accordingly.)

**If General Power of Attorney (GPA):**

1. To represent me before any government office, public authority, corporation, bank, municipal body, or court of law.
2. To sign and execute documents, agreements, applications, affidavits, declarations, and to submit and collect documents or cheques on my behalf.
3. To operate, deposit, or withdraw money from my bank account(s) and manage all related transactions.
4. To manage, lease, rent, or otherwise deal with my immovable/movable properties.
5. To take legal action (civil or criminal) in any court or tribunal on my behalf.
6. To appoint advocates and sign Vakalatnama(s) as required.
7. To do all such acts and things as may be required from time to time in connection with the management of my affairs.

**OR**

**If Specific Power of Attorney (SPA):**

(To be used for one specific purpose only, e.g., registration of property)

1. To appear before the Sub-Registrar Office and present for registration the Sale Deed dated [insert date], executed between me and [Buyer/Seller Name] concerning the immovable property situated at [address].
2. To sign, execute, and present all necessary documents, declarations, and receipts on my behalf for the said registration.
3. To collect the registered documents and undertake all necessary formalities in connection with the above.

**RATIFICATION**

I hereby agree and undertake to ratify all acts, deeds, and things lawfully done by my said Attorney under this Power of Attorney as if the same were done by me in person.

**VALIDITY**

This Power of Attorney shall remain valid and in force until revoked by me in writing, or until [insert expiry date, if applicable].

**IN WITNESS WHEREOF, I have executed this Power of Attorney on this the \_\_ day of [Month], [Year], at [City].**

(Signature of Principal)  
**[Your Full Name]**  
(*Principal*)

**Accepted by the Attorney:**  
(Signature of Attorney)  
**[Attorney’s Full Name]**

**WITNESSES:**

1. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**📝 STUDENT NOTES:**

🔸 **What is a Power of Attorney?**  
It is a legal document where one person (the *Principal*) authorises another (the *Attorney*) to act on their behalf.

🔸 **Types of POA:**

* **General POA (GPA):** Broad powers for day-to-day or multiple matters.
* **Specific POA (SPA):** Powers limited to one transaction or task (e.g., property registration).

🔸 **Stamp Paper Needed?**  
Yes — usually ₹100 or ₹500 stamp paper, depending on the type and the state. SPA and GPA must be printed on non-judicial stamp paper.

🔸 **Is Registration Required?**

* **GPA for property** or **SPA for registration** must be **registered** at the Sub-Registrar Office.
* Simple POAs (e.g., for court cases or admin tasks) can be notarised.

🔸 **Use Cases for Students/Lawyers:**

* To allow a relative to represent them in court
* To authorise someone to collect academic records or appear in university hearings
* To manage property or bank accounts while abroad

🔸 **Can it be revoked?**  
Yes. The Principal can revoke the POA **in writing** at any time unless it’s irrevocable under contract.