

Government of Pakistan
Benazir Income Support Program

No. 19(28)/BISP/Legal/2019/Misc.

Islamabad, the 12th April, 2021


CIRCULAR

Subject: **SOPs REGARDING PLEADING OF THE CASES IN VARIOUS COURTS AND WAFAQI MOHTASIB (OMBUDSMAN)**

With reference to this HQ's circular No. 3(33)/WP-24611/LHC,LHR/BISP-Leg/2019 dated 09-07-2019, it has been observed with concern that Regional offices and the officers attending the Courts are not complying the directions of the Head office in the subject matter as circulated above particularly dates of hearings and hearing proceedings are not being conveyed timely to the Legal section, which results in embarrassment faced in the courts. Focal person (Legal) Regional offices and officials attending the Courts are directed to follow the instructions in letter and spirit. In addition, the following instructions may also be followed:-

- i. The Focal Persons in the Regional offices shall maintain a list of all cases of the concerned Regions alongwith updated status.
- ii. Weekly list of hearings in the coming week in the particular Region shall be forwarded by the Focal Person to Director Legal through email on every Friday before close of office hours.
- iii. The nominated officials (at least SPS-17) attending the Court shall convey the detail of proceedings and send hearing dates through email to the concerned focal person with CC to Director / Assistant Director (Legal) Head office.
- iv. The Focal Persons or any nominated official by him shall check the cause lists on daily basis w.r.t date of hearings of the cases marked "date in office" by the Courts through websites, to keep track of hearings.
- v. The comments/reports/petitions etc. shall be filed in the Court in coordination with the concerned Law officer nominated by BISP Head office or Law and Justice Division.
- vi. Regular briefings shall be held by the concerned officers to the concerned law officers prior to hearings.

2. Strict compliance to the above instructions and the SOPs/instructions already circulated is desired by the Competent Authority. In case of any negligence, the concerned Regional office shall be responsible for any adverse action.


(Farwa Abbas)
Deputy Director (Legal)

Distribution:

1. All Directors General, BISP HQ, Islamabad.
2. All Regional Directors General/ Directors, BISP.
3. Legal Advisor, BISP HQ, Islamabad.

Copy to:

1. Dy. Director to Chairperson, BISP HQ, Islamabad.
2. SO to Secretary BISP, Islamabad.