



Government of Pakistan
Benazir Income Support Programme
F-Block, Pak. Secretariat
ISLAMABAD

File No: 1-1/BISP/Legal /2018

Islamabad, the 12th October, 2018

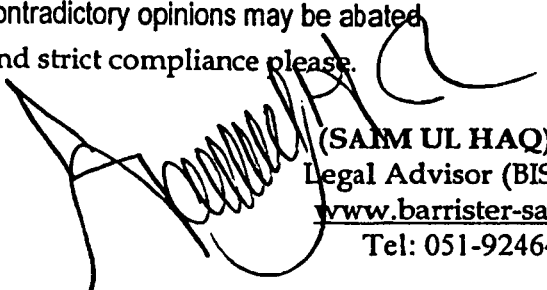
OFFICE ORDER

SUBJECT: SOPs REGARDING SPEEDING AND TIMELY DISPOSAL OF COURT CASES AND FOR FILING OF PETITION/ PLAINT/ WRITTEN STATEMENT/ APPEALS/ REPORTS PARA-WISE COMMENTS/ CIVIL MISCELLANEOUS APPLICATIONS IN VARIOUS COURTS

The Competent Authority i.e. Secretary, BISP has been pleased to approve the following SOPs for filing of Petitions/Appeal/Reports/Para wise Comments in various Courts for Competent Jurisdiction:-

- I. *The Petition/ Plaint/ Written-Statement/ Appeals/ Reports Para-Wise Comments/ Civil Miscellaneous Applications to be filed on behalf of BISP shall be prepared by the concerned Wing/Region and shall submit to the Legal Wing with the approval of the concerned DGs;*
- II. *On receipt of Petition/ Plaint/ Written-Statement/ Appeals/ Reports Para-Wise Comments/ Civil Miscellaneous Applications to be filed in the Court/Forum of Competent Jurisdiction, the Legal Wing shall vet the same and convert these into the legal formats acceptable in the Court;*
- III. *After preparation of the Petition/ Plaint/ Written-Statement/ Appeals/ Reports Para-Wise Comments/ Civil Miscellaneous Applications, the Legal Wing shall seek approval of Secretary, BISP before filing the same in the Court/Forum of the Competent Jurisdiction;*
- IV. *On receipt of vetted and approved draft from the Competent Authority BISP, the Legal Wing shall file in the Court/Forum and accordingly shall peruse the lis; and,*
- V. *Further, vide U.O. No 1(24)/MIS/BISP/HQ/2017 Dated 17th July, 2018 the Competent Authority, BISP also observed that the matters referred for Legal Opinion or for Vetting purposes by different Wings of BISP in the form of U.O./ Official Letters separately cause confusion, such as, Record Keeping, Case Tracking and to handle other allied administrative issues; hence, the same always be sent on main office file, so that, the discrepancies, misunderstandings and contradictory opinions may be abated*

Forwarded for information and strict compliance please.


(SAIM UL HAQ)
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Tel: 051-9246417

A COPY IS FORWARDED FOR INFORMATION & FURTHER NECESSARY ACTION TO:

1. All Director General, BISP,(HQ) Islamabad
2. All Regional Director General Director, BISP (Punjab, Sindh, Khyber Pakhtunkhwa/ FATA, Balochistan, Gilgit Baltistan and AJ&K.)
3. Legal Advisor BISP, HQ Islamabad