

Government of Pakistan  
Benazir Income Support Program  
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No. 19(28)/BISP/Legal/2019/Misc.

Islamabad, the 13<sup>th</sup> December, 2019

CIRCULAR

Subject: SOPs FOR TENDERING ADVICE / OPINION AND VETTING OF CONTRACTS / AGREEMENTS / MOUs ETC AND REGULATIONS / POLICIES / MANUALS

The Competent Authority i.e. Secretary, BISP has been pleased to approve the following SOPs regarding tendering of advice/opinion and vetting of certain Contracts/Agreements, MoUs etc and Regulations/Policies/Manuals by the Legal Wing:-

Vetting of Agreements/Contracts/MoUs etc and Regulations/Policies/Manuals etc.

- i. The draft Agreements/Contracts/MoUs etc to be vetted shall be forwarded to the Legal Wing by the concerned Wing/Regional Office on a proper hard file, duly page numbered/referenced/flagged, containing all the relevant documents and prior approvals (if needed) etc. The Regulations/Policies/Manuals to be made under the BISP Act, 2010, shall also be forwarded to the Legal Wing in the similar way, prior to submission before the BISP Board.
- ii. The soft copy of the drafts shall also be provided to the Director (Legal) or Legal Advisor by the concerned user Wing/Regional Office via email/USB.
- iii. The drafts shall be typed written in double space in a suitable font.
- iv. The Appendices, Schedules etc. to the drafts shall be enclosed with the drafts.
- v. The Legal Advisor shall vet the drafts either through track changes in MS Word or with the pen/lead pencil. The major changes/revisions/amendments made in the drafts by the Legal Advisor shall also be incorporated by him on the note portion of the file alongwith reasons/justifications.
- vi. The Legal Advisor shall take three working days for vetting of the urgent cases and five working days for routine cases. The concerned Wings/Regional Offices shall adjust their timings accordingly.

### Tendering of Opinion/Advice

- vii. The concerned Wings/Regional Offices seeking opinion/advice from Legal Wing shall submit the case to Legal wing after its proper examination by those Wings and they shall highlight the following on note sheet:-
  - a) Facts of the case
  - b) Laws/Rules applicable for the case
  - c) Point on which the advice/opinion is required
- viii. The opinion/advice shall be appended by the Legal Advisor on the note sheet of the file alongwith proper justification / reasons. Law/Rules/Regulations etc., if any, referred by the Legal Advisor shall be added in the file by him.
- ix. The Legal Advisor shall take three to five working days to tender his opinion/advice on the routine cases; however, the Urgent/Immediate cases shall be disposed by him within 24 hours. The concerned Wings/Regional Offices shall adjust their timings accordingly.

### General

- x. The concerned Wings /Regional Offices shall forward the cases to Legal Wing for the purpose through their Directors General/Additional Directors General/Regional Directors, on a proper hard file duly page numbered/flagged /referenced, which shall be marked to the Director (Legal) or Director General (HRM/Legal).
- xi. In case of Urgent/Immediate cases, the same shall be marked/flagged on the file.
- xii. The Legal Wing shall return the cases through Director General (HRM/Legal) to the concerned Wing/Region after doing the needful.
- xiii. The concerned Wings/Regional Offices shall be responsible for seeking final approval of the competent authority after vetting of Agreements/Contracts etc or tendering of legal advice/opinion.
- xiv. If the comments/views of any other Wing/Regional Office or any Ministry/Division/Department etc. are required, the same shall be sought by the user Wing/Regional Office, before forwarding the case to Legal Wing.

2. All the concerned are requested to follow the above SOPs in the subject matter in letter and spirit.



(Syed Tauqeer Hussain)  
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.