



# **LAWYERS' ENDOWMENT FUND POLICY FOR HIGHER STUDIES IN LAW**

**Version 3.0  
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**BALOCHISTAN EDUCATION ENDOWMENT FUND (BEEF)**

A PUBLIC SECTOR COMPANY REGISTERED UNDER SECTION 42 OF COMPANIES ACT,  
2017

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## **1. TITLE OF POLICY:**

This policy will be titled as "**Lawyers' Endowment Fund Policy for Higher Studies in Law**"

## **2. APPLICABILITY:**

This policy will be applicable to all the applicants, aspirants, and beneficiaries i.e. Lawyers of Balochistan enrolled as an advocate with Balochistan Bar Council, desirous to obtain scholarship for higher education in Law, out of the proceeds from the Endowment Fund for Higher Education.

## **3. POLICY ADMINISTRATION AND POWER TO AMEND:**

This policy shall be implemented and administered by BEEF and its concerned officials. The Board of Directors shall be the apex forum for any changes or amendments in this policy on the recommendations of Education Committee.

## **4. PURPOSE OF THE POLICY:**

The purpose of the policy is to create a talented pool of young lawyers through higher education in law from renowned in-land & foreign institutions.

## **5. BOARD AND COMMITTEES:**

### **Board of Directors:**

In continuation of the Government of Balochistan's notification No. SO(ACAD:)/ 5-13/BOG/2017/Edn:/1063-70 dated 22<sup>nd</sup> Aug, 2017, the following shall be the apex authority for this program (as approved in the 16<sup>th</sup> Meeting of the Board) having ToRs and Composition as follows:

1. Chief Secretary, Balochistan	<b>Chairman</b>
2. Advocate General Balochistan	Member
3. Secretary, GoB, Finance	Member
4. Secretary, GoB, Law and Parliamentary Affairs	Member
5. Representative of Balochistan Bar Council	Member
6. CEO BEEF	Secretary

\* There shall be one member from Balochistan Bar Council in the Board. The member of the Board from Balochistan Bar Council shall be notified for one year term by the Advocate General Balochistan/Chairman Balochistan Bar Council.

**Terms of Reference of the Board are as follows:**

- i. To steer and direct the affairs of the Endowment Fund for attainment of the objects of the Fund.
- ii. To approve the scholarship and disbursement of fund for the scholarships approved under the policy of the fund.
- iii. To approve amendments in the policy from time to time on its own or through the recommendations of a designated committee.
- iv. To approve programs and universities for the scholarship.
- v. To maintain the amounts approved/ sanctioned by the Government of Balochistan for Endowment Fund in accordance with the relevant provision of Law.
- vi. The Board shall be able to do all other lawful acts and things as incidental and conducive to the attainment of the objectives of the fund.
- vii. BEEF shall be able to enter into agreements, contracts, and arrangements with organizations and institutions of the purpose of carrying out the functions and activities of the fund with the prior approval of the Board.

**Education Committee:**

As per the decision of the Board of Directors in its 16<sup>th</sup> Meeting, the Education Committee is devised as per following composition and ToRs:

i.	Secretary, GoB, Law and Parliamentary Affairs Department	<b>Chairman</b>
ii.	Advocate General Balochistan	Member
iii.	Representative from Balochistan Bar Council	Member
iv.	Representative from HEC	Member
v.	Representative of BEEF	Secretary

**Terms of Reference of the Committee:**

- i. To oversee, guide, and approve the operational plan for the execution of the set Endowment Funds.
- ii. To oversee the Entire process from advertisement till selection of Beneficiaries, and to scrutinize the cases, interview the candidates, recommend the cases for final approval from Board of Directors of the said Endowment Funds.
- iii. Other matters related to the beneficiaries and the execution of the Programs

**6. FINANCES:**

An Endowment Fund amounting to Rs. 600 Million (presently) is set and approved by the Government of Balochistan for the objective. The Endowment Fund is invested in Short Term debt instruments (Term Deposit Receipts/TDRs of AAA rated Banks) as per the Investment Policy of BEEF and according to the financial needs of the program. Annual slots for scholarships are thereafter decided according to the proceeds of the investments/ availability of budget.

**7. ELIGIBILITY CRITERIA:**

1. Must have local/domicile of Balochistan.
2. Must have obtained unconditional admission offer letter from foreign Universities as approved and notified by Pakistan Bar Council.
3. Must not be older than 40 years till cut off date.
4. Must have secured at-least 6.5 Bands Aggregate Valid (not expired) IELTS Score regardless of the requirement of the Institution/University. Documents such as English proficiency or any other proficiency test etc in lieu of IELTS will not be accepted.
5. Must have valid Balochistan Bar Council License with at-least two years practicing experience till cut-off date certified by Balochistan Bar Council on prescribed proforma of BEEF (enclosed herewith).

6. To substantiate, the practicing status, the experience certificate issued by Bar Council shall be accompanied by at-least fifty (50) order sheets obtained in the last two (2) years.
7. Must have HEC attested LLB or applicable Degrees and relevant Board attested Matric and Intermediate Certificates.
8. Scholars having availed scholarship once under this program shall be ineligible for scholarship under this program again for any degree.
9. Eligible candidates have to secure at-least 60% marks in the aptitude test and at-least 60% marks (aggregate) in the prescribed merit formula for consideration of scholarship.
10. Certificate from Advocate General/Chairman Balochistan Bar Council.
11. Distance learning and In-Land programs are ineligible.

## **8. APPROVED PROGRAMS AND SLOTS DISTRIBUTION:**

<b>Programs</b>	<b>SLOTS DISTRIBUTION</b>
LLM	80% of the available funds for LLM programs.
Bar-at-Law	20% of the available fund for Bar-at-Law.

The Board, with 3/4<sup>th</sup> majority of vote, is authorized to re-appropriate slots keeping in view the available finances and number of applications. The Board shall record reasons for any such re-appropriation in the greater interest of the program.

Bar-at-Law scholarships shall be announced only when 20% of the available funds are sufficient to finance at least one (01) Bar-at-Law slot.

## **9. APPROVED UNIVERSITIES:**

10. Foreign Universities as approved and notified by Pakistan Bar Council.

## **11. SCHOLARSHIP COVERAGE:**

<b>Particulars</b>	<b>Amount</b>
University Fee	At-actual. The fee shall be paid on Bi-Annual basis.

Stipend (covering Living Cost, Hostel Fee, Books and Travel)	<ul style="list-style-type: none"> <li>As per UKVI rules or equivalent in USD per month for institutions other than UK</li> <li>Stipend shall be paid on Quarterly basis upon submission of quarterly academic report</li> </ul>
Return Air Ticket	At-actual Economy Class once during entire course
Visa Processing Fee	At-actual
Health Insurance (needed for admission/visa processing for some institutions)	National Insurance Firm offering least expensive health insurance

- The selected scholars cannot change their University, Campus, Program or Country once decided and approved by the Board.
- Any expenditure over and above the approved amount shall be borne by the selected scholar and shall not be claimed for reimbursement.
- In case the selected lawyer fails to depart and join his study program within 45 days of session start date, his scholarship shall be cancelled and all expenditure incurred shall be refunded.

## 12. PROCESS FOR SELECTION OF LAWYERS:

Following outlined processes shall be followed for selection of Lawyers for Higher Education in Law:

### Availability of Budget:

Before announcement of annual intakes, financial feasibility shall be worked out for the available finances and budget to determine the number of slots. If the finances are insufficient for any given year, the program shall be deferred for next calendar year.

### Advertisement:

Advertisement shall be published once a year in leading newspapers along with number of slots for each category. If the cut off date/deadline of submission of applications falls on holiday(s), the next working day shall be valid for submission of applications.

### Submission of Applications:

Applications shall be submitted in hard copy or through online portal till last date of submission of applications as per the advertisement. Only the applications complete in all respect of eligibility criteria shall be received and applicant shall be issued a receipt.

### Internal Scrutiny of Applications:

After the submission of applications, a committee comprised of the following shall scrutinize the received applications as well as verifications of credentials i.e. IELTS result, University offer letter, Educational Credential, Surety Bonds, Law GAT, Experience Certificates, & License etc:

- i. Chief Operating Office (Chairman)
- ii. Chief Internal Auditor
- iii. Chief Financial Officer
- iv. Sr. Manager (M&E)
- v. Sr. Program Manager (Imp)

### Interview and Recommendation of Education Committee:

All the applications received at BEEF office and finalized as per the criteria and process, shall be presented to Education Committee for review and interview by the Education Committee before recommendations are made to the Board.

### Final Selection by the Board:

The applicants shortlisted and recommended by the Education Committee shall be finalized by the Board. Merit list shall be prepared as per the formula prescribed as under:

<b>Parameter</b>	<b>Weightages for LLM &amp; Bar-at-Law</b>
Matriculation marks	10%
Intermediate marks	10%
LLB marks	20%
IELTS Marks	10%
Screening Test	50%
<b>Total</b>	<b>100%</b>

Screening test to be conducted by a testing service outsourced by adopting the prescribed procedure.

Additionally, candidates on the waiting list shall be offered scholarships if the principal candidate(s) fail to secure visa once.

**Process after selection and initiation of payments:**

- i. Cases of selected candidates shall be processed for payments after issuance of minutes of the Board Meeting.
- ii. Payment to University shall be made directly on bi-annual basis.
- iii. Payment of stipend to scholars shall be made through crossed cheque on bi-annual basis upon the receipt of performance evaluation report.
- iv. For the purpose of payment to University, a NOC/Approval from State Bank of Pakistan would be obtained to allow a threshold of Foreign Exchange/Outward Remittance Transactions.
- v. In case the approved procedure is not mature and the deadline of fee payment is due, then the CEO BEEF may be authorized to pay the fee to the beneficiary through crossed cheque, who would ensure to submit the fee individually to the concerned University and submit the receipts, invoices, and all necessary documents from the University concerned to the BEEF.

**13. GUARANTEE AND BONDS:**

- i. Selected lawyer shall submit a personal surety bond of a gazetted officer of BPS-17 or above on a stamp paper, stating therein that the guarantor shall be responsible to refund the entire amount in case the selected Lawyer does not fulfill the terms and conditions of the scholarship (annexed).
- ii. Selected lawyer shall submit guarantee obtained from Balochistan Bar Council that in the event the selected lawyer does not fulfill the commitments of the scholarship, he shall be subjected to the disciplinary actions of Balochistan Bar Council (annexed). The selected lawyer shall also submit a guarantee of his/her parents/guardian to Balochistan Bar Council.
- iii. The selected lawyer shall give guarantee in the form of surety bond that he/she shall return to Balochistan within a month time upon completion of their studies and will serve within Balochistan for at-least 2 years immediately after returning from abroad/course. Balochistan Bar Council will submit report after every six months, regarding the attendance of the Lawyers who have returned and served the province.

- iv. In case, the bond is not honored by the lawyer, then the guarantor shall be held liable and following actions shall be taken:
  - a. Ministry of Foreign Affairs shall be approached for repatriation of the Lawyer and Bar Council shall be approached for cancellation of his licensure.
  - b. Notice to the Guarantor for refund, followed by the legal action to recover.
  - c. Any other action as directed by the Board.

#### **14. MONITORING:**

- i. Selected lawyers shall have to submit a quarterly academic performance report on a proforma as annexed, duly signed by the concerned University Personnel/Academician via email.
- ii. In case of unsatisfactory performance in any given quarter, the scholar shall be given a warning. In the 2<sup>nd</sup> instance, his scholarship shall be recommended to the Board for appropriate decision/action(s).

#### **15. TIMELINES:**

<b>S.No</b>	<b>Activity</b>	<b>Timeline for Fall Session</b>
1.	Announcement of Schemes in Print and Electronic Media	During December - January
2.	Deadline for submission of Applications along with documents as per the requirements	Apr - May
3.	Internal Scrutiny	May
4.	Education Committee meeting for onward recommendation to Board of Directors	By 30 <sup>th</sup> May
5.	Convening meeting of Board of Directors for Interview and finalization of Beneficiaries	By 30 <sup>th</sup> June

6.	Financial Transactions to Universities, Beneficiaries, Visa Processing and Documentations	During Jul-Aug
7.	Selected Lawyers depart for UK	By 30 <sup>th</sup> Aug

## 16. Annexures:



### Government of Balochistan

FINANCE DEPARTMENT

### Balochistan Education Endowment Fund

(A Public Sector Company Setup u/s 42 of Companies Act, 2017)

House. 116/40-A, 5<sup>th</sup> Street, Near Main Jamia Mosque, Jinnah Town, Quetta

Telephone: 081-9202095 Fax: 081-9202096

Web: [www.beef.org.pk](http://www.beef.org.pk) Email: [ceo.beef@balochistan.gov.pk](mailto:ceo.beef@balochistan.gov.pk)



### QUARTERLY ACADEMIC PERFORMANCE/MONITORING REPORT LAWYERS ENDOWMENT FUND FOR HIGHER EDUCATION PROGRAM

**Name of Scholar:** \_\_\_\_\_

**University:** \_\_\_\_\_

**Degree Program:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_

**Course End Date:** \_\_\_\_\_

**Report for the period of:** \_\_\_\_\_

**To be evaluated & filled by the University Official/Academic Supervisor (please tick):**

**How do you rate the academic performance of the Scholar:**

Extremely Unsatisfied	Unsatisfied	Satisfactory	Good	Exceptional

**How is the overall behavior and discipline of the scholar:**

Extremely Unsatisfied	Unsatisfied	Satisfactory	Good	Exceptional

**Will the scholar complete the program in due time:**

Yes	No

**Do you recommend continuation of student's scholarship:**

Yes	No

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of the evaluator:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E-Mail:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact No:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sign & Stamp:**

### **Template for BEEF' Scholars (International)**

### **(Undertaking by the applicant/agreement of terms and conditions)**

**Note:** To be produced on a stamp paper worth **Rs.500/-**.

I \_\_\_\_\_ S/D/o \_\_\_\_\_ solely declare my Bond of commitment that after successful completion of my study course LLM/PhD in Law / Bar-at-Law \_\_\_\_\_ (Spring/ Fall \_\_\_\_\_ year \_\_\_\_\_) as I have received an unconditional offer letter from the Institute namely \_\_\_\_\_ funded by Balochistan Education Endowment Fund under any Foreign Funded Scholarship (FFS) or Inland Funded Scholarship (IFS) \_\_\_\_\_ Category and I assure that I am committed to accomplish my studies and will return back to my home country/ province immediately after completion of my study course as approved by BoD/BEEF/GoB, provided the cost of two-way / return air ticket by BEEF in advance. Also declared that at my return I will report to BEEF and will submit my all course related documents including certificate, marksheets, Bio-Metric Resident Permit (BRP) etc. along with Back-To-Country Report (BTCR) will lead towards submission of two years plan of activities to ensure serving my home province (Balochistan) as an Alumni at least for two years.

I further solemnly affirm that:

- i. Shall not take asylum under any circumstances.
- ii. Shall not seek to extend my stay or apply for any residence/nationality/work permits.
- iii. Shall successfully complete my study course/degree program within stipulated time frame with satisfactory academic performance.
- iv. Shall not indulge myself in any unlawful acts.

I solemnly take oath that failing the above will make me liable for cancellation of my scholarship and I shall refund the entire amount incurred on my studies.

Applicant's Parent/Guardian Cell \_\_\_\_\_ Landline \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

ID \_\_\_\_\_ Permanent \_\_\_\_\_ address \_\_\_\_\_

Date \_\_\_\_\_  
applicant \_\_\_\_\_

**Signed by the**

Date \_\_\_\_\_  
parent \_\_\_\_\_

**Signed by the applicant's**

**Name of Applicant's Parent/Guardian:** \_\_\_\_\_

**CNIC No of applicant's Parent/Guardian:** \_\_\_\_\_

Attested by an  
Oath  
Commissioner  
under his seal

**Template for BEEF' Scholars (International)**

**(Declaration of Personal Security /Surety Bond by *Gazetted officer only*):**

**Note:** To be produced on a stamp paper worth **Rs.500/-**.

I \_\_\_\_\_ S/D/O \_\_\_\_\_  
(guarantor) holder of CNIC # \_\_\_\_\_ (attach copy), working as a (Designation)

\_\_\_\_\_ Deptt/Organization \_\_\_\_\_

\_\_\_\_\_ of Federal / Provincial Government employee having relationship  
(official/personal/blood relative) \_\_\_\_\_ with the applicant

Mr./Ms. \_\_\_\_\_ S/D/O \_\_\_\_\_ do  
solemnly assure to take responsibility as guarantor and be held accountable to refund the  
total amount to BEEF in the event my guarantee fails to comply with the terms and  
conditions of the scholarship. Moreover, the liability shall be settled from my salary or  
pensionary benefits in case I am unable to refund the total amount incurred.

Guarantor's \_\_\_\_\_ Contact \_\_\_\_\_ Cell \_\_\_\_\_

Landline \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

ID \_\_\_\_\_

Permanent \_\_\_\_\_ address \_\_\_\_\_

Date \_\_\_\_\_ Signed/Stamped by the Guarantor: \_\_\_\_\_

Date \_\_\_\_\_ Signed by the Guarantee/applicant: \_\_\_\_\_

Attested by an  
Oath  
Commissioner  
under his seal

*(To Be Printed on Balochistan Bar Council Letterhead)*

**Reference No:**

**Dated:**

**Two Years' Practicing Certificate for BEEF Scholarship for Foreign Studies (LLM & Bar-at-Law)**

**(Under BEEF Lawyers' Endowment Fund Program)**

This is to certify that Advocate \_\_\_\_\_ s/d/o \_\_\_\_\_

Holder of CNIC No. \_\_\_\_\_, aspirant of BEEF scholarship, is holding Balochistan Bar Council License as a practicing lawyer of Balochistan having following details:

License No. \_\_\_\_\_

Date of Issuance of License: \_\_\_\_\_

Experience at cut off date of BEEF advertisement: \_\_\_\_\_ years & \_\_\_\_\_ months

Moreover, enclosed herewith are recent (not more than two year old) \_\_\_\_\_ No. of order sheets which validates and substantiates his/her practicing status.

Certified that the applicant advocate is fulfilling two years' practicing experience as per scholarship policy requirements and is a practicing lawyer and is not holding any public or private job in any government, semi-government, autonomous bodies, or private bodies.

**Vice Chairman or Secretary**  
Balochistan Bar Council

**Counter Signed**

**Chairman**  
Balochistan Bar Council

[List of LLM Specialization](#)

LLM Environmental Law  
LLM Business Law/ Commercial Law  
LLM Corporate Law  
LLM Criminal Law  
LLM Tax/ Taxation Law  
LLM Human rights law  
LLM Competition Law  
LLM Consumer Protection Law  
LLM Mediation and Alternative Dispute Resolution  
LLM Labour Laws  
LLM Employment Law  
LLM Cyber Law  
LLM Banking Law / Finance Law  
LLM Sports Law  
LLM Media Law, Privacy and Defamation  
LLM Medical Law & Ethics  
LLM The Law Relating to Fraud and Financial Crime