



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལེན་པའི་ལྷན་ཁག་གི་འཛོལ་ཁུངས་ལྷན་པོ།

NATIONAL PENSION & PROVIDENT FUND
THIMPHU: BHUTAN



Terms of Reference

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Legal Assistant	1	Class XII pass with 2 years Diploma in National Law	Nil	10	Nu. 17,605/-

All employees are eligible for the following allowances on the basic salary:

- 20% House Rent Allowance;
- Maximum 2 months basic salary based on performance;
- Maximum monthly 50% performance based variable incentive; and
- Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate

Employment:	Regular
Reporting Authority:	Chief General Counsel
Reviewing Authority:	CEO
Unit:	Legal Service
Division:	Legal Service Division
Department:	CEO
Posting location:	Head Office, Thimphu.
Primary responsibilities:	<ol style="list-style-type: none">1. Make financial recovery as and when the recovery division forwards the case file to the legal division;2. Keep the supervisor informed on the sensitive cases that merit his attention;3. Draft charge-sheets on case for filing the cases in the court of law;4. Draft rebuttals and counter arguments for submission to the courts and submit the same to the supervisor for final review and approval;5. Seek approval from the supervisor to seize hypothecated and mortgaged properties as per the Court Order;6. Draft documents as and when directed by the supervisor;7. Attend the important/sensitive case hearings in the Courts as instructed by the supervisor;8. Carry out the site inspections as and when required;9. Document legal instruments and properties to ensure their safe custody;10. Make day-to-day follow-up with the NPA cases;11. File recovery suits in the court of law;



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	<ol style="list-style-type: none">12. Attend the hearings as per court orders;13. Update the supervisor on the outcome of the court verdicts;14. Make loan recovery as per the verdicts of the courts;15. Re-file the case when the clients fails to abide by the decision of the courts;16. Negotiate timelines with the NPA clients and follow up with them on overdue;17. Obtain/buy relevant regulations and laws that pertain to the Legal Services;18. Prepare mortgage deeds and agreements for the supervisor to execute accordingly;19. Obtain original lagthrams from Thromde/s as and when new documents are issued;20. Maintain a safe custody of all lagthrams, laws, regulations and other legal instruments;21. Ensure to deposit recovery on the same day of recovery, unless the recovery coincides with weekends or government holidays or after office hours;22. Submit weekly recovery update and NPA cases to the supervisor;23. Trace the untraceable borrowers with the help of regional offices, gups and other relevant agencies;24. Draft/formulate official letters, letters of undertaking, memorandum of understanding and other legal instruments in Dzongkha and English;25. Respond to external correspondences within two working days in consultation with the supervisor;26. Explore other viable alternatives to recover money from defaulting clients without resorting to court cases;27. Prepare documents for restructured loans;28. Adjust the PF against the loan outstanding upon resignation, termination and superannuation of a client;29. Attend the meetings as and when directed by the supervisor;30. Keep the supervisor informed on the issues relating to Litigation Unit, Legal Services;31. Ensure to timely cancellation of lien upon liquidation of loans;32. Carry out the functions of the Litigation and Follow-up Unit when directed by the supervisor;33. Liaise with the court to build the working relationship with the Judiciary; and34. Carry out any other assignment when given by the
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