



## REPORT

### 01-DAY PROFESSIONAL DEVELOPMENT PROGRAMME ON OFFICE PROCEDURES FOR KHYBER PAKHTUNKHWA JUDICIAL ACADEMY AND PESHAWAR HIGH COURT STAFF

MARCH, 18 2025



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KHYBER PAKHTUNKHWA JUDICIAL ACADEMY, OLD SESSIONS COURT BUILDING,  
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## EXECUTIVE SUMMARY

The Khyber Pakhtunkhwa Judicial Academy (KPJA) successfully conducted a one-day Professional Development Programme on Office Procedures on March 18, 2025. This training was specifically designed to enhance the administrative skills and procedural knowledge of staff members from the Peshawar High Court (PHC) and KPJA. Recognizing that adherence to standardized office procedures is critical for maintaining operational efficiency and organizational integrity, the program aimed to equip participants with the tools necessary to manage tasks effectively and professionally.

The training covered key aspects of office procedures, including document management, filing systems, internal communication protocols, handling correspondence, and drafting skills. Facilitated by Mr. Hifz ur Rehman, a retired Secretary with extensive experience in administrative practices, the sessions were interactive and practical, enabling participants to apply their learning to real-world scenarios.

The program concluded with a certificate distribution ceremony, where Mr. Jehanzeb Shinwari, Director General of KPJA, acknowledged the participants' commitment to professional growth and emphasized the importance of streamlined office procedures in upholding institutional credibility. This initiative aligns with KPJA's mission to strengthen the capacity of justice sector professionals, ensuring efficient service delivery and maintaining the integrity of the judicial system.

This report provides a detailed account of the program, including its objectives, methodology, daily proceedings, and outcomes. Through this program, KPJA reaffirms its commitment to fostering professionalism and accountability within the justice sector.

## INTRODUCTION

Effective office procedures are integral to the smooth and efficient functioning of any organization, especially within institutions like the Peshawar High Court and the Khyber Pakhtunkhwa Judicial Academy. In legal and educational settings, streamlined office procedures are essential for maintaining order, ensuring transparency, and optimizing the use of resources. Employees' understanding and adherence to these procedures not only enhance operational efficiency but also contribute to the overall credibility and functionality of the organization. As such, it is crucial to equip staff with the necessary knowledge and skills to carry out office tasks effectively, in accordance with institutional protocols.

This training initiative aims to familiarize staff of these two institutions with the key office procedures and administrative practices necessary for ensuring smooth operations. The goal is to enhance individual performance and improve overall institutional effectiveness, which, in turn, will contribute to a positive and professional work environment. By developing staff members' knowledge in this area, the organization aims to foster consistency, accuracy, and accountability in its day-to-day operations.

## BACKGROUND

The Khyber Pakhtunkhwa Judicial Academy plays a vital role in providing training and professional development to all justice sector stakeholders. In parallel, the Peshawar High Court, as the highest court in Khyber Pakhtunkhwa, plays a pivotal function in maintaining justice within the province. The effectiveness of the Peshawar High Court's and the Academy's operations relies heavily on the ability of its staff to follow clearly defined office procedures. The Academy is committed to ensuring that the employees of these institutions are well-versed in office protocols, which are critical for maintaining smooth and professional workflows.

By promoting understanding and compliance with these procedures, the Academy seeks to enhance efficiency and maintain high standards of performance across all departments. This program will equip employees with the practical knowledge required to follow established administrative practices, contributing to the smooth and effective functioning of the Peshawar High Court and the Academy and the broader justice sector.

## LEARNING OBJECTIVES & OUTCOMES

By the end of the training programme, participants were able to:

### 1. **Recognize the Importance of Adherence to Office Procedures**

Participants gained a clear understanding of how following well-established office procedures is essential for maintaining operational efficiency, ensuring consistency, and promoting accountability within the organization. This knowledge helped them recognize how their adherence to these procedures contributes to the smooth functioning and success of the workplace.

### 2. **Enhance Knowledge of Core Office Procedures**

Participants learnt essential office practices, including:

- a. Document management and filing systems
- b. Internal communication protocols
- c. Handling correspondence and maintaining records
- d. Drafting Skills

### 3. **Master Professional Office Practices**

The training emphasized how staff members can improve their professional conduct through a better understanding of office procedures. This included training on the proper use of office equipment and organizational systems to streamline day-to-day operations.

## EXPECTED OUTCOMES:

- For participants to develop a strong understanding of the key office procedures and their importance in maintaining organizational efficiency.
- For Staff members to demonstrate increased accuracy and consistency in following office protocols.
- For employees to contribute to improved workflow, timely execution of tasks, and better management of administrative responsibilities.
- For the overall organizational performance to improve due to more effective office procedures and practices.

## METHODOLOGY

The training was conducted by expert facilitators with significant experience in office management and administrative procedures, especially in legal and educational environments. The training approach was interactive, involving practical case studies, role-playing exercises, and discussions to help participants understand how office procedures apply to real-world scenarios.

## CONCLUSION

The professional development training on office procedures has empowered staff members of the Peshawar High Court and Khyber Pakhtunkhwa Judicial Academy to manage their tasks more efficiently and in line with organizational protocols. By emphasizing the importance of following standardized office practices, this programme has improved individual performance, streamline administrative workflows, and foster a more organized and professional work environment. Ultimately, it will contribute to the Academy's mission to deliver high-quality services and uphold the integrity of the justice sector in Khyber Pakhtunkhwa.

## PROCEEDINGS

The activity of the 01-day professional development course is briefly encapsulated below:

### TUESDAY, 18TH MARCH 2025

#### INAUGURAL CEREMONY

- **Chair:** Mr. Jehanzeb Shinwari, Director General, KPJA
- **Welcome Address:** Mr. Jehanzeb Shinwari, Director General, KPJA, welcomed participants and underscored the importance of adhering to standardized office procedures. He highlighted how efficient administrative practices contribute to the smooth functioning of institutions and enhance public trust in the judiciary.
- **Group Photo:** The session concluded with a group photo to commemorate the inauguration of the program.

#### ACADEMIC SESSIONS

##### 1. Introductory Session

- **Speaker :** Dean Faculty, KPJA
- **Focus:** An overview of the training objectives and outline of the day's agenda.

##### 2. Orientation on Secretariat Instructions

- **Speaker :** Mr. Hifz ur Rehman, Secretary (Retired)
- **Focus:** The foundational principles of secretariat instructions, emphasizing their role in ensuring consistency, transparency, and accountability in administrative tasks.

##### 3. Official Correspondence and File Management System

- **Speaker :** Mr. Hifz ur Rehman, Secretary (Retired)
- **Focus:** Best practices for handling official correspondence, maintaining records, and managing files systematically. Practical examples were provided to illustrate effective file tracking and organization.

#### 4. Drafting Skills

- **Speaker : Mr. Hifz ur Rehman, Secretary (Retired)**
- **Focus:** The importance of clarity, precision, and structure in drafting official documents. Participants engaged in hands-on exercises to practice drafting memos, letters, and reports.

#### **CERTIFICATE DISTRIBUTION CEREMONY**

- **Chair : Mr. Jehanzeb Shinwari, Director General, KPJA**
- Certificates were distributed to all participants in recognition of their successful completion of the program.

## EPILOGUE

The Professional Development Programme on Office Procedures successfully enhanced participants' understanding of standardized administrative practices and their application in professional settings. Through expert-led sessions, interactive discussions, and practical exercises, the training equipped participants with the skills necessary to manage tasks such as document management, file organization, official correspondence, and drafting with greater efficiency and accuracy.

Key takeaways from the program included the importance of adhering to secretariat instructions, maintaining systematic records, and drafting clear and concise official documents.

This initiative aligns with KPJA's broader mission of promoting professionalism and accountability within the justice sector. By investing in the continuous development of Peshawar High Court's and its own staff, KPJA reinforces its commitment to maintaining operational efficiency and delivering high-quality services. The insights gained from this program will be helpful in designing future training initiatives, ensuring sustained improvements in administrative practices and institutional excellence. Ultimately, this program contributes to the Academy's goal of upholding the integrity of the justice sector in Khyber Pakhtunkhwa.

## ANNEXURES

- **ANNEX-A: LIST OF PARTICIPANTS**
- **ANNEX-B: SCHEDULE OF TRAINING**
- **ANNEX-C: TRAINING IN PICTURES**

**ANNEX-A: LIST OF PARTICIPANTS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>STATION</b>
1.	Muhammad Jawad Khan	PA to Addl: Registrar (Admn)	PHC
2.	Syed Ali Shah	Computer Operator	PHC
3.	Ms. Maria Abbas	Assistant	PHC
4.	Mr. Ijaz Khan	Accountant	PHC
5.	Mr. Aman Khan	Caretaker	PHC
6.	Mr. Abdul Saeed	PA to Director (Regulation)	PHC
7.	Mr. Sajjad Khan	PA to Addl: MIT	PHC
8.	Mr. Arbab Ali Shah	Senior Clerk	PHC
9.	Ms. Sumaira Sardar	Senior Clerk	PHC
10.	Mr. Ihtesham Qaiser	Junior Clerk	PHC
11.	Mr. Iftekhar Ahmad	Junior Clerk	PHC
12.	Mr. Atifullah	Daftari	PHC
13.	Mr. Raza Zaman	Daftari	PHC
14.	Mr. Amjad Ali Khan	News Editor	KPJA
15.	Mr. Shah Faisal Raza	Producer	KPJA
16.	Ms. Darkhshah	Assistant Librarian	KPJA
17.	Mr. Abdul Latif	Assistant	KPJA
18.	Dr. Taimur Azam Khan	Assistant Academics	KPJA
19.	Mr. Badar Munir	Assistant Academics	KPJA

20.	Mr. Muhammad Ishtiaq	Record Keeper	KPJA
21.	Mr. Haji Muhammad	Junior Clerk	KPJA
22.	Mr. Ahmad Nawaz	Junior Clerk	KPJA
23.	Mr. Inam Ullah	Broad Cast Tech:	KPJA
24.	Ms. Parven Akhter	Dispatch Clerk	KPJA
25.	Mr. Muhammad Ibrahim	Naib Qasid	KPJA
26.	Mr. Wajid Ikram	Book Lifter)	KPJA
27.	Mr. Zubair Khan	Naib Qasid	KPJA
28.	Mr. Sohail Ahmad	Class Attendant	KPJA
29.	Mr. Haroon ur Rasheed	Receptionist	KPJA

## ANNEX-B: SCHEDULE

Tuesday 18-03-2025

### INAUGURAL SESSION (08:30 – 09:00)

Recitation from the Holy Quran	08:30-08:35
National Anthem	08:35-08:40
Welcome Address by the Director General	08:40-08:50
Group Photo Session	08:50-09:00

### ACADEMIC SESSION

	Activities	Resource Person	Duration
1.1	Introductory Session	Dean Faculty	09:00-09:10
1.2	Orientation on Secretariat Instructions	Mr. Hifz ur Rehman, Secretary ( R )	09:10-10:10
Health Break (10:10-10:15)			
1.3	Official Correspondence and File Management System	Mr. Hifz ur Rehman, Secretary ( R )	10:15-11:15
1.4	Drafting Skills	Mr. Hifz ur Rehman, Secretary ( R )	11:15-12:15

### CERTIFICATE DISTRIBUTION (12:20 -12:50)

Departure

**ANNEX-C: TRAINING IN PICTURES**

**INAUGURAL SESSION**



**ACADEMIC SESSION**



**CONCLUDING CEREMONY & CERTIFICATE DISTRIBUTION**









## GROUP PHOTO



## KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

01-Day Professional Development Programme on “Office Procedures”  
for KPJA & PHC Staff (March 18, 2025)



**Sitting L to R**  
 Sayyed Mansoor Shah Bakhari (R&PO), Mr. Iftikhar Ahmad, Mr. Anjad Ali Khan, Mr. Ijaz Ahmad, Miss. Samira, Ms. Maria Abbos, Ms. Faraj Zia Maffi (DH), Mr. Jehanzeb Shiwari (DC KPJA),  
 Mr. Zia ur Rehman (Dean Faculty), Ms. Hina Khan (DH), Mr. Sajid Amin (AO), Mr. Shahjahan, Mr. Reza Zaman, Mrs. Parveen Akbar, Mrs. Durakshana.

**Standing L to R**  
 Mr. Ashar Rehman, Mr. Muhammad Ibrahim Saeem, Mr. Muhammad Adnan, Dr. Tanvir Azam Khan, Mr. Haji Muhammad, Mr. Haroon ur Rashid, Mr. Shah Faisal Raza, Syed Ali Shah, Mr. Abdul Latif,  
 Mr. Sajid Khan, Mr. Mohammad Jawad Khan, Mr. Amir Ullah, Mr. Iftisahan Qaiser, Mr. Iqbal Ullah, Mr. Lagari Ali, Mr. Ahmad Nawaz, Mr. Badar Munter.