

PROCESS SERVING AGENCY

Syed Aqeel Ajiz
Addl. District & Session Judge,
Shabqadar

WHAT IS PROCESS SERVICE AGENCY

- ◉ It is an agency which is supposed to serve and execute all the process issued by the courts.
- ◉ This agency works as backbone in our judicial system.

KINDS OF AGENCIES

CIVIL

- PS
- BAILLIFF
- NAIB NAZIR
- NAZIR

CRIMINAL

- DFC

ADMINISTRATIVE CONTROL OF THE AGENCY

- **Civil**

- Sr. Civil Judge of District

- **Criminal**

- DPO of District

COMPOSITION & FUNCTIONS OF CIVIL PROCESS SERVING AGENCY

- PS
 - Service of summons etc.
- Bailiff
 - Execution of Warrants
- Naib Nazir
- Distribution of summons and warrants amongst PS and Bailiff
- Nazir
 - To keep accounts

SERVICE STRUCTURE

○ Appointing Authority

- Sr. Civil Judge of District/departmental selection committee/Departmental promotion committee

○ Recruitment

- PS: By initial recruitment in BPS-3
- Bailiff: By promotion from amongst the process servers in BPS-4
- Naib Nazir: By promotions from amongst the holders of the post of Bailiff in BPS-7
- Nazir: By promotion from amongst the holders of the post of Naib Nazir in BPS-11

REFERENCES

- ◉ Vol. 4, Chapter 6A,B, High Court Rules and orders (Civil)
- ◉ Judicial Estacode - Establishment of district courts, Terms and conditions of services, Pages 239 and 241

QUESTIONS?

THANK YOU!