



Khyber Pakhtunkhwa Judicial Academy

REPORT

Online Training for newly promoted Senior Civil Judges

5 – 18 January 2021



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1.0 Introduction

1.1 KPJA is statutorily mandated to provide training to all justice sector stakeholders, to hold conferences, seminars, lectures, workshops and symposia in matters relating to court management, administration of justice, law and development of skills in legislative drafting and to establish liaison with research institutions, universities and other bodies including the Federal Judicial Academy, towards the cause of administration of justice. (Section 4 of the Academy Act)

1.2 Hon'ble the Peshawar High Court Peshawar by the Notification No. P(a)31-A/94-J dated 24th April, 2020 promoted 26 Civil Judges to the post of Senior Civil Judge. Notification of the Hon'ble Peshawar High Court, Peshawar No.5-J dated 20th December, 2003 prescribes 03 week mandatory training for Senior Civil Judges. Further Hon'ble Peshawar High Court, Peshawar directed the Academy vide Letter No. 21815/SDJ/PHC/HRW/06-V.I-2019 dated 11.11.2019 to devise training module for Senior Civil Judges. Similarly the Audit Report was shared with the Academy in pressing upon the necessity of holding training for Senior Civil Judges. With this end in view, the Academy arranged two week online training for newly promoted Senior Civil Judges and senior most Civil Judges.

2.0 Purpose of the report

2.1 This report aims to assess the quality and impact of the training delivered from 5th to 18th January 2021.

2.2 The report begins with concept paper, general layout of the training session including, information about the participants, the resource person details, schedule of activities, proceedings, followed by recommendations for future improvements.

3.0 Concept Paper

3.1 Introduction:

3.1.1 The idea that the judiciary is to rely solely on a culture of personal development is out-dated. Training is now considered imperative in all jurisdictions (both common and civil law countries). Again the emphasis on it has increased with people's expectations of quality in service delivery, media attention, and the dynamic new issues of the modern era.

3.1.2 Mandatory training has its own significance for enhancing professionalism. For senior civil judges, the need for such training is even more profound. Judicial officers face new human resource and financial management challenges. Their liaison skills are tried in seeking synthesis between the bench and the bar, the judiciary and the district administration, and between the judges themselves. Their vigilance and monitoring of the process serving agency guarantee that problems in service of summons, described as one of the most important causes of delay in the due progress of cases, are checked.

3.1.3 It is necessary to mention that recent experiences have shown that serious consequences are bound to arise if training is not imparted. Directions and the contents of the letter # 2/815/SDJ/PHC/HRW/06-V.1-2019 dated 11-11-2019 from Hon'ble the High Court are its clear manifestations. Further, an audit report was shared with the Academy which contains besides others the following observations (reproduced verbatim);

- a) Non-compliance of High Court rules and orders (HCR &OS relating to Part A_C of Chapter 8 of Volume 11
- b) Non-compliance of HCR &Os regarding sheriff petty account (Part-D of chapter 8 of volume 11),is increasing agonies of the litigants, resulting into lack of trust in the formal justice system
- c) Non-compliance of certain rules and orders under Civil Court deposit Accounts(Part E of chapter 8 of volume 11)
- d) The budgetary process of district court which is an important element of strategic planning needs proper oversight and revamping
- e) Manual mode of recording accounting transactions and lack of automation is an area which needs management attention and consideration
- f) Payroll and related allowances which is more than 80 percent of the annual budget of the district court lacks complete record for the sake of analysis and decision making purposes
- g) Proper and regular maintenance of bank statements and bank reconciliation is not followed by district courts
- h) Lack of training and capacity building particularly of newly hired and promoted staff is leading to inefficiencies and ineffectiveness.

3.2 Legal Mandate:

3.2.1 KPJA is statutorily mandated to provide training to all justice sector stakeholders, to hold conferences, seminars, lectures, workshops and symposia in matters relating to court management, administration of justice, law and development of skills in legislative drafting and to establish liaison with research institutions, universities and other bodies including the Federal Judicial Academy, towards the cause of administration of justice. (Section 4 of the Academy Act)

3.2.2 Specific to mandatory training, Rule 9(4) of Khyber Pakhtunkhwa Judicial service, provides;

"No person shall be confirmed in the service unless he/she successfully completes such training and passes such departmental examination as may be prescribed by the High Court from time to time. Further, the notification of Peshawar high court No. 5-J dated 20-12-2003, prescribes three-week mandatory training for senior civil judges.

3.3 Content:

3.3.1 Training curriculum, it is said, "should ideally respond to concrete problems, be based on need assessment, have specific objectives, and be subject to periodic evaluation".

3.3.2 A series of training sessions for senior civil judges were held in 2015. Their input as participants was the basis for the preparation of modules. These modules have been considered for the current training. In addition, the audit report recently shared with the Academy has been taken into account. Another addition to the modules is awareness-raising of recruitment procedures. It is necessary on the one hand to equip the senior civil judges with the ability to make suitable choices for the different posts and on the other hand to avoid technical pitfalls.

3.3.3 Detailed representation of the modules is as under;

| Module | Focus on | Suggested Readings |
|---|--|--|
| Module # 01: Financial Management-01 | <ul style="list-style-type: none">• General Financial Rules (F.R and S.R)• General responsibilities of DDO• Receipts & Payment of public money | <ul style="list-style-type: none">• General Financial Rules• Fundamental Rules• Supplementary Rules• High Court Rules & Orders• Account Code |

| Module | Focus on | Suggested Readings |
|--|--|---|
| | <ul style="list-style-type: none"> • Sanctioning of expenditure • Service Books • Computerized Payroll (SAP) • Preparation and submission of claims • Procurements • TA • Pay • Leave rules • Bookkeeping • Audit | <ul style="list-style-type: none"> • Civil Account Code • Judicial EstaCode • Audit Manual • DDO Handbook |
| <p><u>Module # 01:</u> Financial Management-02</p> | <ul style="list-style-type: none"> • Functions of DDO relating to Budget • Budget Classification • Budgetary process • Estimates of Receipts • Estimates of current expenditure • Statement of New Expenditure • Expenditure Management • Receipts Management • Recording of Disbursements by DDO • Reconciliation of Expenditures • Expenditure Statement • Re-appropriation of funds • Revised Estimates and Supplementary Grants | <ul style="list-style-type: none"> • General Financial Rules • Fundamental Rules • Supplementary Rules • High Court Rules & Orders • Account Code • Civil Account Code • Judicial EstaCode • Audit Manual • DDO Handbook |
| <p><u>Module # 03:</u> Financial Management-03</p> | <ul style="list-style-type: none"> • The Public Procurement Framework • Public Procurement Guiding Principles and Objectives • The Tenders Committee • Procurement Planning • Procurement of Goods, Works, and Services • Contract Administration | <ul style="list-style-type: none"> • Handbook of Public Procurement Law • Pakistan Procurement code • Practical Guide to Public Procurement: Abby Semple • Public Procurement and Contract Administration: A brief introduction: Jorge A. Lynch |

| Module | Focus on | Suggested Readings |
|---|--|--|
| | <ul style="list-style-type: none"> and Monitoring • Understanding the Tendering Process • Preparing and Submitting tenders • Contract Award and Beyond | <ul style="list-style-type: none"> • Excellence in Public Sector Procurement: Stuart Emmette |
| Module # 04: Financial Management-04 | <ul style="list-style-type: none"> • Civil Court Deposits • Sheriff Petty Account | <ul style="list-style-type: none"> • High Court Rules and Orders • GFR • Judicial Estacode • Accounting for non-Accountants: Wayne A. Label |
| Module # 05: Study of Office Procedures | <ul style="list-style-type: none"> • Maintenance and Destruction of the administrative record | <ul style="list-style-type: none"> • High Court Rules and Orders • Judicial Estacode • Secretariat Instructions • Punjab District Manual • KP Estacode |
| Module # 06: Supervision of Investigation: Role of Magistrates | <ul style="list-style-type: none"> • Confessional Statements • Inquiry into suicidal/custodial deaths • Identification Parades • Exhumations • Case property • Post arrest transitory bail • The criminal justice coordination committee • Juvenile Justice Committee • Suggested Readings • Criminal Procedure code • Police Rules • Police order | <ul style="list-style-type: none"> • Criminal Procedure Code by ShoukatMehmood • Criminal procedure Code by M.Mehmood • Criminal Practise by Sheikh Abdul Haleem • Police Diaries, Statements and Investigation by V.Mitter • High Court Rules and Orders • Law of Evidence by Justice Muneer • Treatise on the law of Evidence: Henry Wigmore • Law of evidence by Justice Tanzeelurehman |
| Module # 07: Succession Certificates: Practise and Procedure | <ul style="list-style-type: none"> • Procedure & Scope of succession certificates • Procedure & Scope of letter of administration | <ul style="list-style-type: none"> • Indian Law commission report on the Succession Act • Succession Act by |

| Module | Focus on | Suggested Readings |
|---|--|--|
| | | M.Mehmood <ul style="list-style-type: none"> • Islamic law of inheritance by Hamid Khan • Hidaya • Muhammadan law by Ameer Ali • High Court Rules And Orders |
| <u>Module # 08:</u> Guardian and Wards Act | <ul style="list-style-type: none"> • Requirements of a legal guardian • procedure • Guardian of person and property • Utilization of property for benefit of wards | <ul style="list-style-type: none"> • Hidaya • Muhammadan law by Ameer Ali • Muhammadan Law by Ameer Ali • High Court Rules and Orders • Guradian and wards Act by M. Mehmood |
| <u>Module # 09:</u> General Management | <ul style="list-style-type: none"> • Effective communication • Correspondence • Meetings • Report writing • Liaison • Accounts | <ul style="list-style-type: none"> • Managing By Henry Mintzberg • The Effective Executive by Peter Drucker • Out of the Crisis by Edward Demming • How to Say It: Choice Words, Phrases, Sentences, and Paragraphs for Every Situation by Rosalie Maggio • High Court rules and Orders |
| <u>Module # 10:</u> Service Laws | <ul style="list-style-type: none"> • Maintenance of PERS • Inquiry Procedures | <ul style="list-style-type: none"> • |
| <u>Module # 11:</u> Court Staff Recruitments Rules | <ul style="list-style-type: none"> • Common mistakes in the recruitment process • Overcoming challenges in the recruitment process | <ul style="list-style-type: none"> • Judicial EstaCode • KP Estacode • APT Rules |
| <u>Module # 12:</u> Management of Process serving Agency | <ul style="list-style-type: none"> • Controlling officers | <ul style="list-style-type: none"> • Types of processes • Different modes of service |

| Module | Focus on | Suggested Readings |
|--------|----------|---|
| | | <ul style="list-style-type: none"> • Effective and proper service • Duties of civil nazir/naibnazir/bailiff/process servers • Surveillance of process servers • Appointment of process servers • Working Strength of process serving Agency • The scale of process fee • Police assistance in the execution of warrants • Processes in criminal cases • modern modes of processes • Registers |

3.4 Resource Persons

3.4.1 In selection of resource persons care has been taken not to engage trial court judges as resource persons so that the performance year observed by hon'ble the high court is not affected. However this is not at the altar of expertise. All the resource persons are experts of their respective subjects on which they have been giving discourses ever since the establishment of the Academy. Again all officers of the Academy as resource persons will be striving their best to make it a meaningful training session.

3.5 Methodology

3.5.1 The methodology of training shall be essentially lecture-cum-participatory. Particular focus will be on experiential learning. Participants will be encouraged to give short presentations and some assignments will be given to improve their conceptual clarity. The training evaluation will be duly recorded and will provide the basis for improvement of the modules and lectures effectiveness.

3.6 Objectives

3.6.1 Specific training targets are;

1. Clear understanding of the financial rules that apply both GFR and judicial accounts.
2. Good understanding of the principles of recruitment.
3. Improving understanding of disciplinary procedures and PER for better management of human resources.
4. Impressing the importance of maintaining proper administrative records.
5. Refining the Liaison skills for effective interpersonal managerial role.

4.0 Participants

4.1 Participants of the training were the newly promoted Senior Civil Judges and senior most Civil Judges. Table below, describes in detail, the names of participants.

| S.No | NAME | DESIGNATION | DISTRICT |
|------|------------------------|---|-------------------|
| 1 | Mr. Muhammad Hanif | Senior Civil Judge | Hangu |
| 2 | Mr. Muhammad Ishaq | Senior Civil Judge | Charsadda |
| 3 | Mr. Muhammad Zahoor | Senior Civil Judge | Khyebr |
| 4 | Mr. Islam-ud-Din | Senior Civil Judge | Abbottabad |
| 5 | Mr. Asmat Ullah | Senior Civil Judge | Tank |
| 6 | Syed Fazal Wadood | Senior Civil Judge | Karak |
| 7 | Mr. Muhammad Qasim | Senior Civil Judge | Mohmand |
| 8 | Syed Murad Ali Shah | Senior Civil Judge | Nowshera |
| 9 | Ms. Shah Sultan | Senior Civil Judge | Karak |
| 10 | Mr. Qaiser Khan Afridi | Senior Civil Judge | Kurram |
| 11 | Mr. Ihsan-ul-Haq | Senior Civil Judge | D.I.Khan |
| 12 | Mr. Aftab Javed | Research & Reference Officer, Peshawar High Court | PHC |
| 13 | Ms Sidra Azmat | Civil Judge/JM | Lakki Marwat |
| 14 | Mr. Muhammad Wali | Civil Judge/JM | Dargai (Malakand) |
| 15 | Mr. Arshad Khan | Civil Judge/JM | D.I Khan |

| S.No | NAME | DESIGNATION | DISTRICT |
|-------------|---------------------|--------------------|-----------------|
| 16 | Mr. Omar Azmat Khan | Civil Judge/JM | Lakki Marwat |
| 17 | Mr. Mazhar Hussain | Civil Judge/JM | Kohat |
| 18 | Mr. Mohib-ur-Rehman | Civil Judge/JM | Karak |
| 19 | Mr. Basharat Rauf | Civil Judge/JM | Swat |
| 20 | Mr. Muhammad Aaqib | Civil Judge/JM | Peshawar |
| 21 | Ms. Saira Bano | Civil Judge/JM | D.I Khan |
| 22 | Mr. Qaiser Shahzad | Civil Judge/JM | Malakand |
| 23 | Mr. Sheraz Firdos | Civil Judge/JM | Charsadda |
| 24 | Mr. Zia-ul-Hassan | Civil Judge/JM | Mohmand |
| 25 | Mr. Ghulam Hamid | Civil Judge/JM | Kohat |

5.0 Resource Persons

5.1 Mr. Ahmed Sultan Tareen, Member Inspection Team (MIT), Peshawar High Court, Peshawar, Mr. Zia-ur-Rehman, Legal Draftsman, Peshawar High Court, Peshawar, gave an intensive discourse on different subjects. The officers of the Academy also shared their valuable experience.

5.2 It would be necessary to make mention of each resource person along with topic dilated upon by him. The following table contains these details:-

SCHEDULE OF ACTIVITIES

Day – 1: January, 05, 2021 (Tuesday)

| S.No | Activities | Resource Person | Duration |
|------|--|-------------------------------|------------------|
| 1 | Succession & Guardianship Laws <ul style="list-style-type: none"> • Jurisdictional Matters of Guardian and Wards Act • Criteria Ascertaining Qualifications of Guardian • Interim Custody of Minor • Schedule of Visitation • Pre-requisite for Issuance of Succession Certificate and Letter of Administration • Eligibility of claimant to Succession • Determination of title • Issues of Surety Bonds • Case Law on the Subject • Hypothetical Case Study | Mr. Ghulam Abbas, SDR&P, KPJA | 01:45 - 03:15 PM |

Day –2 January, 06 2021 (Wednesday)

| | | | |
|---|---|---|------------------|
| 2 | Judicial Accounts <ul style="list-style-type: none"> • Kinds of Judicial Deposits • Limits of Cash in Hand • Procedures for Receipt and Payment • Reconciliation | Mr. Ahmed Iftikhar, Director Instructions, KPJA | 01:30 - 03:00 PM |
|---|---|---|------------------|

Day –3 January, 07, 2021 (Thursday)

| | | | |
|---|---|-----------------------------------|------------------|
| 3 | Service Laws: Disciplinary Proceedings <ul style="list-style-type: none"> • Statutory Connotations of Misconduct, Inefficiency and Corruption • Different Stages from Filing of Complaint to the Inquiry • Charge-Sheet And Statement of Allegations • Nature of Inquiry Proceedings: Formal Inquiry, Discreet Inquiry and Fact-finding Inquiry • Role of the Departmental Representative | Mr. Ahmed Sultan Tareen, MIT, PHC | 01:30 - 03:00 PM |
|---|---|-----------------------------------|------------------|

Day –4 January, 09, 2021 (Saturday)

| | | | |
|---|---|--------------------------------|------------------|
| 4 | Procurement: Conceptual Framework <ul style="list-style-type: none"> • Basic Principles of Public Procurement • The Tenders Committee • Procurement Planning • Procurement of Goods, Works and | Mr. Abdul Salam, Director PPRA | 01:30 - 03:00 PM |
|---|---|--------------------------------|------------------|

| | | | |
|---|---|---|------------------|
| | <p>Services</p> <ul style="list-style-type: none"> • Understanding the Tendering Process • Preparing and Submitting Tenders • Contract Award and its Management | | |
| Day –5 January, 11, 2021 (Monday) | | | |
| 5 | <p>General Financial Rules, FR and S.R</p> <ul style="list-style-type: none"> • General responsibilities of DDO • Service Books • TA • Pay • Leave rules • Book keeping • Audit | Syed Kamal Hussain Shah, Dean Faculty, KPJA | 01:30 - 03:00 PM |
| Day –6 January, 12, 2021 (Tuesday) | | | |
| 6 | <p>Budget Management</p> <ul style="list-style-type: none"> • Principles of Budgeting • Financial Procures under the Constitution • The Provincial Consolidated Fund & Public Account • Charged Expenditure • Voted Expenditure • Demand for Grant • Authentication of Budget • The Supplementary Budget Statement • The Excess Budget Statement • Budget Calendar • Revised Estimates • Surrender & Re-appropriations | Syed Sadiq Shah, Director Budget & Accounts, PHC | 01:30 - 03:00 PM |
| Day –7 January, 13, 2021 (Wednesday) | | | |
| 7 | <p>Service Laws: Appointment by Initial Recruitment & by Promotion</p> <ul style="list-style-type: none"> • The Legal Framework • Initial Recruitment <ul style="list-style-type: none"> ▪ Pre-Advertisement Processes ▪ Post-Advertisement Processes ▪ Test and Appointment Order • Promotion <ul style="list-style-type: none"> ▪ Pre-DPC Working ▪ Scheduling of DPC ▪ Appointment Orders | Mr. Zia-ur-Rehman, (D&SJ)/ Legal Draftsman, PHC | 01:30 - 03:00 PM |
| Day –8 January, 14, 2021 (Thursday) | | | |
| 8 | Planning and Development | Mr. Ashfaque Taj, | 01:30 - 03:00 PM |

| | | | |
|---|---|---|------------------|
| | <ul style="list-style-type: none"> • Historical Perspective of Honourable the Peshawar High Court's share in Annual Development Plan • Developmental Works, Maintenance and Repair Works in Official buildings • Importance of Planning • Development Plan in ADP, Types of Expenditure • PC1 to PC V | (D&SJ)/ Senior Director Admin, KPJA | |
| Day –9 January, 18, 2021 (Monday) | | | |
| 9 | Senior Civil Judge: Incharge Process Serving Agency <ul style="list-style-type: none"> • Types of Processes • Effective and Proper Service • Duties of civil nazir/naib nazir/bailiff/process server • Surveillance of process servers • Working Strength of Process Serving Agency • The scale of process fee • Police Assistance in the Execution of Warrants • Modern Modes of Processes • Registers | Mr. Ahmed Iftikhar, Director Instructions, KPJA | 01:30 - 03:00 PM |

6.0 Proceedings

6.1 Mr. Ghulam Abbass delivered the lecture on Succession Act, Guardian, and Wards Act. He focused on:

- Jurisdictional matters of the Guardian Court;
- Qualification of the person to be appointed as a guardian; and
- Factors disqualifying natural guardians.

6.2 The resource person discussed interim custody of the minor and the determination of welfare of the minor. He emphasized the importance of the schedule of visitation of the non-custodial parent in the light of verdicts of worthy Superior Courts.

6.3 The resource person engaged the participants in interactive activity by citing hypothetical about succession matters, including pre-requisite for issuance of the certificate

and letter of administration, the subject matter and territorial jurisdiction, eligibility of the claimant to the succession, determination of title, service benefits as Tarka, and the status of the nominee.

6.4 Mr. Ashfaque Taj delivered the lecture on Planning and Development. The speaker explained the historical perspective of Peshawar High Court getting its share in the Annual Development Plan. He also explained the developmental works, repair, and maintenance work in the official buildings.

6.5 The resource person emphasized the importance of planning and discussed the following:

- The working of the planning commission;
- Development Plans in ADP formulation cycle;
- Types of expenditures, the contents, and the information in ADP;
- The feasibility studies, the forms of planning commission known as PC I to PC V.

6.6 Finally, the resource person emphasized due attention to the procedures in the repair and maintenance works.

6.7 Mr. Abdul Salam delivered the lecture on Public Procurement. He began his discourse by explaining the definition of procurement and the basic principles of public procurement. He then looked at the meanings of various terms used in the provinces' procurement rules, emphasizing their pros and cons.

6.8 The speaker held an interactive discourse with participants on the procurement methods, the form of bidding documents, the procurement committee functions, the pre-qualification of bidders, the bidding process, the general evaluation procedure, negotiations, the contract award, and its management.

6.9 Syed Kamal Hussain Shah, Dean Faculty, delivered the lecture on General Financial Rules, F.R and S.R. The following is the summary of his discourse:

- The Handbook of Drawing and Disbursing Officers incorporates the rules and regulations on financial management, including G.F.R, F.R, and S.R;
- C.S.R contains executive instructions issued from time to time by the Governor-General;

- C.S.R relate to Salary, Leave, Pension, and T.A;
- The F.R and S.R replaced C.S.R in 1922;
- G.F.R was enforced from June 1950;
- Practical instances of applicability of GFR include the bar on correction of date of birth in service record after two years (Rule 116), and T.A bills rejection if not submitted within three years(Rule 126);
- Senior civil judges need to study the Treasury Rules and K.P T.A Rules 1980.

6.10 The resource person shared with participants practical instances of calculating the traveling allowance.

6.11 Mr. Ahmed Sultan Tareen delivered the lecture on Service Laws: disciplinary proceedings. He explained the statutory connotations of misconduct, inefficiency, corruption, and clarified the difference between explanation, the show cause notice, and the formal and informal show-cause notice. He also clarified the stages of the inquiry, the position of the departmental representative, and the role of the inquiry officer.

6.12 Mr. Zia-ur-Rehman delivered the lecture on recruitment procedures in service laws. He explained the overall legal framework as follows;

- Constitution of Islamic Republic of Pakistan, 1973;
- Civil Servants Act, 1973;
- KPK civil servants (appointment promotion and transfer) rules 1989;
- Peshawar High Court (Subordinate Courts Staff) Recruitment Rules, 2003;
- Directives issued by Peshawar High Court from time to time;
- KPK (Relaxation of Upper Age Limit) Rules, 2008;
- West Pakistan Civil Services (Applications for Posts) Rules 1957;
- KPK Civil Servants Promotion Policy 2009;
- Subordinate Court Staff Recruitment Policy 2003.

6.13 The speaker divided his discussion on initial recruitment into four different processes, pre-advertisement, post-advertisement, test/interview (recruitment day), and appointment order.

6.14 In explaining the first process of initial recruitment, the speaker focused on:

- Determination of vacant posts;
- Prioritization of cases within the ambit of APT rules;
- Quota workout (anomalies & mistakes);
- Maintenance of waiting list of retired/invalidated/deceased employee; advertisements and their essentials (number of positions, quota specifications, deadlines, timeframe, employment exchange); and
- Hiring services of testing agencies.

6.15 As for the second process, the speaker focused on the scrutiny of the following areas:

- Domicile;
- Age determination parameters;
- Experience;
- NOC / through a proper channel ;
- Qualification;
- Special Skills;
- Preparation of the working paper (Marks Allocation); and
- Scheduling DSC, request for the nominee to the High Court.

6.16 Explaining the third process of the initial recruitment, the speaker focused on the following areas:

- Arrangements (Logistics & HR);
- Skill Assessment (Impact);
- Screening Test (Need & Impact);
- Subject Tests (Significance);
- Interview, purpose & weightage;
- Age relaxation recommendation (Automatic & General);
- Bowl Policy (Scope & Procedure);
- Waiting List & its order of merit; and
- Recording of minutes & preservation of the record.

6.17 Finally, as to the requirements of the appointment order, the speaker emphasized on:

- Order of merit;
- Terms and Conditions; and
- Verification of antecedents.

6.18 The speaker divided his discourse on appointment by promotion into pre-DPC, scheduling DPC, Appointment Orders, and certain miscellaneous matters. The details of his discussion on different points are as follows:

- **Pre-DPC Working:**
 - Determination of vacant positions with specifications of nature of the post;
 - Seniority (circulation, objections, and decisions);
 - Current Charge and Acting Charge; and
 - Working Paper (Seniority list & PER).
- **Scheduling of DPC:**
 - Request for the nominee;
 - Seniority cum fitness criteria;
 - The waiver by the official concerned;
 - Common seniority cases;
 - Impact of disciplinary action on promotion (Para viii); and
 - Recording minutes and preservation of the record.
- **Appointment Orders:**
 - Probation; and
 - TORs.
- **Miscellaneous:**
 - Reversion;
 - Confirmation; and
 - Confirmation/abolition of a post.

6.19 Mr. Ahmed Iftikhar delivered the lectures on Judicial Accounts and Senior Civil Judge as head of the Process Serving Agency.

6.20 In the first lecture the resource person discussed the following:

- Kinds of Judicial Deposits
- Limits of Cash in Hand
- Procedures for Receipt and Payment, and
- Accounts and their reconciliation.

6.21 In his second lecture resource person emphasized the significance of:

- Order V Rule 18 and 19 C.P.C for effective supervision of process servers and safeguarding rights of defendants;
- Fixing an interim date before the date of hearing for ensuring service of summon as envisaged by the High Court Rules and Orders; and
- Use of Information Technology.

6.22 Mr. Sadiq Shah delivered the lectures on Budget Management. His discussion focused on the following areas:

- Sources of revenue for the government
- Budget Outlay 2020/2021
- Budget of Judiciary for the financial year 2020/2021
- Accountability Process
- Budget Cycle
- Federal Consolidated Fund
- Public Accounts
- Annual Budget Statement
- Charged Expenditure
- Voted Expenditure
- Demand for Grant
- Budget Calendar
- Procedure for Authorization of Budget
- Supplementary Budget Statement
- Principal Accounting Officer, and
- Auditor-General of Pakistan.

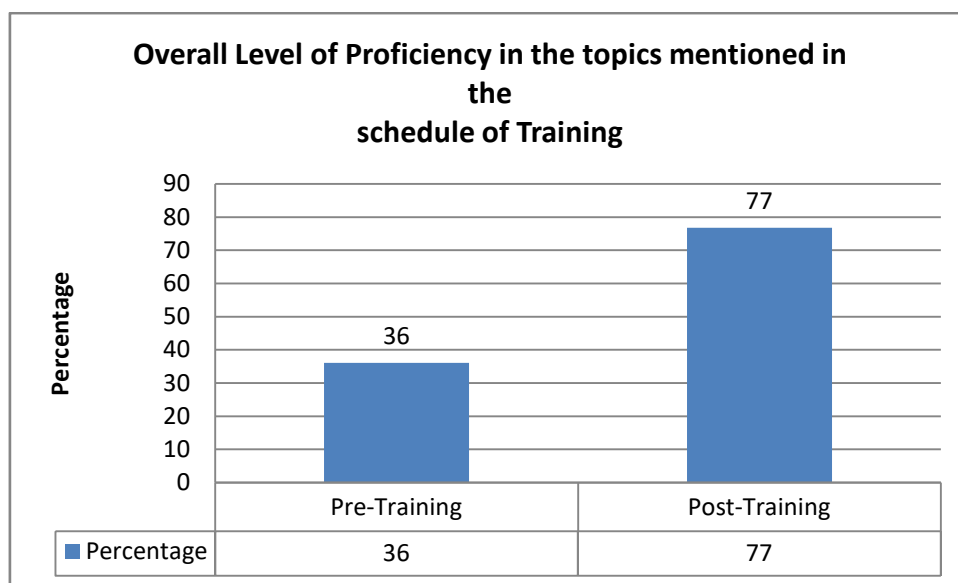
7.0 Impact of the training

7.1 Significant indicators of the training impact are:

7.1.1 Whether the training contributed to an increase in the knowledge of the participants?

7.1.2 Whether that will translate itself into a practical utility?

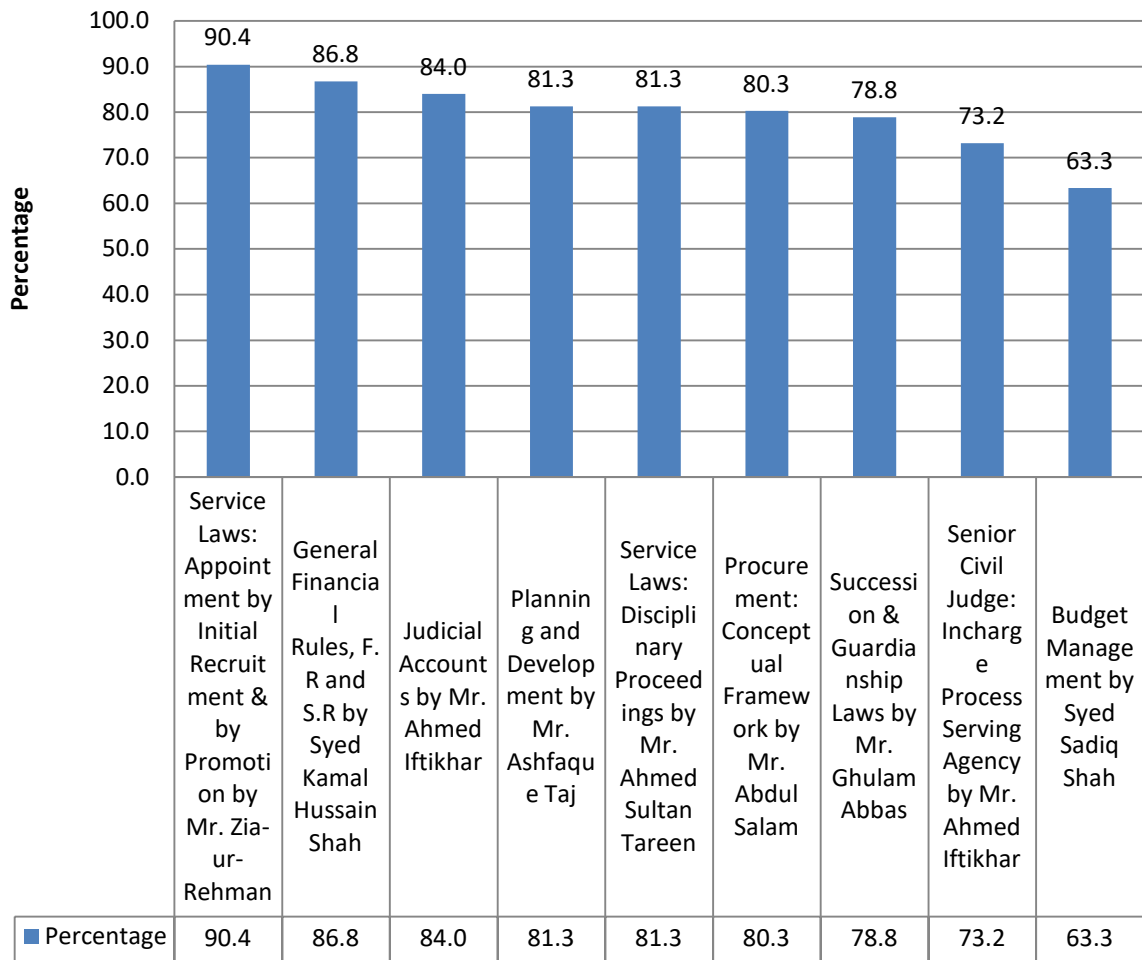
The evaluation questionnaire was designed to deal with this aspect. And the relevant feedback obtained from the participants is reflected below:

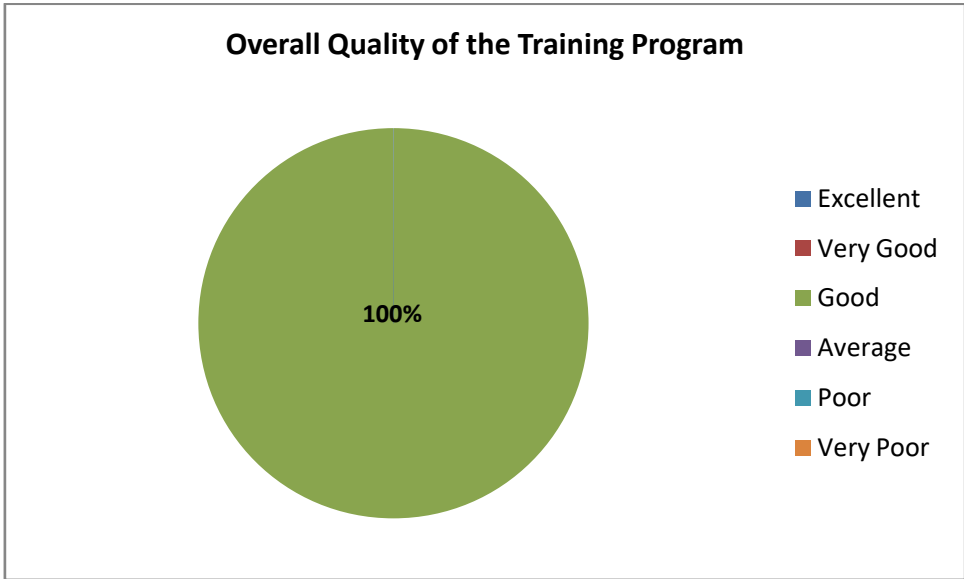
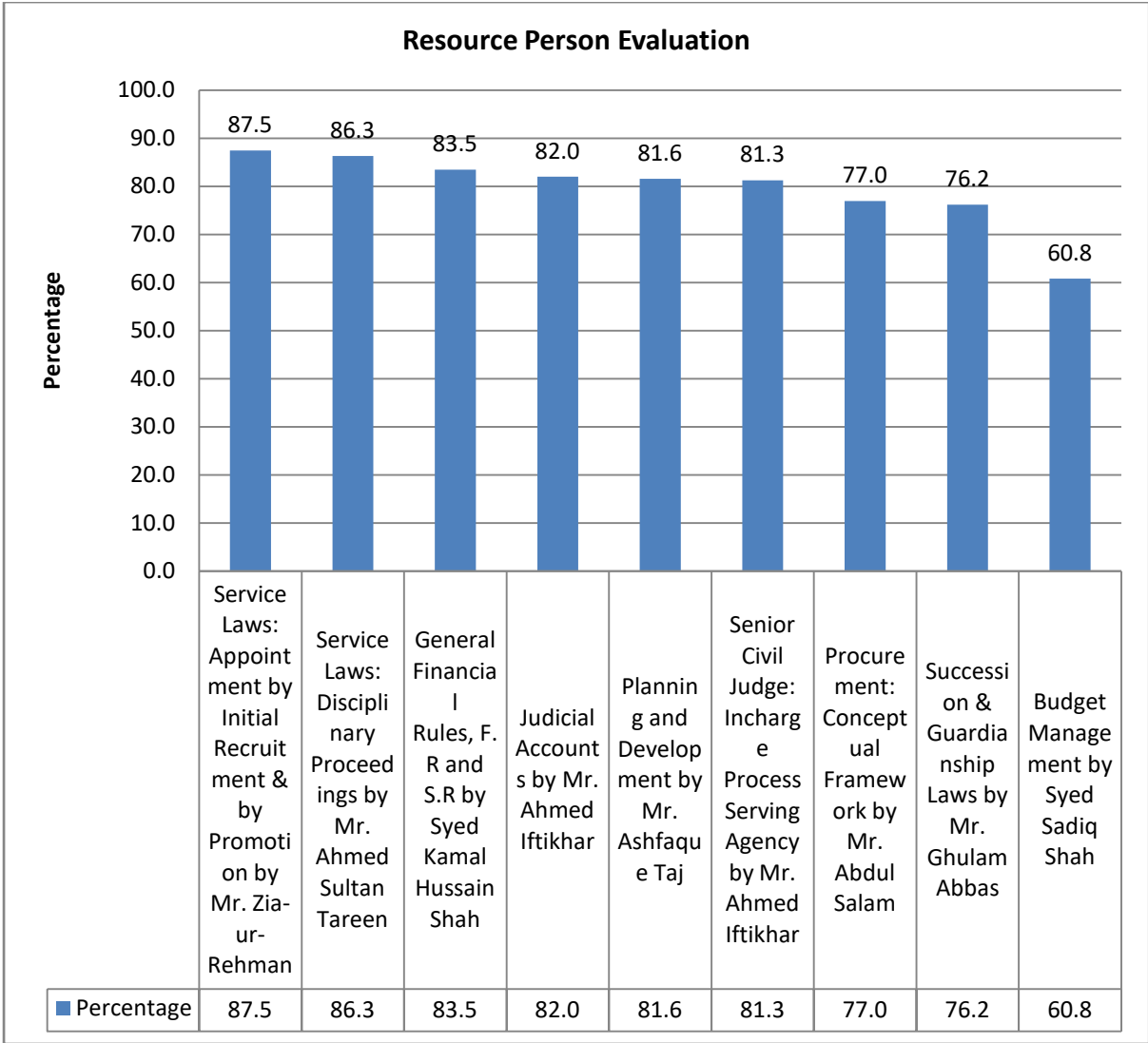


8.0 Quality of the training

8.1 As regards the quality of the training, it can be easily gleaned from the resource person's evaluation by the participants. The participants were asked to comment on the overall quality of the training program. Their response and the feedback, both on the assessment of the resource persons and the overall quality of the training program are shown in graphic form below:

Practical use of the training





8.2 Participants also furnished their general comments on the training. The same are reproduced verbatim:

1. The topics were very much relevant and necessary however disturbance remained due to net and light. Next time such difficulties need to be removed.
2. Upto mark topics just halted by poor internet supply
3. Sir it should be in academy and a bit detailed on every topic
4. Mostly online. To save my time and expense
5. It should not be in academy every time. Occasionally
6. For better and effective trainings, it is suggested that instead of online, the Academy should arrange for in-campus trainings.
7. Its good. No changes
8. It should be occasionally at academy. Mostly online
9. Everything is ok no need of change

9.0 Conclusion & Recommendations

9.1 Participants' graphic feedback indicates that the training's performance and effect have been rated good.

9.2 Based on the participants' feedback, training modules can be further improved.

9.3 According to trainees' reviews, it was the achievement of the objectives for which the training was designed and conducted.

9.4 Interaction with judicial officers suggested the following notable deficiencies in the maintenance of judicial accounts:

- Little comprehension of the distinction between sheriff petty account and the civil court deposit accounts;
- Nazir retaining cash in violation of the rules on sheriff petty account;
- No reconciliation of the sheriff petty account: cash book, treasury passbook, and PLA checkbook either non-existent or having no semblance to the High Court Rules and Orders;
- Safeguards to protect the ward's money deficient; the process of transfer of money from deceased account to minor account vulnerable, and no yearly audit of the minor account; and

- Old accounting practices have not been brought in line with the new accounting standards, the computerization of record, matching PLA with assignment account, and revision of rates as to diet money.

9.5 Considering the above, the need for post-promotion training for Senior Civil Judges is highly imperative. The physical training mode is most appropriate unless the exigencies otherwise require it. However, online training for a short period at regular intervals on the management in general and financial management in specific will be highly productive.

9.6 High Court Rules & Orders require revision to bring accounting practices in line with the modern standards, in a particular revision of rates of diet money.

9.7 Learning Management System (LMS) may be made a permanent feature of the training activity. IT infrastructure needs to be upgraded, to avoid as far as possible the technical hitches.

10.0 Training in pictorial

