OFFFICE OF THE
SENIOR CIVIL JUDGE (ADMIN),
MANSEHRA.

Ph: 0997-920150
Fax: 0997-301159
No. 2212 /SCJ(ADMIN)(M)
Dated 07/03/22

ORIENTATION AND TRAINING PROGRAM FOR NEWLY POSTED CIVIL JUDGES AT DISTRICT MANSEHRA.

Schedule of Activities

S. No.	Name of Activity	Resource person	Date/ Backup date	Audience
1	Introduction to District Judiciary, Role & Functions.	Mr. Abdul Qayyum Siddiqui, AD&SJ-VI, Mansehra.	08.03.2022	All the Judicial Officers & Newly posted Civil Judges.
2	Etiquettes and mannerism	Miss Sumbal Naseer, AD&SJ-IV, Mansehra.	09.03.2022	All the Judicial Officers & Newly posted Civil Judges.
3	Introduction of staff and job description	Mr. Mazhar Hussain, SCJ (Admn), Mansehra.	10.03.2022	All the Judicial Officers & Newly posted Civil Judges.
4	Court Management, Focusing on Administrative functions of a Civil Judge.	Ms. Barakhna Hameed, C.J/JFC-1, Mansehra.	11.03.2022	All the Judicial Officers & Newly posted Civil Judges.
5	Important provisions of service laws, status as civil servant.	Mr. Muhammad Fiaz, AD&SJ-II, Mansehra.	12.03.2022	All the Judicial Officers & Newly posted Civil Judges.
6	Introduction to Judicial Estacode.	Mr. Arbab Sohail Hamid, AD&SJ-III, Mansehra.	14.03.2022	All the Judicial Officers & Newly posted Civil Judges.
7	Order sheet writing	Mr. Arbab Sohail Hamid, AD&SJ-III, Mansehra.	14.03.2022	All the Judicial Officers & Newly posted Civil Judges.
8	Official correspondence.	Ms. Barakhna Hameed, C.J/JFC-1, Mansehra.	15.03.2022	All the Judicial Officers & Newly posted Civil Judges.
9	Scrutiny of plaint.	Ms. Barakhna Hameed, C.J/JFC-1, Mansehra.	15.03.2022	All the Judicial Officers & Newly posted Civil Judges.
10	Bar of jurisdiction/ Exclusion of jurisdiction.	Mr. Ajmal Tahir, AD&SJ-I, Mansehra.	16.03.2022	All the Judicial Officers & Newly posted Civil Judges.
11	Diary Management Court Management.	Ms. Barakhna Hameed, C.J/JFC-1, Mansehra.	17.03.2022	All the Judicial Officers & Newly posted Civil Judges.
12	Magistrate on duty.	Syed Furqan Mashwani, C.J/JM-VI, Mansehra.	18.03.2022	All the Judicial Officers & Newly posted Civil Judges.
13	Briefing about different committees established in District Judiciary.	Syed Furqan Mashwani, C.J/JM-VI, Mansehra.	18.03.2022	All the Judicial Officers & Newly posted Civil Judges.

14	Case Management Rules.	Ms. Nighat Bibi, SCJ (Judicial), Mansehra.	19.03.2022	All the Judicial Officers & Newly posted Civil Judges.
15	Effective supervision of court staff.	Ms. Nighat Bibi, Senior Civil Judge (Admn), Mansehra.	19.03.2022	All the Judicial Officers & Newly posted Civil Judges.
16	Issue of Process in civil & criminal cases.	Mr. Aadil, Civil Judge-X, Mansehra.	21.03.2022	All the Judicial Officers & Newly posted Civil Judges.
17	Introduction to criminal justice system.	Ms. Sidra Aslam, C.J/J.M-II, Mansehra.	22.03.2022	All the Judicial Officers & Newly posted Civil Judges.
18	Maintenance of Record (Judicial).	Mr. Illyas Saeed, C.J/J.M-XI, Mansehra.	24.03.2022	All the Judicial Officers & Newly posted Civil Judges.
19	Suit valuation for the purpose of jurisdiction & court fee.	Qazi Muhammad Adnan, C.J/J.M-V, Mansehra.	25.03.2022	All the Judicial Officers & Newly posted Civil Judges.
20	Temporary Injunction.	Qazi Muhammad Adnan, C.J/J.M-V, Mansehra.	25.03.2022	All the Judicial Officers & Newly posted Civil Judges.
21	Stress Management.	Mr. Illyas Saeed, C.J/J.M-XI, Mansehra.	26.03.2022	All the Judicial Officers & Newly posted Civil Judges.
22	Remand & its kinds.	Mr. Imtiazullah Khan, C.J/J.M-XIII, Mansehra.	26.03.2022	All the Judicial Officers & Newly posted Civil Judges.
23	Case Flow Management System (CFMS).	Mr. Khizar Ali Khan, C.J/JFC-II, Mansehra.	28.03.2022	All the Judicial Officers & Newly posted Civil Judges.
24	Performance Quantification Scheme (PQS).	Mr. Khizar Ali Khan, C.J/JFC-II, Mansehra.	28.03.2022	All the Judicial Officers & Newly posted Civil Judges.
25	District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025.	Mr. Mazhar Hussain, SCJ (Admn), Mansehra.	29.03.2022	All the Judicial Officers & Newly posted Civil Judges.
26	Role of Magistrate in pre-trial criminal cases/ criminal investigation.	Mr. Mazhar Hussain, SCJ (Admn), Mansehra.	29.03.2022	All the Judicial Officers & Newly posted Civil Judges.
27	Code of conduct & Ethical issues focusing on situation handling.	Mr. Mazhar Husain, SCJ (Admn), Mansehra.	30.03.2022	All the Judicial Officers & Newly posted Civil Judges.

1. All the resource persons will be assisted by hon'able District & Sessions Judge, Mansehra.

2. All the newly posted Civil Judges, after orientation session from 08.30 am to 09.30 am shall remain attached with courts from 09.30 am to 02.30 pm. There shall be an experience sharing session on daily basis from 02.30 to 03.00 pm.

3. Visits of courts and allied offices;

   i. Visit of Bar Room on 09.03.2022 at 11.00 am.
   ii. Courts of Civil Judges/Judicial Magistrates & Family Courts on 09.03.2022 at 11.00 am.
   iii. Office of C.O.C, Civil Nazir & Process Serving Agency on 12.03.2022 at 11.00 am.
   iv. Civil & Criminal Record Rooms on 15.03.2022 at 11.00 am.
   v. Jail visit alongwith Additional Sessions Judge or Judicial Magistrate as per already notified schedule.

Mazhar Hussain,
Senior Civil Judge (Admn),
Mansehra.

OFFICE OF THE SENIOR CIVIL JUDGE (ADMN), MANSEHRA.

No. 2213, Dated Mansehra the 07/03/**2022**.

Copies forwarded to;

1. The Registrar, Peshawar High Court, Peshawar.
2. The Director General, Khyber Pakhtunkhwa Judicial Academy, Peshawar.
3. The Member Inspection Team, Peshawar High Court, Peshawar.
4. The Director Inspection, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
5. The Director, HR&W, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
6. The District & Sessions Judge, Mansehra.
7. All the Judicial Officers.
8. The Presidents, District & Tehsil Bar Associations, Mansehra.
9. Office copy.

Mazhar Hussain,
Senior Civil Judge (Admn),
Mansehra.