KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

PRE-PROMOTION STATUTORY TRAINING FOR CIVIL JUDGES-CUM-JUDICIAL MAGISTRATES/ *ILLAQA QAZIS* - BATCH-II
(MAY 18 TO JULY 10, 2026)

S#	NAME	TOPIC
1	**Mr. Abdul Qayyum Khan**	**Judicial Ethics & Code of Conduct** • Code of Conduct for Judicial Officers, • Code of Conduct of Civil Servants
2	**Ms. Aisha Hayat**	**Law of Inheritance** • Foundational principles of Islamic inheritance. • Classes of heirs, residuaries, and sharers. • Distribution rules
3	**Mr. Atta ur Rehman**	**Public Financial Management – Legal & Regulatory Framework** • Constitutional provisions; • General Financial Rules; • other enactments and notifications **Budgetary Planning and Control-I (Theory)** • Need assessment; Forecasting and allocation; Re-appropriation procedures; High Court budgetary guidelines
4	**Mr. Hassan Ali Khan**	**Maintenance of Record** • Classification, • consignment, • reconstruction of lost or damaged judicial records; • High Court Rules on the subject
5	**Mr. Asghar Habib**	**Official Correspondence** Secretariat Instructions, types of correspondence, administrative record keeping, and official letter writing.
6	**Qazi Muhammad Adnan**	**Composition, Functions & Jurisdiction of Family Courts** • Jurisdiction of Family Courts • General Procedure of Family Courts **Legal Framework on Dissolution of Muslim Marriage** • Dower and Dowry • Legal framework on Maintenance of Wives & Children
7	**Mr. Zulfiqar Ahmad Khan**	**Performance Evaluation** • Guiding Principles and Common Mistakes in PER Writing Advisory and Adverse Remarks
8	**Mr. Junaid Alam Khan**	**Role and Supervision of the Process Serving Agency** • Legal framework and purpose of the PSA. • Duties of supervisory officers. • Ensuring discipline, integrity, and efficiency among process servers. • Relevant registers and proper entries • Common mistakes and remedial measures • Use of technology for improving process serving agency performance
9	**Mr. Jamil Faqir**	**Modes of Appointment – (Initial Recruitment)** • HR Planning

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		• Methods of Recruitment: Recruitment Policy • Statutory & Policies Quotas • Advertisement: Gender Responsive • Preparation of Working Paper • Action Plan for Proceedings • Interview & Recommendations • Appointment Order • Terms & Conditions of Offer • Minutes & Recoding Keeping **Appointment by Promotion & Transfers** • Law, Procedure & Practice • Determination of Seniority • Working Paper • Fitness: PERs, Effect of Penalties and Pending Inquiry • Acting Charge • Minutes & Recommendations • Record Keeping
10	**Mr. Tariq Khan**	**Public Procurement** • Introduction to Public Procurement • Procurement Life Cycle • Need Assessment and Justification and Budget Allocation • Annual Procurement Planning • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents • Bidding v Pre-Qualification/Expression of Interest Solicitation of Bids through (Inviting Tender/PQ Notice)
11	**Ms. Sana Afzal**	**Public Procurement** • Bids Receiving Opening Bids • Examination/Preparation of Bid Evaluation Report • Best Evaluated Bids(goods/Works And Services) • Announcement of Results • Contract Negotiations & Award of Contract • Framework Contracts
12	**Syed Abbas Bukhari**	**Public Procurement** • Contract Implementation / administration • Inspection / Invoice Approvals and Processing of Payments • Grievance Redressal Rules 2017 • Modes of disposal of Public Assets • Disposal proceedings • Managing Record Keeping • Modes of disposal of Public Assets • Practical Exercise / Case Study
13	**Syed Wahaj Ali Shah**	**Project Documentation and Exercises** • Preparation and significance of PC-I and PC-II forms • Key components and data requirements • Financial, administrative, and technical approvals **Monitoring, Evaluation, and Post-Project Appraisal** • Monitoring mechanisms and progress tracking

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		• Techniques for mid-term and post-evaluation • Appraisal, approval, and review procedures
14	**Mr. Sharif Ullah**	**DDO Functions & Delegation of Financial Powers Rules** • Powers, duties and responsibilities of DDO; Powers and functions under the Delegation of Financial Powers Rules, 2018
15	**Mr. Muhammad Latif Shah**	**Pay & Allowances, TA/DA Bills** • Fixation of Pay and Allowances; Rules and procedures regulation TA, DA, Transfer Grant and allied matters
16	**Mr. Zahir Khan**	**Audit-I (Theory)** • Purpose and role of internal and external audits; Defense of audit paras;