KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

PRE-PROMOTION STATUTORY TRAINING FOR CIVIL JUDGES-CUM-JUDICIAL MAGISTRATES/ *ILLAQA QAZIS*

(MARCH 25 TO MAY 13, 2026)

SCHEDULE OF ACTIVITIES		
Course Coordinator: **Mr. Dost Muhammad Khan, Director Instructions-I, 0300-5904636, di@kpja.edu.pk**		
Duration	**Activities**	
08:00 – 09:00	**Inaugural Session**	
08:00 – 08:30	• **Participants to be seated** • **Arrival of Faculty** • **Arrival of DG & Chief Guest**	
08:30 – 08:35	**Recitation from the Holy Quran**	
08:35 – 08:40	**Welcome Address of DG KPJA**	
08:40 – 08:50	**Address by the Chief Guest**	
08:50 – 09:00	**Group Photo**	
Day-1: Wednesday, 25 March, 2026		
Duration	**Activities**	**Resource Person**
09:00 – 09:30	Pre-Training Registration and Evaluation	Faculty & IT Wing
09:30 – 10:00	Introduction of training participants	Faculty
10:00 – 11:00	**Orientation Briefs** • Overview of Course Contents • Learning Expectation • Grading & Assessment	Dean Faculty
11:00 – 11:30	**Tea Break**	
11:30 – 11:45	• Lodging • Conduct • Use of Academy's Resources & Facilities	Senior Director Administration
11:45 – 12:15	**Assessment criteria and guidelines for research related activities including:** **a.** Research Article **b.** Book Review **c.** Synopsis of Field Visit	Senior Director Research & Publication
12:15 – 01:30	**Research Methodology-I** • Types • Methods	Dr. Sabeen Hayat, IMSciences
01:30 – 02:15	**Salat-ul-Zuhr & Lunch Break**	
02:15 – 03:30	**Research Methodology-II** • Types & Methods Including guidelines on ○ Research Article ○ Book Review ○ Field visit synopsis	Dr. Sabeen Hayat, IMSciences
Trainers Evaluation (15 Minutes)		
Day-2: Thursday, 26 March, 2026		

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08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Judicial Ethics & Code of Conduct** • Code of Conduct for Judicial Officers, • Code of Conduct of Civil Servants	Mr. Muhammad Zeb Khan, Registrar PHC
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**ICT Tools - Computers** • Understanding Your Computer & Typing Basics File Management, Data Handling & Storage PDF Handling, Conversion, OCR & Data Extraction	Mr. Zulfiqar Khan, Web Developer, KPJA
12:00 – 01:15	**ICT Tools – Ms Word-I** • Basic Functions	Mr. Zulfiqar Khan, Web Developer, KPJA
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**ICT Tools – Ms Word-II** • Advance Functions	Mr. Zulfiqar Khan, Web Developer, KPJA
Trainers Evaluation (15 Minutes)		
Day-3: Friday, March 27, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Communication Skills (Written) – I** **Macro Level:** • Structure & Reasoning • Organizing ideas logically • Framing issues and arguments • Developing coherence across paragraphs	Dr. Sabeen Hayat, Assistant Professor, IMSciences, Peshawar
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Communication Skills (Written) – II** **Mid-Level:** • Clarity, Editing & Grammar • Sentence clarity and precision • Grammar and syntax improvement • Editing for coherence and impact	Dr. Sabeen Hayat, Assistant Professor, IMSciences, Peshawar
12:00 – 01:15	**Communication Skills (Written) – III** **Micro Level:** • Sentence Craft, Tone & Style • Judicial tone and decorum • Choosing precise words and phrases • Avoiding verbosity and bias *(Writing Exercise / Peer Review)*	Dr. Sabeen Hayat, Assistant Professor, IMSciences, Peshawar
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-4: Saturday, March 28, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	

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09:00 – 10:15	**ICT Tools – Ms Word-III** • Practical Exercise	Mr. Zulfiqar Khan, Web Developer, KPJA
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**ICT Tools - MS Word -IV** • Practical Exercises	Mr. Zulfiqar Khan, Web Developer, KPJA
12:00 – 01:15	**ICT Tools Excel** • Excel Basics & Data Entry for Office Use / Formulas, Functions & Office Reports. • Personal Finance, Tax Sheets & Charts	Mr. Zulfiqar Khan, Web Developer, KPJA
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-5: Monday, March 30, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Generative AI in Courts I** • AI types, history, applications; document creation and legal research use-cases.	Dr Awais Adnan, IM Sciences, Peshawar.
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**ICT Tools- PowerPoint** • Creating Smart Presentations	Mr. Zulfiqar Khan, Web Developer, KPJA
12:00 – 01:15	**ICT Tools- Excel &PowerPoint** • Practical Exercises	Mr. Zulfiqar Khan, Web Developer, KPJA
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Generative AI in Courts-IV: AI and Legal Writing** • Use of AI in: • Large Language Models • Ethical Use of AI	Mr. Ahmed Iftikhar, Dean Faculty
Trainers Evaluation (15 Minutes)		
Day-6: Tuesday, March 31, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**CFMIS** • Use of CFMIS for Case/Court Management	Mr. Muhammad Ali, Database Administrator, PHC
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Role and Supervision of the Process Serving Agency-I** • Legal framework and purpose of the PSA. • Duties of supervisory officers. • Ensuring discipline, integrity, and efficiency among process servers.	Syed Fazal Wadud Jan, ADJ
12:00 – 01:15	**Role and Supervision of the Process Serving Agency-II** • Relevant registers and proper entries	Syed Fazal Wadud Jan, ADJ

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	• Common mistakes and remedial measures • Use of technology for improving process serving agency performance	
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**An overview of Land Acquisition Act** • Practice and Procedure	Ms. Faryal Zia Mufti, SDA KPJA
Trainers Evaluation (15 Minutes)		
Day-7: Wednesday, April 1, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Judicial Leadership Skills – I** • Judicial Leadership, Leadership Styles, Qualities Leadership theories Management V Leadership	Dr. Qazi Waheed Uz Zaman, Asst. Professor of Strategy, Innovation and Entrepreneurship IMSciences, Peshawar
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Judicial Leadership Skills – II** • Power Dynamics Leadership Types	Dr. Qazi Waheed Uz Zaman, Asst. Professor of Strategy, Innovation and Entrepreneurship IMSciences, Peshawar
12:00 – 01:15	**Maintenance of Record** • Classification, consignment, reconstruction of lost or damaged judicial records; High Court Rules	Mr. Zaeem Ahmed, ADJ
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Emotional Intelligence for Judicial Leaders** • Self-awareness, empathy, and composure; using emotional intelligence to motivate staff, handle litigants, and build a positive work environment.	Mr. Baseer Ali Rahman Khan, Director Khyber Pakhtunkhwa Revenue Authority
Trainers Evaluation (15 Minutes)		
Day-8: Thursday, April 2, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Public Financial Management – Legal & Regulatory Framework** • Constitutional provisions; General Financial Rules; other enactments and notifications	Mr. Muhammad Faheem, Former Accountant General Khyber Pakhtunkhwa
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Budgetary Planning and Control-I (Theory)** • Need assessment; Forecasting and allocation; Re-appropriation procedures; High Court budgetary guidelines	Mr. Muhammad Faheem, Former Accountant General Khyber Pakhtunkhwa

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12:00 – 01:15	**Budgetary Planning and Control-II (Practice)** • Practical Exercises	Mr. Muhammad Faheem, Former Accountant General Khyber Pakhtunkhwa
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Islamic Perspective on Judicial Conduct** • Islamic Model of Administration of Justice, Judicial Ethics • Qualifications for Judicial Position • Primary Judicial Etiquettes • Islamic Model of Judicial Independence, Equality, Impartiality	Dr. Qazi Attaullah, Station Director, Radio Meezan
Trainers Evaluation (15 Minutes)		
Day-9: Friday, April 3, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Public Procurement-I** • Introduction to Public Procurement • Procurement Life Cycle • Need Assessment and Justification and Budget Allocation • Annual Procurement Planning • (Practical Exercises)	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Public Procurement-II** • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents • (Practical Exercises)	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
12:00 – 01:15	**Public Procurement-III** • Bidding v Pre-Qualification/Expression of Interest • Solicitation of Bids through (Inviting Tender/PQ Notice)	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 - -3:15	**Public Procurement IV** • Bids Receiving Opening Bids • Examination/Preparation of Bid Evaluation Report • Best Evaluated Bids(goods/Works And Services) • Practical Exercises	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
Trainers Evaluation (15 Minutes)		
Day-10: Saturday, April 4, 2026		

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(MARCH 25 TO MAY 13, 2026)

08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Public Procurement-V** • Announcement of Results • Contract Negotiations & Award of Contract • Framework Contracts • Practical Exercise / Case Study	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Public Procurement-VI** • Contract Implementation / administration • Inspection / Invoice Approvals and Processing of Payments	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
12:00 – 01:15	**Public Procurement-VII** • 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	Mr. Muhammad Khalid, Manager Procurement, MTI Mardan
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-11: Monday, April 6, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Judicial Esta code: Study Circle** Relevant Instructions in Judicial Estacode on Code of Conduct	Faculty
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Judicial Esta code: Study Circle** Group Presentations	Faculty
12:00 – 01:15	**Communication and Presentation Skills – I** • Importance of effective communication for leaders Useful Presentation Skills Verbal and Non-Verbal	Dr. Jamal Yousaf, Former Federal Secretary
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 04:00 Extended Lecture	**Communication and Presentation Skills – II** • How to communicate clearly and effectively. How to ensure effective communication in an organization Practical/Hand on Exercises	Dr. Jamal Yousaf, Former Federal Secretary
Trainers Evaluation (15 Minutes)		
Day-12: Tuesday, April 7, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Leadership and Change Management (Session-1)**	Dr Jamal Yousaf, Former Federal Secretary

	• Meaning and importance of change in institutions • Nature of change in modern organizations • Drivers of change (technology, public expectations, efficiency)	
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Leadership and Change Management (Session-2)** • Planned vs unplanned change • Human response to change and resistance • Monitoring and evaluating change initiatives • Sustaining improvements and institutional learning • Role of leadership in managing change	Dr Jamal Yousaf, Former Federal Secretary
12:00 – 01:15	**Ethics in Leadership (Session-1)** • Integrity and honesty • Fairness and impartiality • Accountability and responsibility • Leading by example	Dr Jamal Yousaf, Former Federal Secretary
01:15- 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Ethics in Leadership (Session-2)** • Integrity and honesty • Fairness and impartiality • Accountability and responsibility • Leading by example	Dr Jamal Yousaf, Former Federal Secretary
Trainers Evaluation (15 Minutes)		
Day-13: Wednesday, April 8, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Modes of Appointment - Initial Recruitment** • HR Planning • 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	Mr. Zia-ur-Rehman Secretary Al-Mizan Foundation, Rawalpindi
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Appointment by Promotion & Transfers** • Law, Procedure & Practice • Determination of Seniority	Mr. Zia-ur-Rehman Secretary Al-Mizan Foundation, Rawalpindi

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	• Working Paper • Fitness: PERs, Effect of Penalties and Pending Inquiry • Acting Charge • Minutes & Recommendations • Record Keeping	
12:00 – 01:15	**Appointment - Initial Recruitment, Appointment by Promotion & Transfers** • Practical Exercises	Mr. Zia-ur-Rehman Secretary Al-Mizan foundation
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Appointment - Initial Recruitment, Appointment by Promotion & Transfers** • Practical Exercises	Mr. Zia-ur-Rehman Secretary Al-Mizan foundation
Trainers Evaluation (15 Minutes)		
Day-14: Thursday, April 9, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Performance Evaluation** • Guiding Principles and Common Mistakes in PER Writing • Advisory and Adverse Remarks	Mr. Adil Majeed Khan, PSO to HCJ/Director HR
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**DDO Functions & Delegation of Financial Powers Rules** • Powers, duties and responsibilities of DDO; Powers and functions under the Delegation of Financial Powers Rules, 2018	Mr Saif-ul-Islam, Additional AG Khyber Pakhtunkhwa
12:00 – 01:15	**DDO Functions (Practice)** • Practical Exercises	Mr Saif-ul-Islam, Additional AG Khyber Pakhtunkhwa
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Pay & Allowances, TA/DA Bills** • Fixation of Pay and Allowances; Rules and procedures regulation TA, DA, Transfer Grant and allied matters	Mr Saif-ul-Islam, Additional AG Khyber Pakhtunkhwa
Trainers Evaluation (15 Minutes)		
Day-15: Friday, April 10, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Judicial Esta Code – Study Circle** • Group Presentations by Participants	Faculty
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Efficiency & Discipline-I** • Efficiency & Discipline (E&D) Rules, 2011 • Inquiry Procedure	Mr. Asghar Shah Khilji, DSJ Haripur

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	• Show Cause Notice • Statement of Allegations • Inquiry Report & other related documents • Identification of lapses leading to quashment of proceedings	
12:00 – 01:15	**Efficiency & Discipline-II** Practical Exercises Drafting of Show Cause Notice & Statement of Allegations	Mr. Asghar Shah Khilji, DSJ Haripur
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-16: Saturday, April 11, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Public Procurement-VIII** • (Electronic Procurement) Introduction to EPADS • (E-Pak Assets & Disposal System)	Mr Shahid Hussain, Deputy Director (MIS), KP-PPRA
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Public Procurement IX** • EPAD -Practical Exercises – Department Input	Mr Shahid Hussain, Deputy Director (MIS), KP-PPRA
12:00 – 01:15	**Public Procurement X** • EPAD- Practical Exercises-Bidders Input and Evaluation	Mr Shahid Hussain, Deputy Director (MIS), KP-PPRA
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-17: Monday, April 13, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Audit-I (Theory)** • Purpose and role of internal and external audits; Defense of audit paras;	Mr Amjad Hussain, Director Audit Khyber Pakhtunkhwa
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Audit-II (Practice)** • Practical Exercises on Defense of Audit Paras	Mr Amjad Hussain, Director Audit Khyber Pakhtunkhwa
12:00 – 01:15	**Retirement & Pension Cases–Preparation and Procedure** • LPR, Superannuation, adjustment of debts and liabilities; • Gratuity, Commutation, GP Fund, CPF, Benevolent Fund – procedural checklists and case examples	Mr. Ajmal Khan, Deputy Accountant General, KP
01:15 - 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**High Court Rules & Orders -** Study Circle	Faculty
Trainers Evaluation (15 Minutes)		

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(MARCH 25 TO MAY 13, 2026)

Day-18: Tuesday, April 14, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Theoretical Framework and Institutional Mechanisms** • Role and functioning of the Planning & Development Wing of the High Court • Projects undertaken in the past and in pipeline • Common mistakes observed	Mr. Rafiq Jan, Director P&D, PHC
10:15–10:45	**Tea Break**	
10:45 – 12:00	**Project Documentation and Exercises** • Preparation and significance of PC-I and PC-II forms • Key components and data requirements • Financial, administrative, and technical approvals • Practical exercise on drafting PC-I / PC-II	Mr. Fakhr-e-Alam, Chief Commissionerate Afghan Refugees Islamabad / Prof. Waqar IMSciences
12:00 – 01:15	**Monitoring, Evaluation, and Post-Project Appraisal** • Monitoring mechanisms and progress tracking • Techniques for mid-term and post-evaluation • Appraisal, approval, and review procedures • Practical exercise on evaluation and appraisal	Mr. Fakhr-e-Alam, Chief Commissionerate Afghan Refugees Islamabad / Prof. Waqar IMSciences
Trainers Evaluation (15 Minutes)		
01:30-02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Practical Application and Work Plan Development** • Introduction to MS Project: interface, project creation, timelines • Work Breakdown Structure (WBS) and task linking • Generating reports and tracking progress • Preparation of a sample work plan for a judicial project	Mr. Fakhr-e-Alam, Chief Commissionerate Afghan Refugees Islamabad / Prof. Waqar IMSciences
Day-19: Wednesday, April 15, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Monitoring & Evaluation Framework of the High Court** • Objectives and scope of the M&E Policy • Role of MIT Office and DSJ in performance supervision • Performance indicators and reporting mechanisms	Mr. Salahuddin, MIT, PHC
10:15 – 10:45	**Tea Break**	

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10:45 – 12:00	**Extra-Legal Considerations Influencing Judicial Decisions**	Hon'ble Mr. Justice Nasir ul Mulk, Former CJP
12:00 – 01:15	**Judicial Assertiveness with focus on Power of Contempt:** **Practice and Procedure** • Judicial assertiveness, Firm, fair, and fearless conduct while remaining humble and courteous	Mr. Jehanzeb Shinwari, DG KPJA
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**High Court Rules & Orders -** Study Circle • Presentations	Faculty
Trainers Evaluation (15 Minutes)		
Day-20: Thursday, April 16, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Official Correspondence** • Secretariat Instructions, types of correspondence, administrative record keeping, and official letter writing.	Mr. Abdul Matin Khan, Former DSJ
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Law of Inheritance – I** • Foundational principles of Islamic inheritance. • Classes of heirs, residuaries, and sharers. • Distribution rules • Illustrative cases and practical examples.	Dr. Qazi Attaullah, Station Director, Radio Meezan
12:00 – 01:15	**Law of Inheritance – II** • Advanced application of inheritance rules. • Determination of shares in complex family structures. • Use of diagrams and practical exercises. • Interpretation of wills and testamentary succession.	Dr. Qazi Attaullah, Station Director, Radio Meezan
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Overview of the Succession Act, 1925** • Scope and important provisions of the Act. • Procedure for obtaining succession certificates. • Role of documentary evidence. • Common challenges in determining heirs. • Probate and Letters of Administration. • Jurisdiction, procedural requirements, and evidentiary considerations. • Common mistakes and how to avoid them.	Mr. Zia-ur-Rehman Secretary Al-Mizan Foundation, Rawalpindi
Trainers Evaluation (15 Minutes)		
Day-21: Friday, April 17, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	

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09:00 – 10:15	**Court Management:** • Maintenance of Registers • Court Inspection; Inspection Report Writing	Mr. Asghar Shah Khilji, DSJ Haripur
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Managing Stress, Anger, and Conflict at the Workplace** • Understanding sources and effects of stress; personal and professional stressors; practical techniques for managing anger and workplace conflict; group exercises	Dr. Sylvia Ali Khan, NWGH Peshawar
12:00 – 01:15	**Mindfulness: Living in the Moment** • Meaning and practice of mindfulness; living in the present moment; meditation and reflection for inner peace	Dr. Sylvia Ali Khan, NWGH Peshawar
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-22: Saturday, April 18, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Leave Rules & Charge Procedure** • Overview of Leave Rules (Casual, Medical, Earned, Ex-Pakistan, Hajj/Umrah, Study Leave) • Procedure for Handing and Taking of Charge	Mr. Adil Majeed Khan, PSO to HCJ /Muhammad Arifeen, Former Secretary KP
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Composition, Functions& Jurisdiction of Family Courts** • Jurisdiction of Family Courts • General Procedure of Family Courts	Ms. Wadeeya Mushtaq Malik, Director Regulations, PHC
12:00 – 01:15	**Legal Framework on Dissolution of Muslim Marriage** • Dower and Dowry • Legal framework on Maintenance of Wives & Children	Ms. Wadeeya Mushtaq Malik, Director Regulation, Peshawar High Court
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Country Visit From 20 to 23 April, 2026		

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(MARCH 25 TO MAY 13, 2026)

Day-27: Friday, April 24, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Law of Inheritance –III: A continuing discourse on foundational principles**	Dr. Qazi Attaullah, Station Director, Radio Meezan
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Promoting ADR in Formal Justice System** • Mediation & Best Practices	Ms. Furrah Kashif, LAS
12:00 – 01:15	**Promoting ADR in Formal Justice System** • Role Play & Exercises	Ms. Furrah Kashif, LAS
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-28: Saturday, April 25, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Interactive Session** • Service Laws	Justice Ijaz Anwar, Hon'ble Judge PHC
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Management of Criminal Trial** • Charge, Statement of Accused	Mr. Jehanzeb Shinwari, DG KPJA
12:00 – 01:15	**Maintenance of Service Record** • Personal File • Updated Service Books • Record of Disciplinary Proceedings • HR Database	Mr. Zaeem Ahmad, ADJ Swabi
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-29: Monday, April 27, 2026		
ONE DAY WORKSHOP ON REFUGEE LAWS		
Day-30: Tuesday, April 28, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Judicial Accounts Management-I** • Sheriff Petty • Civil Court Deposits	Mr. Ahmed Iftikhar, Dean Faculty
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Legal Framework of Family Courts in Pakistan** • Dissolution of Muslim Marriages Act, 1939 • Muslim Family Laws Ordinance, 1961 • West Pakistan Family Court Act, 1964 (as amended up to date) • Family Court Rules, 1965	Ms. Zeba Rasheed, DSJ / Member KPST
12:00 – 01:15	**Restitution Of Conjugal Rights Jactitation of Marriage**	Ms. Zeba Rasheed, DSJ / Member KPST

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(MARCH 25 TO MAY 13, 2026)

01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Judicial Accounts Management-II** • Practical Exercises	Mr. Ahmed Iftikhar, Dean Faculty
Trainers Evaluation (15 Minutes)		
Day-31: Wednesday, April 29, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Fundamentals of Law of Evidence-I** • Basic principles and statutory framework under • Qanun-e-Shahadat Order, 1984. • Relevancy and Admissibility	Barrister Ikhtiar Khan, Chairman KPST
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Appreciation of Evidence (Civil Cases)** • General Principles of Appreciation of Evidence in Civil Case. • Case Law on the Subject	Mr. Muhammad Zeb Khan, Registrar, PHC
12:00 – 01:15	**Appreciation of Evidence (Criminal Cases)** • General Principles of Appreciation of Evidence in Criminal Case. • Case Law on the Subject	Mr. Muhammad Zeb Khan, Registrar, PHC
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Role of SCJ as a Member of District Committees**: • Criminal Justice Coordination Committee • ADR Committee • Security Committee	Mr. Muhammad Asghar, SCJ
Trainers Evaluation (15 Minutes)		
Day-32: Thursday, April 30, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Trial Procedure (Family Cases)** • Appreciation of Evidence • Judgment Writing • Execution Of Decrees	Ms. Zeba Rashid, DSJ
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Personality Development** • Table Manners and Mess Rules	Col (R) Ijaz Ahmad, Former Faculty Member PPSA, Peshawar / NDU
12:00 – 01:15	**Social Etiquettes and Dress Code** • Principles of professional dressing and grooming; posture and body language; respect and courtesy in social interaction; handling public and professional gatherings	Col (R) Ijaz Ahmad, Former Faculty Member PPSA, Peshawar / NDU
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Physical Health and Well-being**	Dr. Zainab Bibi, Head of Clinical Nutrition, Shifa

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(MARCH 25 TO MAY 13, 2026)

	• Nutrition and diet for sustained energy; importance of exercise and physical activity; sleep management and relaxation techniques; prevention of lifestyle diseases	International Hospital, Islamabad
Trainers Evaluation (15 Minutes)		
Day-33: Saturday, May 2, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Interactive Session**	Hon'ble Justice PHC
10:15 – 10:45	**Tea Break**	
Field visit to District Court Peshawar (Working of the Process Serving Agency)		
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-34: Monday, May 4, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Generative AI in Courts II** • Google Workspace integration, Gemini with Cloud, AI-based document systems.	Dr. Saima Aftab, Assistant Professor, GIKI, Swabi
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**Generative AI in Courts III** • Notebook LM and practical AI-assisted document creation	Dr. Saima Aftab, Assistant Professor, GIKI Swabi
12:00 – 01:15	**Civil Case Management (Framing of Issues)**	Mr. Dost Muhammad Khan, Director instructions
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	**Civil Case Management (Conceptual Framework)**	Mr. Ahmed Iftikhar, Dean Faculty
Trainers Evaluation (15 Minutes)		
Day-35: Tuesday, May 5, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**PC-I and PC-II (Case Studies and Practical Exercises)**	Mr. Waqar Ahmad, IMSciences
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	**PC-I and PC-II (Case Studies and Practical Exercises)**	Mr. Waqar Ahmad, IMSciences
12:00 – 01:15	**Legal Framework on Custody & Guardianship Main Areas of Concern:** • Assumption of jurisdiction • Welfare of the child • Recent case law	Ms. Sofia Waqar Khattak DSJ Kohat
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	

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(MARCH 25 TO MAY 13, 2026)

02:00 – 03:15	**Judicial Accounts Management-III** • Practical Exercises	Mr. Ahmed Iftikhar, Dean Faculty
Trainers Evaluation (15 Minutes)		
Day-36: Wednesday, May 6, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	**Court Management and Staff Supervision** • Supervision and evaluation of staff; communication and coordination	Mr. Muhammad Asif Khan, DSJ Nowshehra
10:15 – 10:45		
10:45 – 12:00	**Fundamentals of Law of Evidence-II** ● Burden of Proof and Presumptions	Barrister Ikhtiar Khan, Chairman KPST
12:00 – 01:15	**Salat-ul-Zuhr & Lunch Break**	
01:15 – 02:00	**Judgment Writing**	Mr. Dost Muhammad Khan, Director Instructions
02:00 – 03:15	**Promoting ADR in Formal Justice System** • Arbitration Act and Its enforcement	Dr. Syed Raza Shah Gilani, AWKUM Mardan
Trainers Evaluation (15 Minutes)		
Day-37: Thursday, May 7, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	Presentation by Participants	
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	Presentation by Participants	
12:00 – 01:15	Presentation by Participants	
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	Presentation by Participants	
Trainers Evaluation (15 Minutes)		
Day-38: Friday, May 8, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	Presentation by Participants	
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	Presentation by Participants	
12:00 – 01:15	Presentation by Participants	
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-39: Saturday, May 9, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	Presentation by Participants	
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	Presentation by Participants	
12:00 – 01:15	Presentation by Participants	

PRE-PROMOTION STATUTORY TRAINING FOR CIVIL JUDGES-CUM-JUDICIAL MAGISTRATES/ *ILLAQA QAZIS*

(MARCH 25 TO MAY 13, 2026)

01:15- 02:00	**Salat-ul-Zuhr & Lunch Break**	
Trainers Evaluation (15 Minutes)		
Day-40: Monday, May 11, 2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback & Faculty Hour	
09:00 – 10:15	Presentation by Participants	
10:15 – 10:45	**Tea Break**	
10:45 – 12:00	Presentation by Participants	
12:00 – 01:15	Presentation by Participants	
01:15 – 02:00	**Salat-ul-Zuhr & Lunch Break**	
02:00 – 03:15	Presentation by Participants	
Trainers Evaluation (15 Minutes)		
Day-41 Tuesday, May 12, 2026		
POST-TRAINING TEST		
Day-42 Wednesday, May 13, 2026		
09:00 – 10:15	**CONCLUDING CEREMONY** • Recitation from The Holy Quran • Group Representative Remarks • Remarks by DG KPJA • Address by the Hon'ble Chief Guest • Conferment of Certificate • Group Photograph	

Note: Approval for the substitution of a resource person in the schedule of activities may be granted in cases of exigency or unforeseen circumstances.