KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

PRE-PROMOTION STATUTORY TRAINING FOR CIVIL JUDGES-CUM-JUDICIAL MAGISTRATES/ *ILLAQA QAZIS*
(MARCH 25 TO 28 MAY, 2026)

S#	NAME	TOPIC
1	**Mr. Sareer Shah**	**Judicial Ethics & Code of Conduct** • Code of Conduct for Judicial Officers, • Code of Conduct of Civil Servants
2	**Mr. Salman Nadir Muhammad**	**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
3	**Syed Furqan Mashwani**	**An overview of Land Acquisition Act** • Practice and Procedure
4	**Mr. Murtaza Khan**	**Judicial Leadership Skills – I** • Judicial Leadership • Leadership Styles • Qualities • Leadership theories • Management versus Leadership
5	**Mr. Muhammad Farooq Ahmad**	**Judicial Leadership Skills – II** • Power Dynamics • Leadership Types
6	**Mr. Muhammad Ikram**	**Maintenance of Record** • Classification, • consignment, • reconstruction of lost or damaged judicial records; • High Court Rules on the subject

7	**Mr. Muhammad Imtiaz**	**Emotional Intelligence for Judicial Leaders**
		• Self-awareness,
		• empathy and composure;
		• using emotional intelligence to
		  • motivate staff,
		  • handle litigants, and
		  • building a positive working environment.

8	**Mr. Mazhar Ali Khan**	**Public Financial Management – Legal & Regulatory Framework** • Constitutional provisions; • General Financial Rules; • other enactments and notifications
9	**Mr. Sadiq Ullah**	**Budgetary Planning and Control-I (Theory)** • Need assessment; Forecasting and allocation; Re-

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		appropriation procedures; High Court budgetary guidelines
10	**Mr. Abdul Haleem**	**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
11	**Ms. Alia Bibi**	**Public Procurement-I** • Introduction to Public Procurement • Procurement Life Cycle • Need Assessment and Justification and Budget Allocation • Annual Procurement Planning
12	**Mr. Muhammad Waqar**	**Public Procurement-II** • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents
13	**Mr. Alam Zeb Khan**	**Public Procurement-III** • Bidding v Pre-Qualification/Expression of Interest • Solicitation of Bids through (Inviting Tender/PQ Notice)
14	**Mr. Muhammad Anwar**	**Public Procurement IV** • Bids Receiving Opening Bids • Examination/Preparation of Bid Evaluation Report • Best Evaluated Bids(goods/Works And Services)
15	**Ms. Nazma Shah**	**Public Procurement-V** • Announcement of Results • Contract Negotiations & Award of Contract • Framework Contracts
16	**Ms. Asma Zahir**	**Public Procurement-VI** • Contract Implementation / administration • Inspection / Invoice Approvals and Processing of Payments
17	**Ms. Saima Razzaq**	**Public Procurement-VII** • Grievance Redressal Rules 2017 • Modes of disposal of Public Assets • Disposal proceedings • Managing Record Keeping • Modes of disposal of Public Assets
18	**Mr. Tanveed Akhtar**	**Communication and Presentation Skills** • Importance of effective communication for leaders Useful Presentation Skills Verbal and Non-Verbal • How to communicate clearly and effectively. How to ensure effective communication in an organization
19	**Ms. Sehrish Rana**	**Leadership and Change Management** • Meaning and importance of change in institutions • Nature of change in modern organizations • Drivers of change (technology, public expectations, efficiency)

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		• 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
20	**Mr. Muhammad Kashif**	**Ethics in Leadership** • Integrity and honesty • Fairness and impartiality • Accountability and responsibility • Leading by example • Integrity and honesty • Fairness and impartiality • Accountability and responsibility • Leading by example
21	**Mr. Mubarak Ali**	**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
22	**Mr. Habib Ur Rehman Orakzai**	**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
23	**Syed Ahmad Mujtaba Kamal**	**Performance Evaluation** • Guiding Principles and Common Mistakes in PER Writing • Advisory and Adverse Remarks
24	**Mr. Muhammad Ilyas**	**DDO Functions & Delegation of Financial Powers Rules** • Powers, duties and responsibilities of DDO; • Powers and functions under the Delegation of Financial Powers Rules, 2018
25	**Ms. Samina Sahar**	**Pay & Allowances, TA/DA Bills** • Fixation of Pay and Allowances; Rules and procedures regulation TA, DA, Transfer Grant and allied matters

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26	**Ms. Sidra Jalal**	**Efficiency & Discipline** • Efficiency & Discipline (E&D) Rules, 2011 • Inquiry Procedure • Show Cause Notice • Statement of Allegations • Inquiry Report & other related documents • Identification of lapses leading to quashment of proceedings
27	**Mr. Noor-Ul-Haq**	**Public Procurement-VIII** • (Electronic Procurement) Introduction to EPADS (E-Pak Assets & Disposal System)
28	**Mr. Muhammad Raees**	**Audit-I (Theory)** • Purpose and role of internal and external audits; Defense of audit paras;
29	**Mr. Muhammad Waheed Wali**	**Retirement & Pension Cases–Preparation and Procedure** • LPR, Superannuation, adjustment of debts and liabilities; • Gratuity, Commutation, GP Fund, CPF, Benevolent Fund – procedural checklists
30	**Ms. Shahnaz**	**Project Documentation** • Preparation and significance of PC-I and PC-II forms • Key components and data requirements • Financial, administrative, and technical approvals
31	**Mr. Tahir Khan**	**Monitoring, Evaluation, and Post-Project Appraisal** • Monitoring mechanisms and progress tracking • Techniques for mid-term and post-evaluation • Appraisal, approval, and review procedures
32	**Mr. Amjid Ullah**	**Official Correspondence** • Secretariat Instructions, types of correspondence, administrative record keeping, and official letter writing.
33	**Mr. Riaz Ahmad**	**Law of Inheritance** • Foundational principles of Islamic inheritance. • Classes of heirs, residuaries, and sharers. • Distribution rules
34	**Mr. Muhammad Ishfaq**	**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.
35	**Mr. Mohammad Ishaq Marwat**	**Court Management:** • Maintenance of Registers • Court Inspection; Inspection Report Writing

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