KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

Pre-Promotion Statutory Training (PPST) for Additional District & Sessions Judges (Presentation Schedule)

Presentation Duration: 30 Minutes per Presentation

Day	Participant Name	Topic	Date / Time
Day-1	**Mr. Mian Mahmood**	**Public Procurement-III** • Bidding v Pre-Qualification/Expression of Interest • Solicitation of Bids through (Inviting Tender/PQ Notice)	20-01-2026 08:30 to 09:00 AM
	Mr. Ijaz Ahmad	**Public Procurement IV** • Bids Receiving Opening Bids • Examination/Preparation of Bid Evaluation Report • Best Evaluated Bids(goods/Works And Services)	20-01-2026 03:30 to 04:00 PM
Day-2	**Miss. Nusrat Naz**	**Public Procurement-V** • Announcement of Results • Contract Negotiations & Award of Contract • Framework Contracts	21-01-2026 08:30 to 09:00 AM
	Mr. Arbab Sohail Hamid	**Public Procurement-VI** • Contract Implementation / administration • Inspection / Invoice Approvals and Processing of Payments	21-01-2026 03:30 to 04:00 PM
Day-3	**Miss. Shabana Mehsood**	**Public Procurement-VII** • Grievance Redressal Rules 2017 • Modes of disposal of Public Assets • Disposal proceedings • Managing Record Keeping • Modes of disposal of Public Assets	22-01-2026 08:30 to 09:00 AM
	Miss Nadia Syed	**Special Courts (Customs, Taxation & Anti-Smuggling)** • Overview of Law and Procedure followed by Special Courts (Customs, Taxation & Anti-Smuggling)	22-01-2026 03:30 to 04:00 PM
Day-4	**Miss. Wadeeya Mushtaq Malik**	**Mindfulness: Living in the Moment** • Meaning and practice of mindfulness; living in the present moment; meditation and reflection for inner peace	23-01-2026 08:30 to 09:00 AM
	Mr. Tufail Ahmad	**Human Resource Management** • Principles of HR Management • Effective Mobilization and Job Rotation • Monitoring & Supervision of Staff	23-01-2026 03:30 to 04:00 PM
Day-5	**Miss. Lubna Zaman**	**Judicial Accounts Management** • Sheriff Petty	24-01-2026 08:30 to

		• Civil Court Deposits	09:00 AM
	Mr. Aamer 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	24-01-2026 03:30 to 04:00 PM