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. Aziz Muhammad**	**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	26-01-2026 08:30 to 09:00 AM
	Mr. Zahid Karim	**Audit-I (Theory)** • Purpose and role of internal and external audits; Defense of audit paras;	26-01-2026 03:30 to 04:00 PM
	Syed Arif Shah	**Efficiency & Discipline-I** • 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	26-01-2026 04:00 PM to 04:30 PM
Day-2	**Mr. Muhammad Tayyib**	**Performance Evaluation** • Guiding Principles and Common Mistakes in PER Writing • Advisory and Adverse Remarks	27-01-2026 08:30 to 09:00 PM
	Arbab Muhammad Kashif	**Leave Rules & Charge Procedure** • Overview of Leave Rules (Casual, Medical, Earned, Ex-Pakistan, Hajj/Umrah, Study Leave) • Procedure for Handing and Taking of Charge	27-01-2026 03:30 to 04:00 PM
	Syed Adnan Shah	**DDO Functions & Delegation of Financial Powers Rules** • Powers, duties and responsibilities of DDO; Powers and functions under the Delegation of Financial Powers Rules, 2018	27-01-2026 04:00 PM to 04:30 PM
Day-3	**Mr. Muhammad Jamil**	**Budgetary Planning and Control-I (Theory)** • Need assessment; Forecasting and allocation; Re-appropriation procedures; High	28-01-2026 08:30 to 09:00 AM

		Court budgetary guidelines	
	Mr. Muhammad Asim	**Pay & Allowances, TA/DA Bills** • Fixation of Pay and Allowances; Rules and procedures regulation TA, DA, Transfer Grant and allied matters	28-01-2026 03:30 to 04:00 PM
	Syed Iftikhar Shah	**Policy Implementation and Supervision at District Level by Setting Policy Targets** • Translating High Court directives into district-level action plans • Categorization of cases (oldest, urgent, and special types) • Using performance dashboards and data analysis • Supervision, feedback, and corrective follow-up • Inspections of Courts	28-01-2026 04:00 PM to 04:30 PM