

Role and Responsibilities of Superintendent

Mr. Inamullah Khan

A decorative graphic consisting of several horizontal lines of varying lengths and colors (teal, white, and light blue) extending from the right side of the slide towards the center.

Introduction

- The overall in charge of administrative staff.
- The key staff member
- The gate way to district court proceedings
- The breach between District judge and the staff .

Role & Responsibilities

- Attending official calls, keeping their record.
- Drafting official letters.
- Taking notes.
- Maintenance of attendance roll of the staff.
- Supervision of staff and giving suggestion regarding their transfers and posting to the Distt. & Session Judges.
- Discussing the dates and agenda of different meetings and distributing the agenda of the meetings amongst all the concerned.
- Maintaining record of judicial officers meeting and distributing its agenda.
- Maintenance of different registers and files.
- Submission of PER forms of the staff to the reporting officers.
- Checking files of appeal revision etc at the time of submission
- Writing of note sheet on appeal/revision etc .



Questions?

