

CONSOLIDATED REPORT

01-DAY TRAINING ON MAINTENANCE OF RECORD (PREPARATION, MAINTENANCE, TRANSMISSION & PRESERVATION OF JUDICIAL RECORD)



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1.0 Introduction

1.1 The Khyber Pakhtunkhwa Judicial Academy is statutorily mandated to provide training to all justice sector stakeholders, to hold conferences, seminars, lectures, workshops and symposia in matters relating to court management, administration of justice, law and development of skills in legislative drafting and to establish liaison with research institutions, universities and other bodies including the Federal Judicial Academy, towards the cause of administration of justice (Section 4 of the Academy Act).

1.2 Capacity building in every field of judicial activity is a *sine qua non* for streamlining the system in its entirety. With this end in view, the Academy arranged seven consecutive 01- day trainings on Maintenance of Record for the District & Sessions Judges/ nominees, Senior Civil Judges (Judicial), Muharrars, Record Keepers, and In-charge of Copying Agency from all the Districts of the Khyber Pakhtunkhwa including the newly merged districts (NMDs).

2.0 Purpose of the report

2.1 This report aims to assess the quality and impact of the seven consecutive trainings rolled out between 15th & 30th November 2021 (both days inclusive).

2.2 The report begins with a general layout of the training sessions including training background, information about the participants, schedule of activities, proceedings and recommendations for future improvements.

3.0 Background

3.1 In the year 2020, for evaluation of the work of the Judicial Officers, an annual inspection was conducted by the Hon'ble Inspection Judges and the Principal Officers of the Peshawar High Court, Peshawar. Hon'ble the Chief Justice, Peshawar High Court, Peshawar was pleased to direct the principal officers, to sit with the Judicial Officers and conduct inspection in their presence also educating them to remove the deficiencies found in their courts and judicial work. Accordingly, the principal officers undertook a month-long hectic exercise and came up with their reports which were consolidated in the Annual Inspection

Report 2020. The objective behind such inspection was to upgrade the standard of the district judiciary, especially to educate them thereby building their capacity.

3.2 The principal officers inspected the courts of Additional District & Sessions Judges, Senior Civil Judges, and Civil Judges/Judicial Magistrates and made assessments in accordance with already circulated proformas. They also observed some discrepancies. The judicial leadership instructed the Academy to devise a comprehensive module on Management of Judicial Record and to arrange trainings for capacity building of the District Judiciary.

3.3 The objectives, outcomes and the module of the program are as under:

3.4 Objectives

- To build capacity of the trainees for better management of judicial record;
- To sensitize them to the values of ethics and sense of self-accountability;
- To refine their professional skills for effective and efficient delivery of services;
- To motivate them towards exploring and utilizing tools for achievement of organizational targets; and
- To equip them with necessary skills.

3.6 Learning Outcome

- The trainees would be able to perform their duties with clarity, consistency, and confidence;
- They would be able to apply necessary skills and techniques for effective management of judicial record; and
- They would be able to improve their soft skills.

4.0 Participants

4.1 List of participants of the trainings along with their designations is as detailed below.

4.1 Batch-I:

4.1.1 List of Participants

DATED: 15 NOVEMBER 2021

S.NO	NAME	DESIGNATION
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1	Raja Muhammad Shoaib Khan	Additional District & Sessions Judge
2	Mr. Abid Zaman	Additional District & Sessions Judge
3	Mr. Khalid Mansoor	Senior Civil Judge
4	Mr. Shaukat Ali	Senior Civil Judge
5	Mr. Fazal Nasir Shah	Senior Civil Judge
6	Mr. Muhammad Hanif	Senior Civil Judge
7	Ms. Kiran Shaukat	Senior Civil Judge
8	Ms. Tania Hashmi	Senior Civil Judge
9	Mr. Muhammad Sher Ali khan	Senior Civil Judge
10	Mr. Rahamdad Khan	Superintendent
11	Mr. Riaz Muhammad	Assistant
12	Mr. Israr Jehan	Assistant
13	Mr. Parvez Muhammad	Assistant
14	Mr. Said ul Naeem	Assistant
15	Mr. Muhammad Sareer	Assistant
16	Mr. Shahid Ali	Assistant
17	Mr. Sufaid Gul	Senior Clerk
18	Mr. Muhammad Ismail khan	Senior Clerk
19	Mr. Manzoor Khan	Naib Nazir
20	Mr. Muhammad Anwar	Junior clerk
21	Mr. Farhad Ali	Junior clerk
22	Mr. Rehan Ullah	Muharrar /JC
23	Mr. Zubair Alam	Junior Clerk
24	Mr. Zahir Khan	Junior Clerk
25	Syed Ahtizaz Ali Shah	Junior Clerk
26	Mr. Alamgeer Hayat	Junior Clerk
27	Mr. Muhammad Salman Khan	Junior Clerk

28	Mr. Mr. Muhammad Bilal	Junior Clerk
29	Syed Ghaws Ali Shah	Senior Clerk
30	Mr. Sartaj Muhammad	Junior Clerk
31	Syed Hamid Shah	Junior Clerk
32	Mr. Abdul Haseeb	Junior Clerk
33	Mr. Aftab Ahmad	Junior clerk
34	Mr. Hidayat Ullah	Junior Clerk
35	Mr. Abid Jan	Junior Clerk

4.1.2 Group Photo



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
*01-Day Training on "Maintenance of Judicial Record" held on
November 15, 2021.*



Sitting L to R Mr. Mahmood Sher Ali Khan, Mr. Shaikat Ali, Mr. Fazal Nasir Shah, Mr. Khalid Manzoor, Mr. Abid Zaman, Mr. Raja Muhammad Shoaib Khan, Mr. Ashar Ali(SDR&PA, Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Jamshed(Dean Faculty), Mr. Zin Ur Rahman(AR (J.) FICL), Ms. Wadecya Mushtaq Malik(Dir-Im-II), Syed Yasir - Shabbir(Dir-Ins-I), Mr. Muhammad Harif, Ms. Kiran Shaukat, Ms. Tariq Hashmi.

Standing L to R - 1 Syed Ghaws Ali Shah, Mr. Alameer Hayat, Mr. Sartaj Muhammad, Mr. Manzoor Khan, Mr. Zahir Khan, Mr. Riaz Muhammad, Mr. Zahoor Alam, Mr. Rahimul Khan, Mr. Israr Jehan, Mr. Shahid Ali, Mr. Muhammad Saeed, Mr. Rehman Ullah, Mr. Muhammad Ismail Khan, Syed Aftab Ali Shah, Mr. Aftab Ahmad, Mr. Farveez Muhammad, Mr. - Said ul Naeem, Mr. Muhammad Salman Khan, Mr. Saif-ud-Din, Mr. Abdul Haseeb, Syed Hamid Shah,

Standing L to R - 2 Mr. Abid Jan, Mr. Muhammad Bilal, Mr. Muhammad Anwar, Mr. Farhad Ali, Mr. Hidayat Ullah.

4.2 Batch-II:

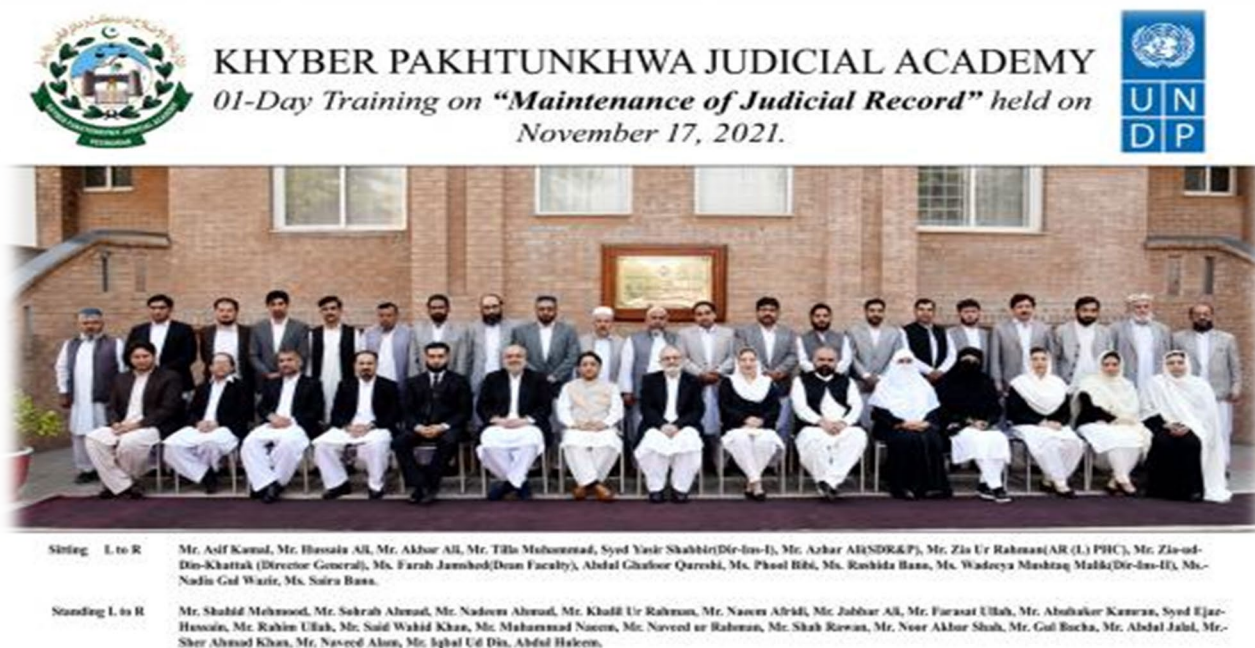
4.2.1 List of Participants

Dated: 17th November 2021

S.NO	NAME	DESIGNATION
1	Mr. Abdul Ghafoor Qureshi	District & Sessions Judge
2	Ms. Phool Bibi	District & Sessions Judge
3	Ms. Rashida Bano	District & Sessions Judge
4	Mr. Tilla Muhammad	Additional District & Sessions Judge

5	Ms. Nadia Gul Wazir	Senior Civil Judge
6	Mr. Hussain Ali	Senior Civil Judge
7	Mr. Akbar Ali	Senior Civil Judge
8	Mr. Asif Kamal	Senior Civil Judge
9	Ms. SairaBano	Senior Civil Judge
10	Mr. Sohrab Ahmad	Civil Judge
11	Mr. Naveed Ur Rehman	Senior Clerk
12	Mr. Shahid Mehmood	Senior Clerk
13	Mr. Abubakar Kamran	Senior Clerk
14	Mr. Muhammad Naeem	Senior Clerk
15	Mr. Said Wahid Shah	Senior Clerk
16	Mr. Iqbaluddin	Senior Clerk
17	Syed Ejaz Hussain	Junior Clerk
18	Mr. Naeem Afridi	Junior Clerk
19	Mr. Gul Bacha	Junior Clerk
20	Mr. Rahimullah	Junior Clerk
21	Mr. Farasat Ullah	Junior Clerk
22	Mr. Shah Rawan	Junior Clerk
23	Mr. Nadeem Ahmad	Junior Clerk
24	Mr.Sher Ahmad Khan	Junior Clerk
25	Mr. Noor Akbar Shah	Junior Clerk
26	Mr. Jaghfir Ali	Junior Clerk
27	Mr. Khalil Ur Rehman	Junior Clerk
28	Mr. NaveedAlam	Junior Clerk
29	Mr. Abdul Haleem	Junior Clerk

4.2.2 Group Photo



4.3 Batch-III:

4.3.1 List of Participants

DATED: 20th NOVEMBER 2021

S.NO	NAME	DESIGNATION
1	Mr. Suhail Sheraz Noor Saani	District & Sessions Judge
2	Mr. Wali Muhammad Khan	Additional District & Sessions Judge
3	Mr. Adil Zeb Khan	Additional District & Sessions Judge
4	Ms. Shamsul Huda	Senior Civil Judge
5	Ms. Qurat- ul-Ain Chand Irfan	Senior Civil Judge
6	Ms. Imrana Shaheen	Senior Civil Judge
7	Mr. Sheraz Firdos	Senior Civil Judge
8	Mr. Ilyas Saeed	Civil Judge
9	Mr. Muhammad Naseer	Senior Clerk
10	Sijjad Riaz	Senior Clerk
11	Mr. Bakhtiar	Muharrir
12	Mr. Faiz Muhammad	Record Keeper

13	Mr. Muhammad Zuqaib Iqbal Khan	Record Keeper
14	Mr. Muhammad Qasim	Record Keeper
15	Mr. Sher Bahader	Copyist
16	Mr. Iftikhar Ahmad	Junior Clerk
17	Mr. Nazir Ahmad	Junior Clerk
18	Mr. Maqsood Elahi	Junior Clerk
19	Mr. Muhammad Riaz	Junior Clerk
20	Mr. Zaheer Ullah Khan	Junior Clerk
21	Mr. Muhammad Saqib	Junior Clerk
22	Mr. Saeed ur Rehman	Junior Clerk

4.3.2 Group Photo



4.4 Batch-IV:

4.4.1 List of Participants

DATED: 22nd NOVEMBER 2021

S.NO	NAME	DESIGNATION
1	Mr. Muhammad Nasim	District & Sessions Judge
2	Mr. Shaukat Ahmad Khan	District & Sessions Judge
3	Mr. Abdul Jabbar	District & Sessions Judge

4	Mr. Ihsan ul Haq	Additional District & Sessions Judge
5	Mr. Farman Ullah	Senior Civil Judge
6	Syed Israr Ali Shah	Senior Civil Judge
7	Mr. Najeeb- ul- Haq	Senior Civil Judge
8	Mr. Imranullah	Senior Civil Judge
9	Mr. Hidayat Ullah	Senior Clerk
10	Syed Ameer Shah Raza	Senior Clerk
11	Mr. Shirkat Ali	Senior Clerk
12	Mr. Rafiullah	Junior Clerk
13	Mr. Abdul Munaiem	Junior Clerk
14	Mr. Najeeb Ullah	Junior Clerk
15	Mr. Muhammad Ajmal	Junior Clerk
16	Mr. Khurshid Ali	Junior Clerk
17	Mr. Fazal Haq	Junior Clerk
18	Mr. Asif Samad	Junior Clerk
19	Mr. Amanullah	Junior Clerk
20	Mr. Dost Muhammad	Junior Clerk
21	Mr. Fazal Hadi	Junior Clerk
22	Mr. Saddam Khan	Junior Clerk
23	Mr. Navid Khan	Junior Clerk
24	Mir Hussain	Court Staff

4.4.2 Group Photo



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
01-Day Training on “Maintenance of Judicial Record” held on
November 22, 2021.



Sitting L to R Mr. Raffiq, Syed Izzat Ali Shah, Mr. Imran Ullah, Syed Yasir Shabbir (Dir-Ins-I), Mr. Shaukat Ahmad Khan, Mr. Abdul Jabbar Khan, Mr. Zia Ur Rahman (AR (L) PDC), Mr. Zia-ud-Din-Khattak (Director General), Mr. Muhammad Nasir, Mr. Hussa Ul Haq, Ms. Wafeyya Mushtaq Mallik (Dir-Ins-II), Mr. Najeeb Ul Haq, Mr. Farman Ullah, Mr. - Shirkat Ali, Syed Ameer Shah Raza.

Standing L to R Mr. Asif Samad, Mr. Abdul Munsir, Mr. Najeeb Ullah, Mr. Hidayat Ullah, Mr. Dust Muhammad, Mr. Aman Ullah, Mr. Fazal Hadi, Mr. Saddam Khan, Mr. Navid Khan, Mr. - Muhammad Ajsam, Mr. Khurshid Ali, Mr. Fazal Haq, Mr. Mir Hussain.

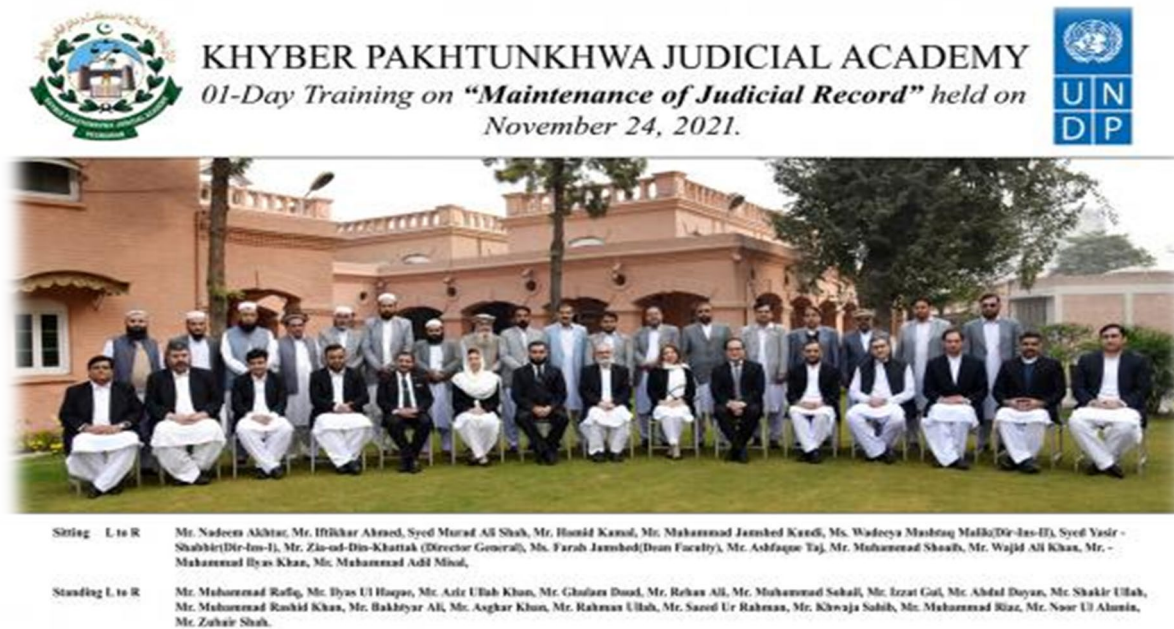
4.5 Batch-V:

4.5.1 List of Participants

DATED: 24th NOVEMBER 2021		
S.NO	NAME	DESIGNATION
1	Mr. Muhammad Shoaib	District & Sessions Judge
2	Mr. Wajid Ali Khan	Additional District & Sessions Judge
3	Syed Murad Ali Shah	Additional District & Sessions Judge
4	Mr. Muhammad Ilyas Khan	Senior civil judge
5	Mr. Hamid Kamal	Senior civil judge
6	Mr. Muhammad Jamshed Kundi	Senior civil judge
7	Mr. Abdul Salam khan	Senior civil judge
8	Mr. Nadeem Akhtar	Senior civil judge
9	Mr. Iftikhar Ahmed	Senior civil judge
10	Mr. Muhammad Adil Misal	Civil judge
11	Mr. Muhammad Rashid Khan	Superintendent
12	Mr. Aziz Ullah	Assistant
13	Mr. Noor Alamin	Muharrir
14	Mr. Zubair Shah	Muharrir
15	Mr. Ihsan Ul Haque	Muharrir
16	Mr. Muhammad Rafiq Kundi	Muharrir

17	Mr. Bakhtyar Ali	Muharrir
18	Mr. Shakir Ullah	Muharrir
19	Mr. Saeed Ur Rahman	Muharrir
20	Mr. Rahman Ullah	Incharge Copying Branch
21	Mr. Mohammad Sohail	Record Keeper
22	Mr. Khwaja Sahib	Muharrir
23	Mr. Izzat Gul	Senior Clerk
24	Mr. Rehman Ali	Record Keeper
25	Mr. Asghar Khan	Record keeper
26	Mr. Ghulam Daud	Record keeper
27	Mr. Rehan Ali	Record Keeper
28	Mr. Muhammad Riaz	CopistIncharge
29	Abdul Dayan	Reader

4.5.2 Group Photo



4.6 Batch-VI:

4.6.1 List of Participants

DATED: 27th NOVEMBER 2021

S.NO	NAME	DESIGNATION
1	Mr. Shafiq Ahmad Tanoli	District & Sessions Judge
2	Ms. Muneera Abbasi	District & Sessions Judge
3	Ms. Hajira Rehman	District & Sessions Judge
4	Ms. Shabana Mehsood	Additional District & Sessions Judge
5	Mr. Abdul Basit	Additional District & Sessions Judge
6	Mr. Fazal Gul	Additional District & Sessions Judge
7	Ms.Sidra Azmat	Senior Civil Judge
8	Mr. Ijaz Younas	Senior Civil Judge
9	Syed Mansoor Shah Bukhari	Senior Civil Judge
10	Mr. Shah Faisal	Senior Civil Judge
11	Mr. Bakhtzada	Senior Civil Judge
12	Mr. Irshad Hussain	Assistant
13	Mr. Muhammad Saleem	Assistant
14	Mr. Tariq Khan	Muharrir
15	Mr. Muhammad Ibrahim	Muharrir
16	Mr. Samiullah Khan	Muharrir
17	Mr. Ghulam Rasool	Muharrir
18	Mr. Nisar Ahmad	Muharrir
19	Mr. Ajab Khan	Senior Clerk
20	Mr. Rahmatullah	Reader
21	Mr. Abdul Kareem	Record Keeper
22	Hafiz Latif ur Rehman	Record Keeper
23	Mr. Bilal Ahmad	Computer Operator
24	Mr. Muhammad Sulaiman	Examiner

25	Mr. Arif Mehmood	Junior Clerk
26	Mr. Muhammad Sher	Junior Clerk
27	Mr. Khalid Rehman	Junior Clerk
28	Mr. Amin Ali	Junior Clerk
29	Mr. Muhammad Haroon Khan	Junior Clerk
30	Mr. Jahad Ullah	Junior Clerk
31	Mr. Majid Khan	Junior Clerk
32	Mr. Karim Ali	Junior Clerk

4.6.2 Group Photo



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
*01-Day Training on "Maintenance of Judicial Record" held on
 November 27, 2021.*



Sitting L to R Mr. Shah Faisal, Mr. Syed Mansoor Shah Bukhari, Mr. Bakht Zada Khan, Mr. Fazal Gul, Mr. Abdul Basit, Mr. Syed Yasir Shabbir(Dr-Insp-I), Mr. Zia Ur Rahman(AR (L) PHC), Mr. Zia-ud-Din-Khattak(Director General), Ms. Farah Jannet(Dram Faculty), Mr. Shafiq Ahmad Tasefi, Ms. Munazza Abbasi, Ms. Waideya Mushtaq Malik(Dr-Insp-II), Ms. - Shabana Mehmood, Ms. Sidra Anwar, Mr. Ejaz Younas.

Standing L to R Mr. Muhammad Ibrahim, Mr. Amin Ali, Mr. Latif Ur Rahman, Mr. Raknat Ullah, Mr. Tariq Khan, Mr. Muhammad Haroon Khan, Mr. Ajab Khan, Mr. Nisar Ahmad, Mr. - Muhammad Saleem, Mr. Ghulam Rasool, Mr. Irshad Hussain, Mr. Khalid Rahman, Mr. Muhammad Sher, Mr. Arif Mehmood, Mr. Jahad Ullah, Mr. Muhammad Saleem, Mr. - Karim Ali, Mr. Majid Khan, Mr. Bilal Ahmad, Mr. Abdul Karim, Mr. Sami Ullah Khan.

4.7 Batch-VII:

4.7.1 List of Participants

DATED: 30th NOVEMBER 2021

S.NO	NAME	DESIGNATION
1	Syed Aqeel Ajiz	District & Sessions Judge
2	Mr. Shah Waliullah Hamid	District & Sessions Judge

3	Syed Zahid Shah	Additional District & Sessions Judge
4	Mr. Fida Muhammad	Additional District & Sessions Judge
5	Mr. Asmatullah Wazir	Additional District & Sessions Judge
6	Mr. Islamuddin	Senior Civil Judge
7	Mr. Muhammad Shoaib	Senior Civil Judge
8	Mr. Arshad Khan Afridi	Senior Civil Judge
9	Mr. Muhammad Rehan Samad	Senior Civil Judge
10	Mr. Inayat ur Rehman	Senior Clerk
11	Mr. Umar Daraz	Senior Clerk
12	Mr. Mukhtiar Ahmed	Senior Clerk
13	Mr. Asfandyar Ahmad	Junior Clerk
14	Mr. Azmat Ullah Khan	Junior Clerk
15	Mr. Alam Dad	Junior Clerk
16	Mr. Irfan Khan	Junior Clerk
17	Mr. Waleed Ahmad	Junior Clerk
18	Mr. Muhammad Qasim	Junior Clerk
19	Mr. Tanzilur Rehman	Junior Clerk
20	Mr. Ahmad Hussain	Junior Clerk
21	Mr. Sami Ullah	Computer Operator
22	Mr. Maqbool Rehman	Incharge Copy Branch
23	Mr. Naveed Alam	Record Clerk
24	Mr. Sharif Ullah	Reader

4.7.2 Group Photo



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY 01-Day Training on “Maintenance of Judicial Record” held on November 30, 2021.



Sitting: L to R Mr. Muhammad Rehan Samad, Mr. Muhammad Shouib, Mr. Islamuddin, Mr. Fida Muhammad, Syed Zahid Shah, Mr. Syed Yasin Shabbir (Dir-Inv-II), Mr. Azhar Ahmed, Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Janshed (Dean Faculty), Mr. Zia Ur Rehman (AR (I) PHC), Mr. Syed Aqeel Aji, Ms. Waleeya Mushtaq Malik (Dir-Inv-II), Mr. Asmatullah Wazir, Mr. Arshad Khan Afridi, Mr. Sharif Ullah.

Standing: L to R Mr. Umar Daraz, Mr. Asfandyar Ahmad, Mr. Wakeed Ahmad, Mr. Ahsan Dad, Mr. Muhammad Qasim, Mr. Azmat Ullah Khan, Mr. Naveed Alam, Mr. Irfan Khan, Mr. Maqbool-Rehman, Mr. Yasir ur Rehman, Mr. Mukhtiar Ahmad, Mr. Ijazat ur Rehman, Mr. Ahmad Hussain, Mr. Shah Waizullah Hanif, Mr. Sami Ullah.

5.0 Schedule of Activities

5.1 Schedule of Activities is detailed as :-

SCHEDULE OF ACTIVITIES			
Batch-I:	15 th November 2021,	Batch -V:	24 th November 2021,
Batch -II:	17 th November 2021,	Batch -VI:	27 th November 2021, and
Batch -III:	20 th November 2021,	Batch -VII:	30 th November 2021.
Batch -IV:	22 nd November 2021,		
S.#	Activities	Resource Person	Duration
1.1	Inaugural Ceremony <ul style="list-style-type: none"> Registration & Pre-Evaluation Recitation from the Holy Quran National Anthem 		08:30-09:00
1.2	Welcome Address / Orientation	Director General	09:00-09:10
1.3	Group Photo		09:10-09:15
1.4	Preparation and Maintenance of Judicial Record <ul style="list-style-type: none"> Index Decree sheet Registers to be maintained Arrangement of Civil & Criminal Records (Part-A and Part-B) Consignment Inspection 	Mr. Zia Ur Rehman D&SJ/Additional Registrar (Legl), PHC/ Mr. Ashfaque Taj, District & Sessions Judge, Peshawar	09:15-10:45

Tea Break 10:45 - 11:15			
1.5	Custody and Transmission of Judicial Record <ul style="list-style-type: none"> • Pending Cases • Mode of Transmission • Precepts of High Court 	Mr. Ashfaque Taj, District & Sessions Judge, Peshawar	11:15-12:45
Prayer & Lunch 12:45 - 01:30			
1.6	Preservation essential and weeding out of unnecessary Record <ul style="list-style-type: none"> • Judicial Record • Registers 	Mr. Ahmad Iftikhar, D&SJ/ Mr. Zaeem Ahmed, Director (HRW), SDJ, PHC	01:30- 02:30
2.4	Concluding Ceremony <ul style="list-style-type: none"> • Post Training Evaluation • Class Representative Remarks • Wrap up / Certificate Distribution 		02:30 Onwards

6.0 Proceedings

6.1 **Registration and Pre-Evaluation:** Before formal commencement of the activities, registration of the participants and their pre-training evaluations were conducted..

6.2 **Inaugural Ceremony:** All trainings commenced with an inaugural ceremony chaired by Mr. Zia-ud-Din Khattak, Director General, Khyber Pakhtunkhwa Judicial Academy. In his address, the Director-General extended a welcome to the participants. He congratulated them upon their selection for this course. He also offered special thanks to the resource persons for sparing time out of their busy schedules and coming to the Academy for discourse. He briefly explained the background of the training besides its objectives and learning outcome. He advised the participants to make every effort for gainful utilization of training time and go well equipped with adequate knowledge, information, and tools for the performance of their duties.

6.3 Lectures Synopsis

6.3.1 Mr. Zia-ur-Rehman D&SJ/Additional Registrar (Legal), PHC, and Mr. Ashfaque Taj, District & Sessions Judge, Peshawar, spoke on "Preparation and Maintenance of Judicial Record" in the light of High Court Rules & Orders and Standing Orders of the Judicial Commissioner, NWFP (KPK), which contain directions to maintain (printed) registers for different purposes. Both learned speakers referred to the subject of 'maintenance of

record’ as the most neglected area and remarked that non-observance of the prescribed rules has led to irremediable consequences in the shape of piling of unorganized bulk in the Record Room. The speakers emphasized the importance of effective record management and pinpointed the role and responsibilities of judges and court staff in this regard. The Resource Persons observed that “the ultimate test of a good record maintenance program is whether the records are available to those who need them, when and where they are needed (Effectiveness), the manner in which they are made available (Efficiency), and at what cost (Economy)”.

6.3.2 Mr. Ashfaque Taj, District & Sessions Judge, Peshawar also delivered lectures on ‘Custody and Transmission of Judicial Record’. He extensively focused on the High Court Rules and precepts on the transmission of Judicial records. Practical examples also formed part of the presentation. The lecture ended with a Q&A session.

6.3.3 Mr. Ahmad Iftikhar, District & Sessions Judge, Khyber, and Mr. Zaeem Ahmed, Director (HRW), SDJ, Peshawar High Court, Peshawar, gave detailed presentations on “Preservation of Essential and Weeding Out of Unnecessary Record.” Their lectures included practical exercises that illustrated preservation of the necessary and weeding out of unnecessary records.

6.4 **Post-Evaluation:** On the last day of the training, the post-training evaluation of each batch was conducted.

6.5 **Concluding Ceremony:** Each training concluded with a concluding ceremony presided over by the Director General; the class representative shared his/her views and appreciated the efforts made by the Academy. In the end, the Director General awarded certificates to the participants.

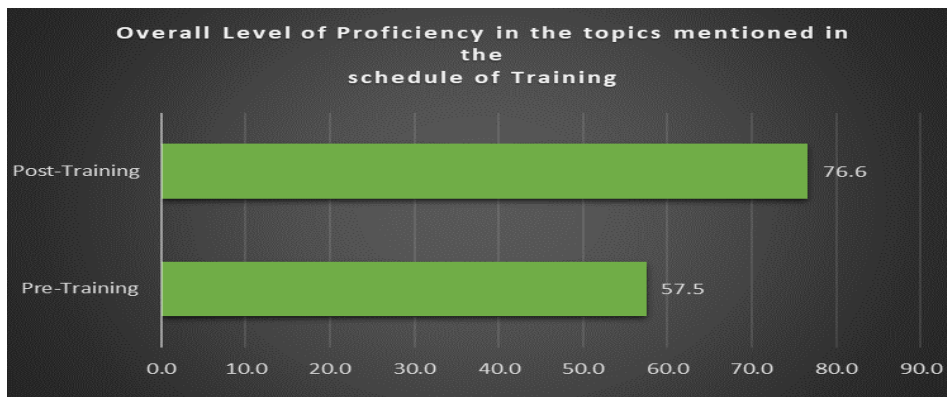
7.0 Impact of the training

7.1 Significant indicator of the training impact is:

7.1.1 Whether the training contributed to an increase in the knowledge of the participants?

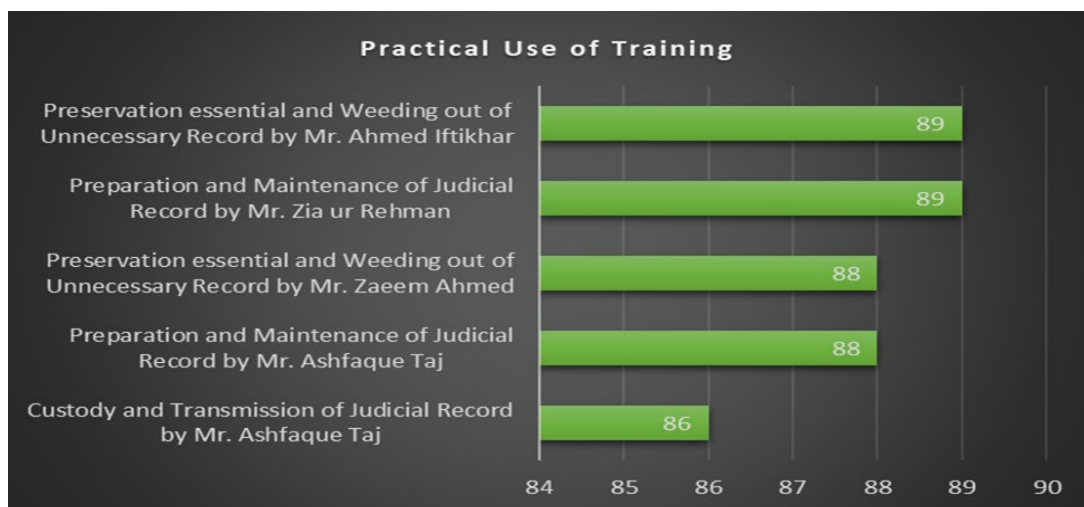
7.1.2 Whether that will translate itself into a practical utility?

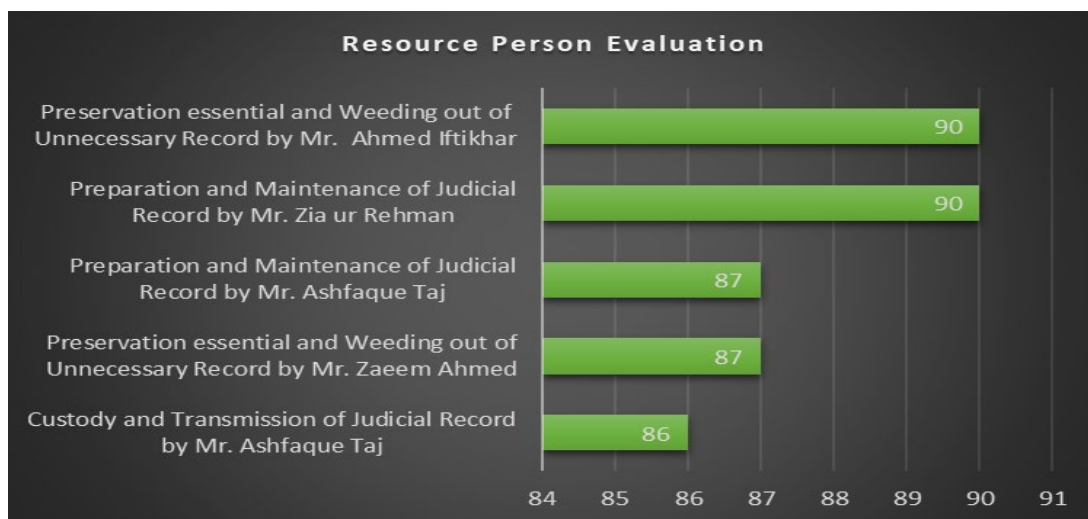
The pre & post-evaluation questionnaire was designed to deal with this aspect. The relevant feedback obtained from the participants is reflected below:



8.0 Quality of the training

8.1 The quality of the training can be assessed by the participants' evaluation of the resource persons. Moreover, the participants were asked to comment on the overall quality of the training program. Their response and the feedback are shown in graphic form below:





8.2 Participants also furnished their general comments on the training and the same as summarized by the class representatives are as follows:

1. Participants appreciated the efforts of KPJA.
2. Overall trainings were comprehensive.
3. The trainings may be periodically arranged to enhance the capacity of District Judiciary.
4. Training duration may be enhanced to at least 3 to 5 days.
5. Special attention may be given to NMDs.
6. Training material should be circulated via email or its link should be shared with the participants in advance.
7. Local training should be arranged for the district courts and the court officials should be facilitated.

9.0 Conclusion

9.1 Participants' graphical feedback indicates that the training's performance and effect have been rated very good.

9.2. Based on the participants' feedback, training modules can be further improved.

9.3. The trainees review reflects the achievement of training objectives.