



# Khyber Pakhtunkhwa Judicial Academy

## CONSOLIDATED REPORT

**02-Day Training on Financial Management for Senior Civil Judges (Admn),  
Accountants, and Civil Nazirs of District Judiciary.**



**Prepared by:**

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## **1.0 Introduction**

1.1 The Khyber Pakhtunkhwa Judicial Academy (KPJA) 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's 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 02- day trainings for Senior Civil Judges (Admn), Accountants, and Civil Nazirs of District Judiciary in four batches.

## **2.0 Purpose of the report**

2.1 This report aims to assess the quality and impact of the training sessions delivered from 13<sup>th</sup> to 14<sup>th</sup>, 22<sup>nd</sup> to 23<sup>rd</sup>, 28<sup>th</sup> to 29<sup>th</sup> October 2021, and 03<sup>rd</sup> to 04<sup>th</sup> November 2021.

2.2 The report begins with a general layout of the training session including, training background, information about the participants, schedule of activities, and proceeding, followed by 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 is to upgrade the standard of the district judiciary, especially to educate them thereby building their capacity.

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. Of them, Financial Management was taken seriously notice of by the judicial leadership and instructed the Academy to devise a comprehensive module on Financial Management and arrange trainings for capacity building of the Senior Civil Judges, Accountants, and Civil Nazirs of district judiciary.

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

#### 3.4 Objectives

- To build the capacity of the trainees for better financial management;
- 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 the achievement of organizational targets; and
- To equip them with the necessary skills.

#### 3.5 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 financial management; 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 and place of posting is detailed below:


## 4.1 BATCH-I:

### 4.1.1 List of Participants

DATED 13 <sup>TH</sup> – 14 <sup>TH</sup> OCTOBER 2021			
S.#	Name	Designation	District
1.	Mr. Muhammad Sher AliKhan	Senior Civil Judge	Peshawar
2.	Mr. Abdul Salam Khan	Senior Civil Judge	Swat
3.	Mr. Muhammad Shoaib	Senior Civil Judge	Mardan
4.	Mr. Ijaz Ur Rehman	Senior Civil Judge	Shangla
5.	Mr. Muhammad Hanif	Senior Civil Judge	Nowshera
6.	Mr. Muhammad Irfan	Senior Civil Judge	Charsadda
7.	Mr. Inam Khan	Senior Civil Judge	Swabi
8.	Mr. Adam Khan	Senior Civil Judge	Malakand
9.	Mr. Issa Khan Afridi	Senior Civil Judge	Dir Lower
10.	Mr. Hazrat Nawab	Civil Nazir	Mardan
11.	Mr. Yousaf Khan	Civil Nazir	Peshawar
12.	Mr. Amer Muhammad	Civil Nazir	Malakand
13.	Mr. Waqar Khan	Civil Nazir	Nowshera
14.	Mr. Muhammad Ali	Civil Nazir	Charsadda
15.	Mr. Sher Afsar	Civil Nazir	Swabi
16.	Mr. Yousaf Khan	Civil Nazir	Swat
17.	Mr. Qamar Zaman	Accountant	Shangla
18.	Mr. Yousaf Khan	Accountant	Peshawar
19.	Mr. Muhammad Saleem Khan	Accountant	Dir Lower
20.	Mr. Ashfaq Alam	Accountant	Peshawar
21.	Mr. Khalil Khan	Budget & Account Assistant	Peshawar
22.	Mr. Inayat Ullah	Budget & Account Assistant	Malakand
23.	Mr. Muhammad Sharif	Budget & Account Assistant	Nowshera
24.	Mr. Fayaz Ali	Budget & Account Assistant	Charsadda


25.	Mr. Sher Ali	Budget & Account Assistant	Swabi
26.	Mr. Jamshid Muhammad	Budget & Account Assistant	Dir Lower
27.	Mr. Falak Naz	Budget & Account Assistant	Swat
28.	Mr. Zakir Ullah	Clerk of Court	Shangla


#### 4.1.2 Group Photo



### KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

*02-Day Training on Financial Management for Senior Civil Judges (Admn),  
Accountants, and Civil Nazirs of District Judiciary (13-14 Oct, 2021)*





**Sitting** L to R Mr. Muhammad Sher Ali Khan, Mr. Ijaz Ur Rehman, Mr. Muhammad Shoaib, Mr. Inam Khan, Mr. Muhammad Hanif, Mr. Azhar Ali (SDR&P), Mr. Abdus Siddiq, Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Jamshed (Dean Faculty), Syed Yasir Shabbir (Dir-Ins I), Mr. Issa Khan Afridi, Mr. Adam Khan, Mr. Abdul Salam Khan Sarkani, Mr. Muhammad Irfan, Mr. Muhammad Waqar Khan.

**Standing** L to R Mr. Inayat Ullah Khan, Mr. Amir Muhammad, Mr. Muhammad Sharif, Mr. Sher Ali, Mr. Qamar Zaman, Mr. Falak Naz, Mr. Ashfaq Alam, Mr. Yousaf Khan, Mr. Khalil Khan, Mr. Fayaz Ali, Mr. Yousaf Khan, Mr. Muhammad Saleem Khan, Mr. Jamshid Muhammad, Mr. Zakir Ullah, Mr. Muhammad Ali Khan, Mr. Sher Afzal Khan, Mr. Hazrat Nawab.

## 4.2 BATCH-II:

### 4.2.1 List of Participants

DATED 21 <sup>st</sup> –22 <sup>nd</sup> OCTOBER 2021			
S.#	Name	Designation	District
1.	Ms. Nadia Gul Wazir	Senior Civil Judge (Admin)	Buner
2.	Ms. Nighat Bibi	Senior Civil Judge (Admin)	LakkiMarwat
3.	Mr. Muhammad Wali	Senior Civil Judge (Admin)	Hangu
4.	Mr. Iftikhar Ahmed	Senior Civil Judge (Admin)	Tank
5.	Mr. Ghulam Hamid	Senior Civil Judge (Admin)	Lower Chitral

6.	Mr. Ishtiaq Ahmed	Senior Civil Judge (Admin)	D. I Khan
7.	Mr. Hussain Ali	Senior Civil Judge (Admin)	Kohat
8.	Mr. Muhammad Jamil Khan	Senior Civil Judge (Admin)	Bannu
9.	Mr. Atta ullah	Senior Civil Judge (Admin)	Dir Upper
10.	Mr. Zahid Shah	Budget & Account Assistant	Hangu
11.	Mr. Mahboob Elahi	Budget & Account Assistant	Lower Chitral
12.	Mr. Riaz Mohammad	Budget & Account Assistant	Dir Upper
13.	Mr. Ayaz Ali Shah	Budget & Account Assistant	Kohat
14.	Mr. Hamid Khan	Budget & Account Assistant	Bannu
15.	Mr. Muhammad Sardar Khan	Civil Nazir	Lower Chitral
16.	Mr. Muhammad Safi ullah Khan	Civil Nazir	Bannu
17.	Haji Zardar Khan	Civil Nazir	LakkiMarwat
18.	Sardar Alam	Civil Nazir	Kohat
19.	Mr. Noor Zamir	Civil Nazir	Hangu
20.	Mr. Liaqat ullah	Civil Nazir	Tank
21.	Mr. Umar Farooq	Civil Nazir	D. I Khan
22.	Mr. Muhammd Usman Ghani	Accountant	D.I Khan
23.	Mr. Taj Muhammad	Accountant	LakkiMarwat
24.	Mr. Niaz Ali Khan	Accountant	Buner
25.	Syed Sajjad Ali Shah	Clerk of Court	Dir Upper
26.	Mr. Fazal Rahim	Clerk of Court	Lower Chitral
27.	Mr. Samiullah	Clerk of Court	Tank
28.	Mr. Rozi Gul	Clerk of Court	Buner

## 4.2.2 Group Photo



### KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

02-Day Training on Financial Management for Senior Civil Judges (Admn), Accountants, and Civil Nazirs of District Judiciary (21st-22nd October, 2021)



**Sitting L to R** Mr. Muhammad Farooq (RO), Mr. Ghulam Hamid, Mr. Hussain Ali, Mr. Muhammad Jamil Khan, Syed Yasir Shabbir (Dir-Ins I), Mr. Azhar Ali (SDR&P), Mr. Abdus Siddiq, Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Jamshed (Dean Faculty), Ms. Nighat Bibi, Ms. Nadia Gul Wazir, Mr. Ishtiaq Ahmed, Mr. Muhammad Wali, Mr. Atta-Ullah, Mr. Iftikhar Ahmed,

**Standing L to R** Mr. Samil Ullah, Mr. Fazal Rahim, Mr. Rozi Gul, Mr. Hamid Khan, Mr. Muhammad Shazi Ullah Khan, Mr. Muhammad Sardar Khan, Mr. Mahboob Elahi, Mr. Usman Ghani, Mr. Umer Farooq, Mr. Ayaz Ali Shah, Mr. Niaz Ali Khan, Mr. Riaz Mohammad, Mr. Liaqat Ullah, Mr. Sardar Alam, Mr. Taj Muhammad, Mr. Zardad Khan, Syed Sajjad Ali-Shah, Mr. Zahid Shah, Mr. Noor Zaman.

## 4.3 BATCH-III:

### 4.3.1 List of Participants

DATED 28 <sup>TH</sup> – 29 <sup>TH</sup> OCTOBER 2021			
S.#	Name	Designation	District
1.	Mr. Ijaz Younas	Senior Civil Judge	Kohistan at Dassu
2.	Mr. Ishfaq Ahmad	Senior Civil Judge	Haripur
3.	Mr. Shehzad Ali	Senior Civil Judge	Battagram
4.	Mr. Islamuddin	Senior Civil Judge	KolaiPalas
5.	Mr. Qaiser Shahzad	Senior Civil Judge	Tor Ghar
6.	Mr. Sheraz Tariq	Senior Civil Judge	Abbottabad
7.	Mr. Mohsin Abbas	Senior Civil Judge	Kohistan Lower
8.	Mr. Abdul Hassan Mohmand	Senior Civil Judge	Karak
9.	Mr. Khalid Anwar	Senior Civil Judge	Mansehra
10.	Mr. Masood Khan	Civil Nazir	Mansehra
11.	Mr. Ghulam Nabi	Civil Nazir	Upper Kohistan

12.	Mr. Abdurur Rehman	Civil Nazir	Haripur
13.	Mr. Naz Mohammad	Civil Nazir	Battagram
14.	Mr. Hayat Khan	Civil Nazir	Abbottabad
15.	Mr. Qasim Jan	Civil Nazir	KolaiPalas
16.	Mr. Intikhab Alam	Budget & Account Assistant	Karak
17.	Mr. Sheeraz Ahmad	Budget & Account Assistant	Mansehra
18.	Mr. Tahir Mehmood	Budget & Account Assistant	Haripur
19.	Mr. Ghulam Rasool	Budget & Account Assistant	Battagram
20.	Mr. Sajid Ahmad	Budget & Account Assistant	Abbottabad
21.	Mr. Alam Zeb	Budget & Account Assistant	KolaiPalas
22.	Mr. Bilal Ahmad	Budget & Account Assistant	Tor Ghar
23.	Mr. Raz Ali Khan Khattak	Clerk of Court	Karak
24.	Mr. Muhammad Azeem	Assistant	Lower Kohistan
25.	Mr. Umar Farooq	Assistant	Tor Ghar
26.	Mr. Muhammad Ismail	Assistant	Tor Ghar
27.	Mr. Shah Faisal	Assistant	Lower Kohistan

#### 4.3.2 Group Photo



### KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

*02-Day Training on Financial Management for Senior Civil Judges (Admn), Accountants, and Civil Nazirs of District Judiciary (28-29 October, 2021)*



**Sitting L to R** Mr. Qaiser Shahzad, Mr. Khalid Anwar, Mr. Ijaz Younas, Mr. Abdul Hassan Mohmand, Mr. Islamuddin, Syed Yasir Shabbir (Dir-Ins D), Mr. Azhar Ali (SDR&P), Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Jamshed (Dean Faculty), Mr. Syed Sadiq Shah, Mr. Ishfaq Ahmad, Mr. Sheraz Tariq, Mr. Shehzad Ali Khan, Mr. Mohsin Abbas, Mr. Naz-Muhammad,

**Standing L to R** Sheeraz Ahmad, Mr. Intikhab Alam, Mr. Masood Khan, Mr. Muhammad Ismail, Mr. Bilal Ahmad, Mr. Raz Ali Khan, Mr. Imran Ali Khan, Mr. Shah Faisal, Mr. Ghulam Rasool-Khan, Mr. Abdur Rehman, Mr. Tahir Mehmood, Mr. Sajid Ahmad, Mr. Muhammad Alamzeb, Mr. Muhammad Azeem Sultani, Mr. Ghulam Nabi, Mr. Hayat Khan, Mr. Umar-Farooq, Mr. Qasim Jan.

## 4.4 BATCH-IV:

### 4.4.1 List of Participants

DATED 03-04 NOVEMBER, 2021			
S.#	Name	Designation	District
1.	Mr. Tanveer Usman	Senior Civil Judge	Chitral Upper
2.	Syed Israr Ali Shah	Senior Civil Judge	Mohmand
3.	Mr. Najeeb-ul-Haq	Senior Civil Judge	Bajaur
4.	Mr. Arshad Khan Afridi	Senior Civil Judge	N.Waristan
5.	Mr. Farman Ullah	Senior Civil Judge	Orakzai
6.	Mr. Qaiser Khan Afridi	Senior Civil Judge	Kurram
7.	Mr. Imranullah	Senior Civil Judge	Khyber
8.	Mr. Akbar Ali	Senior Civil Judge	S.Waziristan
9.	Mr. Zubair Wazir	Civil Nazir	N.Waziristan
10.	Mr. Shams-ur-Rehman	Civil Nazir/ Clerk of Court	Kurram
11.	Ms. Makia Bibi	Civil Nazir	Khyber
12.	Mr. Dilawar Khan	Civil Nazir	Bajaur
13.	Mr. Tahir Khan	Civil Nazir	Mohmand
14.	Mr. Sher Ahmad Khan	Naib Nazir	Chitral Upper
15.	Mr. Mazhar Masood	Budget & Accounts Assistant	S.Waziristan
16.	Mr. Muhammad Junaid	Budget & Accounts Assistant	Khyber
17.	Mr. Naheed Ali	Budget & Accounts Assistant	Orakzai
18.	Mr. Abdul Khaliq	Budget & Accounts Assistant	N.Waziristan
19.	Mr. Shaukat Hussain Orakzai	Budget & Accounts Assistant	Kurram

20.	Ms.RashidaMenhaz	Accountant	Chitral Upper
21.	Mr. Muqem Shah	Budget & Accounts Assistant	Mohmand
22.	Mr. Abdur Rahman	Budget & Accounts Assistant/Junior Clerk	Bajaur
23.	Mr. Burhan ud din	Clerk of Court	S.Waziristan
24.	Syed Muhammad Ayaz	Clerk of Court	Orakzai

#### 4.4.2 Group Photo



### KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

*02-Day Training on Financial Management for Senior Civil Judges (Admn), Accountants, and Civil Nazirs of District Judiciary (03-04 November 2021)*



**Sitting L to R** Ms. Rashida Minhaz, Mr. Akbar Ali, Mr. Farman Ullah, Mr. Tanveer Usman, Mr. Arshad Khan Afridi, Mr. Abdus Siddiq, Mr. Azhar Ali (SDR&P), Mr. Zia-ud-Din-Khattak (Director General), Ms. Farah Jamshed (Dean Faculty), Ms. Wadeya Mushtaq Malik (Dir-Ins II), Syed Yasir Shabbir (Dir-Ins I), Mr. Qaiser Khan Afridi, Mr. Imran Ullah, Mr. Najeeb Ul Haq, Syed Israr Ali Shah.

**Standing L to R** Mr. Sher Ahmad Khan, Mr. Shoukat Hussain Orakzai, Mr. Abdur Rahman, Mr. Mazhar Masood, Mr. Dilawar Khan, Syed Muhammad Ayaz, Mr. Muhammad Junaid Afandi, Mr. Zubair Wazir, Mr. Naheed Ali, Mr. Abdul Khaliq, Mr. Shams ur Rehman, Mr. Burhan ud Din, Mr. Tahir Khan, Mr. Muqem Shah, Ms. Makia Bibi.

## 5.0 Schedule of Activities

5.1 Schedule of Activities is detailed as: -

<b>Group-I:</b> 13 <sup>th</sup> – 14 <sup>th</sup> October 2021, <b>Group-II:</b> 21 <sup>st</sup> -22 <sup>nd</sup> October 2021, <b>Group-III:</b> 28 <sup>th</sup> -29 <sup>th</sup> October 2021, and <b>Group-IV:</b> 03 <sup>rd</sup> -04 <sup>th</sup> November 2021.			
Day – 1:			
S.#	Activities	Resource Person	Duration
1.1	<b>Inaugural Ceremony</b> <ul style="list-style-type: none"> <li>• Registration &amp; Pre-Evaluation</li> <li>• Recitation from the Holy Quran</li> <li>• National Anthem</li> </ul>		08:30-09:00
1.2	<b>Welcome Address / Orientation</b>	Director General	09:00-09:10
1.3	<b>Group Photo</b>		09:10-09:15
1.4	<b>General Financial Rules – I</b> <ul style="list-style-type: none"> <li>• General Responsibilities of SCJs as DDOs</li> <li>• Supervising Expenditure</li> <li>• Service Books</li> <li>• Budget, Grants and Appropriates (GfR.62 - 94)</li> <li>• Receipts and Payment of Public Money (GFR 26 - 38)</li> <li>• Contracts Procurement and Stock Taking (GFR 141-174)</li> <li>• (KP Public Procurement Rules, 2014)</li> <li>• Power of Sanction (GFR 39 - 61)</li> <li>• (KP Delegation of Financial Powers Rules, 2018)</li> <li>• Permanent Advance</li> <li>• Establishment (GFR 93-123)</li> <li>• Preparation and Submission of Claims (GFR 32)</li> <li>• Fixation of Pay</li> <li>• Mode of Payment</li> <li>• Government Accounts and its Reconciliation (GFR 326)</li> </ul>	Mr. Abdus Siddiq, Former Director General Audit, KP/Financial Consultant, KP Revenue Authority	09:15-10:45

<b>Tea Break 10:45 - 11:15</b>			
<b>1.5</b>	<b>General Financial Rules – II</b> <ul style="list-style-type: none"> <li>• Audit <ul style="list-style-type: none"> <li>○ Internal</li> <li>○ External</li> <li>○ Defence of Audit Paras</li> </ul> </li> <li>• Assets Management</li> <li>• TA &amp; Transfer Grants</li> <li>• Pay &amp; Advance</li> <li>• Leave Rules</li> <li>• Book Keeping</li> <li>• Computation of Claims</li> <li>• Leave Pending Retirement(LPR)</li> <li>• GP Fund Advance &amp; Adjustments</li> </ul>	Mr. Altaf Hussain, Internal Audit Specialist, SDJ, PHC	11:15-12:45
<b>Prayer &amp; Lunch 12:45 - 01:30</b>			
<b>1.6</b>	<b>Budget Management</b> <ul style="list-style-type: none"> <li>• Functions of DDO Relating to Budget <ul style="list-style-type: none"> <li>○ Budgetary Plan</li> </ul> </li> <li>• Budget Classification</li> <li>• Budgetary Process</li> <li>• Expenditure and Receipt management &amp; Reconciliation</li> <li>• Effective Utilization of Budget</li> <li>• Statement of Excess and Surrender supported by justification</li> <li>• Supplementary Budget Statement</li> <li>• Authentication of Budget</li> <li>• Re-appropriation of Funds</li> <li>• Recording of Disbursement by DDO</li> </ul>	Syed Sadiq Shah, Director Budget & Accounts, PHC	01:30- 02:30
<b>Day – 2 :</b>			
	Recitation from the Holy Quran		08:55-09:00
<b>2.1</b>	<b>Judicial Accounts</b> <ul style="list-style-type: none"> <li>• Sherriff's Petty</li> <li>• Revenue Deposits( Current Accounts &amp; Civil Court Deposits)</li> <li>• Peshawar High Court Rules &amp; Orders, Vol-II, III &amp; IV</li> </ul>	Mr. Adil Khan D&SJ/Judge ATC,Peshawar/Mr. Muhammad Zeb Khan D&SJ,PSO to HCJ/Mr. Amjad Zia Siddiqui D&SJ/	09:00 -10:45

	<ul style="list-style-type: none"> <li>• Important Registers</li> <li>• Personal Ledger Account( PLA)</li> <li>• Cash Book</li> <li>• Deposit &amp; Withdrawal Procedure</li> <li>• Limits of Cash in Hand</li> <li>• Reconciliation</li> <li>• Responsibilities of Civil Nazir</li> <li>• Judicial Fines <ul style="list-style-type: none"> <li>○ Collection</li> <li>○ Rules regarding timely deposit</li> <li>○ Consequences of delayed deposit</li> </ul> </li> </ul>	Judge Consumer Court Chitral	
<b>Tea Break 10:45 - 11:15</b>			
<b>2.2</b>	<b>Public Procurement</b> <ul style="list-style-type: none"> <li>• General Principles of Public Procurement Framework <ul style="list-style-type: none"> <li>○ Procurement Need Assessment</li> </ul> </li> <li>• Procurement Planning</li> <li>• Procurement of Goods, Works &amp; Services</li> <li>• Procedure of Invitation of Tenders</li> <li>• Competitive Bidding</li> <li>• Contract Administration &amp; Monitoring</li> <li>• Redress of grievances</li> </ul>	Mr. Muhammad Qasim , Director Capacity Building ,PPRA/ Mr. Jehanzeb Pervaiz Legal, Advisor Public Finance Management, KP.	11:15-12:45
<b>Prayer &amp; Lunch 12:45 - 01:30</b>			
<b>2.3</b>	<b>Planning and Development</b> <ul style="list-style-type: none"> <li>• Importance of Planning</li> <li>• High Court Share in Annual Development Plan</li> <li>• Types of Expenditure</li> <li>• Developmental Works, Maintenance &amp; Repairs</li> <li>• PC-I &amp; PC -IV</li> </ul>	Mr. Ashfaq Taj D&SJ, Peshawar/Mr. Abdul Haleem Bangash Director P&D, PHC /Mr. Rafiq Jan, Deputy Director P&D, PHC	01:30-2:30
<b>2.4</b>	<b>Concluding Ceremony</b> <ul style="list-style-type: none"> <li>• Post Training Evaluation</li> <li>• Class Representative Remarks</li> <li>• Wrap up/ Certificate Distribution</li> </ul>		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 gave a concise introduction of Financial Management and briefly explained the background of the training besides its objectives and learning outcome. He advised the participants to make every effort so that they should have a gainful utilization of this 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. Abdus Siddiq, Former Director General Audit, Khyber Pakhtunkhwa/Financial Consultant, Khyber Pakhtunkhwa Revenue Authority, and Mr. Altaf Hussain, Internal Audit Specialist, Secretariat of District Judiciary, Peshawar High Court, Peshawar, delivered separate lectures on General Financial Rules. They referred relevant rules and regulations to bring home the importance of financial management. They spoke extensively on their allocated modules.

**6.3.2** Mr. Sadiq Shah, Director Budget & Accounts, Peshawar High Court, Peshawar, delivered lectures on Budget Management. His discourses focused on the functions of DDO relating to Budget; Budget Classification; Budgetary Process; Expenditure and Receipt management & Reconciliation; Effective Utilization of Budget; Statement of Excess and Surrender supported by justification; Supplementary Budget Statement; Authentication of Budget; Re-appropriation of Funds and Recording of Disbursement by DDOs.

**6.3.3** Mr. Muhammad Adil Khan D&SJ/Judge Anti-Terrorism Court, Peshawar, Mr. Muhammad Zeb Khan D&SJ, PSO to Hon'ble the Chief Justice, Peshawar High Court,

Peshawar, and Mr. Amjad Zia Siddiqui D&SJ/ Judge Consumer Court, Chitral made their respective presentations on Judicial Accounts. The learned resource persons appraised the participants on the delicate nature of the subject. They focused on the knowledge and skills required for judicial accounts maintenance and the need for clarity, honesty, and transparency in fiscal matters.

6.3.4 Dr. Muhammad Qasim, Director Capacity Building, Public Procurement Regulatory Authority, delivered lectures on Public Procurement. He apprised the participants about the basic principles of public procurement.

6.3.4 Mr. Ashfaq Taj, District & Sessions Judge, Peshawar, Mr. Abdul Haleem Bangash, Director P&D, PHC, and Mr. Rafiq Jan, Deputy Director P&D, PHC, delivered their respective lectures on Planning and Development. They highlighted the historical perspective of the share of the Hon'ble Peshawar High Court in the Annual Development Plan. They also explained the requisite procedure for developmental works, repair, and maintenance of the official buildings.

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.

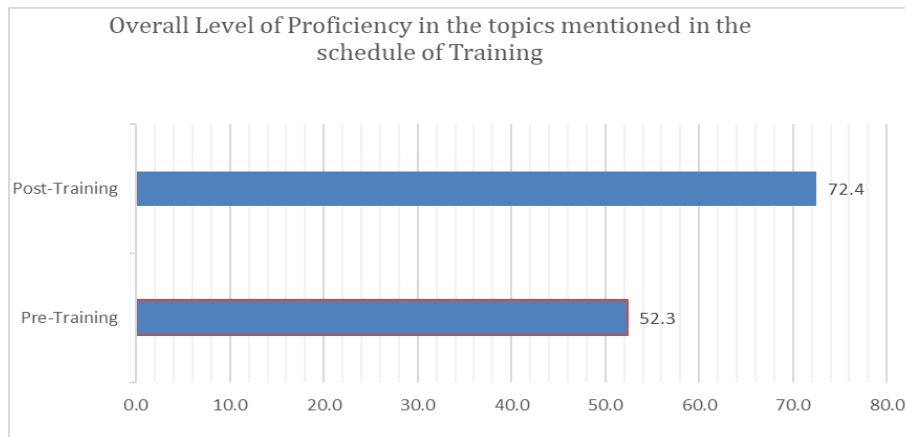
## 7.0 Impact of the training

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?

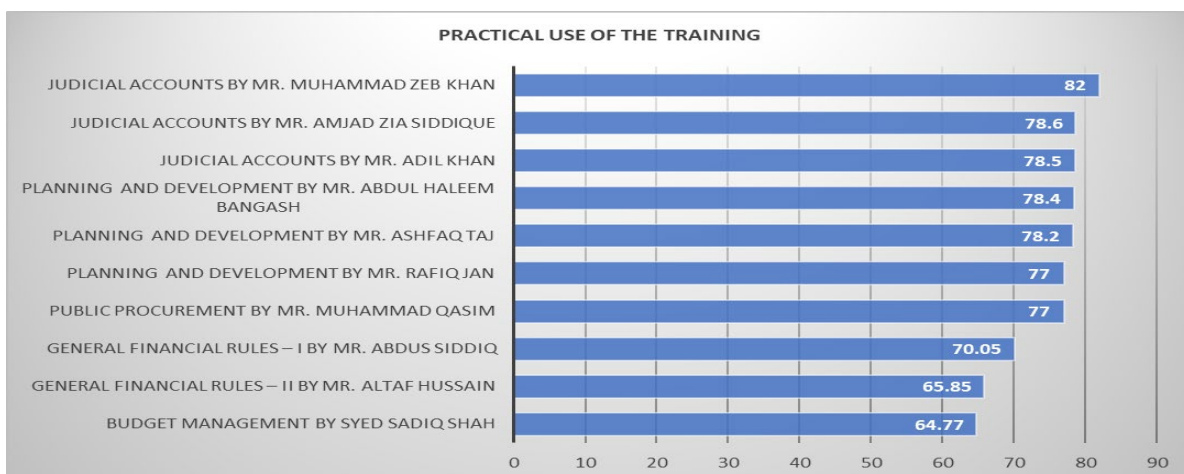
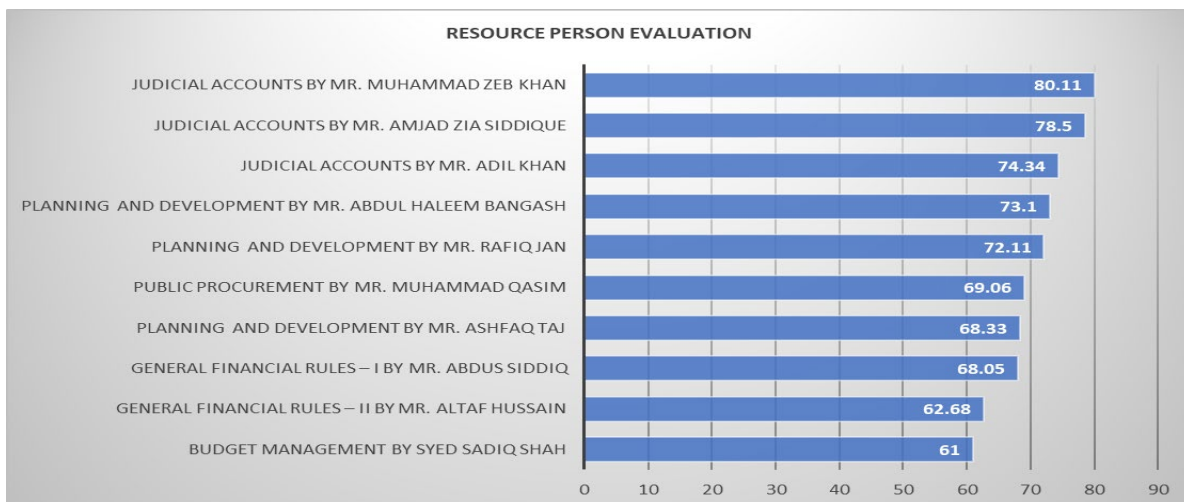
7.1.2 Whether that will translate itself into a practical utility?

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 The general comments of the participants regarding the training summarized by the class representative are as under:

1. Overall, the training was well-designed and comprehensive.
2. Duration of lectures may be increased
3. Course duration may be extended to at least one week
4. Other ministerial staff including Naib Nazir from Tehsils may be imparted the subject training
5. Subject training may be rolled out annually for DDOs and allied staff of District Judiciary
6. Frequent refresher courses and such like trainings may be conducted
7. Practical/ mock exercises on preparations of budget, procurement etc may be included in future trainings.

## 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.