



26- 30 August 2014

## Office and Case Management – Court staff

### Report: 05 (Nazarat Branch)

*Prepared by: Qazi Ataullah  
Finalized by: Dr. Khurshid Iqbal*

لَبَّيْكَ رَبَّ الْعَالَمِينَ  
لَبَّيْكَ لَا يَلِيقُ بِهِ سَبَبٌ  
لَبَّيْكَ مَنْ حَمَدَكَ لَمْ يَرْجِعْ  
لَبَّيْكَ حَمَدَكَ وَمَنْ حَمَدَكَ  
لَبَّيْكَ حَمَدَكَ وَمَنْ حَمَدَكَ

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## **1. Executive Summary**

In 2013-2014, while running Phase-I of training programs, the Academy successfully completed a series of trainings for Judges and Court staff on “Case and Court Management” and “Office and Court Management”. This success led to another LOA with the UNDP. Now, as Phase-II of the program, the Academy has rolled out various training courses. The contents of courses have been selected from the three manuals, already prepared by Faculty after a TNA (Training Need Assessment). Considering the suggestions of the participants of Phase-I training programs, necessary changes have been introduced to the contents. Some innovations could, therefore, be seen in the topics.

The proper training of the officials of Nizarat Branch [bailiffs, nazirs and naib nazirs] is as important as the training of judges themselves. The need of a skillful bailiff and nazir is not less than that of a skillful judge. In order to enhance the capacity of the members of this branch, the Academy, with the support of the UNDP, conducted 02, 05- day training courses for the branch, at Summer Camp of University of Peshawar, Bara Gali.

This report encompasses the activities carried out in the first of such trainings. A number of 19 bailiffs and nazirs from southern districts, Kohat, Bannu, Karak, Dera Ismail Khan and districts of Malakand Division, Swat, Dir Upper, Dir Lower and Shangla participated. All learned resource persons were available. No lecture or other activity missed.

Resource persons were specially requested to fit the standard of delivery to the level of the understanding of the trainees. In this connection, Urdu language was selected as medium of instructions. More emphasis was placed on practical exercises. The performance of trainees was up to the mark. Modern devices and gadgets were utilized during the training. Nevertheless, some activities, such as writing of feedback, class presentations and other home assignments were carried out manually due to the hilly nature of the training centre; off and on power outages and to some extent insufficient number of the devices.

On 30 August, 2014, concluding ceremony was held. Worthy Director General congratulated the trainees on successful completion of training. CR (Class Representative) presented his remarks. Certificates were distributed amongst the participants. They were seen off by Director General and other Faculty members with a piece of advice and thanks.

## **2. Background**

Khyber Pakhtunkhwa Judicial Academy (KPJA) was established with the objective to build capacities of all the justice sector institutions and service providers, particularly judicial officers, court staff, prosecutors and lawyers. UNDP initiated Strengthening Rule of Law in Malakand Project in 2012. The start of the SRLM project coincided with the establishment of KPJA. This coincidence also presented an opportunity and confluence of interest between KPJA and SRLM UNDP. The Project aims at building capacity of justice sector service providers for better service delivery. The aim of the project and the mandate of KPJA converged and the two institutions agreed to work together for developing capacities of the justice sector service providers for better service delivery for the people of Malkand region in particular and the people of KP in general. It was also realized that KPJA being the mandated institution also needs capacity support in different areas. This was also agreed and has been done under the SRLM project. Hence the framework of cooperation of SRLM UNDP and KPJA included providing support to KPJA and organizing training for justice sector service providers.

Court staff plays an important role in the administration of justice. Skilled, efficient, honest, and dedicated court staff is, nonetheless, necessary. Being part and parcel of a court, it provides necessary ministerial support to the judge, at every stage of litigation process. Satisfactory performance of court staff is essential for the overall efficiency of the justice system. Like judges, the court staff also needs to know the rules of procedure and practice. This will ensure quality as well as delay reduction. Indeed, lack of training results in mistakes of application of rules of procedure. The training to the court staff was imparted in various thematic areas of their job description. These trainings are continuation to create formal training opportunities for court staff at provincial level. It is hoped, it will not only enhance the skills and quality of work of the court staff in the KPK, but will also set new trends in judicial education at the national level. The academy, in collaboration with UNDP, organized five trainings on office and case management for court staff.

### 3. Introduction

No doubt the Criminal Justice System plays a significant role in the dispensation of justice; nonetheless, it is the Civil Justice System that ensures and safeguards the rights of the people. The former is primarily concerned with imposing punishments [a matter of interest for the Government] whereas the latter provides for remedying and compensating the aggrieved. Our empirical research in this Academy reveals that failure of Civil Justice System, due to various reasons, culminates in 70% of criminal cases. The importance of the latter is, therefore, quite evident.

No doubt the quality of justice has a direct nexus with the quality of service that the courts' staff delivers. The more competent staff would deliver better and the most competent would deliver the best. The training of the court staff is as necessary as the training of the judicial officers. The situation becomes more fragile in case of Bailiffs and *Nazirs*\*. A bailiff must know the modes of execution of various kinds of arrest. He must be mindful of the relevant provisions of Code of Civil Procedure (CPC) as well as of rules framed by High Court that provide how to arrest? When to arrest, and how to proceed after arrest? Similarly, a *nazir* must have sufficient knowledge how fiscal matters are dealt with? How accounts are maintained and how work-load should be distributed amongst process servers? So to enhance the capacity of these officials, proper training was deemed necessary.

But one more thing that matters a lot is the need and significance of transparency in the *nizarat* branch. Admittedly, transparency and honesty run together rather the former is the product of the later. I would express without any hesitation that, to us, while comparing competency and honesty, the later prevails. Competency may be gained through passage of time but honesty cannot be achieved so. Keeping this fact in view, special material on code of conduct (Ethics), honesty and clarity of monetary record has been included in the course. To make them more sensitized on the subject, we took the support of religion, clarifying the curse of corruption, embezzlement, misrepresentation and malfeasance. This content of the course is intended to make the trainees effective whereas the rest of the topics are aimed to increase their efficiency.

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\* Bailiff is the official who executes warrants of the court issued for various purposes. Nazir and naib-nazir are responsible for overall supervision of Process Serving Agency. They also deal fiscal matters of the court, such as issues of budget, preparations of money bills and salaries etc.

In order to enhance the capacity of the personnel of the courts' bailiffs and nazirs, the Academy, with the generous support of the UNDP has arranged 02, 05 day training courses for the Nizarat Branch. The present report encompasses the activities of the first of such trainings that was conducted during the last decade of August 2014, in the summer campus of Peshawar University at Natia Gali.

The modules of the course have been carefully prepared by the Faculty, keeping in view the level and needs of the participants. To get the bailiffs oriented with the law governing execution of warrants, one topic "Relevant Legal Provisions" has been included. 02 lectures have been allocated under the topics of "Execution of Warrants" and "Execution of Decree Focus on Arrest and Attachment". 01 class has been specified for practical exercises. Similarly, to get the *nazirs* acquainted with the relevant rules, 01 lecture on "Maintenance of Registers" has been arranged. Job description and Issue of service structure needed our attention. This issue has also been addressed. The peculiarity of this training is the inclusion of "Guest Speaker" on " Administration of Process Serving Agency, A Public Perspective".

The Faculty has exceptionally qualified and richly experienced permanent as well as visiting members. Both delivered lectures during the training. In visiting members, Mr Niaz Muhammad Khan Special Custom and Anti-smuggling Judge, the then Registrar of Islamabad High Court and Miss Nusrat Yasmeen Judge Labor Court are worth mentioning. Both have vast knowledge and rich experience. Dr Khursheed Iqbal is District & Sessions Judge, presently working as Dean Faculty, KPJA. Qazi Ataullah and Mr Asghar Ali Salarzai are Civil Judges currently working as Director Instructions and Incharge Mediation Center respectively. Qazi is about to complete his PhD thesis. In addition, these resource persons have successfully completed various TOT (Training of the Trainer) courses in the Academy. The Faculty has preferred judges over purely academic personalities. The reason is obvious. Judges could better feel the difficulties of the staff. They know where the shoe pinches. They could easily diagnose the disease and could skillfully treat it. All the trainers have been teaching in the Academy since its inception.

With regard to the methodology of our training, we opted for a participatory approach. Our training resource persons focused on practical aspect of learning more than theory. For the reason that a majority of the participants were not acquainted with English language, Urdu language was used as the medium of instruction. Another reason for using Urdu as a medium of instruction was that the some of the participants were Pashto speaking while some others

were Seriki speaking. The experience proved to be highly successful. Each and every session was followed by a question answer session.

19 trainees consisting of bailiffs, nazirs and naib nazirs participated in the training. They came from Southern Districts, Karak, Bannu, Luckky Marwat and districts and Malakand Division, Swat, Dir Upper, Dir Lower and Shangla. Their performance round the training remained up to the mark. We found them obedient, punctual, highly disciplined, hard working and men of principles and good manners. The group consisted of both senior and junior colleagues. For they were hailing from different districts, there was a colorful combination of various cultures. On successful completion of training, the Academy awarded them certificates.

**Qazi Ataullah,**

Director Instruction

## *4. Proceedings*

### **4.1. Day-01**

#### **A. Registration and Pre Evaluation:**

At first session, registration of the participants and their pre-training evaluation were conducted. The participants filled up the relevant forms and also answered the queries put to them for self assessment purposes. Both processes were conducted manually.

#### **B. Inaugural session**

The inaugural session commenced with the recitation from the Holy Quran. Mr. Asghar Ali Salarzai, Incharge Mediation Centre introduced the KPJA team. He highlighted the objectives of the training. He also discussed the necessary rules and asked the participants to abide by it around the training. He advised the trainees not to hesitate in contacting any member of the administration branch in case of any inconvenience regarding their boarding and lodging.

Worthy Director General Mr. Hayat Ali Shah in his introductory remarks formally, welcomed the participants. He began with brief explanation of objectives and purposes of the training. He remarked that the Academy, right from its inception, has tried its best to impart quality training to all the stakeholders of the justice sector. He clarified that it was the only way to enable them provide best services to the real beneficiaries of the system. He highlighted the importance of Nazarat Branch, saying that it would be astonishing for many that this branch is the back-bone of the civil court. He informed the participants that they were the first quite fortunate batch to receive training outside the premises of the Judicial Academy. Even judicial officers have not received training in such beautiful panoramas of Galiats. Further, no other academy of this country has ever arranged trainings in the countryside. The weather in Peshawar was too hot. The environment was dangerously dusty. This situation drew our attention to provide you favorable circumstances for training. He asked the Dean Faculty, Dr. Khurshid Iqbal to explain Concept Document of the training.

While highlighting the course contents, Dr. Khurshid said the contents were prepared according to the needs and nature of the job of the trainees. He informed that the suggestions and opinions of the participants of Phase-I training program had been meaningfully considered. He also pointed out that the Academy had requested the resource persons to emphasize on the practical aspects of the course. He hoped, that the training will not only

enhance the skills and quality of work of the court staff in the KP, but will also set new trends in judicial education at the national level.

### **C. Lecture –1**

The first lecture was delivered by Mr Niaz Muhammad Khan. His topic was “Maintenance of Registers”. At the beginning, he had an interactive session with the trainees and inquired about their length of service. Later on he asked the participants to reply to the query, Why registers are necessary. By this way, he encouraged the trainees to speak and to participate. Their replies were combined and the appropriate answer was developed as “to keep the written record of the activities and to ensure clarity and accuracy”. He then explained the various kinds of registers. Reading out the relevant rules framed by High Court Peshawar, he described the modes of filling up different columns of registers maintained by the branch. He also highlighted the significance of each register. He advised the trainees to avoid tactics and tricks in preparing of registers, particularly for the purpose of quarterly inspection. The lecture was followed by Q&A session. The officials mentioned some of their problems and requested that should be timely addressed.

### **D. Lecture-II**

Mr Asghar Ali Salarzai delivered his first lecture on “Job Description”. At the beginning, he expressed his astonishment and told that unfortunately most of our staff members do not have any concept of the subject. They are even unaware of their service structure. Reading out relevant service laws and rules, and referring to the decisions of apex courts, he delivered a comprehensive lecture on the subject. His method remained interactive round the lecture.

His lecture was followed by Q&A session. The participants politely raised so many objections and complained of method of work distribution as well as procedure of promotions. They were advised to write their suggestions in their feedback.

## **4.2. Day-02**

### **A. Lecture-I**

On day-2, the training resumed with the recitation from the Holy Quran, Miss. Nusrat Yaseem delivered her lecture on “Execution of warrants”. She asked the participants about lateral and technical meanings of warrant as well as execution. She inquired why they used the word “Service” for summonses and the word “execution” for warrants. By this way, she encouraged the trainees to speak and to participate. She then highlighted the concept of “Court Process” and explained various kinds of warrants as provided by Code of Civil Procedure (CPC). Referencing to the relevant provisions of CPC, she explained the following subtopics:

- How a warrant can be executed?
- How a lady can be arrested?
- When a warrant should not be executed?
- What procedure should be adopted after execution of warrant of arrest?

The lecture was followed question and answer session.

### **B. Lecture-II**

The topic for the lecture II was “Job Description-II”. In continuation of his previous lecture, Mr. Asghar Ali Salarzai highlighted the requirements for promotion of the officials of Nazarat branch. He explained the qualifications for initial recruitment to the post of bailiff. He also explained the requirements for promotion to the post of bailiff. He advised the nazirs and naib nazirs about proper distribution of work amongst their subordinates. Similarly, he described the required experience for posts of nazirs and naib nazirs, as he explained the quota of these officials in the upper posts. The participants again politely raised some objections and complained of the procedure of promotion.

They were advised to record their suggestions and proposals in their feedback.

The lecture was followed question and answer session.

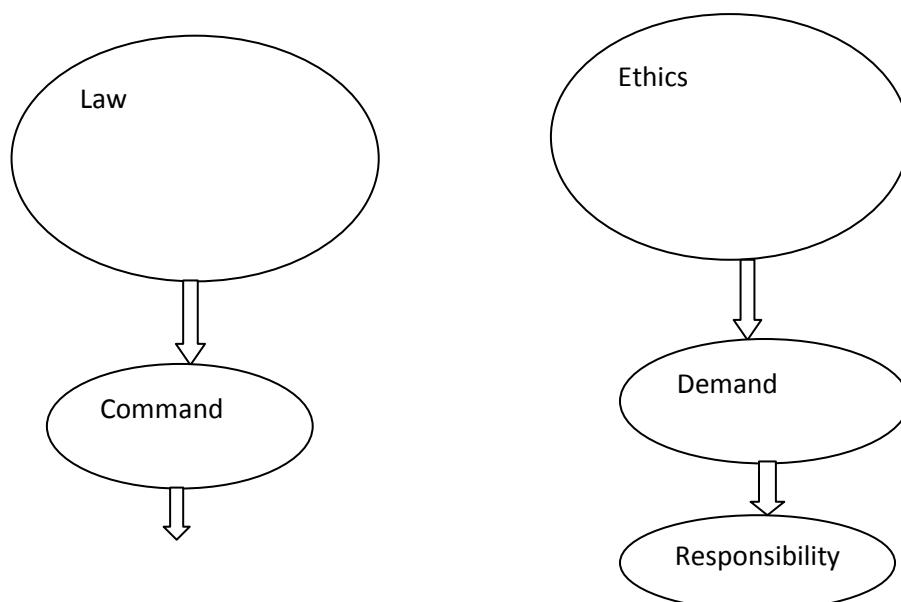
### 4.3. Day-03

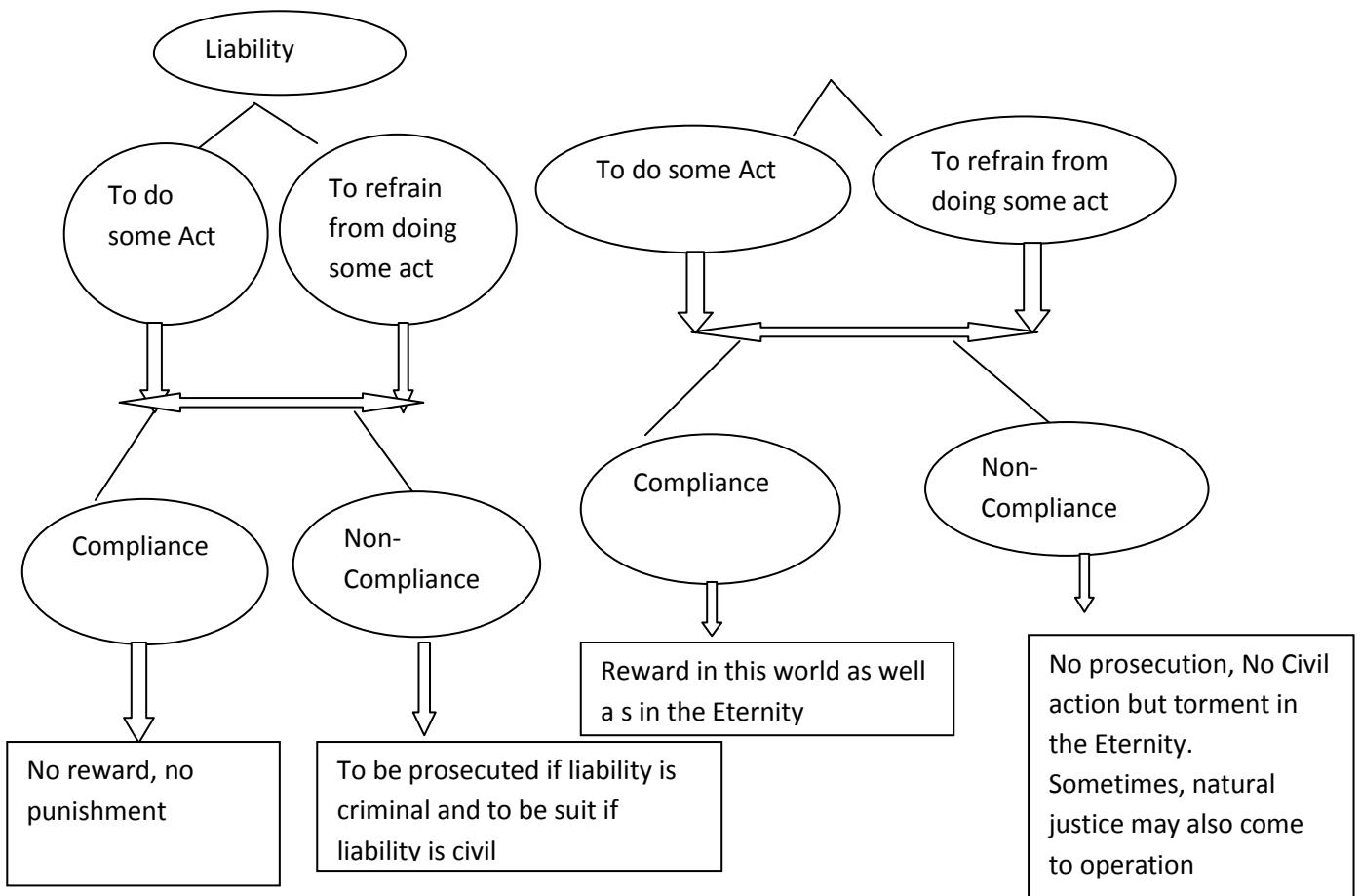
#### A. Lecture-I

Qazi Ataullah, Director Instructions- delivered his lecture on “Ethics”. He drew a clear distinction between “Law and Ethics” and clarified that though both concepts were distinct but complementary to each other. The former imposes liabilities whereas the later creates responsibilities. The relation between law and Ethics is somehow that of rules of Law and principles of Equity. The outcome of application of Law is legal justice whereas the outcome of Law along with the application of principles of Equity is equitable Justice. For prosperity, development and progress, we need the later kind of Justice, not the first one.

Resource person explained the significance of ethics in the duties of a bailiff and a nazir. He further explained that sometimes they may not be held liable due to the apparent completion of his legal liabilities; nevertheless, his performance would take the destination miles away due to non-completion of moral values. He placed a great deal of emphasis on the priority of honesty over competency, in the light of the provisions of Islamic jurisprudence. He advised the trainees to ensure clarity in monetary issues and to avoid corruption, dishonesty and embezzlements. They should always keep in mind their accountability before their Lord on the Day of Judgment.

False reporting, lame excuses of lack of time and neglecting of requirements of “Due Diligence” and much more of this kind are but the fatigues of ignoring demand of Ethics. Demonstration was made with the help of following chart.





## B. Lecture-II

The topic of the lecture was ‘Execution of decree: focus on arrest and attachment’. The learned resource person Qazi Ataullah, after determining the know-how of the participants about the subject, asked the participants about the definition of Process. The participants replied in different ways. Though their definitions were suffering from one or other defects, nonetheless, the purpose of their encouraging participating was successfully achieved. Their replies were however combined and the following comprehensive definition was developed.

“Process means the proceedings taken out by the court in order to give necessary effect to its jurisdictions”

The learned resource person then referred to the literal and technical meanings of warrant. He focused on execution of warrants in the satisfaction of decrees. He described various

kinds of warrants such as warrant of arrest, warrant for seizure of movable property, warrant of attachment of movable property, warrant of arrest of witnesses etc.

The methodology was, due to the hardness of the topic, less participative and more descriptive. Nevertheless, the participants were put to some practical aspects of preparation of warrants, its execution and report writing.

The lecture was followed by Q& A sessions.

### **C. Lecture III**

Lecture III was purely of practical nature. The participants were divided into 05 groups. Each group was given a specific kind of warrant. Each member of the group was asked to prepare the warrant asked for, execute such warrants and write report on such warrant. They were also asked to prepare lists of *superdaris* in respect of movable properties.

The papers were later on collected and discussed. The deficiencies were pointed out.

### **4.4 Day- 04**

#### **A. Lecture-I**

On Day 04, Dr. Khurshid Iqbal Dean Faculty delivered his lecture on “Consignment of Record”. The session began with introduction of the resource person and participants. He adopted participatory approach, and discussed techniques and objectives of the consignment. He is also highlighted the adverse effects of delay in consigning the record. He taught the skills of completion and compilation. Completion means that no document is missing where compilation means that every document has been properly placed. So the proper sequence would be first completion, then compilation and lastly consignment.

The lecture was followed by active Q&A session.

## **B. lecture III**

In the third session, Mr. Asghar held a practical class, and divided the participant's into three groups. A promotion committee was constituted. Candidates from were also chosen from the participants. Meetings were held for promotion as well as initial recruitments. Talks on job description were also shared. Significance of typing both on computer and type writer was highlighted.

The proceedings were followed by Q&A sessions, wherein the participants focused on the proper distribution of work and equal opportunities on promotions in trainings.

## **4.5 Day-05**

### **A. Post evaluation; 1hr**

During the first session, the post-training evaluation was conducted. The participants filled up the relevant forms and also answered the questions put to them for self-assessment purposes. Both processes were conducted manually.

### **B. Concluding Ceremony**

Worthy Dean Faculty chaired the session .He asked Director Instructions Qazi Ataullah to start off. Mr. Qazi invited CR of the class to recite few verses from the Holy Quran. Mr. Qazi then lauded the participants for their excellent behavior round the training. The CR presented his remarks. He highly admired the performance of Academy's officials. Representative of the UNDP, Madam Imrana was also present on the occasion. Guest speaker, Mr Munir Hussain Lughmani, Advocate Supreme Court of Pakistan delivered his lecture on "Administration of process serving agency : a public perspective".

Worthy Dean Faculty then distributed certificates. He saw of the participants with thanks and piece of advice. The participants were offered High Tea.

## **5. Recommendations**

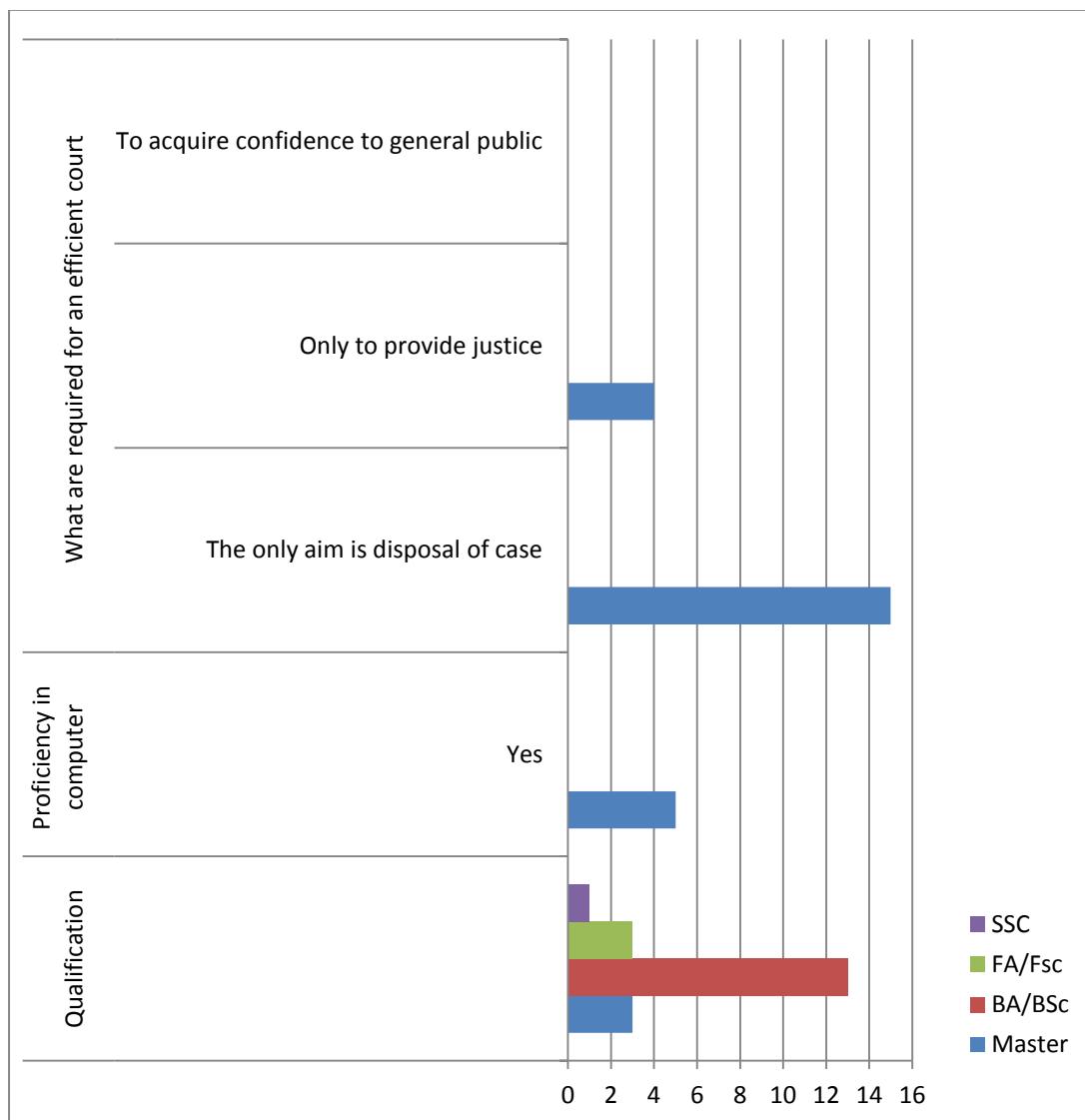
Following are the recommendations, expressed by the participants either in their feedbacks or in their discussion during Q&A sessions.

- a. The pay scale and up -gradation process should be revised.
- b. Duties of bailiff and nazirs should be kept confined to the nature of their job and that no other inappropriate task should be assigned to them.
- c. Bailiff should be provided bikes for remote areas and bicycles for cities.
- d. Steps should be taken to reduce the duration for promotion. In case of unavailability of senior posts. Policy of Move-Over should be implemented.
- e. An environment to encourage coordination between court and nazirat branch should be created.
- f. To enhance the capabilities of nazarat branch, to improve their professional skills and to enable them keep pace with the demands of the time, refresher courses and trainings maybe periodically arranged.
- g. Separate trainings/ workshops on ‘Code on Conduct’ maybe arranged. Areas such as corruption, dishonesty, rudeness and liturgical trends should be necessarily focused.
- h. IT material should be included in the course contents and at least 01 class should be allocated for operation of computers.
- i. Local language should be given preference as medium of instruction. At least, Urdu language should be given preference.
- j. For most of the reports is written in Urdu, 01 class at the minimum should be allocated to linguistic skills [Urdu]. It would enable the officials of nazarat branch to write what they intend and to rightly convey what they really observe. In this connection, common mistakes should be specifically focused.
- k. Separate lecture should be allocated to Accounts. Besides relevant softwares be provided to nazirs. Special trainings for runnings such softwares should be arranged.

Note: Worthy DG has expressed his willingness to send these recommendations to quarter concerned for consideration and further necessary actions.

## 6. Evaluation

### 6.1 Pre Evaluation

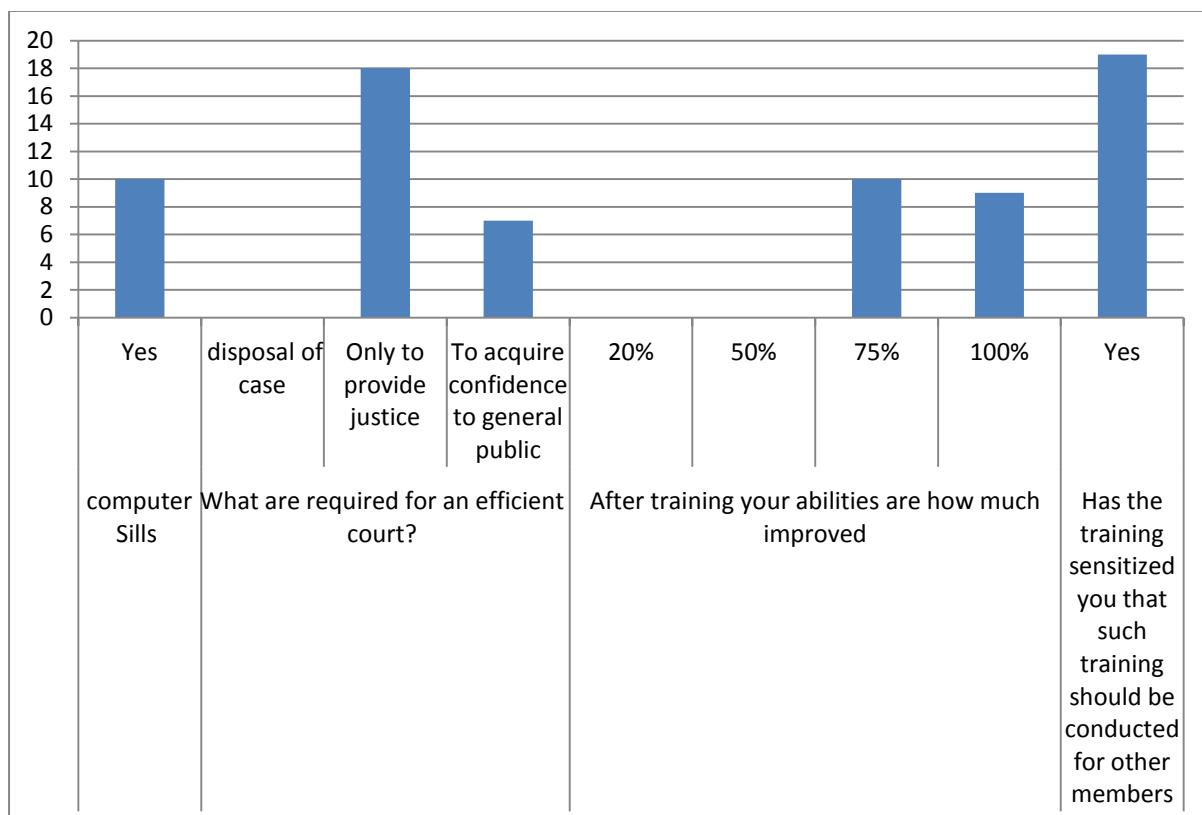


16% participants are post graduates, 68% are graduates, and 16% are intermediate whereas 5% are matriculate.

29% participants can use computers, whereas the remaining participants have no know-how of computer skills.

According to 88% participants only disposal of cases would make a court more efficient.

## 6.2 Post Evaluation



There has been no significant improvement in the level of computer know how of the participants, this area needs attention in any future training of the court staff.

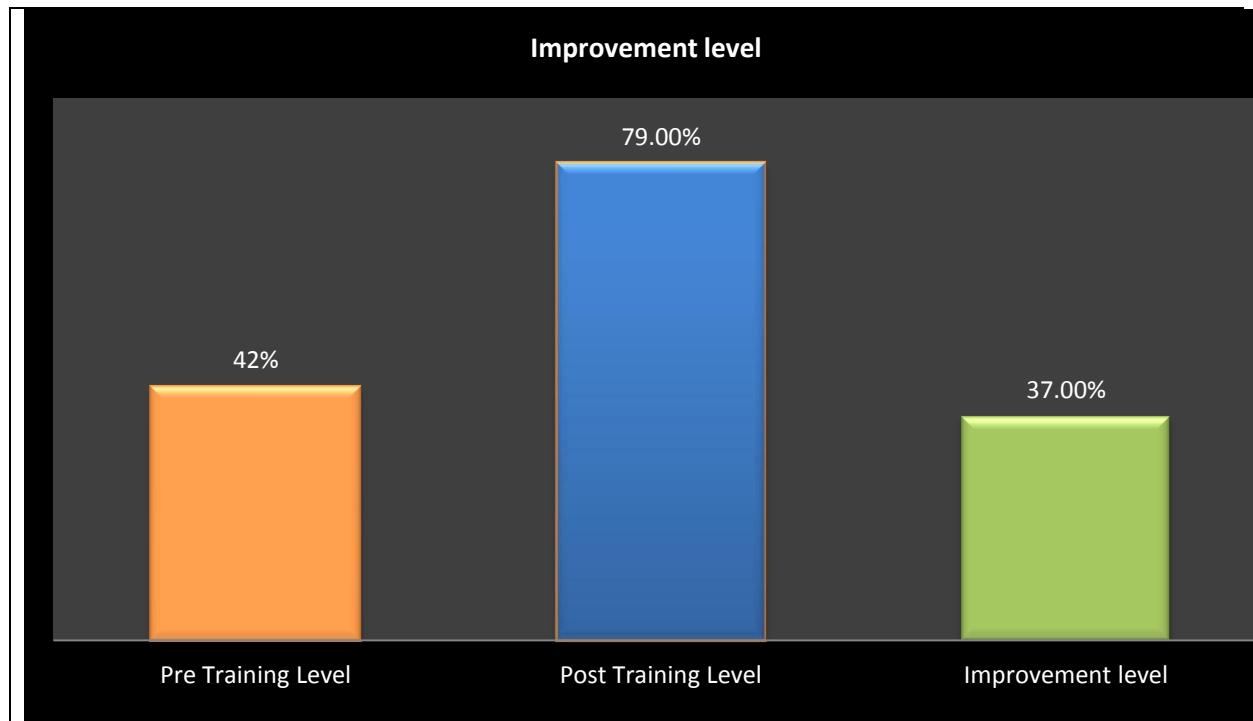
10 participants said that there was 75% improvement in their capabilities after receiving training, whereas the remaining participants said that there was 100% improvement in their capabilities.

100% participants said that the overall training met their expectations.

### **6.3 Comparative Statistical Statement of Pre & Post Training Evaluation**

#### **Pre & Post Training Open Ended Questions**

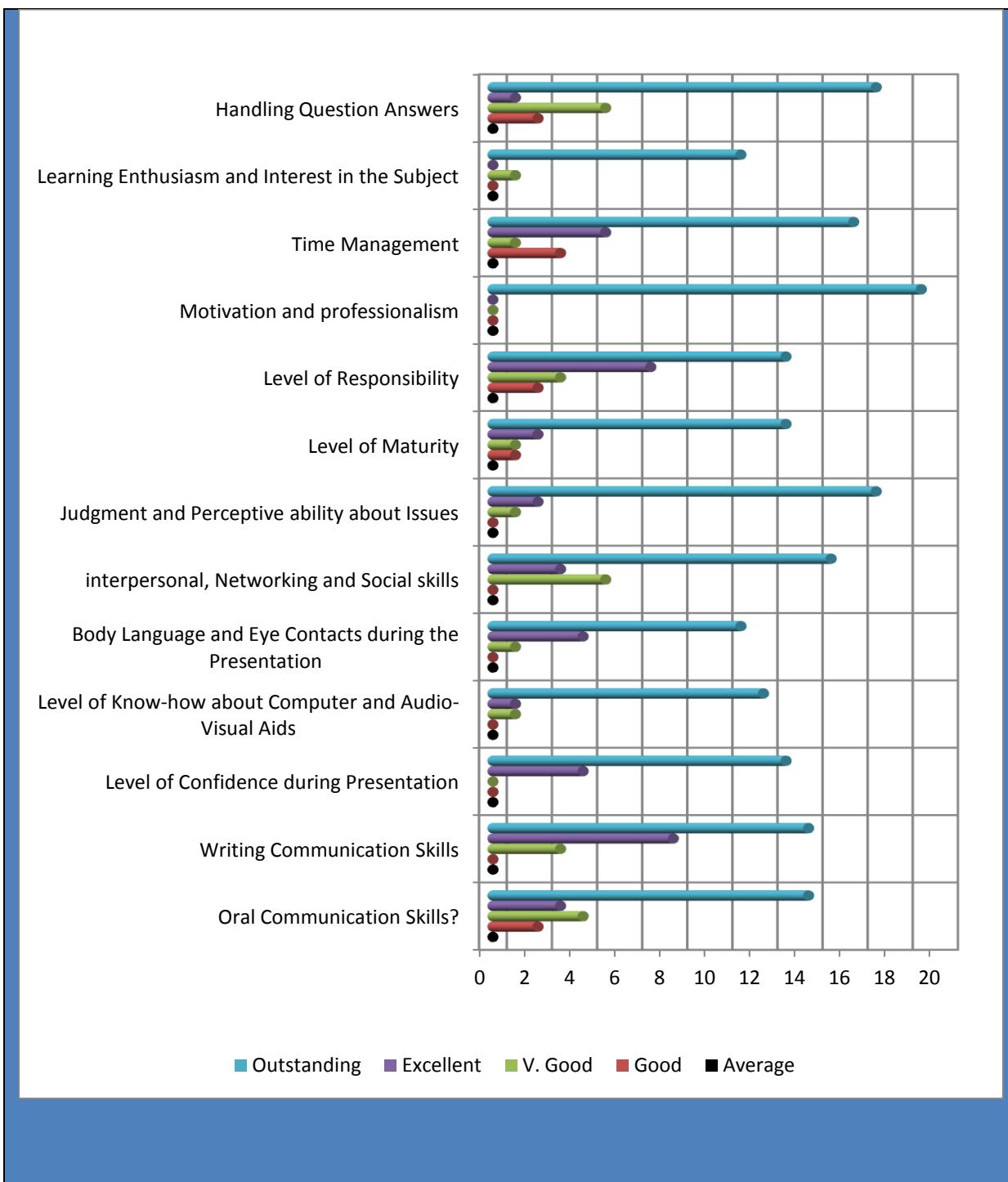
1. What are the different modes of issuing a summon? Write down their names.
2. How the arrest is effected?
3. What is meant by “Beating by Drum” in civil cases?
4. What is the mode of service on a “pardah nashin lady”?
5. Orders of the courts on which the seal of the court is required to be affixed, can be effective without affixation?
6. If the required person is not present at home, so the absence of such person can be explain?



The scales show the capacity level of the participants before and after training. Figure 1 (orange) indicates pre – training intellectual level of the trainees at their arrival in the academy.

Figure 2 (blue) reveals their level after training. Figure 3 (green) points at the difference between the two stages.

#### 6.4 Consolidated Resource Person Evaluation by Trainee



The above graphical map is self explanatory. Each group of graph reflects the level of a specific quality in all resource persons. For example the last group reflects that 98% participants see full perfectness [100%] in motivation and professionalism exhibited by the pool of trainers during training.

# *Annexure*

## Schedule of Activities

<b>DAY 1                    26 AUGUST – TUESDAY</b>		
TOPIC	RESOURCE PERSON	DURATION
Registration & Pre Evaluation		08:30- 09:30
Recitation from the Holy Qur'an & Duaa		09:30- 09:35
Introductory Remarks - DG, KPJA		09:35 –09:50
JOB DESCRIPTION -I	Mr. Asghar Ali Salarzai	10:00 – 11:30
<b>Tea Break 11:30 – 12:00</b>		
MAINTENANCE OF REGISTERS	Mr. Niaz Muhammad Khan	12:00 – 1:30
<b>Lunch</b>		
<b>DAY 2                    27 AUGUST – WEDNESDAY</b>		
JOB DESCRIPTION -II	Mr. Asghar Ali Salarzai	09:00 – 10:30
<b>Tea Break 10:30 – 12:00</b>		
EXECUTION OF WARRANTS	Ms. Nusrat Yasmeen	11:00 – 1:00
<b>Lunch</b>		
<b>DAY 3                    28 AUGUST – THURSDAY</b>		
CONSIGNMENT OF RECORDS	Dr. Khurshid Iqbal	09:00 – 10:30
<b>Tea Break 10:30 – 11:00</b>		
WORK MANAGEMENT	Ms. Javeria Sartaj Khan	11:00 – 1:00
<b>Lunch 1:00 -2:00</b>		
PRACTICAL (JOB DESCRIPTION)	Mr. Asghar Ali salarzai	<b>2:00 -3:00</b>
<b>DAY 4                    29 AUGUST – FRIDAY</b>		
ETHICS	Qazi Ataullah	09:00 – 10:30
<b>Tea Break 10:30 – 11:00</b>		
EXECUTION OF DECREE: FOCUS ON ARREST AND ATTACHMENT	Qazi Ataullah	<b>11:00 -1:00</b>
<b>Lunch &amp; Prayer Break 1:00- 2:30</b>		
PRACTICAL	Qazi Ataullah	<b>2:30 -4:00</b>
<b>CONCLUDING CEREMONY</b>		
<b>DAY 5                    30 AUGUST – SATURDAY</b>		
Recitation from the Holy Qur'an & Duaa		08:55 – 9:00
ADMINISTRATION OF PROCESS SERVING AGENCY : A PUBLIC PERSPECTIVE	GUEST SPEAKER (GROUP B)	09:00 – 10:30
POST EVALUATION		10:30 – 11:30

## ***List of participants***

S.No	Name of Participant	Designation	Station
1	Mr. Sher Rahman	Nazir	Dir Upper
2	Mr. Muhammad Rahman	Niab Nazir	Dir Upper
3	Syed Sajid Ali Shah	Bailiff	Dir Upper
4	Mr. Muhammad Hayat	Nazir	Bannu
5	Mr. Muhammad Shafi ullah Khan	Niab Nazir	Bannu
6	Mr. Rashid Khan	Bailiff	Bannu
7	Mr. Fazal Rehman	Bailiff	Bannu
8	Mr. Bakhat Ayaz	Bailiff	Bannu
9	Mr. Syed Hussain Ali Shah	Baliff	Shangla
10	Mr. Sartaj Khan	Baliff	Shangla
11	Mr. Muhammad Didar	Baliff	Shangla
12	Mr. Akleem Khan	Baliff	Kohat
13	Mr. Shah Mehmood	Baliff	Kohat
14	Mr. Muhammad Shoaib	Baliff	Kohat
15	Mr. Sardar Alam	Civil Nazir	Kohat
16	Mr. Haji Irfan-ud-Din	Naib Nazir	Kohat
17	Mr. Muhammad Afzal	Baliff	Buner
18	Mr. Amin-ur-Rahman	Naib Nazir	Buner
19	Mr. Sarfaraz Khan	Civil Nazir	Buner

## Annexure - Pre Evaluation Performa

اندازہ اہلیت " قبل از تربیت " تربیت برائے ناظران عویادگان و دیگر "

۱۔ آپ کی تعلیمی اہلیت کتنی ہے؟

۲۔ کمپیوٹر میں کس حد تک شدید ہے؟

۳۔ عدالتون کے مختلف درجات کونے میں؟

۴۔ ایک موثر اور فعال عدالت کے لئے ضروری ہے کہ

الف: مقدمات کا صرف نہیں مقصود رہے؟

ب: صرف قانونی انصاف میں ہو؟

ج: عوام انسان کا اعتماد حاصل ہو؟

د: ان میں سے کچھ بھی نہیں؟

۵۔ سمن کی تعییل کے لئے طریقہ میں؟ نام تحریر کریں؟

۶۔ گرنتاری کس طرح عمل میں لانی جاتی ہے؟

۷۔ دیوانی مقدمات میں " ذرمت بجانے " سے کیا مراد ہے؟

۸۔ پردہ نشین غاتون پر تعییل کس طرح ہوتی ہے؟

۹۔ کیا اعلیٰ احکامات " برائے چاپنگی " کے بغیر چاپنگی ہو سکتی ہے؟

۱۰۔ کوئی مظلومہ شخص گھر پر موجود ہو تو اسے گھر پر عدم موجود ہونا بیان کیا جاسکتا ہے؟

## Annexure - Post Evaluation Performa

لکھر  
اندازہ اہمیت "از تربیت" تربیت برائے ناظران بھیادگان و دیگر"

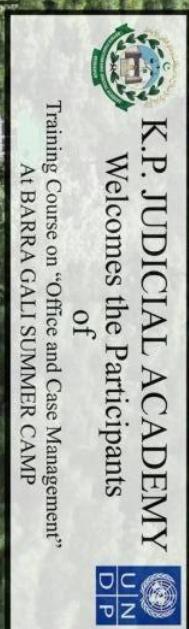
- ۱۔ آپ کی تعليمی اہمیت کتنی ہے؟
- ۲۔ کمپیوٹر میں کس حد تک شدید ہے؟
- ۳۔ عدالتوں کے مختلف درجات کو نے میں؟
- ۴۔ ایک موثر اور فعال عدالت کے لئے ضروری ہے کہ الف: مقدمات کا صرف نہایا مقصود رہے؟  
ب: صرف قانونی انصاف میباہو؟  
ج: عموم انسان کا اعتماد حاصل ہو؟
- ۵۔ ان میں سے کچھ بھی نہیں؟
- ۶۔ گرفتاری کس طرح عمل میں لائی جاتی ہے؟
- ۷۔ دیوانی مقدمات میں "ڈرم بجائے" سے کیا مراد ہے؟
- ۸۔ پردہ نہیں خالتوں پر تعامل کس طرح ہوتی ہے؟
- ۹۔ کیا عدالتی احکامات "برائے چھانگی" کے بغیر چھانگی ہو سکتی ہے؟
- ۱۰۔ کوئی مطلوبہ شخص گھر پر موجود نہ ہو تو اسے گھر پر عدم موجود ہونا بیان کیا باسکتا ہے؟

# *Group Photo*



# KHYBER PAKHTUNKHWA JUDICIAL ACADEMY

5th 5-Days Training Course for Court Staff on “Office & Case Management”  
at Barra Gali Summar Campus (UOP)  
26-30 August, 2014



Sitting L to R  
Mr. Rashid Khan, Mr. Fazal Rahman, Mr. Sher Rahman, Mr. Niaz Mohammad Khan, Mr. Hayat Ali Shah(Director General), Mr. Asghar Ali Salarzai, Mr. Muhammad Hayat Khan, Mr. Sardar Alam,  
Mr. Muhammad Rahman

Standing Row 1 L to R Mr. Muhammad Arzal, Mr. Amin ur Rahman, Mr. Muhammad Shafi Ullah, Mr. Sarfraz Khan, Mr. Syed Sajid Ali Shah, Mr. Shah Mehmood, Mr. Syed Hussain Ali Shah, Mr. Sarraj, Mr. Aqeel Khan,  
Mr. Muhammad Shoaib, Mr. Muhammad Dildar, Mr. Haj Irfan ud Din,