DISTRICT JUDICIARY MANSEHRA

2022

Annual Report

DISTRICT COURTS MANSEHRA

TABLE OF CONTENTS

	Introduction	1
	District Mansehra Profile	2
	Judicial Officers Served During the Year 2022	4
1	**Judicial Management/ Performance Evaluation**	5
	(a) Disposal statistics	5-6
	(b) Tools for Expeditious Disposal	7
	(c) Equalization of Judicial Business	7
	(d) Capacity Building & Mentorship	8
	(e) Encouragement of Research Initiatives	8
	(f) Diary Management	9
	(g) Effective Liaison with Stakeholders	9-11
	(h) Conducive work environment	12
2	**Disposal plan for 2023/ Timelines**	12
3	**Indigenous plan for Expeditious Disposal of Stagnant Cases**	12
4	**Administration**	13
	(i) Human Resource	13
	(ii) Transfer & Posting Policy for the ministerial officials/ officers of District Mansehra	14-15
	(iii) Streamlining of service record	16
	(iv) Conduct	16
	(v) Disposal of service appeals	16
	(vi) Incentive & Reward Policy	16-17
	(vii) Biometric Attendance	17
	(viii) Unprecedented farewell ceremony for retired District & Sessions Judges	18
	(ix) Sport Gala	18
	(x) Capacity Building	19-23
	(xi) Measures for Eradication of Corruption	24
	(xii) Public Amenities	25
	(xiii) Facilitation of the ministerial staff	26
	(xiv) Plantation drive	26
5	**Financial Management**	26
	Planning & Development	27-29

6 **I.T Initiatives**..... 30

(a) Digitization of judicial record..... 30

(b) e-Case Perusal Centers..... 30

(c) e-Process Serving Agency..... 30

(d) Audio/video recording facility..... 30

(e) Installation of mic system..... 30

(f) Installation of LED screens..... 30

(g) Establishment of official website and facebook page..... 30

7 **Record Management**..... 31

(h) Classification of record..... 31

(i) Court registers..... 31

(j) Weeding..... 31

8 **Future Plans/wish list for the year 2023**..... 31

INTRODUCTION:

Mansehra is a District of Khyber Pakhtunkhwa. The District's headquarter is Mansehra City, which is considered the seventh largest City of Khyber Pakhtunkhwa and 71st largest city of Pakistan. It is named after Sardar Maha Singh Mirpuri, who is considered the region's founder. It was established in 1977. The people all over the country visit the region to view natural beauty of the District.

District Judiciary Mansehra functions under the superintendence of August Peshawar High Court, Peshawar. District Judiciary may broadly be divided in to two classes; (i) Civil Courts established under the Civil Courts Ordinance 1962 and (ii) Criminal Courts created under the Code of Criminal Procedure 1898.

The Civil and Criminal courts' judges and their terms and conditions of service are regulated under the provincial rules. The High Court, however, exercises administrative control over such courts. The Civil Courts consists of District Judge, Additional Session Judges, Senior Civil Judges (Admin & Judicial) and Civil Judges (Class I, II & 11I). Similarly, the Criminal Courts comprised of Sessions Judge, Additional District Judges & Judicial Magistrates (Class I, II & 11I). Law fixes their pecuniary & territorial jurisdictions. Appeal against the decision of the Civil Courts lies to the District Judge and to the High Court, if the value of suit exceeds specified amount. Similarly, in keeping with the quantum of penalty, appeals against criminal courts lie to Sessions Judge/High Court.

Dispensation of justice in accordance with law is the primary function of District Judiciary. The District Judiciary Mansehra comprises of 25 Judicial Officers, 01 District & Sessions Judge, 06 Additional District & Sessions Judges, 02 Senior Civil Judges, 16 Civil Judges/ Judicial Magistrates & Judge Family Courts. The strength of ministerial officers/officials is 380 (including 16 female). The judicial business of Tehsil Oghi is entertained & look-after by District Judiciary of Torghar, camped at Oghi.

Gradual escalation of Human Resource, Infrastructural needs, liaison with stakeholders & provision of amenities etc., role of Judicial Officers generally & team leader particularly at District level with chunk of responsibilities is multitudinous.

The report articulates the performance & progress of District Judiciary, Mansehra during the year 2022. This minuscule effort is not an exhibition rather a forecast priorities of District Courts, Mansehra & actions to be implemented for revamping the system under three broader heads i.e. Performance at Judicial Level, Performance at Administration side & Financial Management, Future plan for the year 2023.

In epitome, District Judiciary, Mansehra honestly endeavors to maintain high standards of Judicial Administration to ameliorate courts system. We are confident enough to build on success of past years and achieve a new level of excellence in the year 2023. The supremacy of the constitution & rule of law without any discrimination. We would maintain with the grace of almighty Allah the constitution values, Judicial ethics and devote ourselves to the services of justice to all.

May Almighty Allah guide and help us in discharge of arduous duties. Ameen.

DISTRICT MANSEHRA PROFILE

S No.	Item	Detail
01	Area	4579 Sq.KM
02	Population	1, 556, 460 (49% Male & 51% Female (Approx.)
03	Major Languages	Hindko, Pashto, Gujri.
04	Tehsils	05
05	**Judicial Tehsils**	**02 (Balakot & Oghi)**
06	National Assembly Seats	02
07	Provincial Assembly Seats	05
08	Police Stations	13

When you speak, be just,
وَ اِذَا قُلْتُمْ فَاعْدِلُوْا وَ لَوْ كَانَ ذَا قُرْبَ
even if it concern a near of kin.
The Quran 06:152 (Surah Al-An'am)

Judicial Officers served during the year 2022 at District Mansehra & Tehsil Balakot

1. **Mr. Zia-ur-Rehman,** District & Sessions Judge, Mansehra.
2. **Mr. Muhammad Fiaz**, Additional District & Sessions Judge, Mansehra.
3. **Ms. Sumbal Naseer,** Additional District & Sessions Judge, Mansehra.
4. **Mr. Arbab Muhammad Kashif,** Additional District & Sessions Judge, Mansehra.
5. **Mr. Ajmal Tahir,** Additional District & Sessions Judge, Mansehra.
6. **Mr. Muhammad Zaib Khan,** Additional District & Sessions Judge, Mansehra.
7. **Mr. Arbab Sohail Hameed,** Additional District & Sessions Judge, Mansehra.
8. **Mr. Wajid Ali Khan,** Additional District & Sessions Judge, Mansehra.
9. **Mr. Abdul Qayyum Siddiqi,** Additional District & Sessions Judge, Mansehra.
10. **Ms. Kiran Naz,** Additional District & Sessions Judge, Balakot.
11. **Ms. Nighat Bibi,** Senior Civil Judge (Judicial), Mansehra.
12. **Mr. Mazhar Hussain,** Senior Civil Judge (Administration), Mansehra.
13. **Syed Furqan Mashwani,** Civil Judge-cum Judicial Magistrate, Mansehra.
14. **Mr. Sadiq Ullah,** Civil Judge-cum Judicial Magistrate, Mansehra.
15. **Ms. Shahana,** Civil Judge / Judge Family Court, Mansehra.
16. **Ms. Noreen Farooq,** Civil Judge / Judge Family Court, Mansehra.
17. **Ms. Sidra Aslam,** Civil Judge, Mansehra.
18. **Ms. Sabeena Jadoon,** Civil Judge / Judge Family Court, Mansehra.
19. **Mr. Khizar Ali Khan,** Civil Judge / Judge Family Court, Mansehra.
20. **Qazi Muhammad Adnan**, Civil Judge -cum- Judicial Magistrate Mansehra.
21. **Mr. Imran Ahmad,** Civil Judge -cum- Judicial Magistrate Mansehra.
22. **Ms. Brakhna Hameed,** Civil Judge / Judge Family Court, Mansehra.
23. **Mr. Muhammad Adil,** Civil Judge -cum- Judicial Magistrate Mansehra.
24. **Mr. Ilyas Saeed,** Civil Judge -cum- Judicial Magistrate Mansehra.
25. **Mr. Sajjad Khan,** Civil Judge -cum- Judicial Magistrate Mansehra.
26. **Mr. Imtiaz Ullah Khan,** Civil Judge -cum- Judicial Magistrate Mansehra.
27. **Mr. Sajid Amin,** Civil Judge -cum- Judicial Magistrate Mansehra.
28. **Ms. Ayesha Jadoon,** Civil Judge -cum- Judicial Magistrate Mansehra.
29. **Mr. Haider Ali Khan,** Civil Judge -cum- Judicial Magistrate Mansehra.
30. **Mr. Muhammad Shoaib,** Civil Judge -cum- Judicial Magistrate Mansehra.
31. **Mr. Akhter Iqbal Khan,** Civil Judge -cum- Judicial Magistrate Mansehra.
32. **Ms. Hira Khursheed,** Civil Judge -cum- Judicial Magistrate Mansehra.
33. **Mr. Umer Farooq,** Civil Judge -cum- Judicial Magistrate Mansehra.
34. **Ms. Ramla Sehrish Rehman,** Civil Judge -cum- Judicial Magistrate Mansehra.
35. **Mr. Azizullah,** Civil Judge -cum- Judicial Magistrate Mansehra.
36. **Mr. Zufiqar Ahmad Khan,** Civil Judge -cum- Judicial Magistrate Balakot.
37. **Mr. Muhammad Kashif,** Civil Judge -cum- Judicial Magistrate Balakot.

1. JUDICIAL MANAGEMENT/PERFORMANCE EVALUATION:

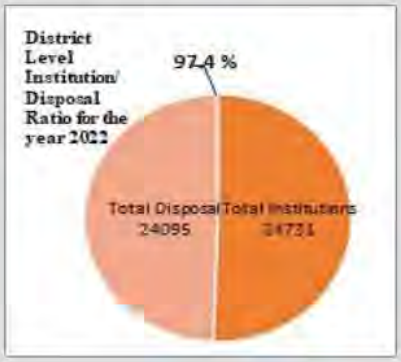
(a) In view of the District Judiciary Performance Monitoring And Evaluation Policy, 2020-25 (Revised) District Judiciary Mansehra is allocated into 02 Zones i.e. Sessions Courts in "Zone-B" requiring clearance of backlog cases within the span of 3½ years w.e.f 01.10.2020 to April, 2024, besides 100 % disposal against the fresh institution.[1]

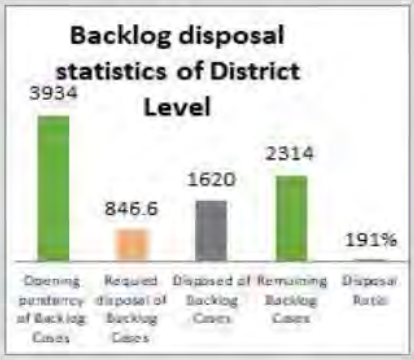
Civil Courts are placed at "Zone-A" requiring clearance of backlog cases within the span of 05 years w.e.f October, 2020 to September, 2025, besides 100 % disposal against the fresh institution.[2]

Despite numerous constraints such as prolong strikes & shortage of human resource, performance of District Judiciary Mansehra is listed below which would reflect sincere efforts & hard work of each Judicial Officer for 2022.

DISPOSAL STATISTICS AT DISTRICT LEVEL

Total Pendency of District at the start of year, 2022	Total Institution during the year	Total Disposal during the year	Total backlog cases at the start of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Total disposal of backlog cases (instituted before 31.12.2017) as per directives of NJPIC	Remaining backlog cases at the end of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Opening Pendency of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020	Required disposal of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Disposal of backlog Cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Pending backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)
14013	24731	24095	854	508	346	3934	846.6	1620	2314



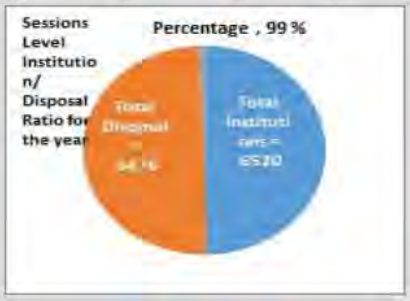


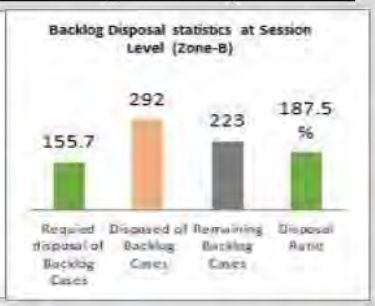
1 See District Judiciary Performance Monitoring and Evaluation Policy, 2020-25 (Revised)

2 See Disposal Statistics at District Level.

DISPOSAL STATISTICS AT SESSIONS LEVEL[3]

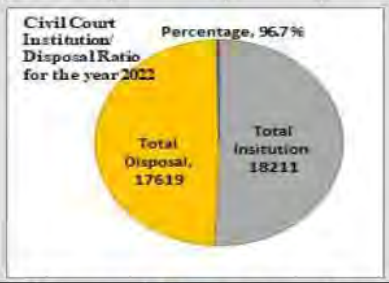
Total Pendency of District at the start of year, 2022	Total Institution during the year	Total Disposal during the year	Total backlog cases at the start of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Total disposal of backlog cases (instituted before 31.12.2017) as per directives of NJPIC	Remaining backlog cases at the end of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Opening Pendency of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020	Required disposal of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Disposal of backlog Cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Pending backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)
2536	6520	6476	107	93	14	515	155.7	292	223

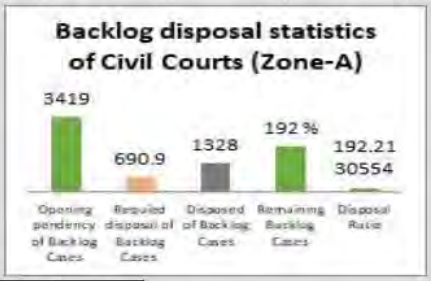




DISPOSAL STATISTICS OF CIVIL COURTS[4]

Total Pendency of District at the start of year, 2022	Total Institution during the year	Total Disposal during the year	Total backlog cases at the start of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Total disposal of backlog cases (instituted before 31.12.2017) as per directives of NJPIC	Remaining backlog cases at the end of 2022 (instituted before 31.12.2017) as per directives of NJPIC	Opening Pendency of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020	Required disposal of backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Disposal of backlog Cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)	Pending backlog cases as per District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025 (Instituted before 01.09.2020)
14013	18211	17619	747	415	332	3419	690.9	1328	2091





3 See Disposal Statistics at Sessions Level

4 See Disposal Statistics of Civil Courts

(b) Tools for Expeditious Disposal:

(i) Conferencing & Scheduling:

Aim behind conferencing & scheduling is to narrow down the pleadings & ascertain the actual dispute, so as to promote summary adjudication where possible.

(ii) To streamline the trials by fixing schedules.

(iii) In line with mandate of 05 years policy, requiring non-trial contested disposal through summary judgment in accordance with prescribed procedure, all the Judicial Officers were sensitized enough to follow the case management rules in letter & spirit.

(iv) In monthly meetings, Judicial Officers were sensitized regarding their Judicious exercise of discretion.

c) Equalization of Judicial Business:

For ensuring accomplishment of the targets, pending judicial business was equalized to possible extent & equal and equitable entrustment of fresh cases was also ensured.[5]

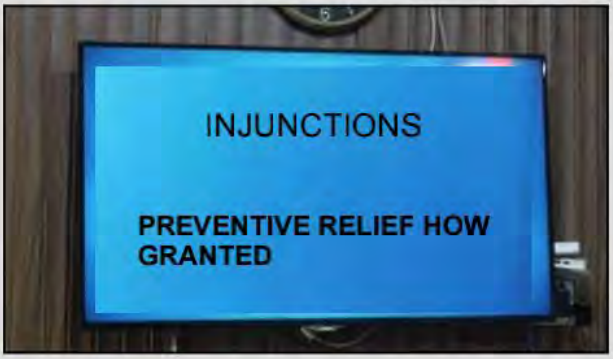
5 See office order of Equalization of pendency

(d) Capacity Building & Mentorship:[6]

To accomplish set targets, quantitative as well as qualitative disposal, apart from arranging numerous trainings on variety of topics for Judicial Officers and ministerial officers, special & meaningful mentorship sessions were held throughout the year aimed at inculcating knowledge, improving attitude & development skills.

(e) Encouragement of Research Initiatives:[7]

In each monthly meeting of Judicial Officers, they were assigned the task of presentation on an area requiring judicious & uniform exercise of discretion. This practice is planned in such a way that each Judicial Officer would present his/her topic. The junior Judicial Officers were encouraged in particular to participate in research activities.



6 See office order alongwith agenda for mentorship meeting

7 See some selective research papers

(f) Diary Management:

i. Training imparted to Readers for diary management.

ii. Urdu instructions in line with directives of Peshawar High Court, Peshawar with regard to the maintenance of registers and classification of record have been distributed among all the Readers & Muharrirs for compliance.[8]

(g) Effective liaison with stake holders:

(i) The available platforms of different Committees, Bench Bar, Criminal Justice Co-ordination & District Legal Empowerment were effectively utilized to promote professionalism, reciprocal respect besides adopting special confidence building measures with Bar, Police, Prosecution, Prison, Health, Administration, Probation & Government Pleaders.

(ii) Special orientation & training sessions were conducted at District Bar Room, Mansehra for lawyers, i.e. objectives of District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025, case management, maintenance of record, expenses of witnesses, Decree Sheet etc.

(iii) The cabinet of DBA, Mansehra was taken on board for cooperation in disposal of target cases.

(iv) A group of 20 lawyers was taken to jail visit for the purpose of providing free pro-bono legal aid to the deserving prisoners.

(v) Conflict Resolution Committee was notified after consultation with District Bar Association, Mansehra.

(vi) Special sessions & meetings were arranged for addressing grey areas of criminal investigation, promoting police prosecution liaison & streamlining affairs of prison, Darul Aman.[9]

---

8 www.dscmansehra.gov.pk

9 See extract of Bench Bar Liaison Committee Meeting.

(vii) Female hall inside District Bar Room, Mansehra with the cooperation of TMO, Mansehra was completed.

(viii) Books have been donated by the District Judiciary, Mansehra for the library of District Bar Association, Mansehra & Tehsil Bar Associations Balakot & Oghi.

(h) Conducive work environment:

Access & opportunity of hearing was provided to Judicial Officers, staff & to all stakeholders by the leadership for promoting confidence, resolving problems, enhancing passion & team work.

2. DISPOSAL PLAN FOR 2023/TIMELINES:

We are committed to clear remaining backlog of the cases instituted upto 2017 during 1st quarter 2023.

- The entire remaining backlog as mandated by the 05 years policy shall be cleared during the year 2023 in two phases.
  - (a) 50 % cases upto 30th June, 2023 including complete backlog clearance at Sessions level.
  - (b) 50 % cases by 31st December, 2023 (Civil Courts).
  - (c) 100 % disposal against the fresh institution throughout the year.

All out efforts shall be made to meet the target of 100 % disposal throughout the year through constant & continuous supervision.

3. INDIGENOUS PLAN FOR EXPEDITIOUS DISPOSAL OF STAGNANT CASES.

We intend to devise a special strategy for following stagnant category cases for substantial disposal.

- (i) Under Trial Prisoners. *(Indigenous plan for Under Trial Prisoners has already been devised which is vigorously pursued)*.[10]
- (ii) Land Acquisition.
- (iii) Cases under Order-37 of Code of Civil Procedure, 1908.
- (iv) Small claims & minor offences.
- (v) Magisterial Trials.
- (vi) Family Cases/custody of Minors/Guardianship.

10 See indigenous plan

(4) ADMINISTRATION:

Administrative assignment of any organization essentially require & revolves around improved & enhanced management of human resource, finance, infrastructure, conducive work place, improved service delivery through eradication of mal-practices & cordial relationships with stake holders. Therefore, this report would highlight the performance of the District Judiciary under different respective heads.

(i) Human Resource:

(a) Before commencement of DSC Meeting, appointment of four deserving candidates in terms of Rule 10(4) of Appointment Promotion & Transfer Rules, 1989 were made.[11]

(b) **17** number of promotions were made through DPC in the year, 2022.[12]

© **50** vacant seats were filled by devising exhaustive management plan.[13]

(d) **42** number of vacant positions have further been advertised.[14]

(e) **06** number of Class-IV seats against 25 % son quota for those Class-IV employees who retired after superannuation.[15]

(f) Directives regarding implementation of different quotas were followed and complied with in letter & spirit.

11 See appointment orders and minutes of meeting.

12 See appointment orders and minutes of DPC meeting.

13 See appointment orders, minutes of DSC meeting and exhaustive management plan

14 See Advertisement. www.dscmansehra.gov.pk fb/district judiciary mansehera

15 See appointment orders and minutes of meeting.

(ii) Transfer & Posting Policy for the ministerial officials/officers of District Mansehra:

District Judiciary Mansehra for the 1st time introduced & implemented extensive posting transfer policy for ministerial officials/officers so as to ensure transparency, efficiency & productivity through avoidance of monotony. The policy was devised in consultation with & in the light of feedback of the staff.[16]

TRANSFER & POSTING POLICY FOR HUMAN RESOURCE MOBILIZATION OF THE MINISTERIAL ESTABLISHMENT OF DISTRICT JUDICIARY MANSEHRA EFFECTIVE FROM MARCH, 08, 2022.

INTRODUCTION:

Effective Human Resource Mobilization is a key to success and smooth functioning of affairs of any organization. The Transfer & Posting of the ministerial staff/officials is an important administrative function of the appointing Authority of District Judiciary in the light of National Judicial Policy & Directives of Hon'ble Peshawar High Court. The aim behind designing the policy of Transfer & Posting is to ensure transparency, efficiency, to encourage professionalism by recognizing and promoting merit and to provide all round experience to the individual serving as official/officer in District Judiciary Mansehra—Placing the right people in the right position at the right time.

Right now, there is no internal Transfer & Posting policy of ministerial officials/officers in the District Judiciary Mansehra. The formulation of policy for transfer & posting in District Courts, Mansehra is the need of the day. Transfer & Posting of officials/officers from one Court to another or allied offices is being run on the basis of general knowledge/information without proper working and knowing the skills of the individual.

Before formulating the subject policy, brainstorm discussion was made during the meeting scheduled with all the ministerial officials/officers and the suggestions given by them were also taken into consideration.

Any suggestion for further improvement will be highly appreciated which may be brought to the notice of Hon'ble District & Sessions Judge, Mansehra.

This policy shall come into force at once.

OBJECTIVES:

- To increase the effectiveness of the District Judiciary Mansehra.
- To Promote merit and transparency.
- To adjust work force.
- To redress & decrease the agonies of the ministerial officials/officers.

ZONES:

For the purpose of transfer and posting of Ministerial officials/officers, the District Judiciary Mansehra is categorized into the following three Zones:

1. **District Head Quarter, Mansehra (Zone-I)**
2. **Tehsil Balakot (Zone-II)**
3. **Tehsil Oghi (Zone-III)**

TENURE:

- Tenure of stay in Zone I/Head Quarter Mansehra shall be three years.
- Tenure of stay in Zone-II/Tehsil Balakot shall be one year.
- Tenure of stay in Zone-III/Tehsil Oghi shall be one year.

ROTATION:

1. Those officials/officers who are permanent resident of District Mansehra/Head Quarter shall serve 03 years at Head Quarter/Zone-I and one year at Tehsil Balakot/Zone-II & one year at Tehsil Oghi/Zone-III.
2. Those officials/officers who are permanent resident of Tehsil Balakot/Zone-II and Tehsil Oghi/Zone III shall serve three years at respective Tehsils and one year at Head Quarter/Mansehra.
3. Ordinarily, the officials/officers having at least 05 years' service length shall be posted at Tehsil Balakot/Zone-II and Tehsil Oghi/Zone-III.
4. The official/officers who are the resident of Tehsil Balakot/Zone-II shall not be posted at Tehsil Oghi/Zone-III, however, they shall be rotated in between Mansehra anjd Tehsil Balakot.
5. The official/officers who are the resident of Tehsil Oghi/Zone-III shall not be posted at Tehsil Balakot/Zone-II, however, they shall be rotated in between Mansehra and Tehsil Oghi.
6. Copying Branch, Record Rooms, Kiosk, Revenue Record Cell and Institution/Scanning Branch etc shall be Two Years based on seniority-cum-fitness and skills.

16 See www.dscmansehra.gov.pk

7. No consecutive posting in Allied Offices shall be permissible, except in unavoidable circumstances.
8. Upon completion of tenure of Two Years in allied offices the officer/officials, shall have to serve in Courts.
9. Naib Nazirs of the Process Serving Agency at Head Quarter and Tehsil Balakot shall be posted for one year on the basis of seniority-cum-fitness and efficiency including skills with special aptitude and they shall not be posted again in Process Serving Agency for next three years.
10. Those officials/officers who are at the verge of retirement in next 01 to 03 years shall not be posted out of their respective permanent residence zone.
11. No female shall ordinarily be posted out of her Zone/ place of residence unless exigencies so require.
12. The official/officers who never remain posted at Tehsil shall come first for posting at Tehsils soon after commencement of this policy.
13. The officials/officers serving as Reader of the Court shall not ordinarily be posted as Reader for consecutive tenure at the same Tehsil/zone.
14. Those official/officers evaluated below average or awarded punishment shall not be assigned the similar posting unless he/she earns one good PER, except those from skilled cadre such as Stenographer etc.
15. There shall be reserved pool, if possible comprising at-least one official/officer from each cadre to be available for make-shift arrangement of the staff.
16. In hardship cases, mutual transfer posting may be allowed.
17. Spade work for Transfers & Posting shall be carried out by the Senior Civil Judge (Admn), Mansehra and Superintendent.

HEALTH ISSUES ONLY IN SPECIAL CASES:

Those officials/officers having serious health issues i.e. Cancer, Cardiac, spinal etc to himself/herself and/or to family members, requiring specific medical treatment, shall be considered with due regard to such health issues. For this purpose, the official/officer has to inform the authority in writing with sufficient documentary proof. The authority shall verify the information and decide the gravity of the health issue that may be assessed as serious enough to be considered for the purpose of transfer and posting.

TRANSFER & POSTING TIME:

Routine transfers and postings shall be made in the months of March and September only. However, the authority may order transfer and posting where it is deemed appropriate owing to some unforeseen reasons and there shall be no restriction in cases where posting/transfer of official/officers become inevitable in other months due to promotion/retirement/creation of new posts/suspension due to disciplinary proceedings and adjustment of surplus staff.

CONDITIONS ETC WHEN CHARGE RELINQUISH

The following matters must be taken into consideration by each official/officers while making over the charge of an office besides others;

i. If the relieved official/officer is In-charge of certain accounts or cash, it must be accounted for to the new incumbent/successor.
ii. If the relieved official/officers are in the charge of some confidential documents, it must be handed over to the transferor/successor.
iii. If the relieved officials/officers are having some inquiries pending under Disciplinary Rules, those must be handed over with details to the new incumbent/successor.
iv. If the relieved officials/officers is having some keys of safe etc, those must be handed over to the successor/officer.
v. All the important directives of the authorities especially circulated from time to time must be brought into the notice of the successor particularly matters regarding standing directions for fiscal purpose.
vi. An inventory of all assets of Courts/Offices must be prepared and signed by both the predecessor as well as the successor.
vii. The Muharirs shall within three days hand over all the record including Judicial Files & Registers etc to the successor who shall within next three days verify the said record and shall submit his/her verification report to his/her reporting officer/Judicial Officer concerned.

POSTING TRANSFER OF PROCESS SERVING AGENCY:

The process serving agency is categorized into three zones.

Zone-A = Hard Zone
Zone-B = Soft Zone
Zone-C = Comfort Zone

The zones shall be rotated by the Senior Civil Judge (Admn), Mansehra after three months as per separate policy which is maintained in the office of Senior Civil Judge (Admn), Mansehra.

The process servers/bailiffs shall not be posted in the same zone unless completed their tenure in the remaining two zones.

Tehsil to Head Quarter and Head Quarter to Tehsil permissible transfer grant shall be allowed.

(iii) Streamlining of service record:

(a) Human Resource Development Proforma containing the basic information relating to education, skill, recruitment, posting, promotion, details of family members & dependents, trainings, disciplinary proceedings, pay record, medical record, assets declaration & PER has been devised.

(b) All service books of ministerial officers/officials have been scanned & uploaded.

(c) PER data was updated & scanned.

(iv) Conduct:

- **Declaration of Assets**:

Assets forms of ministerial officers & officials obtained & maintainedproperly.

- **Disciplinary proceedings & penalties awarded**:

32 number of penalties were imposed under Efficiency & Discipline Rules, 2011.

(v) Disposal of service appeals:

After circulation of seniority lists, objections were invited and thereafter all service appeals were disposed of. Similarly, all representations and departmental appeals were decided.

(vi) Incentive & Reward policy:

For boosting morale & motivation at workplace, an informal incentive & reward plan for Judicial Officers, ministerial officers & officials was designed, which enabled them to focus on achieving their goals.

The District Judiciary Mansehra celebrated merit certificate distribution of Judicial Officers, ministerial officers & officials for their excellent performance in achieving task and active participation during recruitment process. The aim of the ceremony was to encourage them to continue achieving their goals, to inculcate competitive spirit and to regard the values & morals of department. We intend to formulate an all-encompassing policy in future.

(vii) Biometric Attendance:

Biometric attendance checkers have been installed at District headquarter as well as in Tehsil Courts Balakot for tracking staff attendance, preventing time theft and improving security.

(viii) <u>Unprecedented farewell ceremony for retired District & Sessions Judges</u>:

In the honor of three retired District & Sessions Judges, farewell ceremony was arranged, which was attended by the Principal Officers of Hon'able Peshawar High Court, Peshawar, field District & Sessions Judges, Ex-cadre Judges of Hazara Division as well as representative of stake holder of Justice Sector.

(ix) A series of Sports events were arranged for Judicial Officers, ministerial staff, district administration, ,lawyers as well as prisoners in jail.

(x) **Capacity Building**:

In order to equip the Judicial Officers, Lawyers Community, staff and all the stake holders involved with the process of Civil & Criminal Justice System, the District Judiciary Mansehra designed Annual Calendar for the year 2022.

Dedicated training sessions on the following topics were organized.

S #	Training Area	Participants
1.	Introduction to District Judiciary, Role & Functions	All the Judicial Officers including newly inducted Civil Judges
2.	Etiquettes & mannerism	All the Judicial Officers including newly inducted Civil Judges
3.	Court Management Focusing on Administrative functions of a Civil Judge	All the Judicial Officers including newly inducted Civil Judges
4.	Important Provisions of Service Laws, status as Civil servant	All the Judicial Officers including newly inducted Civil Judges
5.	Introduction to Judicial Estacode	All the Judicial Officers including newly inducted Civil Judges
6.	Order Sheet Writing	All the Judicial Officers including newly inducted Civil Judges
7.	Official Correspondence	All the Judicial Officers including newly inducted Civil Judges
8.	Scrutiny of plaint	All the Judicial Officers including newly inducted Civil Judges
9.	Bar of Jurisdiction/Exclusion of Jurisdiction	All the Judicial Officers including newly inducted Civil Judges
10.	Diary Management/Court Management	All the Judicial Officers including newly inducted Civil Judges
11.	Magistrate on Duty (MOD) Role & Functions	All the Judicial Officers including newly inducted Civil Judges

12.	Briefing about different committees established in District Judiciary	All the Judicial Officers including newly inducted Civil Judges
13.	Case Management Rules	All the Judicial Officers including newly inducted Civil Judges
14.	Effective Supervision of Court Staff	All the Judicial Officers including newly inducted Civil Judges
15.	Issue of Process in Civil & Criminal Cases	All the Judicial Officers including newly inducted Civil Judges
16.	Introduction to Criminal Justice System	All the Judicial Officers including newly inducted Civil Judges
17.	Maintenance of record	All the Judicial Officers including newly inducted Civil Judges
18.	Suit Valuation for the purpose of jurisdiction & Court fee	All the Judicial Officers including newly inducted Civil Judges
19.	Temporary Injunction	All the Judicial Officers including newly inducted Civil Judges
20.	Stress Management	All the Judicial Officers including newly inducted Civil Judges
21.	Remand & its kinds	All the Judicial Officers including newly inducted Civil Judges
22.	Case Flow Management System (CFMIS)	All the Judicial Officers including newly inducted Civil Judges
23.	Performance Quantification Scheme (PQS)	All the Judicial Officers & Lawyers
24.	District Judiciary Performance Evaluation & Monitoring Policy, 2020-2025	All the Judicial Officers & Lawyers
25.	Role of Magistrate in pre-trial criminal Cases/criminal investigation	All the Judicial Officers including newly inducted Civil Judges
26.	Code of conduct & Ethical issues focusing on situation handling	All the Judicial Officers including newly inducted Civil Judges

27.	Law giving versus of Holy Quran and Sunnah	All the Judicial Officers & Members of DBA, Mansehra
28.	Expenses of witnesses/diet money procedure and practice	All the Judicial Officers
29.	Training on CFMIS by Mr. Shahzeb, Programmer, PHC, Peshawar	All the Computer Operators
30.	Training on CFMIS by Mr. Shahzeb, Programmer, PHC, Peshawar	All the Judicial Officers
31.	Training on CFMIS by Mr. Shahzeb, Programmer, PHC, Peshawar	All the Muharirs
32.	Training on Maintenance of Record	All the Judicial Officers & Members of the Bar
33.	Capacity Building Initiative for criminal justice stake holders of District Judiciary	All the Judicial Officers
34.	Capacity Building Initiative for Naib Nazirs, Bailiffs, Process Servers & Young Lawyers	Naib Nazirs, Bailiffs, Process Servers & Young Lawyers
35.	How to make effective service	Naib Nazirs, Bailiffs, Process Servers & Young Lawyers
36.	Basic IT Training Program (Module I & II) shared by PHC	All Readers/S.Clerks
37.	Basic IT Training Program (Module I & II) shared by PHC	Muharrirs of Sessions Court
38.	Basic IT Training Program (Module I & II) shared by PHC	Muharrirs of Civil Courts
39.	Basic IT Training Program (Module III, IV) shared by PHC	All Readers
40.	Basic IT Training Program (Module III, IV) shared by PHC	Muharrirs Sessions Court
41.	Basic IT Training Program (Module III, IV) shared by PHC	Muharrirs Civil Courts
42.	Preparation of PQS, Different Proformas and report	Muharrirs Sessions Court

43.	Preparation of PQS, Different Proformas and report	Muharrirs of Civil Court
44.	Mode of Appointment; practice/procedure and common mistakes	All the Civil Judges & member of Scrutiny Committee
45.	Case Management Rules	All the Judicial Officers including newly inducted CJs
46.	Framing of Issues	All the Judicial Officers including newly inducted CJs
47.	Drawing of Decree Sheet	All the Judicial Officers
48.	Code of Conduct & Ethical Issues focusing on situation handling	All the staff members including staff of Tehsil Courts Balakot & Members of the Bar
49.	Introduction to Process Serving Agency and its functions focusing on effective service delivery	Process Serving Agency
50.	How to make effective service focusing on common mistakes coupled with service of government officials	Process Serving Agency
51.	Spot Inspection, warrant of possession and situation handling at spot	Process Serving Agency
52.	CFMIS Scanning Module & Common mistakes	All the staff attached with scanning process
53.	Common Mistakes in Medico Legal Reports	Causality Medical Officers, Police Officers, Prosecutors & Lawyers
54.	Introduction of District Judiciary	Newly appointed officials
55.	An overview of CFMIS	Newly appointed officials
56.	An overview of scanning	Newly appointed officials
57.	Code of conduct in professional ethics	Newly appointed officials
58.	Institution of cases and marking to courts through CFMS	Newly appointed officials
59.	Maintenance of registers	Newly appointed officials
60.	Entries of cases in CFMS after institution/ transfer in cases	Newly appointed officials
61.	Uploading of scanned files on CFMS	Newly appointed officials
62.	Notices and summons	Newly appointed officials

63.	Discourse on cross version case-analysis and case study of Sughra Bibi case PLD 2018 SC 595	Police Officers, Prosecutors of Hazara Division and Lawvers
64.	Errors and mistakes in scanning and uploading on CFMS	Newly appointed officials
65.	Financial management of public sector	All Judicial officers
66.	E-Process Serving	Naib Nazir, Bailiffs & Process Servers

Reports of these training sessions have been forwarded to the Hon able Peshawar High Court, Peshawar.

(xi) Measures for Eradication of Corruption:

- Dissemination of information through fast provision of certified copies via linkage of copying branch with case perusal section.
- Dissemination of information about court proceedings & free of cost service delivery through pana-flexes, notice board of all courts & affixation of play cards at conspicuous places of the court premises.
- Approval & circulation of rates for services offered by paralegal staff (Petition/Deed writers & Stamp Vendors).
- Display of list of authorized paralegal service providers including Notary Public & Oath Commissioner.
- Streamlining of copying branch business by ensuring adherence to the law & circulation of instructions in Urdu.
- Streamlining of correspondence with District Jail Mansehra through Duty Roaster of dedicated officials & monitoring of Jail through frequent Jail Visits and forwarded genuine complaints to August Peshawar High Court, Peshawar against delinquent jail officials regarding corrupt practices.[17]
- Streamlining of deposit of Diet Money for witnesses & publication charges.
- Operationalization of information center/KIOSK Centre at Headquarters as well as Tehsil Balakot.[18]
- Disciplinary proceedings were initiated against 02 number of paralegal staff, resulting into cancellation of their licenses & initiation of criminal proceedings.
- Affairs pertaining to clerks & lawyers were streamlined.

17 See Duty roaster of dedicated official.

18 See www.dscmansehra.gov.pk

(xii) Public Amenities:

(A) Drinking water facility by installation of water coolers as well as bracket/pedestal fans have been provided to litigants/judicial lockup.

(b) Sufficient number of benches have been placed inside the court premises.

(c) For facilitation of female litigants, dedicated female staff has been posted at information KIOSK.

(d) Separate & dedicated washrooms for male & female litigants have been managed.

(e) Common room facility for female ministerial staff was provided.

(f) Free legal aid through the forum of District Legal Empowerment Committee was provided to 40 deserving litigants by utilizing available budget.

(g) Giggle room facility has been provided to minor children.

(h) Pro-bono legal services were provided to **38** deserving litigants.

(xiii) Facilitation of the ministerial staff:

- Meetings with staff were arranged from time to time to respond their problems at the earliest.
- Pension cases were prioritized on priority basis.
- NADRA mobile team visit was arranged for resolving different matters of ministerial officers & officials.
- Utility store Van regularly visits court premises on fortnightly basis for providing subsidized items to staff.
- All medical & TA/DA claims were timely processed according to the prescribed rules.
- Healthcare facilitation through establishment of dedicated dispensary has been provided.

(xiv) Plantation Drive:

Seasonal trees of different species with the collaboration of Forest Department Mansehra were planted in under construction Judicial Complex at Mansehra.

Mansehra with collaboration of Forest Department Mansehra

(5) FINANCIAL MANAGEMENT:

(i) 100 % utilization of budget through effective mechanism by planning, supervision & budget formulation.

(ii) Fruitful budgetary sessions were held & progressive feedback from all the courts were obtained.

(iii) Different committees comprising of Judicial Officers, Technical & Financial Experts have been constituted.[19]

(iv) Exhaustive budgetary plan for 2023 was designed after consultative session with all the Judicial Officers.[20]

(v) Budgetary record was maintained both in hard & soft form for tracking purpose.

(vi) Internal Audit Reports of both the establishments (Sessions & Civil) were complied with in accordance with the directive of August Peshawar High Court, Peshawar.[21]

19 See office order
20 See Exhaustive budgetary Plan 2023
21 See Internal audit reports (02 in numbers)

(vii) All the claims of Judicial Officers related to their T.A/D.A & POL were entertained & cleared well in time according to the rules.

(viii) All the procurements were strictly made by keeping in view the KPPRA Rules.[22]

(ix) Awarded contracts (Canteen + Photostat) through tender & enhanced the cabin funds.[23]

(x) All matters requiring administrative approval from the quarter concerned have been submitted well within time.[24]

(xi) Requests for re-appropriation of funds were timely & proactively submitted for smooth functioning of financial business.[25]

➢ **Planning & Development**:

I. Facility of Bachelor hostel was provided to Judicial Officers.

ii. More than 60 % of the Sessions court premises has been solarized.

iii. For monitoring & ensuring the attendance of ministerial staff, two Biometric devices were installed.

iv. Courts & allied offices were renovated & furnished with furniture & accessories at District Headquarter & Tehsil Balakot.

v. Construction project of 06 court rooms was completed well ahead of stipulated time & inaugurated by his Lordship The Chief Justice, Peshawar High Court, Peshawar.

vi. Construction project of Record Room was timely completed.

22 See minutes of meeting and supply orders
23 See contract agreements
24 See letters to High Court for administrative approval.
25 See letters to High Court for re-appropration of funds

PLANNING & DEVELOPMENT PROJECTS:

S #	Project Title	Expected Completion date	Project budgetary allocation	Budget utilized till date	%age of Completion	Reasons of delay (if any)
1.	Construction of Judicial Complex at Tehsil Oghi	March, 2023	Rs. 112 M	76.13 M	70%	Initially, the land so acquired was less, subsequently the additional land was acquired, cost was also revived and releases were also delayed. The project will be completed by the first quarter of the year 2023
2.	Construction of six Court rooms at Head Quarter, Mansehra	Completed	30.499 M	Consumed	100%	Completed well before its date of 30th June, 2023. Handing/taking over certificates.
3.	Construction of Record Room	Completed	3.000M	Consumed	100%	Completed before the date of completion before June, 2023. Handing/taking over certificates.
4.	Construction of Boundary wall of Judicial Complex Ghazikot, Mansehra (Mega Project)	March, 2023	40.587 M	40.587 M	80%	Boundary wall work in progress while cost estimate for approach road is in process.
5.	Construction of Tehsil Judicial Complex at Tehsil Balakot	Site has been protected through local measures by fencing and installing Barbed wire. Funds have not yet been released.				
6.	Staff Residence Repair and maintenance	PC-I of Rs. 3.7 Million has been prepared and sent for the Approval to the august Peshawar High Court, Peshawar.				
7.	Conference Room	Conference Room constructed at our own resources made operative for different meetings, activities & training sessions.				
8.	Renovation	Entire premises at District Head Quarter as well as at Tehsil Balakot have been renovated.				
9.	Water issues	To cater the need of water, 03 number of Bore-well drilling at District Courts premises and Open Well at Tehsil Courts, Balakot operationalized.				
10.	Open Well	Open well for Mansehra Judicial Complex has been completed.				

(6) I.T INITIATIVES:

(a) **Digitization of Judicial Record:**

(i) All running cases at Tehsil Balakot & headquarters were scanned (15000 cases).

(ii) 20,000 files of Record Rooms have been scanned.

(iii) 6000 cases per month being scanned through dedicated team.

(iv) 100 % fresh institution & consignment have been scanned.

(v) 1805 cases of plead guilty & security proceedings have been destroyed.

(b) **E-Case Perusal Centers** for facilitation of lawyers & literate litigants were established both at headquarter & Tehsil Balakot.

(c) **E-Process Serving Agency** was launched by providing 70 smart phones to members of Process Serving Agency.

(d) Data packages & dedicated Apps were also provided and developed.

(e) Copying branch has been linked with E-Case Perusal Centre for providing online copies.

(f) Virtual Court Room with installation of allied facilities was established.

(g) Effective implementation of CFMS by all the means was ensured.

(h) Audio/video recording facility in 17 numbers of courts on optional basis has been provided.

(i) For facilitation of lawyers & literate litigants LED screens in all the courts were installed.

(j) For case calling, Mic system in all the courts was installed.

(k) Official website (www.dscmansehra.gov.pk) has been developed and functionalized.

(l) Dissemination of public information through social media was ensured.

(7) RECORD MANAGEMENT:

(a) **Classification of record:**

Classification of record into Part-A & Par-B have been ensured after capacity building of ministerial officials & officers.

(b) **Court Registers**:

Most of the registers pertaining to Muharris & Readers have been printed as per High Court Rules & Orders. Printing of remaining registers is already in the process.

(c) **Weeding**:

The process of record weeding is effectively pursued.

(8) FUTURE PLANS/WISH LIST FOR THE YEAR 2023

- E-filing/Institution
- Incentive and reward policy for staff.
- Record Management Software.
- Automation of Judicial Accounts.
- Online data sharing with prosecution, police and prison.
- Virtual appearance of prisoners.
- Reduction of backlog cases instituted up to 31.08.2020.
- Meeting room for non-custodial parents, reconciliation room & kids center.
- Internships for young lawyers subject to approval by Peshawar High Court, Peshawar.
- Installation of ATM Machine.
- Solarization of remaining courts and allied offices.
- Extension of mosque inside court premises.
- Construction of new judicial lockup and cafeteria.