

**MINUTES OF THE MEETING ON REVIEW OF THE PERFORMANCE OF
THE SECRETARIAT OF DISTRICT JUDICIARY HELD ON 31.05.2018 AT
11:00 AM IN THE CONFERENCE ROOM, PESHAWAR HIGH COURT,
PESHAWAR.**

The meeting under the Chairmanship of Hon'ble the Chief Justice commenced with the name of Allah. The following attended the meeting:

1. Syed Asghar Ali Shah, Director Regulations, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
2. Mr. Muhammad Zubair Khan, Director Inspections, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
3. Mr. Muhammad Asif, Director HR & Welfare, Secretariat of District Judiciary, Peshawar High Court, Peshawar.
4. Dr. Khurshid Iqbal, Director General, Khyber Pakhtunkhwa Judicial Academy.
5. Syed Anees Badshah Bukhari, Director Instruction, Khyber Pakhtunkhwa Judicial Academy.
6. Mr. Lal Shad, Director I.T, Peshawar High Court, Peshawar.

The performance of all the three wings of the Secretariat of District Judiciary was reviewed in detail. The learned Directors of the Secretariat of District Judiciary submitted that the following activities have been carried out by their respective wings:

Regulations Wing:

1. Sensitization of Judicial Officers through their performance audit.
2. Prepared and issued directions regarding bail matters, to ensure uniformity.
3. Circulated zero draft of Judicial Officer's service Rules and collected views of District Judiciary.
4. Prepared consolidated case pendency data on physical verification for 25 districts.
5. Analyse the work load assessment of both sessions and civil judges for Malakand region.

Inspections Wing:

1. Coordinating Technical Working Group (TWG) and consultant in drafting of Service Laws for the District Judiciary, Establishment of District Judiciary, Secretariat for District judiciary and Establishment of the High Court
 2. Drafted Proposal for automation of NJPIC cell.
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3. Attended the NJAC meeting in Supreme Court and Proposed Organogram for Service Cadre of IT Professional and submitted.
4. Enabling environment of Audio Video Application through Zoom in all districts
5. Visited 05 districts to gauge the Knowledge Management and IT Structure and their challenges.
6. Drafted Proposal for digitizing the record room and got approved.
7. Organized a 3 Days' Workshop in Judicial Academy to select the one MIS for all districts and conducted consultative meetings.
8. Organized Orientation Sessions in District Mansehra and Peshawar of Computer Operators, Stenos, Readers and Moharars on Selected MIS.
9. Drafted proposal for separate computer cell in districts.
10. Developed Tool for NADRA cases verification and collected data from districts.
11. Developed Pool of IT Experts from Districts (01 Judicial Officer, 01 Computer Operator).
12. Revised Judicial Reforms Strategy (2018-22) and submitted for printing
13. Developed Annual Work plan (2018 -19) in line with Judicial Reform Strategy for all the wings of SDJ, Judicial Academy and Administration Committee.
14. Drafted Judicial Performance Review Document.
15. Conducted Review for Establishment of Alternate Dispute Resolution Courts at District and Tehsil Level (Draft)
16. Drafted Concept Notes on Human Rights Cells at District Level.
17. A communication strategy has been finalized and presented to the Administration of PHC, that includes :
 - a. Awareness of Services for Litigants and Citizens through various modes of outreach
 - b. Human Rights Awareness
 - c. External Communication
18. Press Releases on various events and issues.
19. Invited and briefed Avt Khyber & Aaj T.v media team for Special report on PHC.
20. Comprehensive Report on 6 month performance of PHC for Media.
21. Media Management for CJP visit of Peshawar High Court and Address to Bar Association presidents of KP
22. Talks with electronic media outlets to arrange awareness programs on court system
23. Started series of Awareness programs on Pakhtunkhwa Radio FM 92.2

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24. Prepared Pamphlet on Human Right Cell of PHC
25. Updated media section of Peshawar High Court website.
26. Sought approval of Resource persons from Judiciary for media interaction.

HR & Welfare Wing:

1. Managed and submitted proposal of Transfer and Posting of Judicial Officers.
2. Managed all H.R issues of the District Judiciary.
3. Reviewing transfer/ posting policy for submitting proposals.
4. Developing and improving the H.R data with collaboration of I.T wing.
5. All Judicial Officers leaves are reviewed by Director HR & Welfare.
6. Continuous follow up with Governance Policy project on vacant posts , pending equipment and other issues.
7. Management of Secretariat of District Judiciary.
8. Developed a proposal for Allotment of Official Residence in Peshawar.
9. Data received from KPJA and General Branch of trainings conducted at Federal Judicial Academy and Khyber Pakhtunkhwa Judicial Academy.
10. Nominated Trainees for trainings.
11. Proposed Training Program Flow Process shared with KPJA (Response Awaited)
12. Collected data for Incentive reward policy 2018
13. Liaison with UNODC Pakistan and Headquarters for travel facilitation of Hon'ble Chief Justice, Director Inspection and Director HR & Welfare for International Conference (Launch of Global Judicial Integrity Network) at Vienna.
14. Collected data for future international trainings institutes
15. In coordination with Strategic Management Specialist developed Annual work plan aligned with the approved strategy.
16. Compiled and finalized the list of Returning officers in coordination with District & Session Judges & MIT
17. Coordinated with LHC for studying their welfare programs.
18. The Health insurance cards are in progress, expression of interest and data collection has been uploaded and shared with districts.
19. The Housing scheme is in the final stages, negotiations are ongoing with DG and Secretary, PHA for finalization of rates.
20. For vehicle depreciation program a concept note has been prepared and submitted for approval.

21. It was pointed out by the Director, HR & W that the GPP is not quickly responding to provide support and meet the requirements of SDJ. Hon'ble the Chief Justice desired that in this respect, a meeting of all stakeholders be called on 4th June, 2018, in the Peshawar High Court to discuss the issues and work out viable solutions.
22. It was pointed out by the Director, Inspection and Director, HR& Welfare that the access to the data cases and H.R information is maintained by that I.T wing has not been given so far, which causes hurdles in smooth functioning of the SDJ. The Hon'ble Chief Justice directed the Director, I.T to provide the requisite access to all the wings of SDJ, without delay.

While, appreciating the performance and progress so far made, the Hon'ble Chair was pleased to direct that:

1. Fortnightly meeting of the Directors of the Secretariat of District Judiciary will be held under the chairmanship of the Hon'ble Chief Justice. The Director General, Khyber Pakhtunkhwa Judicial Academy shall also attend the meeting. In case of non-availability of Hon'ble the Chief Justice, the Registrar or in his absence the senior most Director of the Secretariat of District Judiciary shall chair the meeting.
2. The performance of Secretariat shall be discussed and problems faced by each wing of the Secretariat, shall be resolved in the said meeting.
3. The Director, HR & Welfare shall act as the Secretary, and record the minutes of the meeting as provided in the manual of Secretariat.
4. The secretary shall circulate the agenda of the meeting at least three days prior to the meeting.
5. During day to day business of the Secretariat, the detail functions of all the wings, provided in the manual of Secretariat of the District Judiciary, Peshawar High Court shall be followed strictly.



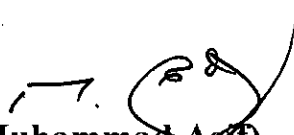
6. Before circulating any documents/ proposals to the District Judiciary, the same shall be placed in the meeting of Directors of Secretariat of District Judiciary for thorough discussion, which will then be presented to the Registrar, for further approval of Hon'ble the Chief Justice or Hon'ble Administration Committee, as required.

The meeting ended with exchange of thanks.

Approved by:


HON'BLE THE CHIEF JUSTICE

Drafted by:



(Muhammad Asif)
Director, HR & Welfare
Secretariat of District Judiciary,
Peshawar High Court, Peshawar

No. 1206-14/SDJ/HR&W

Dated Peshawar the 07/06 /2018

Copy forwarded for information to the:

1. The Registrar, Peshawar High Court, Peshawar.
2. The Additional Registrar (Admin), Peshawar High Court, Peshawar.
3. PSO to Hon'ble the Chief Justice, Peshawar High Court, Peshawar.
4. All members.


(Muhammad Asif)
Director, HR & Welfare
Secretariat of District Judiciary,
Peshawar High Court, Peshawar