

PESHAWAR HIGH COURT, PESHAWAR

NOTIFICATION

Dated Peshawar the 27th November, 2018

No. 291 -J

The Competent Authority has been pleased to approve the following job description of the Senior Civil Judges, with immediate effect:

a) SENIOR CIVIL JUDGE (JUDICIAL):

1. Disposal of judicial work of civil nature including Succession, Guardianship, Rent, Family, insolvency, overseas Pakistani cases, environmental issues etc and that of criminal nature already defined and elaborated in any local or special law enforced for the time being, High Court Rules & Orders and Judicial Esta Code, excluding all administrative work.
2. Marking of all cases to Civil Judges.

b) SENIOR CIVIL JUDGE (ADMINISTRATION):

1. Regular procurement falling in the domain of Senior Civil Judge;
2. Compilation and maintenance of data of Criminal and Civil cases and provision of information regarding all daily/fortnightly/monthly and quarterly performance and inspection reports of the District Judiciary as required by the Secretariat and High Court;
3. All matters relating to Process Serving Agency (Nazarat Branch);
4. All related matters of the establishment of Senior Civil Judge/Process Serving Agency including recruitment, posting, transfer, promotion, disciplinary actions, attendance, leave etc and preparation of SNEs for creation of new posts;
5. Stopgap arrangement of Court staff (as per necessity);
6. Supervision of pay and allowances of the establishment of Senior Civil Judge and other allied matters as DDO in terms of Delegation of Financial Powers Rules, 2018;
7. Preparation of Budget including Pay, T.A Bills of the establishment of Senior Civil Judge including Civil Judges and contingency;
8. All matters related to the accounts of Civil Courts including revenue deposits, Sheriff Petty Accounts, Minor's Accounts etc and its regular transmission to the quarter concerned including documents preparation thereof;
9. Auction of properties where necessary;

10. Regular inspection of Judicial buildings/residential buildings, their maintenance & repair, security and maintenance of their proper record in the relevant registers;
11. Stock taking of all moveable assets and amenities of the Courts including handing and taking over of residential buildings on transfer of allottees.
12. Subject to general control of District & Sessions Judge, supervision of Record Room, Copying agency, library, judicial lock up, Information Kiosk, and automation of Court record;
13. Supervision of cleanliness and sanitation of the courts and judicial colonies, greenery and beautification and commercial activities in the Courts premises;
14. General Administrative input under supervision of District & Sessions Judge particularly to liaise with the Judicial Officers, Khyber Pakhtunkhwa Judicial Academy, PJC, Bench and other departments;
15. Scheduling and arranging all monthly meetings including Criminal Justice Co-Ordination Committee, Bench-Bar Liaison and Judicial Officers' monthly meetings etc by taking requisite data and regular follow-up of the decisions;
16. Head of Juvenile Justice Committee established under section 10 of the Juvenile Justice System Act, 2018;
17. Arrangements of training for the Judicial officers and staff at local level including workshops;
18. Computerization of record and Implementation of CFMIS;
19. Subject to over all supervision of the District & Sessions Judge looking after the matters relating to official transport;
20. Mechanism for Incentive and Reward policy under the overall supervision of the District & Sessions Judge;
21. At the end of each month, ensure reconciliation of fines collected by the courts of Judicial Magistrates;
22. To assist the District & Sessions Judge in supervision of the Oath Commissioners, Notary Public and Deed/Petition writers with particular reference to their workings and fees etc;
23. Channel of communication with the High Court and other Government departments;
24. Maintenance of PERs and declaration of Assets of staff;
25. Maintenance of English Files;
26. Reporting loss and damage of the record through proper channel;
27. Maintaining record of specimen signatures, addresses including contact number and e-mail of the Judicial Officers and staff;
28. Maintain list of bail bonds / Sureties and its updating on daily basis.
29. Any other administrative task assigned by the District & Sessions Judge concerned;

30. Judicial work as assigned by the District & Sessions Judge concerned;

Note: -

The District & Sessions Judge may, with the concurrence of the High Court, mutually transfer the two Senior Civil Judges not before one year of work at the same station.

By order of Hon'ble the Chief Justice

(KHAWAJA WAJIB-UD-DIN)
REGISTRAR

Endst: No. 19393-492 / Admn:

Dated Pesh the 28 / 11 / 2018

Copy forwarded to: -

1. All the Principal Officers in the Peshawar High Court, Peshawar.
2. All the District & Sessions Judges/Zilla Qazis in the Khyber Pakhtunkhwa.
3. All the Directors in SDJ, Peshawar High Court, Peshawar.
4. All the Additional Registrars of the Peshawar High Court Benches.
5. The Additional Registrar (Judl), Peshawar High Court, Peshawar.
6. All the Senior Civil Judges (Admn + Judicial), in the Khyber Pakhtunkhwa.
7. The SCS to Hon'ble Chief Justice, Peshawar High Court, Peshawar.
8. All the Private Secretaries of this Court for placing the same before the Hon'ble Judges for their kind information.
9. The Director (IT), Peshawar High Court, Peshawar.
10. The PS to Registrar, Peshawar High Court, Peshawar.
11. The PA to Additional Registrar (Admn), Peshawar High Court, Peshawar.

(KHAWAJA WAJIB-UD-DIN)
REGISTRAR