

General Training Program (2016-17)
for Additional District & Sessions Judges (Batch 14-Re-scheduled) and Civil Judges (Batch 31 & 32 Re-scheduled)
 (15-08-2017 to 24-08-2017)

PROGRAMME

Day One

(Tuesday, 15th August, 2017)

Timings	Coordinator: Mr. Imran Rabbani	Coordinator: Mr. Muhammad Amir Munir	Coordinator: Mr. Shazib Saeed, Sr. Instructor
	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 08:45 a.m.	Registration of the Participants		
08:45 - 09:00 a.m.	Inaugural Address (Common All)		
09:00 - 10:00 a.m.	Pre Training Test		
10:00 - 11:15 a.m.	Code of Conduct for District Judiciary / Social Media and Judicial Ethics Mr. Muhammad Amir Munir, Sr. Instructor, PJA	Common mistakes committed by Rent Tribunal Ms. Shahida Saeed, AD&SJ	Communication & Language Skills-I Ms. Saima A. Riaz
11:15 - 11:45 p.m.	TEA BREAK		
11:45 - 01:00 p.m.	Common mistakes committed by Rent Tribunal Ms. Shahida Saeed, AD&SJ	Code of Conduct for District Judiciary / Social Media and Judicial Ethics Mr. Muhammad Amir Munir, Sr. Instructor, PJA	Communication & Language Skills-II Ms. Saima A. Riaz
01:00 - 01:30 p.m.	Table Manners		
01:30 - 02:00 p.m.	Prayer/Lunch Break (Table Manners)		
02:00 - 03:15 p.m.	Communication & Language Skills-I (Common CJ) Ms. Sadia Qureshi / Ms. Saima A. Riaz		Protecting the Rights of Vulnerable Groups Mr. Javed Rasheed Mahboobi, D&SJ ®
03:15 - 04:30 p.m.	Communication & Language Skills-II (Common CJ) Ms. Sadia Qureshi / Ms. Saima A. Riaz		Application of New Laws Mr. Javed Rasheed Mahboobi

Day Two

Wednesday, 16th August, 2017

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
	08:30 - 09:45 a.m.	Managing Adjournments Effectively Mr. Khalid Mehmood Bhatti, D&SJ	Criminal Trial by Magistrates Mr. Tajamal Shahzad, AD&SJ, Lahore
09:45 - 11:00 a.m.	Principles of Judgment Writing: Structure and sequence Ms. Jazeela Aslam, Director Academic	Managing Adjournments Effectively Mr. Khalid Mehmood Bhatti, D&SJ	Judgment Writing: Structure & Sequence Mr. Zawar Ahmad Sh.
11:00 - 11:30 p.m.	TEA BREAK		
11:30 - 12:45 p.m.	Understanding Land Record/Revenue Documents Mr. Asif Abbas Kathia, Ex-Revenue Officer	Principles of judgment writing: Structure and sequence Ms. Jazeela Aslam, Director Academics PJA	Judgment Writing: Evaluation of Evidence in Murder Cases Mr. Zawar Ahmad Sh
12:45 - 01:15 p.m.	Table Manners		
01:15 - 02:00 p.m.	Prayer/Lunch Break		
02:00 - 03:15 p.m.	Communication & Language Skills-III (Common CJs) Ms. Sadia Qureshi / Ms. Saima A. Riaz		Appraisal of Challan [FIR Investigation] Syed Muzaffar Ali Shah, D&SJ
03:15 - 04:30 p.m.	Communication & Language Skills-IV (Common CJs) - Assesment/Exercise Ms. Sadia Qureshi / Ms. Saima A. Riaz		Dealing with special witnesses (Child, deaf & Dumb and expert witnesses etc.) Mr. Nazir Ahmad Gajjana, D&SJ

Day Three

Thursday, 17th August, 2017

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
	08:30 - 09:45 a.m.	Admitting documents in evidence Raja Jahanzaib Akhtar, AD&SJ	Common mistakes committed by civil court Ms. Mahrukh Aziz, Director General, PJA
09:45 - 11:00 a.m.	Appreciation of Medico Legal Report Zawar Ahmad Shiekh, D&SJ ®	Admitting documents in evidence Raja Jahanzaib Akhtar, AD&SJ	Communication & Language Skills-IV [Assessment] Ms. Saima A. Riaz
11:00 - 11:30 p.m.	TEA BREAK		
11:30 - 12:45 p.m.	Common mistakes committed by Civil Courts Ms. Mahrukh Aziz, Director General, PJA	Dealing with special witnesses (Child, deaf & Dumb and expert witnesses etc.) Raja Jahanzaib Akhtar, AD&SJ	Self-discipline - Meditation Mr. Qasim Ali Shah
12:45 - 01:15 p.m.	Table Manners		
01:15 - 02:00 p.m.	Prayer/Lunch Break		
02:00 - 03:15 p.m.	Application of New Laws Rai Muhammad Khan, Sr.Instructor	Judgment writing: Appreciation of Evidence - Giving reasons, findings, and Conclusion - I Syed Nasir Ali Shah, D&SJ®	Visit to Punjab Forensic Science Agency, Thokar, Lahore Departure from PJA at 2:00 p.m
03:15 - 04:30 p.m.	Dealing with special witnesses (Child, deaf & Dumb and expert witnesses etc.) Raja Jahanzaib Akhtar, AD&SJ	Application of New Laws Rai Muhammad Khan, Sr. Instructor, PJA	

Day Four**Friday, 18th August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	E-filing of Income Tax Returns Rai Irshad, Commissioner, Income Tax	Precedential Value of New Judgments Ms. Afshan Ijaz Sufi, AD&SJ	Disposal of Murder Case during Trial: Confession, Compromise, App. u/s-265 K Cr.PC Mr. Ashtar Abbas, D&SJ
09:45 - 11:00 a.m.	Precedential Value of New Judgments Ms. Afshan Ijaz Sufi, AD&SJ	E-filing of Income Tax Returns Rai Irshad, Commissioner, Income Tax	How to decide Habeas Corpus & Misc. Petitions Mr. Abid Qureshi, D&SJ, Lahore
11:00 - 11:30 p.m.	TEA BREAK		
11:30 - 12:45 p.m.	Common Mistakes Committed by Criminal Courts Sh. Khalid Bashir (D&SJ)	MS Office Word [Assessment] Mr. Imran Rabbani, Instructor (I.T)	Workplace Ethics Mr. Basharat Ullah Malik
12:45 - 02:00 p.m.	Juma Prayer/Lunch Break		
02:00 - 03:15 p.m.	ICT Skills- MS Office Word Mr. Imran Mujaddid Rabbani	Common Mistakes Committed by Criminal Courts Sh. Khalid Bashir (D&SJ)	Bail (Pre and post arrest) Mr. Muhammad Akmal Khan, (D&SJ.) D.G./District Judiciary
03:15 - 04:30 p.m.	Case Management (Common CJs) Mr. Zafar Iqbal Kalanauri, Advocate		

Day Five**Saturday, 19th August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	Court Automation and ICT Skills Shazia Munawar, LHC	Protecting the rights of Vulnerable Groups Mr. Umar Khan, Advocate	Criminal Appeal & Criminal Revision Mr. Justice @ Mehmood Maqbool Bajwa
09:45 - 11:00 a.m.	Protecting the rights of Vulnerable Groups Mr. Umar Khan, Advocate	Court Automation and ICT Skills Shazia Munawar, LHC	ICT Skills -MS Word Mr. Imran Mujaddid Rabbani
11:00 - 11:30 p.m.	TEA BREAK		
11:30 - 12:45 p.m.	Bail Confiscation of bail bonds Mr. Shazib Saeed, Sr. Instructor, PJA	Appreciation of Medico Legal Report Zawar Ahmad Shiekh, D&SJ @	Appreciation of Medico Legal Report / Post Mortem Report Prof. Dr. Arif Rasheed, KEMU, Lahore
12:45 - 01:30 p.m.	Prayer/ Lunch Break		
01:30 - 02:45 p.m.	Judgment writing: Appreciation of Evidence Giving reasons, findings, and Conclusion Syed Nasir Ali Shah, D&SJ@	MS Office Word Mr. Imran Mujaddid Rabbani	Gender Bias: An issue of Attitude Mr. Asad Jamal
02:45 - 04:00 p.m.	Health & Nutrition (Common All) Dr. Shazia Zahra (Consultant Clinical Nutritionist)		
04:00 - 04:30 p.m.	Introduction to International Scholarship (Common All) Mr. Hassan Yousaf		

Day Six**Sunday, 20th August, 2017****Day Seven****Monday, 21st August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	Legal Research and ICT Skills Mr. Muhammad Amir Munir, Sr. Instructor, PJA	Cyber Laws Muhammad Usman Assistant Director FIA (NR3C)	Environmental Laws Ms. Saima Khawaja
09:45 - 11:00 a.m.	Cyber Laws Muhammad Usman Assistant Director FIA (NR3C)	Legal Research and ICT Skills Mr. Muhammad Amir Munir, Sr. Instructor, PJA	Precedential Value of New Judgments Hon'ble Mr. Justice (R) Faqir Muhammad Khokhar
11:00 - 11:30 p.m.	BREAK		
11:30 - 12:45 p.m.	Judgment writing: [Assessment] (Common CJs)		Cyber Laws Muhammad Usman Assistant Director FIA (NR3C)
12:45 - 01:30 p.m.	Prayer / Lunch Break		
01:30 - 02:45 p.m.	Judgment Writing - [Assessment] (Common CJs)		Using Technology in Courts/Video Link Mr. Akmal Khan, DG/DJ- D&SJ
02:45 - 04:00 p.m.			Legal Research Method Ms. Angbeen Atif Mirza

Day Eight**Tuesday, 22nd August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	Criminal Trial by Magistrates Mr. Tajamal Shahzad, AD&SJ, Lahore	Dealing with Problems of Confrontation during Evidence Mr. Moeen Khokhar, AD&SJ	How to conduct Sessions Trial (Complaint Case, Challan / State Case, Cross Version Case) Mr. Nazir Ahmad Gajjana, D&SJ
09:45 – 11:00 a.m.	Environmental Laws Mr. Fahad Malik/ Ms. Saima Khawaja	Stress Management Mr. Zafar Saeed, MISK	Code of Conduct (International Best Practices and District Judiciary) Mr. Justice @ Dr. Munir A. Mughal
11:00 – 11:30 p.m.	BREAK		
11:30 – 12:45 p.m.	Stress Management Mr. Zafar Saeed, MISK	Environmental Laws Mr. Fahad Malik/ Ms. Saima Khawaja	Judgment Writing in Murder Case -Structure and Sequence - Assessment - I
12:45 – 01:30 p.m.	Prayer / Lunch Break		
01:30 – 02:45 p.m.	Workplace Ethics Mr. Basharat Ullah Malik	Bail Confiscation of bail bonds Mr. Shazib Saeed, Sr. Instructor, PJA	Judgment Writing in Murder Case - Appreciation of Evidence - Assessment - II
02:45 – 04:00 p.m.	I.T. Skills/MS Office Word Mr. Imran Rabbani, Instructor (I.T)	Workplace Ethics Mr. Basharat Ullah Malik	Judgment Writing in Murder Case - Conclusion and Sentencing- Assessment - III

Day Nine**Wednesday, 23rd August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	Gender Bias: An issue of attitude Ms. Irum Bukhari	Common mistakes committed by Family Courts Ms. Hina Muzaffar, AD&SJ	Forensic in aid to Criminal Justice Mr. Abdullah Usman
09:45 – 11:00 a.m.	Common mistakes committed by Family Courts Ms. Hina Muzaffar, AD&SJ	Gender Bias: An issue of attitude Ms. Irum Bukhari	Medical Jurisprudence Mr. Abdullah Usman
11:00 – 11:30 p.m.	BREAK		
11:30 – 12:45 p.m.	Dealing with Problems of Confrontation during Evidence Mr. Moeen Khokhar, AD&SJ	Understanding Land Record/Revenue Documents Mr. Asif Abbas Kathia, Ex-Revenue Officer	ICT Skills - MS Office Word Mr. Imran Mujaddid Rabbani
12:45 – 01:30 p.m.	Prayer/Lunch Break		
01:30 – 02:45 p.m.	Visit at PPIC3 Centre, Qurban Lines, Lahore by Punajb Safe Cities Authority Departure from PJA at 2:45 pm		Stress Management Mr. Zafar Saeed
6:00 p.m.	Gala Night (Common All)		

Day Ten**Thursday, 24th August, 2017**

Timings	Civil Judges Batch-31	Civil Judges Batch-32	AD&SJs Batch-14
08:30 - 09:45 a.m.	Self Development and Meditation (Common CJs) Syed Qasim Ali Shah		ICT Skills -MS Word [Assessment] Mr. Imran Mujaddid Rabbani
09:45 – 10:30 a.m.	ICT Skills -- Test		Judgment Writintg: Evaluation of Evidence in Murder Cases Mentoring Sh. Zawar Ahmad, D&SJ (Rtd.)
10:30 – 11:45 a.m.	MCQs Test		
11:45 – 01:00 p.m.	Post Training Evaluation		
01:00 – 02:00 p.m.	Concluding Ceremony / Lunch Break		

(Mahrukh Aziz)
Director General
11.08.2017