

**PROGRAMME****General Training Program (2017) for District & Sessions Judges (Batch-1)**  
(17-07-2017 to 22-07-2017)**Day One****(Monday, 17<sup>th</sup> July, 2017)**

Timings	Coordinator: Mr. Shazib Saeed, Senior Instructor, PJA
08:30 - 08:45 a.m.	Registration of the Participants
08:45 - 09:00 a.m.	Inaugural Address by the Director General, PJA
9:00 – 10:00 a.m.	<b>Current Affairs &amp; Socio Economic Development</b> Mr. Oriya Maqbool Jaan, Journalist
10:00 – 10:15 a.m.	<b>Questions &amp; Answers</b>
10:15 – 11:15 a.m.	<b>Financial Management - How to deal with Audit Objection, Conduct PAC meeting,</b> Mr. Ejaz ul Haq
11:15 – 11:30 a.m.	<b>Questions &amp; Answers</b>
11:30 – 12:00 p.m.	<b>Tea Break</b>
12:00 – 01:00 p.m.	<b>Gender Sensitization</b> Mr. Salman Asif, Team Leader, UN - Women
01:00 – 01:15 p.m.	<b>Questions &amp; Answers</b>
01:15 – 02:00 p.m.	<b>Prayer/Lunch Break</b>
02:00 – 03:00 p.m.	<b>Leadership Role of D&amp;SJ - Supervision &amp; Control (PERs of Judicial Officers)</b> Hon'ble Mr. Justice (R) Mehmood Maqbool Bajwa
03:00 – 03:15 p.m.	<b>Questions &amp; Answers</b>
03:15 – 04:30 p.m.	<b>Communication Skills - use of Powerpoint, Handouts and Material and Presentation Techniques - Session-I</b> Mr. Wali Zahid, CEO, Skill City
<b>Assignment [Critical Analysis of a Judgment of Supreme Court with dissenting Notes]</b>	

**Day Two****Tuesday, 18<sup>th</sup> July, 2017**

09:00 - 10:00 a.m.	<b>Financial Management - Budget making and Preparation (with exercise and assessment)</b> Mr. Salman Siddique
10:00 – 10:15 a.m.	<b>Questions &amp; Answers</b>
10:15 – 11:15 a.m.	<b>Role of Courts and Democracy - Issues in Justice Sector Reforms</b> Mr. Salman Akram Raja
11:15 – 11:30 a.m.	<b>Questions &amp; Answers</b>
11:30 – 12:00 p.m.	<b>TEA BREAK</b>
12:00 – 01:00 p.m.	<b>Strategic Management and Leadership Development -Session-I</b> Syed Hussain Haider, Project Director, Akhuwat University
01:00 – 01:15 p.m.	<b>Questions &amp; Answers</b>
01:15 – 02:00 p.m.	<b>Prayer/Lunch Break</b>
02:00 – 03:00 p.m.	<b>Strategic Management and Leadership Development Session-II</b> Syed Hussain Haider, Project Director, Akhuwat University
03:00 – 03:15 p.m.	<b>Questions &amp; Answers</b>
03:15 – 04:30 p.m.	<b>Communication Skills - use of Powerpoint, Handouts and Presentation Techniques Session-II [ 5-minute Presentations by participants and Assessment]</b> Mr. Wali Zahid, CEO, Skill City

## Day Three

**Wednesday, 19<sup>th</sup> July, 2017**

Timings	Coordinator: Mr. Shazib Saeed, Senior Instructor, PJA
09:00 - 10:00 a.m.	<b>Health &amp; Nutrition</b> Dr. Shazia Zohra
10:00 - 10:15 a.m.	Questions & Answers
10:15 - 11:15 a.m.	<b>Legal Research &amp; ICT</b> Ms. Mehtab Khan
11:15 - 11:30 a.m.	Questions & Answers
11:30 - 12:00 p.m.	TEA BREAK
12:00 - 01:00 p.m.	<b>ADR + Medication</b> Uzair J. Kayani, Assistant Professor of Law & Adjunct Professor of Business
01:00 - 01:15 p.m.	Questions & Answers
01:15 - 02:00 p.m.	Prayer/Lunch Break
02:00	<b><i>Departure from Lahore to Peshawar KP Judicial Academy</i></b>

## Day Four

**Thursday, 20<sup>th</sup> July, 2017**

	<b>Visit to KP Judicial Academy, Peshawar (Day-1)</b> [Separate program]
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## Day Five

**Friday, 21<sup>st</sup> July, 2017**

	<b>Visit to KP Judicial Academy, Peshawar (Day-2)</b> [Separate program]
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## Day Six

**Saturday, 22<sup>nd</sup> July, 2017**

09:00 - 10:00 a.m.	<b>Personality Development</b> Qasim Ali Shah
10:00 - 10:15 a.m.	Questions & Answers
10:15 - 11:15 a.m.	<b>Access to Environmental Justice</b> Experts in Environmental Laws
11:15 - 11:30 a.m.	Questions & Answers
11:30 - 12:00 p.m.	Tea Break
12:00 - 01:00 p.m.	MCQs Test
01:00 - 02:00 p.m.	Prayer / Lunch Break
02:00 - 03:00 p.m.	Concluding Ceremony

(Mahrukh Aziz)  
Director General  
15.07.2017

**General Training Program (2016-17)**  
**for Additional District & Sessions Judges (Batch 17) and Civil Judges (Batch 37 & 38)**  
 (17-07-2017 to 26-07-2017)

**PROGRAMME**

**Day One**

**(Monday, 17<sup>th</sup> July, 2017)**

	<b>Coordinator:</b> Ms. Ayesha Khalid	<b>Coordinator:</b> Mr. Nadeem Sohail Cheema	<b>Coordinator:</b> Mr. Mumammad Amir Munir
<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:00 a.m.	Registration of the Participants		
09:00 - 09:30 a.m.	Inaugural Address (Common All)		
09:30 - 10:15 a.m.	<b>Pre Training Test</b>		
10:15 - 11:30 a.m.	<b>Application of New Laws</b> Rai Muhammad Khan, Sr.Instructor	<b>Precedential Value of New Judgments</b> Mr. Nadeem Ahmad Sohail Cheema, PJA	<b>Protecting the Rights of Vulnerable Groups</b> Mr. Javed Rasheed Mahboobi, D&SJ ®
11:30 - 12:00 p.m.	<b>TEA BREAK</b>		
12:00 - 01:00 p.m.	<b>Precedential Value of New Judgments</b> Mr. Nadeem Ahmad Sohail Cheema, Sr. Instructor, PJA	<b>Application of New Laws</b> Rai Muhammad Khan, Sr. Instructor, PJA	<b>Legal Research Method</b> Ms. Anoosha Shaigan
01:00 - 01:30 p.m.	<b>Table Manners by Mr. Arif Ch. Director Food &amp; Beverage, Avari Hotel, Lahore</b>		
01:30 - 02:00 p.m.	<b>Prayer/Lunch Break (Table Manners)</b>		
02:00 - 03:15 p.m.	<b>ICT Skills- MS Office (word+PowerPoint+ Excel) - I</b> Mr. Imran Mujaddid Rabbani	<b>Bail Confiscation of bail bonds</b> Mr. Shazeb Saeed, Sr. Instructor, PJA	<b>How to conduct Sessions Trial (Complaint Case, Challan / State Case, Cross Version Case)</b> Mr. Nazir Ahmad Gajjana, D&SJ
03:15 - 04:30 p.m.	<b>Court Automation and ICT Skills</b> Shazia Munawar, LHC	<b>Workplace Ethics</b> Mr. Basharat Ullah Malik	<b>Bail (Pre and post arrest)</b> Mr. Muhammad Akmal Khan, (D&SJ.) D.G./District Judiciary

**Day Two**

**Tuesday, 18<sup>th</sup> July, 2017**

<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:45 a.m.	<b>Managing Adjournments Effectively</b> Ms. Hina Muzafar, AD&SJ, Shahkot	<b>Dealing with Problems of Confrontation during Evidence</b> Mr. Nadeem Ahmad Sohail Cheema, Sr. Instructor, PJA	<b>Criminal Appeal &amp; Criminal Revision</b> Mr. Justice ® Mehmood Maqbool Bajwa
09:45 - 11:00 a.m.	<b>Dealing with Problems of Confrontation during Evidence</b> Mr. Nadeem Ahmad Sohail Cheema, Sr. Instructor, PJA	<b>Managing Adjournments Effectively</b> Ms. Hina Muzafar, AD&SJ, Shahkot	<b>Workplace Ethics</b> Mr. Basharat Ullah Malik
11:00 - 11:30 p.m.	<b>TEA BREAK</b>		
11:30 - 12:45 p.m.	<b>Understanding Land Record/Revenue Documents</b> Mr. Asif Abbas Kathia, Ex-Revenue Officer	<b>Common mistakes committed by Family Courts</b> Ms. Ayesha Khalid, Senior Instructor PJA	<b>Judgment Writing: Evaluation of Evidence in Murder Cases - I</b> Mr. Zawar Ahmad Sh.
12:45 - 01:15 p.m.	<b>Table Manners by Mr. Arif Ch. Director Food &amp; Beverage, Avari Hotel, Lahore</b>		
01:15 - 02:00 p.m.	<b>Prayer/Lunch Break</b>		
02:00 - 03:15 p.m.	<b>Common mistakes committed by Family Courts</b> Ms. Ayesha Khalid, Senior Instructor PJA	<b>Understanding Land Record/Revenue Documents</b> Mr. Asif Abbas Kathia, Ex-Revenue Officer	<b>Judgment Writing: Evaluation of Evidence in Murder Cases - II</b> Mr. Zawar Ahmad Sh.
03:15 - 04:30 p.m.	<b>Cricket Match</b>		

**Day Three**

**Wednesday, 19<sup>th</sup> July, 2017**

<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:45 a.m.	<b>Admitting documents in evidence</b> Raja Jahanzaib Akhtar, AD&SJ	<b>Common mistakes committed by civil court</b> Ms. Mahrukh Aziz, Director General, PJA	<b>Civil Appeal, Revision and Review</b> Mr. Justice (R) Mahmood Maqbool Bajwa
09:45 - 11:00 a.m.	<b>Appreciation of Medico Legal Report</b> Zawar Ahmad Shiekh, D&SJ ®	<b>Admitting documents in evidence</b> Raja Jahanzaib Akhtar, AD&SJ	<b>Dealing with special witnesses (Child, deaf &amp; Dumb and expert witnesses etc.)</b> Mr. Nazir Ahmad Gajjana, D&SJ
11:00 - 11:30 p.m.	<b>TEA BREAK</b>		
11:30 - 12:45 p.m.	<b>Common mistakes committed by Civil Courts</b> Ms. Mahrukh Aziz, Director General, PJA	<b>Dealing with special witnesses (Child, deaf &amp; Dumb and expert witnesses etc.)</b> Raja Jahanzaib Akhtar, AD&SJ	<b>Disposal of Murder Case during Trial: Confession, Compromise, App. u/s-265 K Cr.PC</b> Mr. Javed Rasheed Mahboobi, D&SJ ®
12:45 - 01:15 p.m.	<b>Table Manners by Mr. Arif Ch. Director Food &amp; Beverage, Avari Hotel, Lahore</b>		
01:15 - 02:00 p.m.	<b>Prayer/Lunch Break</b>		
02:00 - 03:15 p.m.	<b>Legal Research and ICT Skills</b> Mr. Muhammad Amir Munir Mughal, Sr. Instructor, PJA	<b>Judgment writing: Appreciation of Evidence - Giving reasons, findings, and Conclusion - I</b> Syed Nasir Ali Shah, D&SJ®)	<b>Stress Management</b> Mr. Zafar Saeed
03:15 - 04:30 p.m.	<b>Dealing with special witnesses (Child, deaf &amp; Dumb and expert witnesses etc.)</b> Raja Jahanzaib Akhtar, AD&SJ	<b>Code of Conduct for District Judiciary / Social Media and Judicial Ethics</b> Mr. Muhammad Amir Munir, Sr. Instructor, PJA	<b>Forensic in aid to Criminal Justice</b> Mr. Abdullah Usman

<b>Day Four</b>			
<b>Thursday, 20<sup>th</sup> July, 2017</b>			
<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:45 a.m.	<b>Principles of Judgment Writing: Structure and sequence</b> Ms. Jazeela Aslam, Director Academics PJA	<b>Protecting the rights of Vulnerable Groups</b> Mr. Umar Khan, Advocate	<b>Visit to KEMU, Lahore</b>  <b>Appreciation of Medico Legal Report / Post Mortem Report</b> Dr. Arif Rasheed, KEMU, Lahore
09:45 - 11:00 a.m.	<b>Protecting the rights of Vulnerable Groups</b> Mr. Umar Khan, Advocate	<b>Principles of judgment writing: Structure and sequence</b> Ms. Jazeela Aslam, Director Academics PJA	
11:00 - 11:30 p.m.	<b>TEA BREAK</b>		
11:30 - 12:45 p.m.	<b>Bail Confiscation of bail bonds</b> Mr. Shazeb Saeed, Sr. Instructor, PJA	<b>Appreciation of Medico Legal Report</b> Zawar Ahmad Shiekh, D&SJ @	<b>Environmental Laws</b> Ms. Saima Khawaja
12:45 - 01:30 p.m.	<b>Prayer/Lunch Break</b>		
01:30 - 02:45 p.m.	<b>Judgment writing: Appreciation of Evidence - Giving reasons, findings, and Conclusion</b> Syed Nasir Ali Shah, D&SJ@	<b>MS Office (word+PowerPoint + Excel) - I</b> Mr. Imran Mujaddid Rabbani	<b>Code of Conduct (Internationa Best Practices and District Judiciary)</b> Mr. Justice @ Dr. Munir A. Mughal
02:45 - 04:00 p.m.	<b>Health &amp; Nutrition (Common All)</b> Dr. Shazia Zohra		
<b>Day Five</b>			
<b>Friday, 21<sup>st</sup> July, 2017</b>			
<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:45 a.m.	<b>E-filing of Income Tax Returns</b> Rai Irshad, Commissioner, Income Tax	<b>Legal Research and ICT Skills</b> Mr. Muhammad Amir Munir Mughal, Sr. Instructor, PJA	<b>Appraisal of Challan [FIR Investigation]</b> Mr. Akram Qureshi, Former Judge LHC/Advocate
09:45 - 11:00 a.m.	<b>Code of Conduct for District Judiciary / Social Media and Judicial Ethics</b> Mr. Muhammad Amir Munir, Sr. Instructor, PJA	<b>E-filing of Income Tax Returns</b> Rai Irshad, Commissioner, Income Tax	<b>How to decide Habeas Corpus &amp; Misc. Petitions</b> Syed Muzaffar Ali Shah, D&SJ
11:00 - 11:30 p.m.	<b>TEA BREAK</b>		
11:30 - 12:45 p.m.	<b>Common Mistakes Committed by Criminal Courts</b> Sh. Khalid Bashir (D&SJ)	<b>MS Office (word + PowerPoint + Excel)-II [Assessment]</b> Mr. Imran Rabbani, Instructor (I.T)	<b>Visit to Army Museum and Mahfooz Shaheed Garrison Military Training with Fire Arm / Ballistics</b> Departure from PJA at 11:30 a.m Arrival at PJA 06:00 p.m (Separate Program)
12:45 - 02:00 p.m.	<b>Juma Prayer/Lunch Break</b>		
02:00 - 03:15 p.m.	<b>MS Office (word + PowerPoint + Excel)-II [Assessment]</b> Mr. Imran Rabbani, Instructor (I.T)	<b>Common Mistakes Committed by Criminal Courts</b> Sh. Khalid Bashir (D&SJ)	
03:15 - 04:30 p.m.	<b>Case Management (Common All)</b> Mr. Zafar Iqbal Kalanauri, Advocate		
<b>Day Six</b>			
<b>Saturday, 22<sup>nd</sup> July, 2017</b>			
<b>Timings</b>	<b>Civil Judges Batch-37</b>	<b>Civil Judges Batch-38</b>	<b>AD&amp;SJs Batch-17</b>
08:30 - 09:45 a.m.	<b>Common mistakes committed by Rent Tribunal</b> Ms. Afshan Ijaz Sufi, AD&SJ	<b>Cyber Laws</b> Mr. Tariq Abbas Qureshi PSP/Deputy Director General (I.B)	<b>Application of New Laws</b> Mr. Javed Rasheed Mahboobi
09:45 - 11:00 a.m.	<b>Cyber Laws</b> Mr. Tariq Abbas Qureshi PSP/Deputy Director General (I.B)	<b>Common mistakes committed by Rent Tribunal</b> Ms. Afshan Ijaz Sufi, AD&SJ	<b>Using Technology in Courts/Video Link</b> Mr. Akmal Khan, DG/DJ- D&SJ
11:00 - 11:30 p.m.	<b>BREAK</b>		
11:30 - 12:45 p.m.	<b>Principles of Judgment Writing - Structure and Sequence [Assessment]</b> Ms. Jazeela Aslam, Director Academic, PJA (Common CJs)		<b>Cyber Laws</b> Mr. Tariq Abbas Qureshi PSP/Deputy Director General (I.B)
12:45 - 01:30 p.m.	<b>Prayer / Lunch Break</b>		
01:30 - 02:45 p.m.	<b>Judgment writing: Appreciation of Evidence - Giving reasons, findings, and Conclusion - II [Assessment]</b> Syed Nasir Ali Shah D&SJ@ (Common CJs)		<b>Dealing with the problems of confrontation during evidence</b> Syed Ijaz Qutab, Advocate
02:45 - 04:00 p.m.			<b>Self-discipline - Meditation</b> Mr. Abid Qureshi, D&SJ
4:00 - 05:15 p.m.	<b>International Law (Common CJs)</b> Prof. Javed Rehman		
<b>Day Seven</b>			
<b>Sunday, 23<sup>rd</sup> July, 2017</b>			

## Day Eight

**Monday, 24<sup>th</sup> July, 2017**

Timings	Civil Judges Batch-37	Civil Judges Batch-38	AD&SJs Batch-17
08:30 - 09:45 a.m.	<b>Environmental Laws</b> Mr. Fahad Malik/ Ms. Saima Khawaja	<b>Criminal Trial by Magistrates</b> Mr. Tajamal Shahzad, AD&SJ, Lahore	<b>Judgment Writing in Murder Case - Structure and Sequence - Assessment - I</b>
09:45 - 11:00 a.m.	<b>Criminal Trial by Magistrates</b> Mr. Tajamal Shahzad, AD&SJ, Lahore	<b>Environmental Laws</b> Mr. Fahad Malik/ Ms. Saima Khawaja	<b>Judgment Writing in Murder Case - Appreciation of Evidence - Assessment - II</b>
11:00 - 11:30 p.m.	<b>BREAK</b>		
11:30 - 12:45 p.m.	<b>Stress Management (Common CJs)</b> Mr. Zafar Saeed, MISK		<b>Judgment Writing in Murder Case - Conclusion and Sentencing-Assessment - III</b>
12:45 - 01:30 p.m.	<b>Prayer / Lunch Break</b>		
01:30 - 02:45 p.m.	<b>Communication &amp; Language Skills-I (Common CJ)</b> Ms. Saima A. Riaz		<b>Communication &amp; Language Skills-I</b> Ms. Sadia Qureshi/Ms. Saima A. Riaz
02:45 - 04:00 p.m.	<b>Communication &amp; Language Skills-II (Common CJ)</b> Ms. Saima A. Riaz		<b>Communication &amp; Language Skills-II</b> Ms. Sadia Qureshi/Ms. Saima A. Riaz

## Day Nine

**Tuesday, 25<sup>th</sup> July, 2017**

Timings	Civil Judges Batch-37	Civil Judges Batch-38	AD&SJs Batch-17
08:30 - 09:45 a.m.	<b>Gender Bias: An issue of attitude</b> Ms. Irum Bukhari	<b>Self Development and Meditation</b> Syed Qasim Ali Shah	<b>Gender Bias: An issue of Attitude</b> Mr. Asad Jamal
09:45 - 11:00 a.m.	<b>Self Development and Meditation</b> Syed Qasim Ali Shah	<b>Gender Bias: An issue of attitude</b> Ms. Irum Bukhari	<b>Precedential Value of New Judgments</b> Hon'ble Mr. Justice (R) Faqir Muhammad Khokhar
11:00 - 11:30 p.m.	<b>BREAK</b>		
11:30 - 12:45 p.m.	<b>Communication &amp; Language Skills-III (Common CJs)</b> Ms. Saima A. Riaz		<b>ICT Skills - MS Office (word + PowerPoint + Excel) [Assessment]</b> Mr. Imran Mujaddid Rabbani
12:45 - 01:30 p.m.	<b>Prayer/Lunch Break</b>		
01:30 - 02:45 p.m.	<b>Communication &amp; Language Skills-IV (Common CJs) - Assesment/Exercise</b> Ms. Saima A. Riaz		<b>Communication &amp; Language Skills-III</b> Ms. Sadia Qureshi/Ms. Saima A. Riaz
2:45 p.m.	<b>Visit at PPIC3 Centre, Qurban Lines, Lahore by Punjab Safe Cities Authority</b> <i>Departure from PJA at 2:45 pm</i>		<b>Communication &amp; Language Skills-IV [Assessment]</b> Ms. Sadia Qureshi/Ms. Saima A. Riaz

## Day Ten

**Wednesday, 26<sup>th</sup> July, 2017**

Timings	Civil Judges Batch-37	Civil Judges Batch-38	AD&SJs Batch-17
08:30 - 09:45 a.m.	<b>Workplace Ethics</b> Mr. Basharat Ullah Malik	<b>Court Automation</b> Ms. Shazia Munawar, LHC	<b>Judgment Writing: Evaluation of Evidence in Murder Cases Mentoring</b> Mr. Zawar Ahmad Sh.
09:45 - 10:30 a.m.	<b>I.T. Test</b>		<b>Break</b>
10:30 - 11:45 a.m.	<b>MCQs Test</b>		
11:45 - 01:00 p.m.	<b>Post Training Evaluation</b>		
01:00 - 02:00 p.m.	<b>Lunch/Prayer Break</b>		
02:00 - 03:00 p.m.	<b>Concluding Ceremony</b>		
			<b>(Mahrukh Aziz)</b>
			Director General
			15.07.2017