



No. F.6 (364)/2018-FJA  
**Federal Judicial Academy**  
**I s l a m a b a d**

**FIVE DAYS TRAINING COURSE ON “HOW TO BE AN EFFECTIVE SUPERINTENDENT”**  
**FOR SUPERINTENDENTS OF SESSIONS COURTS FROM ALL OVER PAKISTAN**  
**AND AZAD JAMMU & KASHMIR (17-21 DECEMBER, 2018)**

**PROGRAMME**

**MONDAY, DECEMBER 17, 2018**

08:30 a.m. Registration & Housekeeping Ms. Huma Akhtar Chughtai, Director, FJA

**INAUGURAL CEREMONY**

08:45 a.m. Recitation from the Holy Quran Hafiz Irfan Ahmed, FJA  
08:50 a.m. Address by the Director General Mr. Hayat Ali Shah, Director General, FJA  
09:00 – 10:30 a.m. Effective Role of Superintendant in Office Mr. M. Hafeez Ullah Khan, Director, FJA  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Professional Ethics Ms. Huma Akhtar Chughtai, Director, FJA  
12:30 – 02:00 p.m. Time Management Mr. Mubashar Ali, Chief Executive, SKIM  
02:00–02:30 p.m. Documentation of TA Bills S. Kabiruddin Shah, Accounts Officer, FJA

**TUESDAY, DECEMBER 18, 2018**

09:00 – 10:30 a.m. Scrutiny of Plaintiff, Memorandum of Appeal and Sheikh Ghulam Hussain Abid, Ex-Superintendent Sessions Court  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Role of Superintendent in Criminal Matters Sheikh Ghulam Hussain Abid  
including Issuance of warrants and Release Orders  
12:30 – 02:00 p.m. Stress Management Mr. Mubashar Ali, Chief Executive, SKIM  
02:00 – 03:30 p.m. Duties of Superintendent viz-a-viz Copying Agency Sheikh Ghulam Hussain Abid

**WEDNESDAY, DECEMBER 19, 2018**

09:00 – 10:30 a.m. Overview of Budget/T.A/Pension/Leave Rules-I Syed Safdar Hussain Shah, Financial Expert  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Overview of Budget/T.A/Pension/Leave Rules-II Syed Safdar Hussain Shah  
12:30 – 02:00 p.m. Fundamental Rules & Supplementary Rules (FR &SR) Syed Safdar Hussain Shah  
02:00 – 03:00 p.m. Computer Orientation Mr. Tariq Aziz, Computer Programmer, FJA  
07:00 p.m. Academy Night and Special Dinner Ms. Huma Akhtar Chughtai, Director, FJA

**THURSDAY, DECEMBER 20, 2018**

09:00 – 10:30 a.m. Office Management-I Mr. Muhammad Ejaz Ghani, Additional Registrar, Federal Shariat Court  
10:30 – 11:00 a.m. **TEA BREAK**  
11:00 – 12:30 p.m. Office Management-II Mr. Muhammad Ejaz Ghani  
12:30 – 02:00 p.m. Proceeding disciplinary cases Mr. Abdul Matin, Director, FJA  
04:00 p.m. Local Excursion Mr. Asif Majeed, Computer Programmer, FJA

**FRIDAY, DECEMBER 21, 2018**

08:30 – 10:00 a.m. Selected Provisions of Law of Limitation, Raja Jahanzeib Akhtar, Additional District & Sessions Judge, Attock  
Court Fee, Suit Valuation & Stamp Act-I  
10:00 – 11:30 a.m. Selected Provisions of Law of Limitation, Raja Jahanzeib Akhtar  
Court Fee, Suit Valuation & Stamp Act-II  
**WORKING TEA**  
11:30 – 11:45 a.m. Evaluation & Clearance

**CERTIFICATE AWARDING CEREMONY**

11:45 a.m. Arrival of Chief Guest Mr. Muhammad Zeb Khan, D&SJ/PSO to Hon'ble Chief Justice, PHC  
11:50 a.m. Recitation from the Holy Quran  
11:55 a.m. Views of the Participants  
12:00 noon Address by the Director General  
12:05 p.m. Address by the Chief Guest  
12.10 p.m. Certificate Distribution