

# Training for Staff Members of Sindh High Court Establishment

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Report by: **Mohammad Murtaza Khan**

Sindh Judicial Academy, besides performing its prime objective to impart training to Judicial Officers, aims to design specialized training modules for the members of judicial fraternity. To raise the standard of knowledge, it was decided that the support staff of High Court of Sindh should be provided extensive training on secretarial work, ethics and their working relationship with their reporting head and fellow colleagues. This training program was successfully concluded by enhancing their understanding on court room procedures. All the sessions were conducted by law professionals who shared updated knowledge on court procedures. The learned speakers were:

- Mr. Ghulam Mustafa Channa, Additional MIT-II

- Mr. M Shahid Shafiq, D&SJ/SFM, SJA
  - Mr. Naveed Ahmed Soomro, ADJ
  - Mr. Abdul Rasheed Mahar, Director I. T
  - Mr. Aftab Ahmed Bajwa, Admin Officer, SJA
  - Mr. Altaf Hussain, Secretary Services
  - Mr. Kamran Ahmed Hamidi, D.G (F&A)
  - Mr. Hatim Aziz Solangi, Additional Registrar (OS)
  - Mr. Mujeeb-ur-Rehman Siddiqui, A.R (Budget)
  - Mr. Abdul Asif, Deputy Registrar (Inspection)
  - Mr. Jamaluddin, Sr. Office Associate
  - Mr. Asif Samma, Office Associate
  - Mr. Shaikh Farooq Court Associate
  - Mr. Iqbal Hasan Khatti, Jr. Court Associate
- The participants were

sensitized with dilating upon legal terminologies along with the topics that may be helpful to enhance their capacity. They were also provided with the practical knowledge of Preparation of: Roster setting, Daily Board Cases, Judicial Case Files, Office Files, Decree in perspective of relevant Rules; SNE & Budget; etc. They were also shared with Case Law searching through search engines; i.e. law websites etc.

In order to improve overall working environment, Etiquettes, Mannerism, General Administration, Discipline and Presentation Skills were also taught. The participants were taught important topics which may improve the understanding of the job with respect to their responsibilities and duties. These included: Public Procurement Management; Roles & Responsibilities of Court

Associate; Effective Handling of Pension Cases (Pension, GP Fund & Insurance with Formats); Duties & Responsibilities of Protocol Officer; etc.

Certificates distribution ceremony was held on the final day of training program. Hon'ble Chief Justice, High Court of Sindh was the Guest of Honor of the ceremony.

Mr. Justice Muhammad Ali Mazhar, Director General SJA, welcomed the Hon'ble guest and the participants of the ceremony. He shared that he was deeply concerned with the implications caused by the inadequate and insufficient official correspondence and other judicial work by the support staff. It caused a need to design such a program. He advised the trainees to share the knowledge with their colleagues which they had received during the training program.

The Hon'ble Director General encouraged the participants to accomplish their job with perfection because properly prepared files provide more ease to the Hon'ble Judges and eventually the litigants would not face hardships. He also thanked the respectable instructors for sharing their experiences with the trainees.

Hon'ble Mr. Justice Ahmed Ali M Shaikh in his short address shared that he was pleased to see the court staff of High Court of Sindh receiving training at the Academy. He said that whenever he talks about the High Court staff, it includes all the support staff. He praised the trainees as being silent servicemen.

Later, the Hon'ble Chief Justice distributed certificates to the participants.

