

Two-Day Training Program for Employees of Ministry of Law & Justice & Its Allied Departments

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Report by: **Mohammad Murtaza Khan**

This was the second batch of training program under an MoU signed between Sindh Judicial Academy and the Ministry of Law & Justice in which total 57 participants attended the sessions. The said training program was meant to enhance the capacity of the employees for resolving the matters in more efficient way.

Following experienced trainers provided best of their knowledge in their respective subjects:

- ≈ Mr. Ashok Kumar Dodeja, District & Sessions Judge and Judge ADR Center
- ≈ Mr. Abdul Rasheed Mehar, Director I.T Department, High Court of Sindh
- ≈ Mr. Arif Khan, Deputy Director I.T Department, High Court of Sindh
- ≈ Mr. Muhammad Azmat Qazi, Secretary, Sindh Judicial Academy
- ≈ Mr. Mohammad Murtaza Khan, I.T Expert/Faculty Member, Sindh Judicial Academy

On the first day of the training, Mr. Abdul Rasheed Mehar, Director I.T Department, High Court of Sindh conducted a session on important features of Case Flow Management System (CFMS). He shared that the system was extensively designed by his department and it was in the use of several other institutions, including High Court

of Sindh, District & Sessions Courts of Sindh, Islamabad High Court, Balochistan High Court, Peshawar High Court, other Courts etc. Following experienced trainers provided best of their knowledge in their respective subjects:

Mr. Mehar also shared the major achievements accomplished by the I.T department, I.T projects implemented, Projects in progress etc. He also shared the future plans of his department and provided a brief comparison of I.T department, High Court of Sindh and other Provinces. He shared that they are in the third level of automation, that meant, Integration, Artificial Intelligence and development of e-Courts.

Mr. Arif Khan, Deputy Director I.T Department, High Court of Sindh shared a brief introduction of salient features of High Court of Sindh's official website. He unfolded the 'Advance Case Search' features and demonstrated the searching of a case-law using different filters available on the website. He also explained the multiple research-based searching options for referral Judgments, Orders, Statutes, topics through the available feature of CASE-LAW. He also informed that general public, advocates, litigants and organizations had been enjoying the said facilities for the years on daily basis free

of cost. He also mentioned that other websites/companies were charging heavy amount in account of the monthly and yearly subscription for the said services.

After explaining the features of CFMS, Mr. Arif Khan requested the participants to get registered themselves on CFMS to observe proper entries of cases (from Institution till Disposal) in their respective Courts or Tribunals. He also informed that the tutorials in Urdu, English and Sindhi explain the usage of CFMS once the user gets registered with it.

Two consecutive sessions of introduction to information technology were conducted by Mr. Mohammad Murtaza Khan I.T Expert/Faculty Member, Sindh Judicial Academy. The objective of the first sessions was to share the basic knowledge of latest Operating System (Windows 10) and its functions along with the advance techniques of searching computer and internet resources. A brief knowledge of securing the data was also discussed. Following topics were also covered in the first session:

- Discovering My Computer
- Task Manager
- Accessories (Calculator, Snipping Tool, Paint)
- Administrative Tools
- Backup and Restore
- Keyboard and Mouse Options

- Power Options
- Network and Sharing

In the second session, Mr. Khan talked about word-processing, spreadsheets and presentations. In this session, the participants were sensitized with the techniques from the beginners to intermediate level. For word processing, they were taught about to create, revise, and save documents for printing and future retrieval along with the concepts required to produce basic business documents to customized lists, tables, charts, and graphics using Microsoft Word. The participants also learnt spread-sheet application features using Microsoft Excel. The topics included Entering and Editing data, Using functions, Formatting worksheets, Printing, Tables, Conditional Formatting and SmartArt etc. Finally, they learnt PowerPoint as presentation software for making powerful slideshows. The topics covered Creating a Presentation, Manipulating Slides, Themes, Text Boxes (Placeholders), Manipulating Slides, Slide Shows, Printing and Proofing, Formatting Pictures & Images, Hyperlinks etc.

Mr. Muhammad Javed, Monitory Expert Ministry of Law & Justice, in his short address, appreciated the training sessions conducted by the faculty members of Academy. He said that the teaching methodology was superb and beyond his

expectation. He especially regarded the lectures delivered by Mr. Muhammad Azmat Qazi and shared that he learnt a great deal of information from the lectures. He also expressed his gratitude to the Academy's policy of involving the stakeholders and upgrading the standard by arranging these sorts of program for the betterment of judicial system.

Hon'ble Mr. Justice Muhammad Ali Mazhar, acting Director General, Sindh Judicial Academy in his address shared the current strategies and policies of SJA and informed that the Academy had been continuously engaged in trainings for many years. He also highlighted the importance of the subjects taught during the training program and said that our religion emphasizes on the ethics and good moral and mentioned that our Holy Prophet demonstrated the Akhalaq-e-Hasana throughout his life. He asserted that while performing their duties they should meticulously see the pathetic condition and suffering of the litigants and urged all the participants to play their due role by showing morality to the people they deal with.

Finally, the Hon'ble Director General distributed the certificates among the participants. Mr. Muhammad Shahid Shafiq DSJ/SFM delivered the vote of thanks to the distinguished guests.