



Khyber Pakhtunkhwa Judicial Academy

REPORT

ONE WEEK TRAINING FOR SENIOR SCALE STENOGRAPHERS & STENO TYPISTS OF PESHAWAR HIGH COURT, PESHAWAR (4th to 9th October, 2021)



KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
*One Week Training for Senior Scale Stenographers & Steno Typists
of Peshawar High Court, Peshawar held from 4th - 09th October 2021.*



Sitting L to R Mr. Muhammd Amir Shahzad, Mr. Arshad Khan, Mr. Khalid Usman, Mr. Azhar Ali (SDR&P), Mr. Aamir Bashir Awan(PS (Admn) to HCJ, PHC), Mr. Zia-ud-Din-Khattak-(Director General), Ms. Farah Jamshed (Dean Faculty), Mr. Muhammad Fiaz, Mr. Nazir Ahmad, Mr. Zia Ullah, Mr. Hafeez Ullah Burki.

Standing L to R Mr. Abdul Saeed, Mr. Zia ur Rehman, Mr. Syed Haider Ali Shah, Mr. Shahid Nawaz.

Prepared by:

Syed Yasir Shabbir (Director Instruction-I)

Finalized by:

Ms. Farah Jamshed (Dean Faculty)

1.0 Introduction

- 1.1 The Khyber Pakhtunkhwa Judicial Academy is statutorily mandated to provide training to all justice sector stakeholders, to hold conferences, seminars, lectures, workshops and symposia in matters relating to court management, administration of justice, law and development of skills in legislative drafting and to establish liaison with research institutions, universities and other bodies including the Federal Judicial Academy, towards the cause of administration of justice. (Section 4 of the Academy Act).
- 1.2 Capacity building in every field of judicial activity is a *sine qua non* for streamlining the system in its entirety. With this end in view, KPJA arranged one-week training for Senior Scale Stenographers & Steno Typists of Peshawar High Court, Peshawar.

2.0 Purpose of the Report

- 2.1 This report aims to assess the quality and impact of the training delivered from 4th to 9th October 2021.
- 2.2 The report begins with a general layout of the training session including concept note, information about the participants, the resource person details, schedule of activities, proceedings, followed by recommendations for future improvements.

3.0 Concept Note

3.1 Background

- 3.1.1 The impact of court staff in building public confidence over judicial system is significant. Skilled, efficient, honest and dedicated judicial employees come in aid to qualitative, transparent and quick dispensation of justice. The notable performance standards include access to justice, timely disposal, consistency, equality, fairness, independence and all essentials that are required to gain public confidence. The rising expectations of the Public necessitates adopting of measures for improving knowledge, skill and attitude of stake holders. In modern times, specialized training for each stake holder is necessary and

Khyber Pakhtunkhwa Judicial Academy since inception has imparted various trainings to justice sector in arena of Knowledge, Skill and Attitude(KSA).

3.2 Need for Training

3.2.1 Earlier, the Khyber Pakhtunkhwa Judicial Academy arranged training for High Court Staff on 17th-18th of August 2017 and One week Pre-Service Training for Ministerial establishment of Peshawar High Court, Peshawar from 21st to 26th October, 2019. Through Letter No. 8820/Admin: Peshawar the dated 31.5.2021 of the Additional Registrar (Administration) Peshawar High Court, Peshawar, the competent Authority directed imparting of In-Service Training to newly recruited Senior Scale Stenographers and Steno Typists to enhance their capacity for working in courts.

3.2.2 The In-Service Training Module is developed as per Job Description of trainees in consultation with Mr. Aamir Bashir Awan, Private Secretary (Administration) to HCJ being coordinator for the training. The training needs aim at enhancing capacity of Senior Scale Stenographers and Steno Typists with regard to court proceedings and technical skills.

3.2.3 The objectives, outcomes and the module of the program are as under:

3.3 Objectives

- To build capacity of High Court staff for improving their performance.
- To sensitize them to the values of ethics and sense of self accountability.
- To refine their professional skills for effective and efficient delivery of services.
- To motivate them towards exploring and utilizing of their own tools for achievement of organizational targets.
- To equip them with necessary IT skills

3.4 Learning Outcome

- To observe moral values inside and outside the office
- To perform their duties with clarity, consistency and confidence.

- To be equipped with necessary service laws and court procedures
- To be able to apply skills and techniques for effective office management and official correspondence.
- To be able to improve their soft skills

3.5 Modules

S.#	MODULES
1	Mannerism and etiquettes, conceptualized <ul style="list-style-type: none"> • Understanding Ethics and Conduct • Realizing the role of ethics and mannerism in judicial performance • Learning necessary techniques for conduct in court and with litigants • Office Etiquettes • Sensitization of principle of self-accountability
2	Case Law Search through Search Engines <ul style="list-style-type: none"> • Law Websites
3	Court Procedures <ul style="list-style-type: none"> • Pre-Evaluation exercise as to Facts writing, accuracy and speed • Practical exercise of précis writing with rules • Order sheet writing • Judgment writing
4	An overview of Vol. V of High Court Rules & Orders <ul style="list-style-type: none"> • Filing system of various Petitions in High Court.
5	Office Management <ul style="list-style-type: none"> • Handling of Receipts • Movement of files • Noting on Files • Some useful Abbreviations • Diary and Dispatch • Action after Dispatch • Maintenance of File • Official Correspondence <ul style="list-style-type: none"> ○ Forms of Official Correspondence ○ Official correspondence specimen ○ Mode of correspondence with High Court

	<ul style="list-style-type: none"> ○ Secretariat Instructions on correspondence 1989 & 2008 Part III ○ High Court Rules & Orders Vol-IV, Chapter 19-A Directives
6	Grammar for Legal Writing (Articles, Prepositions, Punctuation and Office Writing Tips)
7	Orientation of Legal Terminologies <ul style="list-style-type: none"> ● Compendium of Legal terminologies in court proceedings will be shared with participants
8	Computer Skills <ul style="list-style-type: none"> ● Orientation to MS Office ● Orientation to Video Conferencing Systems ● Working with PDFs ● Internet & Email

3.6 Suggested Readings:

- The Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011
- The Peshawar High Court Ministerial Establishment (Appointment & Conditions of Service) Rules, 2020
- The Khyber Pakhtunkhwa Civil Servants (Appointment Promotion & Transfer) Rules, 1989
- Peshawar High Court (Establishment of Benches) Rules, 1982
- The Khyber Pakhtunkhwa Civil Servants (Appeal) Rules, 1986
- Secretariat Instructions on Correspondence 1989 & 2008 Part III
- High Court Rules & Orders Vol-IV, Chapter 19-A Directives
- High Court Rules & Orders Vol-V

4.0 Participants

4.1 Participants of the training were Senior Scale Stenographers and Steno-typists of Peshawar High Court, Peshawar. Table below, describes in detail, the names of participants.

S#	Name	Designation
1.	Mr. Khalid Usman	Senior Scale Stenographer
2.	Mr. Hafeez Ullah Burki	Senior Scale Stenographer
3.	Mr. Shahid Nawaz	Senior Scale Stenographer
4.	Mr. Zia Ullah	Senior Scale Stenographer
5.	Mr. Nazir Ahmad	Senior Scale Stenographer
6.	Mr. Abdul Saeed	Senior Scale Stenographer
7.	Mr. Arshad Khan	Senior Scale Stenographer
8.	Syed Haider Ali Shah	Senior Scale Stenographer
9.	Mr. Muhammad Amir Shehzad	Steno-Typist
10.	Mr. Zia ur Rehman	Steno-Typist

5.0 Schedule of Activities

Day – 1 Monday, 4 th October 2021			
S.#	Activity	Resource Person	Duration
1.1	Registration & Pre-Evaluations Recitation from the Holy Qur'an National Anthem		08:30–08:45
1.2	Welcome Address/Orientation	Director General, KPJA	08:45-08:55
1.3	Group Photo Session		08:55-09:00
1.4	Pre-Training Evaluation	External Evaluator	09:00-10:30
<i>Tea Break 10:30 – 11:00</i>			
1.5	Etiquettes & Mannerism, Conceptualized	Ms. Farah Jamshed, D&SJ/Dean Faculty, KPJA	11:00-12:30
<i>Prayer & Lunch Break 12:30-01:30</i>			
1.6	Precis Writing for Court Work (Orientation)	Ms. Irum Nosheen, PHC	01:30 - 02:30
1.7	Practice of Court Procedures (Facts Writing)	Faculty Members	02:30 - 03:30
Day – 2 Tuesday, 5 th October 2021			
2.1	Recitation from the Holy Qur'an Recap /Feedback Session		08:30 -09:00

2.2	An Overview of Vol. V of High Court Rules & Orders(Filing system of various Petitions in High Court)	Mr. Rooh-ul-Amin Khan, Addl. Registrar Judicial (Rtd), PHC	09:00-10:30
<i>Tea Break 10:30 - 11:00</i>			
2.3	Practice of Court Procedures- Judgment Dictation	Faculty Members	11:00-12:30
<i>Prayer & Lunch Break 12:30-01:30</i>			
2.4	Case Law Search through Search Engines	Mr. Aftab Javed, Research Officer, PHC	01:30-02:30
Day – 3 Wednesday, 6th October 2021			
3.1	Recitation from the Holy Qur'an Recap /Feedback Session		08:30 -09:00
3.2	Office Management-I <ul style="list-style-type: none"> • Elements of Office Management • Punctuality • Attendance • Discipline • Office Desk Manners 	Mr. Aamir Bashir Awan, PS (Admn) to HCJ, PHC	09:00 -10:30
<i>Tea Break 10:30 - 11:00</i>			
3.3	Office Management-II <ul style="list-style-type: none"> • Diary and Dispatch • Maintenance of Files • Movement of Files • Noting on Files 	Mr. Aamir Bashir Awan, PS (Admn) to HCJ, PHC	11:00-12:30
<i>Prayer & Lunch Break 12:30-01:30</i>			
3.4	Computer Skills	Mr. Zulfiqar Khan, Web Developer, KPJA	01:30-02:30
Day – 4 Thursday 7th October, 2021			
4.1	Recitation from the Holy Qur'an Recap /Feedback Session		08:30 -09:00
4.2	Grammar for Legal Writing (Articles, Prepositions, Punctuation and Office Writing Tips)	Mr. Sharafat Ali Choudhry, Advocate	09:00 -10:30
<i>Tea Break 10:30 - 11:00</i>			
4.3	Office Correspondence <ul style="list-style-type: none"> • Modes of Correspondence • Types of Official Correspondence • Secretariat Instructions on Correspondence 1989&2008 Part-III • High Court Rules & Orders Vol- IV, Chapter 19-A 	Mr. Aamir Bashir Awan, PS (Admn) to HCJ, PHC	11.00 - 12:30
<i>Prayer & Lunch Break 12:30-01:30</i>			

4.4	Orientation of Legal Terminologies	Mr. Azhar Ali, DSJ/Senior Director R&P, KPJA	01:30 - 02:30
Day – 5 Friday, 8th October 2021			
5.1	Recitation from the Holy Qur'an Recap /Feedback Session		08:30 -09:00
5.2	Shorthand Instructions	Mr. Rooh-ul-Amin Khan, Addl. Registrar Judicial (Rtd), PHC	09:00 -10:30
<i>Tea Break 10:30 - 11:00</i>			
5.3	Practice of Court Procedures (Shorthand)	Mr. Rooh-ul-Amin Khan, Addl. Registrar Judicial (Rtd), PHC	11:30-12:30
<i>Jumma Prayer & Lunch Break 12:30-01:30</i>			
Day – 6 Saturday, 9th October 2021			
6.1	Recitation from the Holy Qur'an Recap /Feedback Session		08:30 -09:00
6.2	Information & Communication Technology	Mr. Lalshad, Director IT, PHC	09:00 -10:30
<i>Tea Break 10:30 - 11:00</i>			
6.3	Improving Soft Skills (Communication &Active Listening)	Mr. Ahmed Iftikhar, D&SJ Khyber	11.30 - 12:30
<i>Prayer & Lunch Break 12:30-01:30</i>			
6.4	Post-Training Evaluation	External Evaluator	01:30 - 02:30
6.5	Personal Opinion Paper	Faculty Members	02:30 - 03:00
Concluding Ceremony 03:00- Onwards			
	Class Representative remarks		
	Wrap up/Certificate Distribution		

6.0 Proceedings

6.1 The learned resource persons delivered comprehensive lectures on the various modules. Focus was on experiential learning. Participants were encouraged for interactive discourse. The lectures were followed by practical exercises on Facts Writing, Judgment Dictation, Order Sheet Writing, and Shorthand. The external evaluator made separate assessment of the trainees through Pre and Post Training Evaluation. The Faculty devised specialized assessment criteria to evaluate and assess the participants as per the marking rubric as below: -

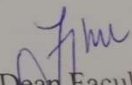
One week Training for Senior Scale Stenographers & Steno-Typists of PHC
4th to 9th October, 2021

Assessment Criteria

The participants being senior scale stenographers and steno-typists having professional and on the job experience shall be assessed as per the following criteria and their answer sheets will be marked as follows.

1. Total number of marks for each practical exercise is 10. Each component of assessment criteria has been assigned 02 marks.
2. The key components of assessment criteria are
 - a. Spellings (accuracy, number of mistakes per answer)
 - b. Punctuation
 - c. Formatting (Style, alignment and paragraphing, header and footer, paging, highlighting of text)
 - d. Typing speed (words per minute, per standard criteria)
 - e. Grammar and comprehension (Use of correct form of words and tenses)
3. Marking rubric is as follows.

Percentage	Ranking	Grade
90 and above	Excellent	A+
80- 89	Very Good	A
70 - 79	Good	B+
60-69	Satisfactory	B
60 and below	Needs Improvement	C
4. The result of the practical exercise(s) would be made a part and parcel of the overall assessment of the participants of the subject training and shall be communicated to the competent authority alongwith the details.


Dean Faculty,
KPJA.
Dated. 02-10-2021

6.2 The consolidated result of aforementioned Practical Exercises is as below.

Consolidated Marks Sheet																			
One week Training for Senior Scale Stenographers & Steno-Typists of PHC (4-9 October, 2021)																			
S#	Participant Name	3				4				5				6	7		8	9	10
		Practical Exercise-1 (Facts Writing)=10				Practical Exercise-2 (Judgement Dictation)= 10 (20 min)				Practical Exercise-3 (Judgement Dictation)= 10 (15 min)					Pre & Post Evaluation 5+5=10				
		Spelling&Accuracy	Punctuation	Forming	Typing Speed	Grammar & Comprehension	Sub-Total	Spellings	Punctuation	Forming	Typing Speed	Grammar & Comprehension	Sub-Total		Pre-Training	Post-Training			
1	Mr. Khalid Usman, Senior Scale Stenographer	1	1	0.5	1.5	0.5	4.5	0.5	1	1	2	0.5	5	4.93	4.96	35.39	70.78	B+	
2	Mr. Hafeez Ullah Burki, Senior Scale Stenographer	0.5	1	1	1.5	1	5	0.5	1	1	2	0.5	5	4.98	4.99	35.47	70.94	B+	
2	Mr. Shahid Nawaz, Senior Scale Stenographer	0.5	1	1	1	0.5	4	0.5	1	1.5	2	0.5	5.5	4.99	4.99	35.98	71.96	B+	
3	Mr. Zia Ullah, Senior Scale Stenographer	1	1.5	1	1.5	1	6	0.5	1	1	2	0.5	5	5	Absent	#VALUE!	#####	###	
4	Mr. Nazir Ahmad, Senior Scale Stenographer	1.5	1	0.5	1.5	1	5.5	0.5	1	1.5	2	1	6	4.95	4.99	38.44	76.88	B+	
5	Mr. Abdul Saeed, Senior Scale Stenographer	0.5	1	0.5	1	0.5	3.5	0.5	1	1	2	0.5	5	4.91	4.95	32.86	65.72	B	
6	Mr. Arshad Khan, Senior Scale Stenographer	0.5	1	0.5	1	1	4	0.5	1	1	2	0.5	5	4.9	4.96	32.86	65.72	B	
7	Syed Haider Ali Shah, Senior Scale Stenographer	0.5	1	0.5	1	0.5	3.5	0.5	1	1.5	2	0.5	5.5	4.89	4.97	33.86	67.72	B	
9	Mr. Muhammad Amir Shehzad, Steno-Typist	1	0.5	0.5	1.5	1	4.5	0.5	1	1	2	0.5	5	4.91	4.95	33.36	66.72	B	
10	Mr. Zia ur Rehman, Steno-Typist	1	1	1	1.5	1	5.5	0.5	1	1	2	0.5	5	4.98	4.95	35.43	70.86	B+	
							0						0						

A+= Excellent

A= Very Good

B+= Good

B= Average

C= Need Improvement

DEAN FACULTY

A+= Excellent A= Very Good B+= Good B= Average C= Need Improvement

DEAN FACULTY

6.2.1 **Note:** One of the trainees namely Mr. Zia Ullah, SSS, at serial No. 3, availed short leave due to the marriage ceremony of his brother and did not participate in the post-training evaluation, hence his separate result is appended as follows:

Consolidated Marks Sheet																								
One week Training for Senior Scale Stenographers & Steno-Typists of PHC (4-9 October, 2021)																								
1	2	3				4				5				6	7	8	9	10						
S#	Participant Name	Practical Exercise-1 (Facts Writing)=10						Practical Exercise-2 (Judgement Dictation)= 10 (20 min)						Practical Exercise-3 (Judgement Dictation)= 10 (15 min)				Short hand=10		Pre & Post Evaluation 5+5=10		Percentage		
		Spelling & Accuracy	Punctuation	Formatting	Typing Speed	Grammar & Comprehension	Sub-Total	Spelling	Punctuation	Formatting	Typing Speed	Grammar & Comprehension	Sub-Total	Spelling	Punctuation	Formatting	Typing Speed	Grammar & Comprehension	Sub-Total	Pre-Training	Post-Training		GRAND TOTAL obtained /45	
3	Mr. Zia Ullah, Senior Scale Stenographer	1	1.5	1	1.5	1	6	0.5	1	1	2	0.5	5	1	1	1	2	1	6	5	0	30	66.667	8

A+= Excellent A= Very Good B+= Good B= Average C= Need Improvement

DEAN FACULTY

6.3 The Report of Pre and Post Training Evaluation by External Evaluator is as under:

PRE AND POST TRAINING EVALUATION REPORT

Senior Scale Stenographers & Stenotypists of Peshawar High Court, Peshawar

Respected Sir,

I have the honor to state that I was appointed as External Evaluator for pre and post training evaluation of the course participants i.e. Senior Scale Stenographers & Stenotypists of Peshawar High Court, Peshawar hence, in compliance thereof, on 03.10.2021, I had taken pre training shorthand test, the result of which as per merit is as under:

Name of Participant	Total mistakes	Required Speed per minute	Achieved Speed per minute	Marks obtained
Senior Scale Stenographers				
Zia Ullah (Senior Stenographer) Scale	00	100	100	05
Shahid Nawaz (Senior Stenographer) Scale	02	100	99	4.99
Hafeez Ullah (Senior Stenographer) Scale	07	100	98	4.98
Nazir Ahmad (Senior Stenographer) Scale	15	100	95	4.95
Mr. Khalid Usman (Senior Stenographer) Scale	21	100	93	4.93
Abdul Saeed (Senior Stenographer) Scale	21	100	91	4.91
Arshad Khan (Senior Stenographer) Scale	30	100	90	4.90
Syed Haider Shah (Senior Stenographer) Scale	32	100	89	4.89

Stenotypists				
Zia ur Rehman (Stenotypist)	06	80	78	4.98
Muhammad Aamir Shahzad (Stenotypist)	27	80	71	4.91

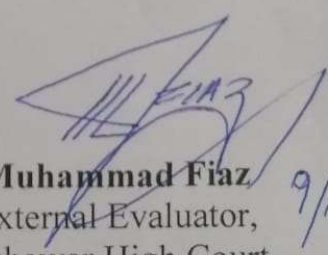
2. At the end of course, I had taken post training shorthand test, the result of which as per merit is as under:

Name of Participant	Total mistakes	Required Speed per minute	Achieved Speed per minute	Marks obtained
Senior Scale Stenographers				
Zia Ullah (Senior Stenographer) Scale		100		
Shahid Nawaz (Senior Stenographer) Scale		100	99	4.99
Hafeez Ullah (Senior Stenographer) Scale		100	99	4.99
Nazir Ahmad (Senior Stenographer) Scale		100	99.33	4.99
Mr. Khalid Usman (Senior Stenographer) Scale		100	96	4.96
Abdul Saeed (Senior Stenographer) Scale		100	95	4.95
Arshad Khan (Senior Stenographer) Scale		100	96	4.96
Syed Haider Shah (Senior Stenographer) Scale		100	97	4.97
Stenotypists				
Muhammad Aamir Shahzad (Stenotypist)		80	78.5	4.95
Zia ur Rehman (Stenotypist)		80	78.5	4.95

3. After conducting pre and post shorthand test, I found the following comparison:

Name of Participant	Pre training result	After training result	Remarks
Senior Scale Stenographers			
Zia Ullah (Senior Scale Stenographer)	100	—	In terms of shorthand all the participants have improved their skills.
Shahid Nawaz (Senior Scale Stenographer)	99	99	
Hafeez Ullah (Senior Scale Stenographer)	98	99	
Nazir Ahmad (Senior Scale Stenographer)	95	99.33	
Mr. Khalid Usman (Senior Scale Stenographer)	93	96	
Abdul Saeed (Senior Scale Stenographer)	91	95	
Arshad Khan (Senior Scale Stenographer)	90	96	
Syed Haider Shah (Senior Scale Stenographer)	89	97	
Stenotypists			
Muhammad Aamir Shahzad (Stenotypist)	71	78.5	In terms of shorthand all the participants have improved their skills.
Zia ur Rehman (Stenotypist)	78	78.5	

4. The evaluation report is submitted, please.


Muhammad Fiaz
 External Evaluator,
 Peshawar High Court,
 Peshawar

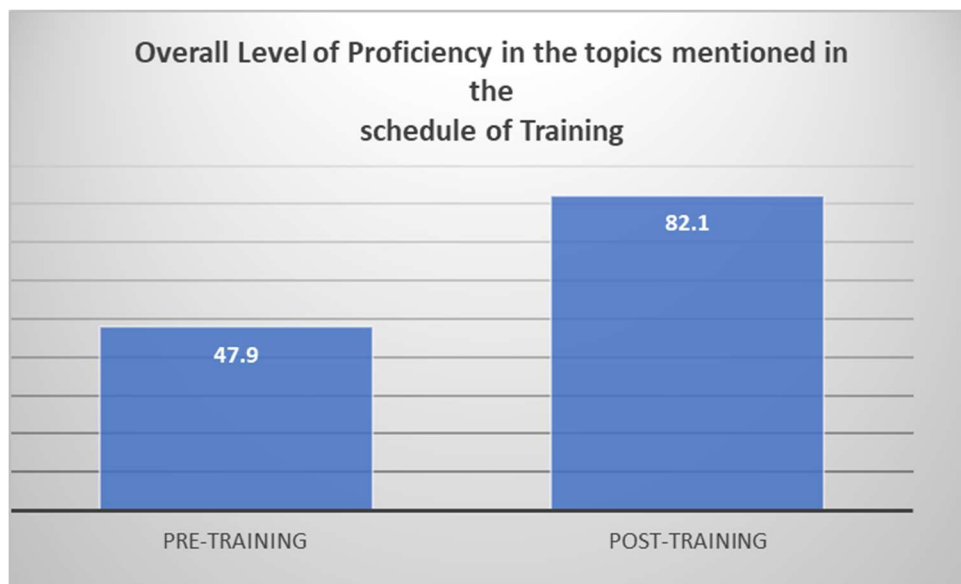
9/10/2021

7.0 Impact of the training

7.1 Significant indicators of the training impact are:

7.1.1 Whether the training has helped in enhancing the knowledge, skills and attitude of trainees?

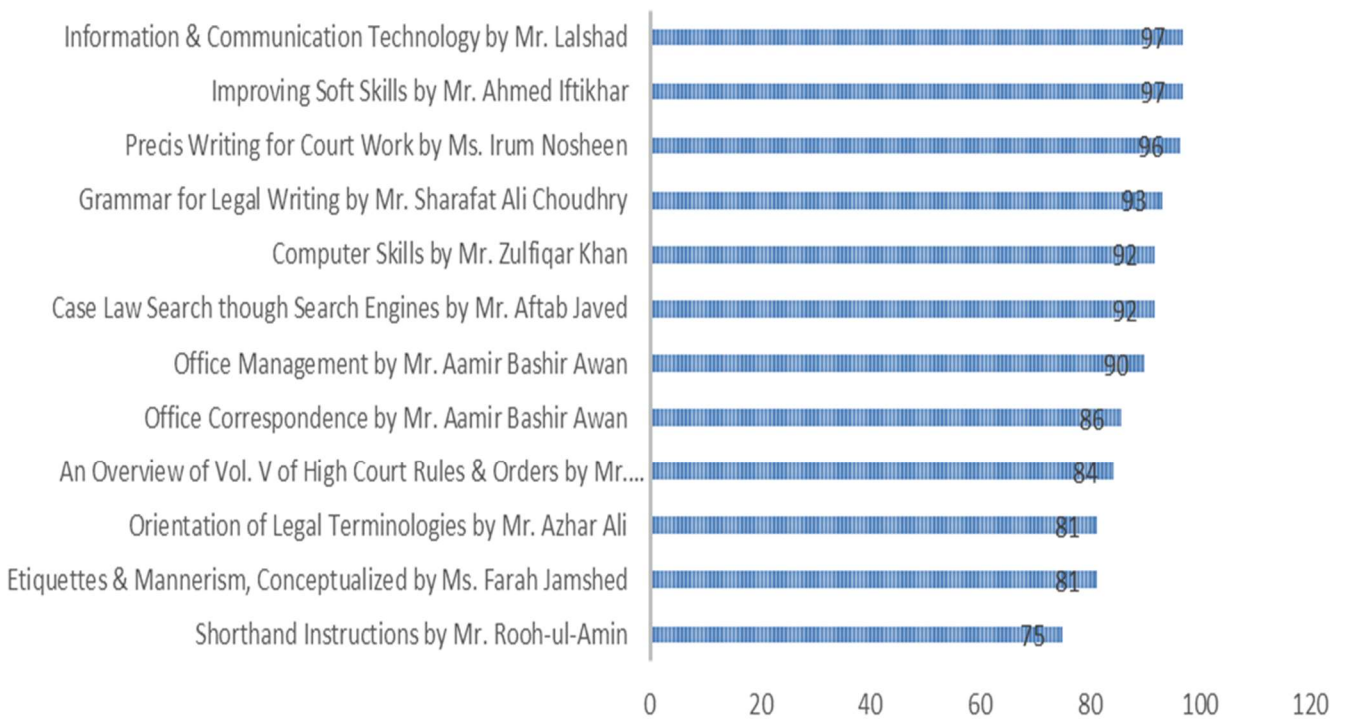
The evaluation questionnaire was designed to deal with this aspect. The relevant feedback obtained from the participants is reflected below:



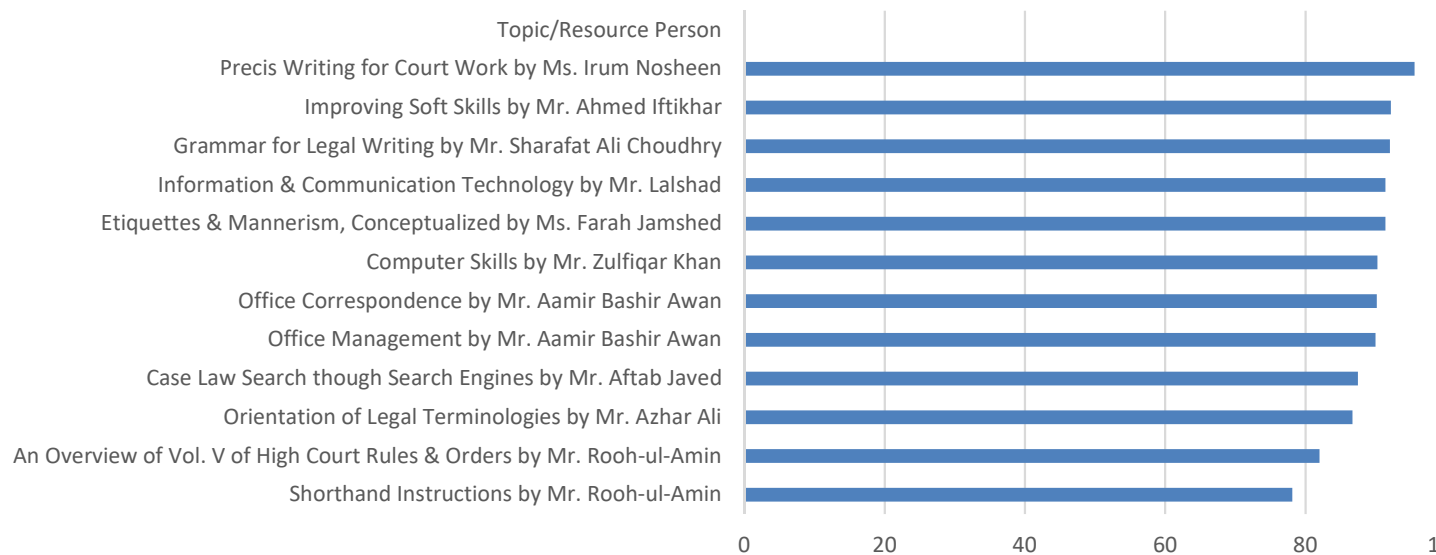
8.0 Quality of the training

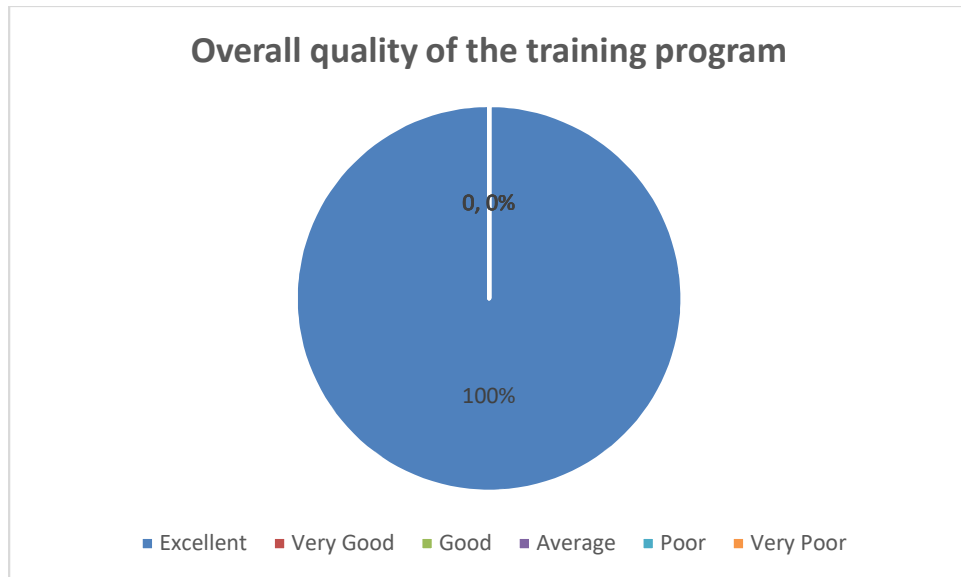
8.1 As regards the quality of the training, it can be easily gathered from the resource persons' evaluation by the participants. Moreover, the participants were asked to comment on the overall quality of the training program. Their response and the feedback, both on the assessment of the resource persons and the overall quality of the training program are shown in graphic form below:

PRACTICAL USE OF THE TRAINING



RESOURCE PERSON EVALUATION





8.2 Participants also furnished their general comments on the training. The same as summarized by the class representative are as follows:

1. Overall, the training was well-designed and comprehensive.
2. For improvement of training program more focus should be given on practical work and exercises.
3. Course duration may be extended and other ministerial staff of Peshawar High Court may be included, in future, in such like training.

9.0 Conclusion

9.1 Based on the participants' feedback, the training proved successful in achieving the desired goals.

9.2. Such like capacity building training may be proposed and undertaken for attached staff of the District Judiciary and Ministerial Establishment of Peshawar High Court, Peshawar.

9.3. Training modules may be re-visited as per the training need assessment and the training duration may be increased accordingly.