

AGENDA OF THE MEETING

1. PERFORMANCE EVALUATION:

- DISPOSAL
- CASE EQUALIZATION/ RATIONALIZATION
- CONFERENCING AND SCHEDULING
- TIME MANAGEMENT
- DIARY MANAGEMENT
- PRE-TRIAL JUDICIAL WORK
- UNIT POLICY
- TIMELY COMPLIANCE AND REPLIES OF THE DIRECTIVES

2. ADMINISTRATION:

- TIMELY RESPONSE TO AND COMPLIANCE OF DIFFERENT INITIATIVES AND PROJECTS OF PESHAWAR HIGH COURT SUCH AS CFMIS, DIGITIZATION OF RECORD ROOM, AUTOMATION, TIMELY MEETINGS AND MONITORING OF DIFFERENT COMMITTEES AND FOLLOW UP OF DIFFERENT ACTIONS/ TASKS.
- PRODUCTION OF UNDER TRIAL PRISONERS.
- PRECAUTIONARY MEASURES
- OBSERVANCE AND IMPLEMENTATION OF SOPs REGARDING PANDEMIC
- PUBLIC AWARENESS
- PRODUCTION OF WITNESSES
- APPEARANCE OF LAWYERS AND LITIGANTS
- PLANNING & DEVELOPMENT
- MONITORING OF PARA LEGAL BUSINESS
- AUTOMATION PLAN FOR PROCESS SERVING AGENCY
- CRITICAL FEED BACK

3. FINANCIAL MANAGEMENT:

- PROPER AND EFFECTIVE UTILIZATION OF ALLOCATED BUDGET
- RESPONSE TO AND COMPLIANCE OF INTERNAL AUDIT REPORTS
- BUDGET PLANS
- TIMELY CLEARANCE OF CLAIMS OF JUDICIAL OFFICERS
- PROCUREMENT IN ACCORDANCE WITH RULES AND REGULATIONS
- TIMELY SUBMISSION OF CASES FOR ADMINISTRATIVE APPROVAL
- RE-APPROPRIATION AND ADDITIONAL GRANTS

4. HUMAN RESOURCE:

- FILLING OF VACANT POSITIONS
- RESPONSE AND REPLIES OF HUMAN RESOURCE AUDIT REPORTS
- EFFECTIVE ROTATION OF STAFF
- DEDICATED STAFF FOR CERTAIN ACTIVITIES I.E. CFMIS, SCANNING, DIGITIZATION OF RECORD ROOM
- CAPACITY BUILDING – REGIONAL TRAINING PLANS

5. INTELLECTUAL EXCELLENCE:

- **OBSRVANCE OF THE DIRECTIVES REGARDING MONTHLY MEETING OF THE JUDICIAL OFFICERS**
- **JUDICIOUS EXERCISE OF DISCRETION**
- **ENCOURAGEMENT OF RESEARCH INITIATIVES**

6. CONDUCT:

- **DECLARATION OF ASSETS**
- **DISCIPLINARY PROCEEDINGS**
- **USE OF SOCIAL MEDIA**

7. FUTURE GOALS:

- **QUARTERLY WORK PLANS WITH TIMELINES.**