

IN THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL, PESHAWAR.

CM No. \_\_\_\_\_/2022

IN

APPEAL No. 1438 /2022

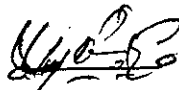
Dr. Eid Badshah vs. Goul

**INDEX**

S. NO	Description of Document	Annex	Page
1	Application		1
2	Affidavit		2
3	Copy of additional documents	A	3-30

Applicant

Through



ALI GOHAR DURRANI  
Advocate High Court(s)  
0332-9297427  
[khaneliegohar@yahoo.com](mailto:khaneliegohar@yahoo.com)  
SHAH | DURRANI | KHATTAK  
(A REGISTERED LAW FIRM)  
HOUSE NO. 231-A, STREET NO. 13,  
NEW SHAMI ROAD, PESHAWAR.

1

IN THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL, PESHAWAR.

CM No. \_\_\_\_\_/2022

IN

APPEAL No. \_\_\_\_\_/2022

ECG/2022/1000/Peshawar  
Labour Disputes Tribunal

Reference No. 2220

Date 9/12/22

Dr. Eid Badshah

vs.

Govt

**AN APPLICATION FOR PLACING ON FILE ADDITIONAL DOCUMENTS**

Respectfully Submitted:

1. That the subject captioned case is pending adjudication before this Honorable Tribunal and is fixed for 22-11-2022.
2. That the applicants are required to submit additional documents, and they seek the permission for the placement of the documents on file for the just and judicious decision of the instant case.  
Copy of additional documents are attached
3. That proprietary demands that the said documents be allowed to be placed on file.

It is, therefore, most humbly prayed that on the acceptance of this application the documents mentioned in Para II of the application may be allowed to be placed on file.

Applicant

Through



ALI GOHAR DURRANI  
Advocate High Court(s)  
0332-9297427  
[khaneliegohar@yahoo.com](mailto:khaneliegohar@yahoo.com)  
SHAH | DURRANI | KHATTAK  
(A REGISTERED LAW FIRM)  
HOUSE NO. 231-A, STREET NO. 13,  
NEW SHAMI ROAD, PESHAWAR.

(2)

IN THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL, PESHAWAR.

CM No. \_\_\_\_\_/2022

IN

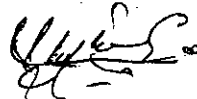
APPEAL No. \_\_\_\_\_/2022

Dr. Eid Badshah vs. Govt

AFFIDAVIT

I, Ali Gohar Durrani Advocate High Court  
Peshawar.

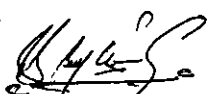
do hereby solemnly declare and affirm on oath that the contents of this CMA  
are true and correct to the best of my knowledge and belief and nothing has  
been kept secret from this Hon' able Court.

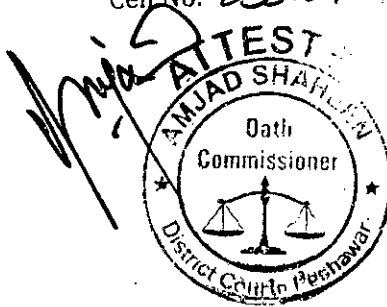
  
Deponent

C.N.I.C: 17101-88518187

Cell No. 0332-9297427.

Identified by:

  
ALI GOHAR DURRANI  
Advocate High Court



JOIN A DYNAMIC AND PROGRESSIVE SERVICE I.E  
**PROVINCIAL MANAGEMENT SERVICE (PMS)**  
AND CONTRIBUTE TOWARDS THE DEVELOPMENT OF YOUR PROVINCE

**KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION**  
2- FORT ROAD PESHAWAR CANTT:  
Website: [www.kppsc.gov.pk](http://www.kppsc.gov.pk)  
091-9214131,9213563,9213750,9212897

*Armed*  
Dated: 21-11-2012

**ADVERTISEMENT NO. 05 / 2012.**

Applications, on prescribed form, are invited for the following posts from Pakistani citizens of Khyber Pakhtunkhwa/F.A.T.A domicile by 01-01-2013 (15-01-2013 for candidates from abroad). Incomplete applications and applications without supporting documents required to prove the claim of the candidates shall be rejected.

Serial No.1:-

(a) **THIRTY SEVEN (37) POSTS OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT.**

**Qualifications:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D-Grade in Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division in Master's Degree).  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** Nine to Merit, Six each to Zone-I, II & III and Five each to Zone-IV & Zone-V.

(b) **FOUR (04) POSTS OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT (FEMALE QUOTA).**

**Qualifications:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D-Grade in Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division in Master's Degree).  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Female Only  
**Allocation:-** Merit (Among Female)

(c) **TWO POSTS OF EXCISE & TAXATION OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA EXCISE & TAXATION DEPARTMENT.**

**Qualifications:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University.  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** One each to Zone-IV & V.

Serial No.2 **THREE (03) POSTS (one fresh and 02 left over) OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) FOR DISABLED PERSONS IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT**

**Qualifications:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D-Grade in Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division in Master's Degree).  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** Merit (among disabled persons)

**Note:-** Candidates applying against disable quota must attach with their application form a disability certificate from Provincial Council for Rehabilitation of Disabled persons as well as disability certificate from the respective Medical Superintendent/ Medical Board showing therein the specific disability.

---Next Page---

**GENERAL CONDITIONS.**

*Armed*

(i) Age in all cases shall be reckoned on 01/01/2013. There shall be a combined competitive examination for all categories of posts. The candidates are required to be academically qualified in all respects by 01/01/2013. Any candidate who does not possess the required qualification by the material date will not be considered. Govt. Servants, who have completed at least 2 years of continuous service in the Government on the closing day of submission of applications, shall be entitled to 2 years optimum relaxation. Two years age relaxation is allowed to disable persons and candidates from backward areas.

(ii) The candidates are required to apply on the prescribed application form obtainable along with the new PMS Syllabus from the listed below branches of the NATIONAL BANK. The Application Fee is Rs.285/- (Rs. Two Hundred & Eighty Five Only) for all candidates. In addition to application fee, the candidates will have to pay Rs.15/- on account of Bank Charges. Application Form obtained other than the specified branches of the National Bank will be considered invalid and such applications will not be entertained. *The applications on plain paper or photo stat shall not be accepted.* Candidates can also apply online through the Commission's website ([www.kppsc.gov.pk](http://www.kppsc.gov.pk)). However, the application fee needs to be deposited in State Bank of Pakistan or a National Bank of Pakistan Branch under head of Account No. C02101- Organs of State-Examination Fee of NWFP PSC through Challan. The same alongwith attested copies of all the documents need to be submitted to the Commission within 10 days.

(iii) Applications must be submitted within the stipulated time as no extra time is allowed for postal transit. Applications if submitted on the last date must reach the Commission's Office by the closing hours. *Incomplete applications if not supported documentarily or with the choice of optional subject certificates will be rejected. Late applications shall also be ignored*

(iv) Ex-armed Forces Personnel must send copy of Discharge Certificate with their applications. Govt. / Semi-Govt / Autonomous / Semi-Autonomous Bodies employees may apply direct but their departmental permission certificates should reach the Commission Office within 30 days of the closing date. Govt. reserves the right not to fill any or fill more or less than the advertised post(s). Persons married to foreign Nationals can be considered only on production of relaxation orders from the Government. The Zonal and Merit Quotas shall be strictly followed in the allocation of seats. No zonal reservation stands for posts allocated to disable and female quota. These shall be filled in on open merit.

(v) **Ineligibility:** - Candidates who have already availed three chances in any of the specified examination or a total of four chances in all the examinations shall not be eligible:-

- a) Combined Examination for recruitment to the post of Extra Assistant Commissioners, Section Officer, Deputy Superintendent of Police and Excise & Taxation Officers.
- b) Examination to the post of Civil Judges
- c) Examination for recruitment to the post of Assistant Conservator of Forests.

**Note:-**

1. **The candidates applying against Serial No.2 (Disable Quota) must submit separate application if they desire to appear against Serial No.1. Candidates applying against serial No.1 are advised to submit only one application form. They will be considered for all categories of Serial No.1 after qualifying written portion of competitive examinations.**
2. Candidates will be admitted to the examination provisionally at their own risk subject to be found eligible in all respects. On detailed scrutiny of the applications after the written examination is over, if any candidate is found ineligible in any respect under the rules for the examination, his/ her candidature will be cancelled regardless of the fact whether he/she has appeared in the examination or qualified therein. *To avoid frustration the candidates are advised in their own interest to make sure before appearing in the examination that they fulfill all the requirements of the rules relating to the examination.*
3. **Grace Marks are not allowed.**

**SPECIFIED BRANCHES OF THE NATIONAL BANK OF PAKISTAN.**

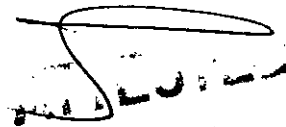
**Main Branches are:-**

1. Parachinar, Mardan, Swabi, Malakand, Shangla, Chitral, Timargara, Daggar, D.I.Khan, Bannu, Karak, Kohat, Hangu, Lakki Marwat, Abbottabad, Haripur, and Mansehra.
2. Saddar Road Branch, Tehkal Payan Branch, and G.T Road (Nishtar Abad) Branch Peshawar and University Campus Branch Peshawar.
3. Tehsil Bazar Branch Charsadda, Nowshera Cantt: Branch, Bank Square Branch Mingora and city Branch Tank.

(SHARIF HUSSAIN)

Secretary

Khyber Pakhtunkhwa Public Service Commission



5

**ADVERTISEMENT NO.02/2016**

Applications, on prescribed form, are invited for the following posts from Pakistani citizens, domicile holders of Khyber Pakhtunkhwa, F.A.1.A by 06-06-2016. Incomplete applications and applications without supporting documents required to prove the claim of the candidates shall be rejected.

- Serial No.1:-**
- (a) **FORTY TWO (42) POSTS OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT**  
**Qualification:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D Grade or Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division or Masters Degree)  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** Eleven (11) to Merit Seven (07) each to Zone I, II & III and Five (05) each to Zone-IV & Zone V
- (b) **FIVE (05) POSTS OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT (FEMALE QUOTA)**  
**Qualification:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D Grade or Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division or Masters Degree)  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Female Only  
**Allocation:-** Merit (Amongst Female)
- (c) **ONE (01) POST OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT (DISABLE QUOTA)**  
**Qualification:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D Grade or Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division or Masters Degree)  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** Merit (Amongst disabled persons)
- (d) **TWO (02) POSTS OF PROVINCIAL MANAGEMENT SERVICE OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA ESTABLISHMENT DEPARTMENT (MINORITY QUOTA)**  
**Qualification:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University (Provided that a candidate who has obtained a 3<sup>rd</sup> Division or D Grade or Bachelor's Degree will be eligible for the examination in cases where he/she has obtained a higher Division or Masters Degree)  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** Merit

- Serial No.02**
- THREE (03) POSTS OF EXCISE AND TAXATION OFFICER (B-17) IN GOVT. OF KHYBER PAKHTUNKHWA EXCISE AND TAXATION DEPARTMENT**  
**Qualification:-** 2<sup>nd</sup> Division Bachelor Degree from a recognized University  
**Age Limit:-** 21-30 Years  
**Eligibility:-** Male / Female  
**Allocation:-** One post each to Zone-1, Zone 2 and Zone-3

- Note:-**
- Candidates are advised to submit only one application form, it will be considered for all categories of posts mentioned above. However they should mention serial number of the post if they desire to apply for more than one category.
  - Candidates applying against female quota must attach with their application form a disability certificate from Provincial Council for Rehabilitation of Disabled persons as well as disability certificate from the respective Medical Superintendent/ Medical Board showing therein the specific disability.
  - Grave Marks are not allowed.

**GENERAL CONDITIONS**

- Age in all cases shall be reckoned on 01-01-2016. There shall be a combined competitive examination for all categories of posts. The candidates are required to be academically qualified in all respects by last date for receipt of applications. Application of any candidate who does not possess the required qualification by the notified date will not be considered. Two year minimum retention of upper age limit shall be allowed to:
  - As an agent or servant of Khyber Pakhtunkhwa with a period of two years continuous service.
  - Disable persons, and
  - Candidates from backward areas.
 However, only one age concession is allowed to the candidates claiming concession under various categories whichever is more beneficial to them.
- Only the qualification possessed on the closing date of the advertisement shall be taken into consideration.
- Degrees/ Diplomas/ Certificates/ Testimonials of the unrecognized institution shall not be accepted. Only original Degrees/ Certificates shall be accepted, however, the candidates can apply on provisional certificate signed by the Controller of Examination of the respective institution. The candidates shall produce original degrees/ certificates before their selection. Detail Marks Certificates for all the examinations shall necessarily be required and these should be attached with the application forms.
- The candidates are required to apply on the prescribed application form obtainable alongwith the Syllabus from the listed below branches of the NATIONAL BANK OF PAKISTAN. The Application Fee is Rupees 885/- (Ru. Nine Hundred & Eighty Five Only) for all candidates. In addition to application fee, the candidates will have to pay Rupees 15/- on account of Bank Charges. Application Form obtained other than the specified branches of the National Bank will be considered invalid and such applications will not be entertained. The applications on plain paper or photostat shall not be accepted. Candidates can also apply online through the Commission's website (www.kppsc.gov.pk). However, the application fee of Rs 885/- needs to be deposited in State Bank of Pakistan or a National Bank of Pakistan Branch under head of Account No 002101-Quota of State Bank of Pakistan Fee of KPK PSC through Cheque before last date for receipt of application forms. The same alongwith attested copies of all the documents need to be submitted to the Commission within ten (10) days.
- Applications must be submitted within the stipulated time as no extra time is allowed for postal transit. Applications if submitted on the last date must reach the Commission's Office by the closing hours. Incomplete applications not supported by necessary documents and optional subjects certificate shall be rejected.
- Govt / Semi-Govt / Autonomous / Semi-Autonomous Bodies employees may apply direct but their departmental permission certificates should reach the Commission Office within 30 days of the closing date. Govt reserves the right not to fill any or fill more or less than the advertised posts. Persons married to foreign Nationals can be considered only on production of relevant orders from the Government. The Zonal and Merit Quotas shall be strictly followed in the allocation of seats. No zonal reservation stands for posts allocated to minority/ disable and female quotas. These shall be filled in an open pool.
- All candidates appearing for competitive examination will be allowed three chances for each individual examination while four chances will be allowed in combination of different competitive examinations. Candidates who have availed three/ four chances earlier need not apply.
- Candidates will be admitted to the examination provisionally at their own risk subject to be found eligible in all respects. On detailed scrutiny of the applications after waiving test written examination, if any candidate is found ineligible in any respect under the rules for the examination, his/ her candidature will be cancelled regardless of the fact whether he/she has appeared in the examination or qualified thereon. To avoid frustration, the candidates are advised in their own interest to make sure before appearing in the examination that they fulfill all the requirements of the rules relating to the examination.
- In case of large number of candidates, the Commission may hold a screening test for short listing of candidates to a manageable level.

**SPECIFIED BRANCHES OF THE NATIONAL BANK OF PAKISTAN.**

1. District Office of Districts like Mardan Swabi Malakand Shangla, Chitral, Timargara, Dargai, D I Khan, Hanoo, Karak, Kohat, Haripur, Takk Marwat, Abbottabad, Haripur, and Manawara
2. Saddar Road Branch, Tehkal Payan Branch, and G T Road (Nishat Abad) Branch Peshawar and University Campus Branch Peshawar
3. Tehsil Bazar Branch Charsadda, Nowshera Cantt Branch, Bank Square Branch Mingora and City Branch Tank.

6

Pakistan Provincial Services Academy, Peshawar



**Syllabus  
for  
78<sup>th</sup> Pre - Service Course for  
PMS & ETOs,  
Govt. of Khyber Pakhtunkhwa**

---

*[Handwritten signature]*

7

PROPOSED COURSE DESIGN FOR 78<sup>TH</sup> PRE-SERVICE COURSE FOR PMS & ETOS

Aims:

To prepare participants for effective public service delivery and advance management in public sector by enhancing their knowledge and skills as well as by developing leadership potential in them.

Objectives:

- To help participants comprehend laws & procedures necessary for public service.
- To equip participants with basic skills & tools of public administration & management.
- To provide participants with foras for accessing a first hand information and developing a practical approach towards issues involved in public service.





8

TIME ALLOCATION FOR MODULES

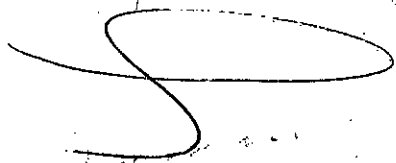
Module	Subject	Total hours
1.	Personal Management	
2.	E-Government	
3.	Decision Making	
4.	Public Administration	
5.	Legal Frame Work from Public Administration	
6.	Human Rights	
7.	Secretariat – Office Management	
8.	Financial Management & Planning	
9.	Development Economics	
10.	Project Management	
11.	Local Governments	
12.	Tribal Administration	
13.	Revenue Administration	
14.	Local Visits and Inland Study Tour etc.	
	<b>Total.....</b>	

9

MODULE - 1

**Personal Management**

Topics		Format	Events / Hours
1.1	Component of Professionals Conduct		2
1.2	Time and Workload Management	LD	2
1.3	Team Building	LD	1.5
1.4	Ethics in Public Service	LD	2
1.5	Social Etiquette	LD	3.5
1.6	Research Methodology	LD	5.5
1.7	Stress Management		2
1.8	Introduction to Khyber Pakhtunkhwa Civil Secretariat	LD	3.5
<b>Total.....</b>			<b>22</b>

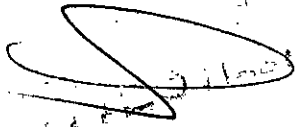


(10)

MODULE - 2

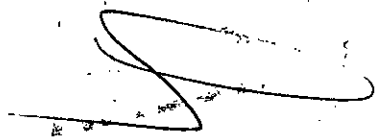
**E - Government**

Topics		Format	Events / Hours
2.1	An introduction to Computer and Information Technology		2
2.2	Office Automation MS Word		4
2.3	MS Excel		4
2.4	PS Power Point		4
2.5	MS Access		4
2.6	Introduction to cyberspace The internet E-mail		4
2.7	Introduction to computerization process System Analysis System Design		2
2.8	Management Information System (MIS)	LD	3
2.9	Model of paper-less office	LD	2
2.10	Case studies about strategic use of I.T in Governance		2
2.11	Evidence Based Problem Solving and ICT Interventions for Effective Service Delivery-I	LD	3
2.12	Evidence Based Problem Solving and ICT Interventions for Effective Service Delivery-II	W	3.5
2.13	Evidence Based Problem Solving and ICT Interventions for Effective Service Delivery-III	W	4.5



115

Topics		Format	Events / Hours
2.14	Evidence Based Problem Solving and ICT Interventions for Effective Service Delivery-IV		
2.15	Individual presentation & communication		6
2.16	Cyber Crimes	LD	3.5
2.17	Concept of E-Governance	LD	3.5
Total hours			



121  
MODULE - 3

**Decision Making**

Topics		Format	Events / Hours
3.1	Basic concept of decision making	LD	2
3.2	Decision Making Involving Multiple Objectives	LD	1.5
3.3	Quantitative Tools for Decision Making	LD	3.5
3.4	Even Swaps: A rational method for making trade-offs	LD	2
3.5	Exercises on tradeoffs and conflicting objectives	LD	1.5
3.6	Evidence Based Decision Making	LD	2
3.7	Use of SPSS, Introduction to Probability, Decision trees, Descriptive Statistics	LD	1.5
3.8	Charts, Graphs, Confidence Intervals, Hypothesis Test, Use of SPSS	LD	2
3.9	Correlation and Regression, Use of SPSS	LD	1.5
<b>Total hours</b>			



(13)

**MODULE - 4**

**Public Administration**

	Topics	Format	Events / Hours
4.1	Introduction, definition of Public Administration	LD	2
4.2	Nature and functions of Administration: Quasi-legislative, Quasi-judicial and pure Administration	LD	2
4.3	Communication Skills	LD	2
4.4	Organizational Design	LD	1.5
4.5	Organizational Leadership	LD	1.5
4.6	Historical Perspective / Greek Model of Administration	LD	2
4.7	Muslim Model of Administration / Hazrat Umar's Era	LD	2
4.8	Crisis Management	LD	2
4.9	Administrative Structures at District Level	LD	1.5
4.10	Administrative Structures at Provincial Level	LD	2
4.11	Judicial System in Pakistan	LD	1.5
4.12	Working in Regulatory Authorities	TD	2
4.13	Essential of Public Administration in Pakistan		
4.14	Working of Federal Government and Provincial Government, Khyber Pakhtunkhwa & Inter Provincial coordination	LD	2
4.15	Methods and Process of Public Policy Formulation	LD	1.5
4.16	Pakistan Model of Administration (1959 to 1970)	LD	2
4.17	Concept of Police - Magistracy	LD	1.5
4.18	Police Structure in the Province	LD	2
4.19	Responsibilities of Law & Order in the Changed Scenario	LD	2
4.20	Judicial check on Administrative Actions	LD	2
4.21	Rules of Natural Justice: Minimum procedural requirements to be followed by administrative authorities.	LD	1.5
4.22	Administration & Development	LD	2
4.23	The role of Community in Development Process	LD	1.5
4.24	Working in Cantonments	LD	2
4.25	History of Civil Services in Pakistan	LD	3.5
4.26	Negotiation Skills	LD	3
4.27	Accountability in Public Service	LD	3.5
4.28	Accountability Regime (Ehtesab Commission)	LD	2

7

*[Handwritten Signature]*

140

Topics		Format	Events / Hours
4.29	Disaster Risk Management, Techniques and Tools	LD	3.5
4.30	Disaster Risk Management (Role of NDMA, PDMA, FDMA)	LD	3.5
4.31	Mob Handling		4
4.32	Mahteer Muhammad Era		
4.33	Khyber Pakhtunkhwa model of Administration / Sahibzada Abdul Qayyum		
4.34	Administrative Structures at Provincial Level including: a. Secretariat (Civil Secretariat, CM Secretariat, Governor Secretariat) b. Judiciary at Provincial Level		4
4.35			2
4.36	Handling NGOs in disaster		2
4.37	Right to Public Services Act		2
		<b>Total hours</b>	

Local visit: 4 HRS  
Regulatory Authority / Cantonments

Post visit presentation 8 HRS



**MODULE - 5**

**Legal Frame Work from Public Administration**

	Topics	Format	Events / Hours
5.1	Constitutional Development in Pakistan		2
5.2	Amendments in the constitution of Islamic Republic of Pakistan 1973		2
5.3	Fundamental Rights & Principles of Policy		2
5.4	Administrative Law		2
5.5	Local & Special Laws including General clauses Act 1879 & 1956 and Food Stuff Control Act, 1958		2
Civil Procedure Code			
5.6	Preliminary/Introduction/Definition of certain terms		2
5.7	Part-I: Suits in general, jurisdiction of court and Res Judicata		2
5.8	Part-I: Summons, discovery judgment & decree in last/cost		2
5.9	Part-II: Execution court by which decree may be executed & limit of time for execution/procedure in execution.		2
5.10	Part-II: Attachment, sale distribution of assets		2
5.11	Part-III: Incidental proceedings / Part-IV: V & VI: Suits in particular cases, special proceedings and supplemental proceedings.		2
5.12	Part-VII & VIII: Appeals, references, review & revision		2
5.13	Part-IX: Special provision relating to high court/locus standi		2
5.14	Chapter-I: Introduction to CRPC		2
5.15	Chapter-III: Criminal Courts, their Powers and jurisdiction		2
5.16	Chapter-IV, V, VI & VII: Appearance in Criminal Court & Arrest procedure		2
5.17	Chapter-VIII, IX, X, XI, XII & XIII: Prevention of Offences		2
5.18	Chapter-XIV: Investigation by police in cognizable and non-cognizable offences		1
5.19	Chapter-XV: Proceeding in prosecution		2
5.20	Chapter-XVI: Complaints to Magistrate		1
5.21	Chapter-XIX: Charges		2
5.22	Chapter-XX & XXI: Trial by Magistrate & summary trials		2
5.23	Chapter-XXVI & XXVIII: Judgment & Execution		2
5.24	Chapter-XXXI & XXXII: Appeal, Review and Revision		2
5.25	Chapter-XXXVII: Provisions regarding Habeas Corpus		2
5.26	Chapter-XXXIX & XLII: Bail & Bonds		2
5.27	Chapter-XLIII: Disposal of property		2



16

	Topics	Format	Events / Hours
	Pakistan Penal Code		
5.28	Chapter-I,V: General Explanations and Exceptions about PPC		1
5.29	Chapter-VI: Offences against state/ Chapter-VIII: Offences against public tranquility /		2
5.30	Chapter-IX,X,XI,XII: Offences relating to Public Servants		2
5.31	Chapter-XV: Offences relating to religion		2
5.32	Chapter-XIV: Offences affecting public Health, Safety, Convenience, Decency and Morals.		2
5.33	Chapter XVI: Offences against human body with reference to Qisas and Diyat Ordinance.		2
5.34	Chapter XVII: Offence against property		2
5.35	Chapter-XXI,XXII: Offences against human reputation		2
	Qanoon-e-Shahadat		
5.36	Chapter-I: Introduction/Explanation of certain terminologies		1
5.37	Chapter-II: Provisions regarding witnesses		2
5.38	Chapter-III: Relevancy of facts		2
5.39	Chapter-IV,V,VI,IX,XI: Oral and documentary evidence/rejection of evidence, Burden of proof.		2
5.40	Chapter-VIII: Principle of Estoppel		1
5.41	Chapter-X: Examination of witnesses		2
5.42	Chapter-XII,XIII: Decision of case on the basis of oath, miscellaneous		1
		<b>Total hours</b>	

Visit to Courts 4 HRS  
• Civil Court  
• Session Court  
• High Court

Post visit presentation 4 HRS



### Human Rights

	Topics	Format	Events / Hours
6.1	Fundamental Human Rights in constitution of Pakistan		2
6.2	Difference between principles of policy & fundamental rights a. Reasonable restrictions on the fundamental rights: Rights covered under the article-9: the right to "life" and "liberty"		2
6.3	Human Rights – historical perspective		3
6.4	UN Charter and the Declaration of Human Rights		2
6.5	International Law with special reference of rights		2
6.6	Prisoners of War		2
6.7	Refugees		2
6.8	Asylum Laws		2
6.9	Human rights and fundamental rights – comparative analysis		2
6.10	Provisions under Constitution of Pakistan		2
6.11	Rights of Women – A comparative view		2
6.12	Women Protection Act – analysis		2
6.13	Child bonded labour and human rights		2
6.14	Juvenile Laws		2

18

Topics		Format	Events / Hours
6.15	Jail Laws – An introduction		2
6.16	Street children protection Act		2
6.17	Child restrain Marriage Act		2
6.18	Law governing person with disability		2
Total hours			

Visit to Jail 4 HRS  
• SOS, Women Crisis Centre  
• Children Jail/ Women Jail

Post visit presentation 4 HRS





**MODULE - 7**

**Secretariat - Office Management**

	<b>Topics</b>	<b>Format</b>	<b>Events / Hours</b>
7.1	Office Management – an introduction		2
7.2	Organization & Method – significance		2
7.3	Government of NWFP Organogram – various Administrative, regulatory setups		2
7.4	Coordination mechanisms between administrative authorities, Departments, attached Departments and autonomous, semi-autonomous bodies.		2
7.5	Charter of duties of different government departments – devolved and non-devolved with special Introduction to regulatory Departments – Finance, P&D, Law and Establishment.		2
7.6	Role of Executive, Legislature and Judiciary		2
7.7	Establishment laws		2
7.8	Constitution of Pakistan – Historical analysis and important provisions		2
7.9	NWFP Civil Servants Act, 1973		2
7.10	NWFP Rules of Business, 1985		2
7.11	(Appointment, Promotion and Transfer) Rules, 1989		2
7.12	Procedure for appointment		2
7.13	Handling enquiries (practical exercise)		4
7.14	Khyber Pakhtunkhwa Govt. Servant (E&D) Rules, 2011		2

20

Topics		Format	Events / Hours
7.15	Manual of Secretariat Instructions, Appeal		2
7.16	Conduct Rules		
7.17	Court cases – time limitations and procedure		2
7.18	Revised Leave Rules, 1981		2
7.19	Policies – Recruitment, Postings/Transfers, Deputations, Surplus Pool		2
7.20	Performance Evaluation Reports – Rules and Policy		2
7.21	Noting & Drafting (practical exercise)		4
7.22	Delegation of Powers Rules		2
7.23	Judgment writing		2
7.24	Medical Jurisprudence		2
<b>Total hours</b>			

Visit to Secretariat 4 HRS

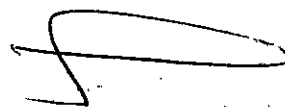
- Chief Minister Secretariat
- Governors' Secretariat
- Civil Secretariat
- Establishment Sections
- Line Departments

Post visit presentation 4 HRS

(21)  
MODULE-8

**Financial Management & Planning**

Topics		Format	Events / Hours
8.1	Financial Provisions of 1973 Constitution		2
8.2	The National Finance Commission Award		2
8.3	National Economic Council		2
8.4	Budget (preparation, implementation & accounting)		2
8.5	Budget preparation (practical exercise)		4
8.6	Provincial and federal budget		2
8.7	Revenue receipt, expenditure and chart of classification		2
8.8	Private versus public finance		2
8.9	Why do we borrow & what is default and re-scheduling of loans		2
8.10	Role of IMF, ADB & World Bank and its impact on our economy		4
8.11	Financial disciplines overview		4
8.12	Public finance and Accountability		2
8.13	General principles/rules for handling cash by government servants		2
8.14	Financial Rules		2

  
6/2/11

22

Topics		Format	Events / Hours
8.15	Delegation of financial powers		2
8.16	Control over expenditure		2
8.17	Maintenance and reconciliation of accounts		2
8.18	Audit and settlement of audit objections/paras		2
8.19	The Public Accounts Committee (PAC) / The Departmental Accounts Committee (DAC)		2
8.20	Role of Auditor General and Accountant Général		2
8.21	The Net Hydrel Profit – NWFP's case in light of Arbitration Award		2
8.22	KPPRA, Law & Rules -		2
8.23	GFR. FR.SR. Treasury Rules		2
8.24	Role & responsibilities of PAO & DDO		2
8.25	CDWP., PDWP, Rural Planning & Development		2
<b>Total hours</b>			

Visit to  
• KPPRA 4 HRS  
• AG Office  
Post visit presentation 4 HRS

23

MODULE - 9

**Development Economics**

Topics		Format	Events / Hours
9.1	Fundamental economic concepts and key terms		2
9.2	Fiscal policy and public sector borrowing		2
9.3	Sustainable development with special reference to Pakistan		2
9.4	Issues in development planning		2
9.5	Participatory development strategies and techniques		2
9.6	Human resource development		2
9.7	Issues in international trade and finance		2
9.8	Gender and development		2
9.9	Systematic approaches and rural planning		2
<b>Total hours</b>			



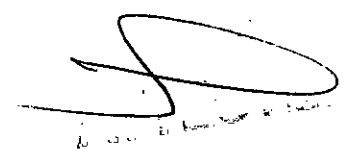


(24)

MOBLL-10

**Project Management**

Topics		Format	Events / Hours
10.1	Plan, programme projects		2
10.2	Public Private relationship		2
10.3	Identification and valuation of costs and benefits		4
10.4	Cost effectiveness analysis		2
10.5	Monitoring and evaluation of development project		2
10.6	Impact analysis		4
10.7	Network analysis-PERT/CPM for project management		6
10.8	Project concept and project cycle		2
10.9	PC-I (Explanation/ preparation by participants)		6
10.10	PC-II, PC-III, PC-I,PC-IV,PC-V		2
10.11	Importance of project appraisal		2
10.12	Environmental Impact Assessment (explanation & practical exercise)		4
<b>Total hours</b>			





**MODULE - 11**

**Local Government**

Topics		Format	Events / Hours
11.1	Introduction		2
11.2	History and rationale of LG system internationally		2
11.3	Leading local government systems in the world		2
11.4	History and rationale of Local Government system in Pakistan		2
11.5	Comparison of the three LG systems in Pakistan		2
11.6	Local Govt. Act 2013		2
11.7	Local Areas & constitution of Local Governments		2
11.8	District Government		2
11.9	District Council		2
11.10	Tehsil & Town Municipal Committee		2
11.11	Village & neighborhood Councils		2
11.12	Local Govt. Budget and Taxation		2
11.13	Local Govt. responsibility for enforcement of laws		2
11.14	Local Council election		2

26

Topics		Format	Events / Hours
11.15	Managing transition		2
11.16	Cantonment Administration		2
11.17	Cast Study <ul style="list-style-type: none"><li>• Town I &amp; II Peshawar</li><li>• Role and responsibility of Councilors</li></ul>		12
Total hours			

Visit to 4 HRS

- Local Government Departments
- Nowshera,
- Mardan,
- Peshawar

Post visit presentation 4 HRS



27

MODULE - 12

**Tribal Administration**

	<b>Topics</b>	<b>Format</b>	<b>Events / Hours</b>
12.1	History and geography/topography of FATA/PATA		2
12.2	Difference between FATAs PATA and FRs		2
12.3	Relationships of Provincial Govt. and FATA – President's Order 1972		2
12.4	Constitutional Provisions regarding administration of FATA		2
12.5	FATA Administration – holistic view		2
12.6	Organogram and working of Civil Secretariat FATA and FDA		2
12.7	Frontier Crimes Regulations (FCR)		2
12.8	Maintenance of Law & Order		2
12.9	Anti-narcotics and anti-smuggling		2
12.10	Raids conducting		2
12.11	Relationships of Political offices with Frontier Corps and other Law Enforcing Agencies		2
12.12	Action against anti-social elements		2
12.13	Institution of Jirga		2
12.14	Introduction		2
12.15	Constitution and verdict of Jirga		2
12.16	Appellate Courts		2

(28)

Topics		Format	Events / Hours
12.17	Powers of ADM/DM i.e. APA/PA		2
12.18	Selection, execution and monitoring of Development Schemes		2
12.19	Capacity building of Political Offices as well as of the line Departments		2
12.20	Methodology to ensure transparency		2
12.21	Role of elders/maliks/notables in tribal society		2
12.22	Tribal Rivaj (knowledge and practice)		2
12.23	Aptitude and personality of a Political Officer		2
12.24	Problems/Pressure Groups and their adept handling		2
12.25	Intelligence Agencies		2
12.26	Jurisdiction of High Court		2
12.27	Media persons		2
12.28	Political pressures/illegal approaches		2
12.29	Political development and social change – new challenges		2
12.30	Adult franchise and its effect on FATAs – non-Party election		2
12.31	Nizam-e-Adal Regulation		2
<b>Total hours</b>			

28

MODULE - 13

**Revenue Administration**

Topics		Format	Events / Hours
13.1	Basic Patwar code with special reference to Land Revenue Manual		2
13.2	Revenue Officers in Districts and Tehsils – their functions/powers under Land Revenue Act, 1967		2
13.3	Settlement of land and consolidation of settlement Manual		2
13.4	Measurement demarcation assessment and establishment of survey/khusra numbers with special reference to Khatta/Khatoni etc.		2
13.5	Pre-emption Law		2
13.6	Transfer of land on mutation as per Land Revenue Act 1967		2
13.7	Transfer of land/property under Registration Act, 1908		2
13.8	Revenue Court structure/jurisdiction – Role of Board of Revenue NWFP		2
13.9	Land reforms and Martial Law Regulations		2
13.10	Settlement and Rehabilitation of Evacuee property and its management		2
13.11	Revenue Laws		2
13.12	Land Revenue Act, 1967		2
13.13	Registration Act, 1908		2
13.14	Settlement Manual		2



30

Topics		Format	Events / Hours
13.15	Patwar Code		2
13.16	Land Record Manual		2
13.17	Pre-emption Act		2
13.18	Family Laws		2
13.19	Law of inheritance		2
Total hours			

