



DISTRICT JUDICIARY MARDAN

01 Jul 2026

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No.1395-99/F-09/D&SJ

**Pursuant to the Judicial Leave and Court Vacation Management Policy, 2026**

- Judicial functioning shifts from a "Judge-centric" to an "institution-centric" model.
- No case shall be adjourned solely due to the non-availability of a presiding officer.
- For leave of one or more working days, the designated substitute performs duties without interrupting their own ordinary work.
- If an officer is absent for up to 50% of the working day, they must personally dispose of all urgent matters before leaving.
- A maximum of two (2) days of casual leave may be availed per month.

**I. Senior Civil Judges — Headquarters Mardan**

*Substitution follows a reciprocal chain. (Note: [S.No. 15](#) for Guardian/Succession is currently vacant and excluded from the Rota.)*

| S.# | Judge on Leave                               | Substitute Judge                             |
|-----|----------------------------------------------|----------------------------------------------|
| 1   | Mr. Omar Azmat Khan<br>(SCJ Admn/Judge MTMC) | Mr. Attaullah<br>(SCJ Judl)                  |
| 2   | Mr. Attaullah<br>(SCJ Judl)                  | Mr. Saddiq Ahmed<br>(SCJ Family)             |
| 3   | Mr. Saddiq Ahmed<br>(SCJ Family)             | Mr. Omar Azmat Khan<br>(SCJ Admn/Judge MTMC) |

**II. Civil Judges — Headquarters Mardan**

| S.# | Judge on Leave                        | Substitute Judge                      |
|-----|---------------------------------------|---------------------------------------|
| 1   | Ms. Sanam Khalid (Civil Judge-I)      | Mr. Khizar Hayat (Civil Judge-II/DDC) |
| 2   | Mr. Khizar Hayat (Civil Judge-II/DDC) | Mr. Jebran Khan (Civil Judge-III/MCC) |
| 3   | Mr. Jebran Khan (Civil Judge-III/MCC) | Ms. Sana Afzal (Civil Judge-V)        |
| 4   | Ms. Sana Afzal (Civil Judge-V)        | Ms. Nazma Shah (Civil Judge-VI)       |
| 5   | Ms. Nazma Shah (Civil Judge-VI)       | Ms. Sidra (Civil Judge-VII)           |

|    |                                        |                                        |
|----|----------------------------------------|----------------------------------------|
| 6  | Ms. Sidra (Civil Judge-VII)            | Ms. Khadeja Rehman (Civil Judge-X)     |
| 7  | Ms. Khadeja Rehman (Civil Judge-X)     | Ms. Hira Khurshid (Civil Judge-XI)     |
| 8  | Ms. Hira Khurshid (Civil Judge-XI)     | Ms. Anum Jehangir (Civil Judge-XII/RC) |
| 9  | Ms. Anum Jehangir (Civil Judge-XII/RC) | Ms. Sadia Ali (Civil Judge-XIV)        |
| 10 | Ms. Sadia Ali (Civil Judge-XIV)        | Ms. Sumia Kazmi (Civil Judge-XV)       |
| 11 | Ms. Sumia Kazmi (Civil Judge-XV)       | Ms. Ramla Sehrish Rehman (CJ-XVI)      |
| 12 | Ms. Ramla Sehrish Rehman (CJ-XVI)      | Ms. Sanam Khalid (Civil Judge-I)       |

III. Judicial Magistrates & Family Courts — Headquarters Mardan

Judicial Magistrates (Mutual Reciprocity):

↔ Mr. Mahboob ul Hassan (Civil Judge-IV/JM-I) ↔ Ms. Hamiash Khan (Civil Judge-IX/JM-II)

Judges, Family Court (Mutual Reciprocity):

↔ Ms. Meena Qaisar (Civil Judge-VIII/JFC-I) ↔ Ms. Shamim S. Shah (Civil Judge-XIII/JFC-II)

⬠ *If both Family Court Judges are on leave, the Senior Civil Judge (Family) shall perform the duty.*

IV. Tehsil Takht Bhai

| S.# | Judge on Leave                                | Substitute Judge                                 |
|-----|-----------------------------------------------|--------------------------------------------------|
| 1   | Muhammad Kamil (Civil Judge-I, TB)            | Mr. Sheraz Qamar (Civil Judge-II, TB)            |
| 2   | Mr. Sheraz Qamar (Civil Judge-II, TB)         | Mr. Abdul Basit (Civil Judge-III, TB)            |
| 3   | Mr. Abdul Basit (Civil Judge-III, TB)         | Mr. Shafiq ul Aman (Civil Judge-IV/JM, TB)       |
| 4   | Mr. Shafiq ul Aman<br>(Civil Judge-IV/JM, TB) | Ms. Farkhanda Shaheen<br>(Civil Judge-V/JFC, TB) |
| 5   | Ms. Farkhanda Shaheen<br>(CJ-V/JFC, TB)       | Muhammad Kamil<br>(Civil Judge-I, TB)            |

V. Tehsil Katlang

*Substitution for Katlang is strictly localized. External duty is assigned to Takht Bhai only if both officers are unavailable.*

| S.# | Judge on Leave                             | Substitute Judge                      |
|-----|--------------------------------------------|---------------------------------------|
| 1   | Mr. Ashfaq Ahmad<br>(Civil Judge-I/JM/JFC) | Mr. Muhammad Ijaz<br>(Civil Judge-II) |

|   |                                       |                                            |
|---|---------------------------------------|--------------------------------------------|
| 2 | Mr. Muhammad Ijaz<br>(Civil Judge-II) | Mr. Ashfaq Ahmad<br>(Civil Judge-I/JM/JFC) |
|---|---------------------------------------|--------------------------------------------|

*Contingency: If both Katlang judges are on leave, duty is assigned to Muhammad Kamil (Civil Judge-I, Takht Bhai).*

1.

*Where the designated substitute judge is unavailable, the next judicial officer in the substitution chain shall act in his or her place and discharge the duties assigned to that judge.*
2.

*Where the next Judicial Officer in the substitution chain is also on leave or otherwise unavailable, the duty shall, by special order, be assigned to any other judicial officer.*



**Ashfaq Taj**

District & Sessions Judge

**Copy for information to:**

Mohammad Zeb Khan - Registrar



**Ashfaq Taj**

District & Sessions Judge