



DISTRICT JUDICIARY MARDAN

01 Jul 2026

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No.1400-06/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.

Substitution Chain — AD&SJs Headquarters Mardan

| S.# | Judge on Leave                              | Substitute Judge                             |
|-----|---------------------------------------------|----------------------------------------------|
| 1   | Mr. Ashfaque Taj (DSJ)                      | Mr. Ahmad Ihsanullah Qureshi<br>(AD&SJ/MCTC) |
| 2   | Mr. Ahmad Ihsanullah Qureshi<br>AD&SJ/MCTC) | Mr. Tufail Ahmad (AD&SJ-I)                   |
| 3   | Mr. Tufail Ahmad (AD&SJ-I)                  | Mr. Malik Muhammad Hasnain (AD&SJ-II)        |
| 4   | Mr. Malik Muhammad Hasnain (AD&SJ-II)       | Miss Shabana Mehsood (AD&SJ-III)             |
| 5   | Miss Shabana Mehsood (AD&SJ-III)            | Mr. Shahid Mehmood (AD&SJ-IV)                |
| 6   | Mr. Shahid Mehmood (AD&SJ-IV)               | Mr. Zahid Karim (AD&SJ-V)                    |
| 7   | Mr. Zahid Karim (AD&SJ-V)                   | Muhammad Zahoor (AD&SJ-VI/CPC)               |
| 8   | Muhammad Zahoor (AD&SJ-VI/CPC)              | Mr. Adam Khan (AD&SJ-VII)                    |
| 9   | Mr. Adam Khan (AD&SJ-VII)                   | Syeda Tehreema Sabahat (AD&SJ-VIII)          |
| 10  | Syeda Tehreema Sabahat<br>(AD&SJ-VIII)      | Mr. Muhammad Mushtaq Khan<br>(AD&SJ-IX)      |
| 11  | Mr. Muhammad Mushtaq Khan (AD&SJ-IX)        | Mr. Kaleem Ullah (AD&SJ-X)                   |
| 12  | Mr. Kaleem Ullah (AD&SJ-X)                  | Mr. Ashfaque Taj (DSJ)                       |

1. *As the head of the district judiciary, the District & Sessions Judge provides overarching administrative management. In the event the undersigned is required to act as the substitute (S. No. 12), the urgent work may either be attended to by the undersigned personally or, by special order, entrusted to the next-in-line judicial officer in the substitution chain.*
2. *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.*
3. *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.*

Dated: **01/07/2026**



**Ashfaq Taj**

District & Sessions Judge

**Copy for information to:**

Mohammad Zeb Khan - Registrar



**Ashfaq Taj**

District & Sessions Judge