

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MARDAN

OFFICE ORDER

In accordance with the Standard Operating Procedures (SOPs) for ADR Centres issued by the Hon'ble Peshawar High Court, Peshawar, and to ensure a balanced, impartial, and efficient settlement process for family matters, the following Detailed Duty Rota for the Mardan Family ADR Centre is hereby notified for immediate compliance.

Rotational Duty & Referral Cycle

All judges dealing with family cases in Mardan (Headquarters) shall conduct ADR proceedings. To ensure each court handles the cases of another and the cycle is complete, the referral of files and the performance of duty shall follow the sequence below, starting with the most senior officer. Every duty court must return the file to the original referring court with a report marked "ADR Successful" or "ADR Failed".

S. No.	Referring Court	Duty Court for ADR Performance (Acting Judge)	Performance of Duty
1	Mr. Sadiq Ahmad, Senior Civil Judge Family (SCJ-F)	Miss Meena Qaisar, Judge Family Court (JFC)	Conducts ADR proceedings for cases referred by Mr. Sadiq Ahmad. Returns file with success/failure report within 15 days.
2	Ms. Meean Qaisar, Judge Family Court (JFC)	Miss Shamim S. Shah, Judge Family Court (JFC)/ADR In-Charge	Conducts ADR proceedings for cases referred by Ms. Meena Qaisar. Returns file with success/failure report within 15 days.
3	Miss Shamim S. Shah, Judge Family Court (JFC)/ADR In-Charge	Mr. Sadiq Ahmad, Senior Civil Judge Family (SCJ-F)	Conducts ADR proceedings for cases referred by Ms. Shamim S. Shah. Returns file with success/failure report within 15 days.

- Every court mentioned in the rota is strictly directed to maintain a formal Record Register to track all performance and monitoring data for cases received and returned.
- As per the established directions, the ADR monthly report shall be issued by the court of the ADR In-Charge (Miss Shamim S. Shah, JFC). She is responsible for consolidating data from the registers and submitting reports to the KMIT Unit, Secretariat of District Judiciary, Peshawar High Court.
- All proceedings shall remain informal and confidential. If a settlement is reached, the duty judge must reduce it to writing, obtain signatures from the parties, and return the completed file to the original referring court.
- ADR proceedings will be conducted in the earmarked official premises adjoining the Court of the In-Charge, ensuring a conducive environment for settlement.



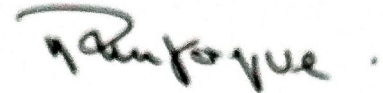
ASHFAQ TAJ
District & Sessions Judge
Mardan

Endst: No/655-63/E- 09 /D&SJ

Dated 22 / 07 /2026

Copies Forwarded to:

1. Worthy Registrar Peshawar High Court, Peshawar
2. All Judicial Officers of the District
3. The District Attorney, Mardan
4. The President District Bar Association, Mardan
5. The Presidents, Tehsil Bar Association, Takth Bhai/Katlang
6. In-charges, Institution Branch/CFMIS/TT
7. Office



District & Sessions Judge
Mardan