

Capacity Building of the Excise & Taxation Staff in Narcotics Control

18 – 23 July, 2022 [Batch-I]

SCHEDULE OF ACTIVITIES

Day -1 : Monday 18 July, 2022			
S. No	Topic	Resource Person	Duration
1.1	Registration & Pre Evaluation		08:30 - 08:45
1.2	Recitation of the Holy Qur'an & Sermon	Hafiz Hassan Farooq	08:45 - 09:00
1.3	National Anthem		09:00 – 09:05
1.4	Welcome Address	Director General	09:05 - 09:10
1.5	Group Photo Session		9:10 – 09: 20
1.6	Description of Training	Director Instructions-I	09:20 – 09:30
1.7	Ethics & Conduct • Code of Conduct • Professional Responsibilities • Ethics & Mannerism	Mr. Salah ud Din, Director Excise, Taxation and Narcotics Control Department	09:30 - 10:30
Tea Break (10:30 – 11:00)			
1.8	Orientation on Basic Laws • Khyber Pakhtunkhwa Control of Narcotics Substances Act, 2019 • Pakistan Penal Code, 1898 • Criminal Procedure Code, 1908 • Qanoon e Shahadat Order, 1984	Syed Yasir Shabbir, Director Instructions, KPJA	11:00 – 12:30
Lunch & Prayer Break 12:30 - 01:30			
1.9	Orientation on Khyber Pakhtunkhwa Control of Narcotics Substances Act, 2019 • Definitions • Offenses & Punishments • Abetment & Obstruction • Special Courts	Mr. Muhammad Khalid, Excise & Taxation Officer/Circle Officer, Khyber	01:30 – 03:00
July, 2022			
2.1	• Recitation of the Holy Qur'an • Feedback Session	Faculty	08:30 - 09:00
2.2	Arrest, Search Warrants, Searches, Seizure & Sealing – Practical Aspects • Obtaining Arrest & Search Warrant • Search (person, vehicle & dwelling house) • Search of Female Accused • Arrest, Escape & Retaking • Seizure • Weighing • Separation of Samples – Nature of Case Property • Sealing of samples and case property • Search of a dwelling house	Mr. Irfanullah, DyPP	09:00 - 10:30
Tea Break 10:30 – 11:00			

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18 – 23 July, 2022 [Batch-I]

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2.3	Arrest, Search Warrant, Recovery, Murasala -Practical Exercises • Applications for Arrest & Search Warrants • Drafting; • Recovery Memo, • Card of Arrest, • <i>Murasla</i> • Conducting other spot proceedings including preparation of site plan	Mr. Irfanullah, DyPP	11:00 - 12:30
Lunch & Prayer Break 12:30 - 01:30			
2.4	Chain of Custody, Maintaining Record, Transmission of accused & Case Property from spot - Theory & Practice • Chain of Custody - Transmission, safe custody & deposit of case property in Excise Police Station. • Maintaining relevant Registers • Transmission of spot report to Police Station • Transfer of accused from spot to Police Station	Mr. Sangeen Shah, DPP	01:30 - 03:00
Day -3: Wednesday 20 July, 2022			
3.1	• Recitation of the Holy Qur'an • Feedback Session	Faculty	08:30 - 09:00
3.2	Collection of Evidence – Theory and Practical Skills • Collection of Evidence during investigation • Relevant Facts • Admissible Evidence	Malik Amjad Inayat, Advocate	09:00 - 10:30
Tea Break 10:30 – 11:00			
3.3	Investigation – Theory & Practical Skills • Investigation • Site plan (<i>Naqsha Moqa</i>) • Statement of witnesses (u/s 161 & 164 CrPC) • Digital Investigation (Obtaining & deciphering Call Data Record) • Case Diaries	Mr. Attiq ur Rehman, Director Administration	11:00 - 12:30
Lunch Break 12:30 - 01:30			
3.4	Remand & Investigation – Theory & Practical Skills • Remand of accused for investigation • Remand of female & Juvenile accused • Associating Private Witnesses & Obtaining bonds for their appearance • Statement of Accused (u/s 161 & 164/364 CrPC)	Mr. Muhammad Khalid, Special Prosecutor, ANF	01:30 - 03:00
Day-4: Thursday 21 July, 2022			

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18 – 23 July, 2022 [Batch-I]

SCHEDULE OF ACTIVITIES

4.1	- Recitation of the Holy Qur'an - Feedback Session	Faculty	08:30 - 09:00
4.2	Orientation on Disposal of Articles Seized and Tracing, Freezing, Forfeiture, Management & Confiscation of Assets - Seizure of contraband & Connected Articles - Production in Court (with accused & during Trial) - Interim custody (<i>Superdari</i>) & taking Surety bonds - Confiscation & Destruction - Tracing of assets - Freezing & Forfeiture - Management of frozen & forfeited assets	Lajbar Khan Khalil, Advocate	09:00 - 10:30
Tea Break 10:30 – 11:00 Departure to FSL			
4.3	Forensic Investigation - Forensic investigation - Safe transmission to and deposit of case property in the FSL - Bringing FSL reports on record - Best practices & emerging trends in investigation of narcotics cases	Mr. Muhammad Bilal, Instructor, FSL	11:30 - 12:30
4.4	Visit of FSL – Chemical analysis of contrabands	Directors Instruction & Administration	12:30 - 2:00
Departure from FSL			
Lunch 2:30			
Day-5 : Friday 22 July, 2022			
5.1	- Recitation of the Holy Qur'an - Feedback Session	Faculty	08:30 - 09:00
5.2	Orientation on Trials Before Special Courts - Magistrate Trial - Sessions Trial - Responsibilities of Narcotics Control Staff - Attendance of Accused - Production of Private Witnesses - Attendance of Sureties	Hafiz Naseem Akbar, D&SJ	09:00 - 10:30
Tea Break 10:30 to 11:00			

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18 – 23 July, 2022 [Batch-I]

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5.3	Submission of Final Report (Challan) - Challan and its kinds - Statutory requirements of challan - Preparation of Index - Scrutiny of Case and Checklist for case submitted for Trial - Effective liaison with Prosecution during investigation and before submission of challan	Mr. Saqib Sultan Jadoon, DPP	11:00 - 12:30
Friday Prayer & Lunch Break 12:30 - 01:30			
5.4	Recording of Evidence - Preparing for Evidence - Recording Evidence - Examination in Chief - Cross Examination - Examination of as to Separation of Samples, Weighing, preparation of parcels, Safe custody, transmission to FSL, Chain of Custody and Production of Case Property - Related issues	Malik Amjad Inayat, Advocate	01:30 - 03:00
Day 6: Saturday 23 July, 2022			
S. No	Topic	Resource Person	Duration
6.1	- Recitation of the Holy Qur'an - Feedback Session	Faculty	08:30 - 09:00
6.2	Avoiding Common Errors- Investigation - Search - Arrest - Seizure - Recovery - Parceling - Chain of Custody - Investigation - File completion - Others related issues	Mian Asghar Shah, D&SJ	09:00 - 10:30
Tea Break 10:30 to 11:00			
6.3	Avoiding Common Errors - Trial - Production of Witnesses - Evidence & Role of Witnesses - Production of Case Property - Other related issues	Mian Asghar Shah, D&SJ	11:00 - 12:30
Concluding Ceremony			
6.4	Recitation from the Holy Qur'an		12:30 – 12:35
	Remarks of Class Representatives		12:35 – 12:40
	Concluding Address of Director General		12:40 – 12:45
	Address of the Chief Guest		12:45 – 12:55

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	Conferment of Certificates	12:55 – 01:00
	Prayers, Lunch & Departure	01:00 onwards

Note: Participants will arrive on 17th July, 2022, after noon. List has been shared with the Admin Wing.