



# **Islamic Emirate of Afghanistan**

## **Ministry of Justice**

### **Directorate of Planning and Policy**

### **Detailed Report on Performances and**

### **Achievements of Fourth Quarter of Year**

### **1444 (2023) from Date: 1/10/1444 -31/12/1444**

### **(21/04/2023-19/07/2023)**

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## Introduction

Pursuant to the provision of decree number (400) dated 11/02/1444 (70/02/2023), of his excellency supreme leader of Islamic Emirate of Afghanistan, all ministries and independent administrations are obligated to prepare the report of their performances in a quarterly basis whose first quarter should initiate from the first month of the lunar colander (Moharram al-haram) to the end of the third month of lunar colander ( Rabi al Awal) of the year 1444 (2023), encompassing their activities during these months and proceed likewise and present them to the office of his excellency supreme leader.

In accordance with the provision of the above-mentioned decree, the report of fourth quarter of the year 1402 (2023) of ministry of justice which encompasses the activities of three months (Shawal al-Mukarram, Dhuqada-tul-Haram and Dhul-Hajjah-tu-Haram) the same as (Sawr, Jawza and Saratan) 1402, has been prepared and is hereby respectfully presented.

## A Summary of Report

Ministry of Justice has planned a total of (63) major activities in one quarter of the year 1402 (2023) from which (32) activities have been implemented within three months (Sawr, Jawza and Saratan) of the fiscal year 1402 (2023) and has obtained major achievements.

It is worth mentioning that (24) activities are under the implementation and progressed to certain percentages and execution of (0) activities has commenced and proceeded to certain percentages, however, owing to some impediments their realization process has been suspended for time being. Likewise, the realization process of (7) activities has not started within these three months due to some specific problems the statistics of which has been presented in the following table:

The average percentage of implementation of current affairs according to the plan in one quarter reaches (65.05) percent and according to the annual plan it reaches (30.51) percent.

The sum of major planned activities in a quarter	Activities performed in a quarter	Running activities of a quarter	Suspended activities in a quarter	Non-started activities of a quarter
63	32	24	0	7

## Report on the Modality of Progress of Planned Activities

A: Percentages of Progress of Planned Activities in One Quarter.

The following table shows the progress of major activities:

Main objective	Target Value in a Year	Title of Major Activities	Percentages of progress in a quarter	Percentages of progress according to annual planning
Planning, drafting and scrutinizing the legislative documents, processing, printing and timely publication of them	(64) titles of laws	Planning, drafting and scrutinizing (16) titles of legislative documents in civil, criminal, economic and commercial fields	100%	62.2%
	Provision of (100) legal advices	Providing (25) legal advices based on the guidance inquiries of the ministries and directorates of the Emirate	100%	38%
	(12) times expressing of opinions	Expressing opinions on (3) agreements, treaties, memoranda, conventions and protocols	100%	75%
	(24) legislative documents	Printing and promulgation of (6) legislative documents in (3) No. official gazette	100%	41.66%
	(1000) volumes	Printing, promulgating and distributing (250) volumes of periodicals	0%	0%
	(10000) pieces of trademarks and documents	Printing, publishing and distribution of (2500) pieces of trademarks and documents	100%	39.74%
Public awareness on laws, legal and judicial affairs	(524) times of interviews and notifications	Organizing (1) time of press conference, (100) times of interviews with the media by the relevant departments of the ministry and (30) times of informing the applicants	80.91%	20.22%
	(710) times	Preparation of (150) pieces of news from meetings and official ceremonies, (8) announcements, (5) announcements and newsletters and (15) videos	90.44%	22.67%
	Publication of (678) no. of official gazettes, Adalat Magazines, and lists of associations	Publication of (3) no. official gazettes, (3) announcements of registration of trademarks and documents, (1) Adalat periodical magazine and (163) lists of unions, charity foundations and real estate agencies on the website of the ministry	100%	32%

	Publication of (24) announcement of volunteering and employment	Publication of (6) announcements of volunteering and vacancies on the website of ministry of justice	100%	25%
	Conducting (8) training programs	Carrying out (2) training programs for legal aid providers and public awareness preachers	100%	25%
	Conduction of (800) programs	Convention of (200) legal awareness programs in the center and provinces	35.5%	8.87%
	Conducting of (60) times supervision	Supervision of legal awareness preachers' advertisements (15 times) in the center and provinces	100%	31.66%
	Preparation of (4) no. booklet of legal notes with a circulation of (192) volumes	Printing (1) a booklet of legal notes with a total circulation of (48) volumes in one quarter and sending it to the heads of provincial justice directorates	100%	25%
	Provision of awareness to (65000) people	Legal awareness for (16,250) citizens of the country, including men and women, children and vulnerable people in the center and provinces	13.38%	3.34%
Provision of legal services	Provision of legal aid for (7000) peoples	Providing legal assistance to (1,750) suspects, defendants and victims of crimes of torture and rape, children, women, persons with disabilities, returnees, internally displaced persons, indigent immigrants and refugees and giving priority to the victims of the mentioned crimes in the center and provinces	4.57%	1.14%
	Legal advices for (472) individuals	Provision of legal advices through legal aid providers and public awareness preachers for (118) citizens of the country	24.57%	6.14%
	Printing of (4) titles of advertising materials	Printing of (1) title of advertising materials, (brochure, poster and booklets) and sending them to the 34 provinces	100%	75%
	Participation in (7000) judicial sessions	Participation of legal aid providers in (1750) judicial sessions of courts in the center and provinces representing the indigent suspects, defendants and victims	5.14%	1.28%

Writing (7000) lawsuits, defenses and objections	Writing and arrangement (1750) of claims, defenses and objections for suspects, defendants and indigent victims	3.31%	0.82%
Dealing with (1,200) petitions	Dealing with (300) pieces of legal and miscellaneous applications in the center and provinces	100%	81%
Defending (3000) cases	Defense of (750) movable and immovable cases, investigation of real estate, financial, administrative and commercial disputes in order to defend public assets and treasury.	100%	100%
Restitution (2000) cases	Prevention of usurpation and restitution of (500) usurped cases (movable and immovable) through the Commission of Prevention of Usurpation of Land and Restitution of the Usurped Lands	%٩.٤	%١.٩
Issuance of (250) rulings	Issuance of (13) reconciliation and dispute resolution rulings and (50) of restitution rulings	9.52%	2.4%
Registration and renewal of (4100) licenses	Registration and renewal of (75) licenses of associations, (575) licenses of real estate agencies and (375) licenses of petitioners	97.46%	24.36%
(3200) times supervisions	Supervision of (50) institutions and associations (500) real estate agencies and (250) petitioners	100%	41.1%
Distribution of (3000) licenses	Distribution of (250) licenses and renewing of (500) licenses of defense attorneys	47.2%	11.8%
Overlooking of (1500) defense attorneyship offices	Supervision and controlling of (375) defense attorneyship offices in the center and provinces	44.26%	11%
(2000) forms	Distribution of (500) tax balance forms and examination of tax obligations documents	38.5%	19.25%
(12 rounds evaluations for (1000) individuals	Launching of (3) rounds evaluations for approximately (250) defense attorneys	13.17%	3.35%
Sending of (4) inventories	Sending the general list of defense attorneys to the relevant central and provincial bodies on a quarterly basis	100%	25%

	Issuance of inquiry on the obtainment of seal for (1500) individuals	Providing inquiries for (375) license applicants for the issuance of the seal of attorneyship offices	56.26%	14%
	Collecting and dealing with (500) complaints	Collection and processing of (50) complaints against defense attorneys and collection of (75) complaints of defense attorneys from relevant authorities	19.2%	4.8%
	Blocking of (100) offices	Blocking of (25) illegal attorneys' offices of defense attorneys	32%	8%
	Issuance of (3000) payment time determinations	Issuance of determination of payment of renewal and new applicants for (750) defense lawyers	100%	43.86%
	Establishment of (7) sub-directorates	Establishment of (7) sub-directorates in the zones of the country	100%	100%
Development and capacity building of human resources	Employment of (110) employees	Hiring (32) people in central and provincial shortage positions and hiring (5) people through NTA system in law drafting project	100%	84.5%
	Replacement of (30) individuals	Replacement of (30) employees in order to provide better judicial and legal services	100%	66.66%
	Contract extension of (40) people	Preparation and extension of short - term contracts of (10) people in center and provinces	100%	47.5%
	Activation of (URMIS) system	Activation of (URMIS) System in the Ministry of Justice	30%	30%
	Conducting of (32) instructional programs for (800) people	Carrying out (8) instructional programs for (200) employees of central and provincial directorates of ministry of justice	62.5%	15.62%
	Evaluation of (1000) employees' performances	Management, coordination and arrangement of performance evaluation of (250) central and provincial employees	0%	0%
	Analysis of (220) job descriptions in accordance with their positions	Amendment, revision and analysis of job descriptions of (55) positions of central and provincial directorates	100%	34%

	Retirement of (8) employees	Processing of retirement of (2) employees on the basis of their old age and completion of 40 years of service	100%	25%
	Introduction of (25) employees to the domestic educational institutions	Introduction of (1) employee to domestic educational institutions at undergraduate level and (5) employees of the Ministry of Justice to private universities with reduced fees	16.66%	4%
	Revision of fiscal year 1402 organizational structure	Revision, arrangement and finalization of the organizational formation of the Ministry of Justice for the fiscal year 1402	100%	100%
	Distribution of ID cards for (500) people	Distribution and examination of ID cards for (125) permanent employees of the ministry of justice and instructing them	100%	34.6%
	(10) complaints	Dealing with (3) complaints of central and provincial employees	100%	40%
	Renunciation and acquisition of citizenship of (34) applicants	Processing affairs relating to the renunciation of citizenship of (7) people and acquisition citizenship (2) people	0%	40%
Provision of services	(4) agreements	Processing and signing of draft agreements of domestic and foreign institutions	0%	0%
	(4) instructional trips	Preparing of (1) foreign instructional trip for employees	0%	0%
	Issuance of 5 passport letters	Preparation of (1) letter and sending it based on its type to the general directorate of passport of ministry of interior affairs	100%	60%
	Inspection of (46) units	Inspection of performances of (12) administrative units of ministry of justice	100%	39.13
	Examination of (80) extraordinary cases	Examination of (20) cases extraordinarily in accordance with the direction of his excellency Minister Office	30%	7.5%
	Supervisory examination of (30) cases	Arrangement of (8) cases of supervisory reviewed reports	100%	100%



	Translation and notarization of (55564) pieces of official documents	Translation of (16) titles of legislative documents and notarization of (13875) pieces of official documents	100%	37.18%
	Distribution and issuance of (12) licenses	Distribution and issuing of (3) licenses of translation of official documents	100%	83.33%
	Construction and completion of (4) projects of Ministry of Justice	The construction of the building of the Justice Directorates of Farah, Uruzgan, and the construction of the wastewater treatment system of the Ministry's central building complex, if the budget is available.	0%	0%
	Preparation and procurement of (4) projects	Preparation and procurement of printing and publication, fuel, spare parts and stationeries	0%	0%
	(3960) cases	Entering of (990) legal and civil cases in Case Management System Registration Book and legal files	100%	25.63%
	Controlling of (3960) forms	Controlling and overlooking of accurate filling out and completion of (990) pieces of form of case management system by the professional employees of administrative and other respective bodies	100%	25.63%
	Teaching of (435) pages in (220) lessons	The teaching of beliefs and the assigned curriculum includes (63) pages in 25 sessions for the employees of the Ministry and teaching of Islamic Education Book, including (46) pages in 30 sessions for civil service contractual workers	45.87%	11.49%
	Aggregate	(63) Total number of activities	The average percentage of progress of all activities in one quarter is (65.5%).	The average percentage of progress of all activities in one year is (30.51%).

## B. Ongoing Activities During a Quarter

No	Detailed Activity Realization Report	Percentages of progress	Activities Non-completion Reasons according to the Plan
1	Organization and arrangement of (1) press conference, (1000) interviews with the media by the relevant departments of the ministry and (30) notifications to the applicants included in the plan, including (0) press conferences, (43) interviews with the media and (63) notifications have been made.	80.91%	No more requests in this regard
2	The preparation of (150) news from meetings and official ceremonies, (8) notices, (5) announcements and newsletters and (15) videos included the plan, including the preparation of (138) news from official meetings and ceremonies, (9) notices, (4) announcements and newsletters and (10) videos have been published.	90.44%	//
3	Preparation of (200) programs of legal notices in the center and provinces included the plan, including (71) programs have been implemented.	%۳۵.۵	Lack of budget
4	Provision of legal awareness for (16,250) citizens of the country, including men and women, children and vulnerable people in the center and provinces were included in the plan from which (2,175) have been provided.	13.38%	Lack of budget and vehicles
5	Providing legal assistance to (1,750) suspects, defendants and victims of crimes of torture and rape, children, women, persons with disabilities, returnees, internally displaced persons, immigrants and needy refugees and giving priority to the victims of the mentioned crimes in the center and the provinces were included in the plan, from which legal aid has provided for (80) people.	4.57%	Request has not been made by the courts and reports have not been delivered from provinces.
6	Providing legal consultations, through legal aid providers and legal public awareness missionaries, for the number of (118) needy nationals of the country were included in the plan, among which (29) people were consulted.	24.57%	Lack of request and budget

7	Participation of legal assistants in (1,750) judicial hearings of courts in the center and provinces for suspects, defendants and indigent victims was included in the plan, from which (90) participations have been made.	5.14%	Lack of more cases
8	Writing and arranging (1,750) claims, defenses and objections for suspects, defendants and indigent victims were included in the plan, among which, (58) pleadings were written and arranged.	3.31%	Non-delivery of more cases
9	Prevention of usurpation and restitution of (500) cases of usurpation of movable and immovable property through the commission of land usurpation prevention and restitution of usurped lands were included in the plan, among which (32) restitution rulings were issued.	6.4%	Lack of restitution cases and non-delivery of cases
10	The issuance of (13) cases of conciliation and conflict resolution rulings and (50) cases of restitution rulings were included in the plan, among which (3) cases of conciliation and conflict resolution rulings and (3) restitution rulings were issued.	9.52%	//
11	Registration and renewal of (75) licenses of associations, (575) licenses of real estate agencies and (375) licenses of petitioners were included in the plan, among which (64) licenses of associations, (533) licenses of real estate agencies and (402) licenses of Petitioners have been registered and renewed.	97.46%	Non-reference of the applicants
12	Distribution of (250) licenses and renewal of (500) licenses of defense attorneyship were included in the plan among which (187) licenses have been distributed and (187) licenses have been renewed.	47.2%	Non-appearance of applicants
13	Supervision of (375) defense attorney offices in center and provinces were included in the plan among which (166) cases of supervisions have been conducted.	44.26%	Under implementation

14	Distribution of (500) tax balance forms and examination of their tax obligation documents, (500) defense attorneys were included in the plan among which (200) tax balance forms have distributed and (185) defense attorneys have been reviewed.	38.5%	//
15	Launching of (3) rounds evaluation of approximately (250) defense attorneys were included in the plan among which (34) of them have been evaluated.	13.17%	//
16	Provision of inquiry for (375) defense attorneyship license applicants for their seals issuance were included in the plan among which (211) letters have been sent to Azadi Publication.	56.26%	//
17	Collecting and dealing with (50) complaints against defense attorneys and collecting of (75) complaints from defense attorneys against respective authorities were included in the plan among which (24) petitions have been collected and addressed.	19.2%	Other complaints are under processing.
18	Blocking of (25) illegal defense attorneys' offices were included in the plan among which (8) illegal defense attorneys have been blocked.	32%	Under implementation
19	The activation of the system (HRMIS) in the Ministry of Justice were included in the plan that was activated on a trial basis in the sub-directorate of administration development.	30%	System is activated from administrative affairs
20	Conducting of (8) instructional programs for (200) employees of central and provincial directorates of justice were included in the plan among which (130) employees have been introduced to training programs.	62.5%	Lack of more persons
21	Introducing of (1) employee to the domestic educational institutions at undergraduate level and (5) employees to the fee discount of private universities were included in the plan of which (1) person has been introduced to fee discount of private universities.	16.66%	Non-offering of more discounts from universities and lack of budget

22	The objective and current control of the current operations of (12) directorates and the sub-directorates under its influence and the case registration management system includes the plan, of which (11) have been subject to objective and ongoing monitoring.	91.66%	The administration didn't need it.
23	Reviewing of (20) cases in an extraordinary manner based on the direction of Justice Minister's Office were included in the plan of which (6) cases have been reviewed extraordinarily.	30%	Non-existence of extraordinary case
24	Teaching of beliefs and submitted curriculum including (63) pages within 25 sessions for the employees of ministry and teaching of (Talimul Islam Book) including (46) pages within 30 sessions for the service contractual workers were included in the plan of which (33) pages for the employees and (17) pages for the service contractual workers have been taught.	45.87%	There wasn't place for the service contractual workers.

### C. Delayed Activities within a Quarter

No	Activities Realization Detailed Report	Percentages of Progress	Reasons of Activity Delay
1	0		
2	0		

### D. Activities Not Started within a Quarter

No	Title of Activity	Reason for Non-starting of Activity
1	Printing, publishing and distribution of (250) volumes of Adalat periodical magazine	Lack of standard, academic and specialized articles
2	Management, coordination and arrangement of performance evaluation of (250) central and provincial employees	Authoritative officials have not directed.
3	Advancing affairs related to citizenship renunciation of (7) persons and acquisition of citizenship of (2) persons	According to the guidance of the Directorate of Cohesion Affairs of the Cabinet, the Directorate of General Affairs is currently suspended.
4	Provision of (1) foreign educational trip for employees	Lack of budget
5	Processing of draft and signing of (1) memorandum of understanding with domestic and foreign institutions	Non-completion of conditions by from the part of institutions
6	The construction of the Farah Provincial Justice	Non-approval of budget by the

	Directorate and Uruzgan Provincial Justice Directorate and the construction of the sewage treatment system of the ministry's central building complex if the budget is available.	ministry of finance in this regard
7	Preparation and procurement of printing, publishing, fuel, spare parts and stationery projects	//

### Detailed Report of Planned Activities, Performances and Achievements

#### A. Activities Implemented according to the Plan during a Quarter and Achievements (results)

No	Classification of Activities	Descriptive report on the modality of realization of major implemented activities	Achievements (results of the implemented activities)
1	Preparation, drafting and scrutinizing of legislative documents, processing and timely publication of them	Outlining, drafting and scrutinizing of (16) titles of legislative documents in civil, criminal, economic and commercial fields	Strengthening the rule of law and improving the legislative process
		Providing (25) legal counsels based on the direction request of Emirate ministries and directorates	
		Expressing opinion on (3) agreements, treaties, memoranda, conventions and protocols	
		Printing and publishing of (6) legislative documents in (3) series of official gazettes.	
2	Public awareness on laws, legal and judicial affairs	Printing and publishing of (2500) pieces of commercial documents and trademarks	Citizens' awareness about the activities of ministry of justice
		Publication of (3) series of official gazettes, (3) announcements of trademark registration, (1) Adalat Periodical Magazine and (163) lists of unions, charity foundations and real estate agencies on the website of ministry of justice.	
		Publication (6) of the announcement of volunteering and employment announcements on the Ministry's website	
		Conducting of (2) training programs for legal service providers and public awareness preachers	Increasing the level of awareness of legal aid providers and missionaries
		(15) times supervision of advertisements of local legal awareness preachers in center and provinces	Increasing the level of awareness of the country's citizens
Printing of (1) legal booklet with a total circulation of (48) volumes in one quarter and sending them to the provincial justice	Citizens' awareness about the activities of ministry of justice		

		directorates.	
		Preparation and arrangement of (1) title of advertising material (brochure, poster and booklet)	Providing public awareness to citizens
		Addressing to (300) pieces of submitted legal and miscellaneous petitions in the center and provinces	Better handling of complaints and attracting clients
		Defense of (750) movable and immovable cases, examination of real estate, financial, administrative and commercial disputes in order to defend public assets and treasury.	//
		Supervision of (50) institutions and associations, (500) real estate agencies and (250) petitioners	Provision of quality services
		The general list of defense attorneys has been sent to the relevant bodies of the center and provinces on a quarterly basis, including in the months of Sawr and Jawza (1523), defense attorneys have been sent to the relevant bodies.	The work was carried out according to the plan.
		Issuance of determination of payment of renewal and new applicants for (750) defense lawyers	//
		Establishment of (2) sub-directorates in zones of the country	//
3	Development and capacity building of human resource	Recruiting (23) people in central and provincial shortage positions and hiring (5) people in the Law Drafting Project through the NTA system	Recruiting experienced and educated people, entrusting the work to its meritorious applicants and providing judicial and legal services
		Replacement of (8) employees in order to provide better judicial and legal services	
		Arrangement and extension of (10) people short term contracts in the center and provinces	Specification and standardization of duties and responsibilities of each positions and acceleration of the process
		Amendment, revision and analysis of job descriptions of (55) positions of center and provinces	
		Implementing the retirement of (2) employees due to their old age and completion of 40-year services	Implementing in compliance with law
		Revision, organization and finalization of organizational structure of ministry of justice for the fiscal year 1402	Performing accurately by considering the organizational structure
		Distribution and reviewing of ID card for (125) official employees of the ministry and instructing them.	Identifying the official employees of the ministry

		Addressing (3) complaints raised by central and provincial employees	Ensuring the principle of transparency
		Arrangement of (1) letter and sending it based on its type to the general directorate of passport of the ministry of interior affairs	Conducting performances and providing timely services
4	Provision of administrative services	Inspecting the performances of (12) administrative units of ministry of justice	Providing quality legal and judicial services
		Arrangement of reviewed reports (8) supervisory cases	//
		Translation of (16) titles of legislative documents and notarization of (13875) pieces of translated official documents	Providing quality legal and judicial services
		Distribution and issuance of (3) official documents translation licenses	
		Entering (990) civil and legal cases in the registration book of case management system and civil legal files	//
		Controlling and supervising the filling out and completion of (990) pieces of case management system forms in a correct manner by professional administrative employees and other respective sections.	//

### B. Activities Implemented outside the Plan and Their Results during a Quarter

No	Detailed report on realization of activities outside the plan	Reasons for non-inclusion in the plan	Achievements (results of realized activities)
1	Planning, drafting and scrutinizing (24) titles of legislative documents in civil, criminal, economic and commercial fields	Non-delivery of more cases based on the plan	Strengthening the rule of law and enhancing the process of legislation
2	Provision of (13) legal counsels based on requests of instructions by Emirate ministries and directorates		
3	Expressing opinions on (6) agreements, treaties, memoranda, conventions and protocols		
4	Printing, publishing and distributing of (1474) pieces of commercial documents and trademarks	More is needed in this field	Enforcement of law and access to information
5	Publication of (0) official gazette, (0) announcement of registration of trademarks and commercial documents, (0) Adalat Periodical Magazines and (52) lists of unions, charity foundations and real estate agencies on the website of ministry of justice		



6	Supervising the advertisements of legal awareness site preachers (4) times in center and provinces	//	//
7	Preparation of (2) titles of advertising materials (brochure, poster and booklets)	//	//
8	Dealing with (673) pieces of received legal and miscellaneous petitions in center and provinces	//	//
9	(4) pieces of decrees, (23) pieces of orders of his excellency supreme leader and (10) decrees of prime minister have been implemented	//	//
10	(5) pieces of cabinet's enactments, (4) pieces of proposal of high office of Islamic Emirate of Afghanistan, (9) pieces of instructions and (3) suggestions of office of prime minister have been delivered	//	//
11	(499) pieces of suggestions and requests for instruction, after the approval of office of minister, have been implemented	//	//
12	Defending (2445) movable and immoveable cases, investigating the estate, financial, administrative and commercial disputes toward defending the public properties and treasury	//	Restitution of public rights and treasury
13	Supervising of (0) institution and associations, (1083) real estate agencies and (0) petitioners	//	Facility for the citizens
14	Issuing the payment determination for the applicants of renewal and new licenses of (566) defense attorneys	More requests	Coherence of the affairs of defense attorneys and providing better services for defense attorneys
15	We meet twice every two months to solve the problems of defense attorneys, three times a week with Honorable Minister Sahib, twice with Deputy Minister in Professional Affairs, and once a week we participate in an administrative meeting.	//	//
16	Establishment of (5) sub-directorates and (7) professional members in the country's zones	//	//
17	(7) defense attorneys have rescinded their licenses and (2180) criminal forms have been given to the defense attorneys	//	//
18	Hiring of (63) employees in the central and provincial vacant positions and hiring of (0) person in laws drafting project through NTA system	Needs of administration	Attracting experienced and educated individuals, giving the job to its righteous applicants and providing legal-
19	Replacement of (12) employees for better legal and judicial service provision	//	
20	Preparation and extension of (9) persons' short-term contracts in center and provinces	//	

			judicial services
21	Amendment, revision and analysis of job descriptions of (20) positions of central and provincial directorates	//	Specification and standardization of duties and responsibilities of each position and accelerating the process of affairs
22	Distribution and reviewing of (48) ID cards of employees of the ministry and instructing them	//	Identification of the ministry's employees
23	Addressing (1) complaint from central and provincial employees	//	Ensuring the principle of transparency
24	Providing health services to (1623) employees of the ministry of justice	//	Provision of services in timely manner
25	Arrangement of (1) letter and sending it based on its type to the general directorate of passport of the ministry of interior affairs	//	Dealing with daily affairs
26	Inspecting the performances of (6) administrative units of ministry of justice	Needs of administration	Provision of services in timely manner
27	Preparation of reviewed reports (27) supervisory cases		//
28	Translation of (371) titles of legislative documents and notarization of (6399) pieces of translated official documents	//	Provision of quality legal-judicial services
29	Distribution and issuing of (7) translation licenses of official documents	//	
30	As many as 65 decrees, under the guidance of Honorable Amir al-Mu'minin, revision, organizing a legislative internship for 96 people, an online defense attorneyship internship for 162 people, revision of the draft text with Pakistan, Russia, China, Japan, Turkey, Iran, Turkmenistan, and Rana University and so on. (2) The decree of the Amir al-Mu'minin have been arranged, published and sent in the form of a newspaper after translation.	Performing in accordance with instructions	
31	Entering (25) civil legal cases in the registration book of case management system and legal files	More requests	//
32	Checking and supervising the accurate and complete filling out of (25) pieces of case management system forms by professional administrative employees and other sections	//	//

33	Implementation of the project and daily supervision of the construction work flow of the Holy Mosque, matters related to greenery and supervision of the second estimate of the VIP garage of the Ministry of Justice.	//	//
34	Collecting, analyzing and unifying the report of the first quarter of 1402 and presenting it to the Ministry of Finance and Economy	//	Conducting the performances according to law
35	Bid Opening Ceremony and evaluation of the procurement project of 102 stationery items for printing and non-printing topics and the offers of the printing and publishing project of the Ministry of Justice.	//	//
36	Constantly monitoring the commitment to the congregational prayers		Commitment of all employees to congregational prayers

### **Main Challenges and Suggested Solutions**

Main Problems	Suggested Solutions
Lack of required budget for printing and publication of advertising materials	Procuring the required budget
Lack of vehicle for the transportation of legal aid providers and public legal awareness preachers to the sites	Procurement of adequate vehicles
Lack of grounds and facilities for gatherings in schools, seminaries and sites	Paving the ground for the convention of more gathering and congregations

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