



Punjab Judicial Academy, Lahore

Standard Operating Procedures (SOPs) For uploading contents on Social Media Sites/Applications

No. Pages	Approved Date	16 /10/ 2021
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Purpose	<p>Social media has become a powerful instrument for communication and propagation of information that have a significant impact on an Organization and its professional reputation. The use of social media is discrimination between personal voice and organizational voice. Punjab Judicial Academy adopts the policy elucidated in the ensuing paragraphs to protect professional reputations while participating in it.</p>	
Objectives	<p>These instructions will serve as standard operating procedures (SOPs) for uploading official contents on social media sites and website with prior written/ verbal (as the case may be) approval from the competent authority.</p> <p>The main aims of this SOP are: -</p> <ol style="list-style-type: none">1. To streamline decalogue for the use of social media for sharing the Punjab Judicial Academy's Educational and Training activities etc. with the law fraternity and the common audience.2. To accentuate and magnify the image of Punjab Judicial Academy in the high esteem of its objects.3. Improve information exchange.	

	4. Guide academy to use social media while effectively complying with online ethics and adherence to these SOPs.
Scope	This standard operating procedure applies to the Punjab Judicial Academy only for uploading contents on the social media sites and the official website of the PJA.
Definitions	<p>Social Media Site: Social media designed to be disseminated through social interaction and social media site means sites/applications available online through any means of computer aided system(s) / cellular device(s) / mobile phone(s) / hand-held device(s) and are used for communication/sharing of content(s). These sites include, but not limited to <i>Facebook, Twitter, YouTube, WhatsApp</i> or any other approved by the competent Authority.</p> <p>Content: means word phrases sentence(s) along with picture(s) or video(s) related to the administrative or academic activity of the Punjab Judicial Academy, Lahore <i>only</i>.</p> <p>Competent Authority: means the Director General of the Punjab Judicial Academy or any Senior officer to whom powers delegated by the Director General.</p>
Approved Social Media Sites	<p>The Punjab Judicial Academy will use following social media sites in addition to its official website for uploading content(s).</p> <ul style="list-style-type: none"> • Facebook • Twitter



	<ul style="list-style-type: none"> • YouTube • WhatsApp <p>However, in order to use new social media site that have not yet been approved – proposal should be made in writing to the competent authority for the grant of to use the said social media site. Proposal should outline the following information clearly and succinctly:</p> <ul style="list-style-type: none"> • Name of the Social Media Site (LinkedIn, Instagram, etc.) • Rationale for Development • Summary if intended use, including types of content to be disseminated, proposed credentials, administrator, etc.
<p>Procedure</p>	<p>A written draft will be prepared of the content(s) to be uploaded on the social media sites and Official Website of PJA and same will be submitted before the competent authority for approval.</p> <ul style="list-style-type: none"> ➤ The Director of the concerned department while submitting the Information/ photograph(s)/ Material(s) to be uploaded on the social media sites and official website of the Academy shall ensure the accuracy of the such material. ➤ The Director of the concerned department shall initiate/provide Information/ photograph(s)/ Material(s) to be uploaded on the social media sites and official website of the Academy. ➤ All the material(s) so initiated/provided should be routed through Director Admin (Punjab Judicial

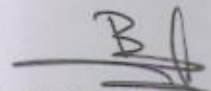


	<p>Academy) for an approval from the competent authority.</p> <p>➤ After formal approval of the competent authority, content(s) shall be uploaded/posted.</p>
<p>Material</p>	<ol style="list-style-type: none"> 1. Events occurred in the Punjab Judicial Academy <ol style="list-style-type: none"> a. Inaugural/Concluding ceremony(s) of training program includes In-Service / Pre-Service / Capacity Building / Performance / Evaluation based Training for Judicial Officers, Court Personnel / any other program approved by the competent authority b. Webinar Sessions (Online Trainings) c. Training Class Activities with the Resource Person (with topic important points). d. Visits of foreign / National Dignitaries and Delegations e. Conference /Seminar / Workshops /Symposiums organized by the Punjab Judicial Academy. 2. Speeches of Hon'ble Chief Justice of Pakistan, Hon'ble Chief Justice of High Court, Hon'ble Judges of Superior Court/High Court will be recorded and uploaded with permission from the competent authority. 3. All the photographs shall be of 800x600 or higher resolution with Punjab Judicial Academy logo stamp to protect the copyrights.



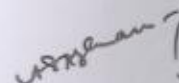
	4. Any content/information approved by the competent authority shall be uploaded on social media sites.
Management	The administrative control (user credentials) of the social media sites shall be managed by the Information Technology Department of the Punjab Judicial Academy or an official / Officer of the Academy, so deputed by the competent authority.
Prohibition	No offensive, discriminatory, negative or any material injurious to the reputation of the Punjab Judicial Academy will be uploaded.
Monitoring	These sites will be monitored continuously to remove any offensive, inappropriate and objectionable remarks. In such cases, intimation will be given to the competent authority for further necessary actions in accordance to the letter no. SO (ADMN)4-14/2020 (S&GAD)/4703, Govt. of the Punjab, Law and Parliamentary Affairs Dept. dated 03-09-2021 on the subject of 'USE OF SOCIAL MEDIA BY GOVERNMENT SERVANTS'.

Drafted By



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Approved By



Justice (Retd) Abdus Sattar Asghar
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