



GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
31-SHER SHAH BLOCK, NEW GARDEN TOWN, LAHORE

No. DGSE-PO-2/63-2020/ 9301 Dated: 07-07-2022

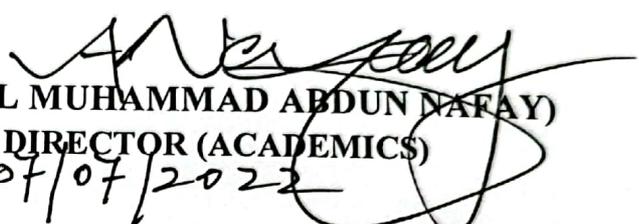
ORDER

Following *Ministerial Staff* of Government Special Education Institutions are hereby nominated to attend *two days* workshop titled “*MS Office & Essential I.T Skills(BATCH-I)*” Scheduled to be held in Government In-Service Training College for Teachers of Disabled Children Lahore, 31-Sher Shah Block, New Garden Town, Lahore with effect from *18-07-2022 to 19-07-2022. at 8:00 a.m. to 3:00 p.m.* Furthermore Participants are directed to follow the following code of conduct:-

- Presence in the classroom before the commencement of lecture shall be mandatory, late arrival in the class shall be noted and reflected in the final assessment.
- All the participants shall observe proper dress code jeans, joggers, t-shirts or any other type of casual dressing shall not be allowed.
- Leave during the course is strictly discouraged, in case of any emergency leave may be granted by Director General Special Education.

Sr. No	Name & Designation	Name of Institution/Centre
1.	Mr. Sajjad Ahmad Bajwa, Senior Clerk	Govt. Special Education Centre, Nankana Sahib, District Nankana Sahib.
2.	Mr. Muhammad Junaid Anjum, Junior Clerk	Govt. Institute for Slow Learners, Nankana Sahib, District Nankana Sahib.
3.	Mr. Abdul Rahman, Junior Clerk	Govt. Special Education Centre, Shakhkot District Nankana Sahib.
4.	Mr. Muhammad Bilal, Junior Clerk	Govt. Deaf & Defective Hearing Higher Secondary School Sheikhupura.
5.	Mr. Nazim Hussian, Junior Clerk	Govt. Special Education Centre, Ferozewala, District Sheikhupura.
6.	Ms. Saadia Iqtidar, Junior Clerk	Govt. Special Education Centre, Muridkey, District Sheikhupura.
7.	Mr. Shahbaz Ali, Junior Clerk	Govt. Special Education Centre, Sharaqpur Sharif, District Sheikhupura.
8.	Mrs. Attia Atif, Junior Clerk	Govt. Special Education Centre, Farooqabad, District Sheikhupura.
9.	Mr. Yasar Arfat, Senior Clerk	Govt. Special School for Hearing Impaired, Kasur, District Kasur
10.	Mr. Safdar Ali, Junior Clerk	Govt. Special School for Hearing Impaired, Kasur, District Kasur

11.	Mr. Haider Ali, Junior Clerk	Govt. Special Education Centre, Kasur, District Kasur.
12.	Hafiz Muhammad Tuqeer, Junior Clerk	Govt. Special Education Centre, Pattoki, District Kasur.
13.	Mr. M. Aslam Khan, Junior Clerk	Govt. Special Education Centre, Chunian, District Kasur
14.	Mr. Muhammad Nadeem, Junior Clerk	Govt. Special Education Centre, Kot Radha Kishan, District Kasur
15.	Mr. Muhammad Shafiq, Junior Clerk	Govt. Institute for Slow Learners, Kasur, District Kasur.


 (JAMAL MUHAMMAD ABDUN NAFAY)
 DIRECTOR (ACADEMICS)

07/07/2022

C.C.

A copy is forwarded for information and necessary action to:-

1. The District Education Officer (Special Education), _____ He / She is requested to personally ensure the participation of the nominee(s) from his/her respective District(s) of Jurisdiction.
2. The Principal, Government In-Service Training College for the Teachers of Disabled Children, 31-Sher Shah Block, New Garden Town, Lahore. **with the request to convey all the participants on phone to attend the workshop as per schedule.**
3. The Principal / Headmaster / Headmistress / In-charge, _____ with the directions to relieve the above nominee from his/her Institute / School / Centre to attend the course on schedule date & time. **No substitute / alternate nomination is allowed.**
4. The nominee concerned with the directions to report to the workshop Coordinator, Government In-Service Training College for the Teachers of Disabled Children, 31-Sher Shah Block, New Garden Town, Lahore, on **18-07-2022 at 8:00 a.m. sharp.** Those who will not attend the course as per schedule all be dealt with strictly under Punjab Employees Efficiency, Discipline and Accountability Act, 2006.
5. PS to Secretary, Special Education Punjab.
6. PA to Director General, Special Education Punjab Lahore.


PROGRAMME OFFICER