REGISTERED

04299230244

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

Dated the 25th October, 2026

SEDU/AS/DS/O/261025/1466

ORDER OF INQUIRY

No. SO(ESTT.)20-245/22: WHEREAS, District Education Officer (Special Education), Multan, vide letter No. DGSE/DEOMLT/O/260923/0191 dated 23.09.2026, forwarded a report of unauthorized absence in respect of **Ms. Saba Sittar, Speech Therapist (BS-17), Government Special Education Centre, Sher Shah Town, Multan** (***"accused officer"***), as reported by the Headmistress of the Centre vide letter No. GSEC/SST/MN-26/1298 dated 21.09.2026. According to the report, the accused officer remained absent from duty on 24.08.2026 without prior intimation. She subsequently submitted a medical certificate purporting to cover the period from 25.08.2026 to 05.09.2026; however, the said period of absence was not shown to have been regularized through sanction of leave by the competent authority. She again remained absent from duty on 07.09.2026 and 08.09.2026 and, thereafter, neither resumed her duties nor established contact with the Centre nor furnished any further medical certificate or other documentary evidence to explain or justify her continued absence up to 21.09.2026. The District Education Officer (Special Education), Multan, has accordingly reported that the accused officer's absence remained unauthorized and unexplained and has recommended initiation of disciplinary proceedings against her under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (***"Act"***).

2. **AND WHEREAS,** the undersigned, being the Competent Authority under the Act, has considered the report of the District Education Officer (Special Education), Multan, and the material placed on record and is satisfied that sufficient grounds exist to initiate disciplinary proceedings against **Ms. Saba Sittar, Speech Therapist (BS-17), Government Special Education Centre, Sher Shah Town, Multan**, on the charges of inefficiency and misconduct under Section 5 read with Section 9 of the Act. Accordingly, in exercise of the powers conferred under the Act, a regular inquiry is hereby ordered against the accused officer, and **Mr. Sajjad Haider, Principal (BS-19), Government Secondary School of HIC (Boys), Multan**, is appointed as Inquiry Officer to conduct the inquiry in accordance with law and to proceed against the accused officer in terms of Section 5 read with Section 9 of the Act *ibid*.

3. The Inquiry Officer shall inquire into the following charges framed against the accused officer:

I. That Ms. Saba Sittar, Speech Therapist (BS-17), while serving at Government Special Education Centre, Sher Shah Town, Multan, submitted a 14-day medical certificate for the period 25-08-2026 to

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05-09-2026 to the Centre, but the said leave was never sanctioned by the competent authority nor was the same received in the Department for consideration/orders. Her absence during the said period, as well as on 07-09-2026 and 08-09-2026, therefore remained unauthorized, as she absented herself without obtaining sanction of leave in the prescribed manner.

II. That after 08-09-2026, she neither reported for duty nor established any contact with the Centre nor submitted any further medical certificate or documentary evidence regarding her absence till 21-09-2026. She has thus remained willfully and continuously absent from duty w.e.f. 24-08-2026 till to date without intimation and without any lawful justification, which amounts to gross inefficiency, willful absence from duty and misconduct, and a failure to comply with the rules governing leave and attendance of Government servants.

4. The accused officer is hereby directed to submit her written defence to the Inquiry Officer within **seven (07) days of receipt of this Order**, clearly responding to each charge and enclosing all documents on which she intends to rely. She may also identify any relevant record required for the proper determination of the charges. In the event of failure to submit a written defence within the stipulated period, the inquiry shall proceed in accordance with the Act and the applicable procedure. Such failure shall not, by itself, dispense with the requirement to determine the charges on the basis of the available evidence and material on record.

5. **Mr. Mumtaz ul Hassan, Superintendent (BS-17), Office of the District Education Officer (Special Education), Multan**, is hereby appointed as the Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act. He shall assist the Inquiry Officer, produce the relevant official record, present the Department's case and extend all necessary cooperation for the expeditious and fair completion of the inquiry.

6. The accused officer shall be afforded an appropriate opportunity to inspect and consult the relevant record relied upon in support of the charges, subject to the applicable rules and procedure. For this purpose, she may approach the Departmental Representative within **three (03) days** of receipt of this Order for coordination of inspection and identification of the relevant documents. The Departmental Representative shall ensure that the relevant record is made available for inspection within a reasonable time so as not to prejudice the accused officer's right to submit an effective defence.

7. The Inquiry Officer shall conduct the inquiry independently, impartially and in accordance with the provisions of the Act, afford the accused officer a reasonable opportunity to defend herself, examine the relevant documentary and other admissible evidence, right if cross examination and record findings on each charge separately. The Inquiry Officer shall distinguish between allegations that are established and those that remain unsubstantiated and shall submit a reasoned inquiry report, together with findings and recommendations, to the undersigned within **sixty (60) days** of initiation of the inquiry, in terms of Section 10(6) of the Act.

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(SHOAIB IQBAL SYED)
SECRETARY
SPECIAL EDUCATION DEPARTMENT

NO. & DATE EVEN.

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

1) Director General
   Directorate General of Special Education
2) District Education Officer , (Multan)
   Directorate General of Special Education
3) *Mr. Sajjad Haider, Principal (BS-19) Govt. Secondary School of HIC (Boys) Multan / Inquiry Officer.*
4) *Mr. Mumtaz ul Hassan, Superintendent (BS-17) O/o the District Education Officer (Spl Edu), Multan.*
5) *Saba Sittar, Speech Therapist (BS-17), Govt. Special Education Centre, Sher Shah Town, Multan.*
6) Private Secretary
   Special Education Department

LAW OFFICER SED (LAW)

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