



Dated Lahore, the March 24, 2025

To

1. **Ms. Shagufta Naz,**  
 Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah,  
 presently under suspension and reported to department.
2. **Ms. Sumaira Faiz,**  
 Senior Special Education Teacher (P.D Field / BS-17),  
 Government Special Education Centre, Karor Lal Easan, District Layyah.
3. **Mr. Muhammad Kamran,**  
 Junior Special Education Teacher (V.I Field / BS-16),  
 Government Special Education Centre, Karor Lal Easan, District Layyah.
4. **Ms. Aasma Batool,**  
 Junior Special Education Teacher (H.I Field / BS-16),  
 Government Special Education Centre, Karor Lal Easan, District Layyah.
5. **Ms. Fouzia Khanum,**  
 Junior Special Education Teacher (PD Field / BS-16),  
 Government Special Education Centre, Karor Lal Easan, District Layyah

Subject:

**SHOW CAUSE-CUM-PERSONAL HEARING NOTICE UNDER SECTION 13(4) OF THE PUNJAB EMPLOYEES, EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006**

**WHEREAS**, disciplinary proceedings were initiated against you vide order dated 11.11.2024 under Section 3 read with Section 9 of the Punjab Employees, Efficiency, Discipline and Accountability Act, 2006 on the following charges of misconduct & inefficiency by appointing **Ms. Mah Jabeen**, Headmistress (BS-18), Govt. Special Education Centre, Renala Khurd, District Okara as Inquiry Officer;

**CHARGES AGAINST MS. SHAGUFTA NAZ / ACCUSED OFFICER NO. 1**

1. The accused officer, in her capacity as Chairperson of the Centre Child Protection Committee, failed to implement the Child Protection Standard Operating Procedures (SOPs) as mandated by the Special Education Department. Furthermore, she failed to provide a secure learning environment for special students at the Govt. Special Education Centre, Karor Lal Easan, and submitted an incorrect compliance report to higher authorities. She neglected to enforce day officer duties aimed at preventing incidents and failed to promptly report issues to the

- department/higher authorities, thereby compromising the safety and well-being of the students.
2. During her tenure as Incharge Headmistress, unethical videos of special students were recorded within the school premises, indicating gross negligence in her official duties. As class Incharge, the accused officer failed to monitor the activities of her students, one of whom was involved in the unethical incident. Despite repeated concerns from parents about the co-seating of male and female students in elementary and secondary classes, she failed to take corrective action, directly leading to the recording of inappropriate videos.
  3. The accused officer's lack of monitoring and oversight allowed students to engage in unethical acts within the school premises, with repeated incidents occurring over a year and a half. Despite her awareness of these incidents, she failed to report them to the department and neither did she take any corrective action in this regard, thereby exposing vulnerable special students to further harm. This inaction reflects her inefficiency and gross misconduct in safeguarding the students under her care. Her inefficiency and poor class management were evident when, as class Incharge, she neglected to monitor the activities of her students, resulting in one of her students, Mr. Umer Zulfiqar, being involved in an unethical act captured on video.
  4. The accused officer failed to ensure that the school maintained the required one-month backup of DVR recordings, as per the department's SOPs. Instead, only one week's backup was found, highlighting her inefficiency in implementing departmental policies and safeguarding school premises.
  5. In April 2024, following the matric exams, students were left unsupervised during practical exam preparations, and were allowed to attend without uniforms. No teachers were deputed to monitor the special students, and the accused officer failed to enforce restrictions on smartphone usage within the institution. These actions, or lack thereof, signify serious lack of oversight and negligence on her part.
  6. The accused officer failed to review CCTV footage of the school buses, resulting in a serious breach of departmental policies, including allowing special needs students to serve as conductors. The bus attendance register was improperly maintained, lacking the signatures of teachers or Incharge, which evidences her failure in ensuring proper administrative oversight. Similar discrepancies were found in the Chowkidar attendance register, further indicating inefficiencies in her management and record-keeping duties.
  7. The accused officer failed to maintain the newly constructed purpose-built building, which was found in disrepair and filled with dust, further indicating her inability to manage the Centre's facilities and academic environment effectively.
  8. The accused officer failed to activate and engage the School Management Council during her tenure as Incharge Headmistress. This failure, coupled with other managerial deficiencies, underscores her

inefficiency in fulfilling her responsibilities as both a teacher and the Incharge Headmistress.

9. Due to her poor academic oversight, teacher diaries were found incomplete, lacking necessary signatures, and not countersigned by her as the Incharge Headmistress. This neglect demonstrates a lack of accountability over the teaching staff and poor assessment practices, adversely affecting the students' education.

#### **CHARGES AGAINST MS. SUMAIRA FAIZ / ACCUSED OFFICER NO. 2**

1. Ms. Sumaira Fiaz, in her capacity as a senior teacher, failed to efficiently perform her duties by neglecting to ensure a safe and secure learning environment. The probe revealed that male and female students were inappropriately seated in the same classroom, a situation that raised concerns from parents. Her failure to address these concerns demonstrates gross inefficiency and disregard for her responsibilities.
2. As a member of the Child Protection Committee, Ms. Sumaira Fiaz failed to enforce the department's Standard Operating Procedures (SOPs), specifically concerning the protection and well-being of students. Her failure to provide proper oversight contributed to multiple incidents that were neither reported nor appropriately addressed by the teaching staff. Furthermore, she failed to report these issues to higher authorities, compromising the safety of the students under her care.
3. Ms. Sumaira Fiaz admitted to viewing unethical videos involving students and attempted informal resolutions. However, she failed to document these incidents or take corrective measures as required by departmental policy. Her failure to restrict the use of smartphones within the class / school premises constitutes serious lapse of oversight and deliberate negligence in the performance of her duties.

#### **CHARGE AGAINST MR. MUHAMMAD KAMRAN / ACCUSED OFFICER NO. 3**

Mr. Muhammad Kamran, as a member of the Child Protection Committee, failed to implement the required Child Protection Standard Operating Procedures (SOPs) mandated by the directive HM/GSEC/KRR/45 dated 19.03.2024. His neglect in executing these procedures directly undermined the safety and protection of special students, thereby compromising their learning environment. Furthermore, Mr. Kamran failed to provide a secure learning environment, reflecting his inability to effectively fulfill his responsibilities. His inaction on these critical issues not only jeopardized student safety but also demonstrated a lack of commitment to his role within the Committee. He did not report these issues to the department/higher authorities for timely resolution, exacerbating the risks faced by students and indicating a serious lapse in judgment. His inaction in this regard

signifies a failure to uphold the standards of conduct expected from a member of the Child Protection Committee.

**CHARGE AGAINST MS. AASMA BATOOL / ACCUSED OFFICER NO. 4**

Ms. Aasma Batool has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to provide a secure learning environment for special students, which is a fundamental aspect of her responsibilities. Her inefficiency and poor class management were evident when, as class Incharge, she neglected to monitor the activities of her students, resulting in one of her students, Ms. Shumaila Kousar, being involved in an unethical act captured on video. Furthermore, she failed to report these critical issues to higher authorities for timely resolution, exacerbating the situation. The recording of unethical videos within the Govt. Special Education Centre, Karor Lal Easan, underscores significant deficiencies in Ms. Assma Batool's performance as a teacher. The probe proceedings revealed that male and female students were inappropriately seated in the same classroom. Despite acknowledging that she viewed the videos, she failed to report them to higher authorities. She neglected to restrict smartphone use within the classroom and failed to effectively oversee students activities. Her lack of action not only undermined the safety and well-being of her students but also reflects a serious dereliction of her professional duties.

**CHARGE AGAINST MS. FOUZIA KHANUM / ACCUSED OFFICER NO. 5**

Ms. Fouzia Khanum has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to ensure a secure learning environment for special students, a fundamental aspect of her responsibilities. Furthermore, she neglected to report these critical issues to the department for timely resolution, exacerbating the situation and demonstrating a lack of accountability. Ms. Fouzia Khanum displayed inefficiency by failing to maintain necessary academic activities logs, which are essential for effective oversight and were expected to be duly countersigned by the Incharge Head. These failures indicate a significant lapse in her professional conduct and commitment to her duties as a teacher.

2. **AND WHEREAS**, the Inquiry Officer has submitted his report to this department (**copy enclosed**) and recommended imposition of following penalties upon you;

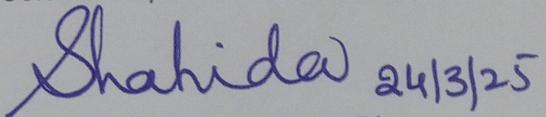
Sr. No.	Name of Accused Officer	Recommendation
1.	Ms. Shagufta Naz, Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education	i. Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.

	Centre, Karor Lal Easan, District Layyah ('accused officer No. 1')	ii. Imposition of Minor penalty of withholding of increments for a period of two years under section (4)(1)(a)(ii) of PEEDA Act, 2006.
2.	Ms. Sumaira Faiz, Senior Special Education Teacher (P.D Field / BS-17) ('accused officer No. 2'),	Imposition of Minor Penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.
3.	Mr. Muhammad Kamran, Junior Special Education Teacher (V.I Field / BS-16) ('accused officer No. 3'),	Exonerated.
4.	Ms. Aasma Batool, Junior Special Education Teacher (H.I Field / BS-16) ('accused officer No. 4')	Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.
5.	Ms. Fouzia Khanum, Junior Special Education Teacher (PD Field / BS-16) ('accused officer No. 5')	Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.

3. **AND WHEREAS**, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid* for the charges against you.

4. **NOW THEREFORE**, in exercise of the powers conferred upon me as Competent Authority under Section 13(4) of the PEEDA Act, 2006, you are hereby called upon to show cause within seven (07) days of the receipt of this notice as to why one or more penalties may not be imposed upon you under the PEEDA Act, 2006. You are allowed to submit additional defence in writing, if any.

5. You are also afforded an opportunity of personal hearing and directed to appear before the undersigned on **08.04.2025 (Tuesday) at 11:00 A.M.** for this purpose. If you fail to appear, the case shall be decided *ex-parte*.

  
 (SHAHIDA FARRUKH NAVEED)  
 SECRETARY SPECIAL EDUCATION /  
 COMPETENT AUTHORITY

**CC.**

- i. **Mr. Muhammad Ghaffar**, Superintendent (BS-17), Government Gunj Shakar, Special Education Complex, Okara / Departmental Representative to ensure delivery of this notice to the accused officers and also to appear before Secretary, Special Education Department on the date fixed for personal hearing alongwith relevant record.
- ii. P.S. to Secretary, Special Education Department.