

ORDER OF INQUIRY

No. SO(ESTT.)27-10/10: **WHEREAS**, Deputy Director (Admin), Directorate General of Special Education, Punjab, Lahore vide letter dated 10.10.2024 forwarded the detailed report received from District Education Officer (Special Education), D.G. Khan dated 28.09.2024 wherein it has been informed that the DEO (SE), Dera Ghazi Khan visited the Govt. Institute for Slow Learners, Muzaffargarh on 28.06.2024 at 1100 hours. The school was found in a dismal state with several issues: accumulation of dust, broken furniture, non-functional computers, fungus-affected water filters, stagnant water on the floor and poorly maintained whiteboards. In addition, expenditures booked under various heads lacked supporting physical store items/articles, indicating possible embezzlement of public funds. It has been further highlighted in the report that several staff members were absent during the visit and a review of the biometric data revealed discrepancies compared to the manual attendance register. There were also irregularities in the procurement and delivery of uniforms and violating PPR Rules 2014. Therefore, DEO (SE), D.G Khan, issued explanation to Mr. Khalid Waleed, Headmaster (BS-17+10%), Govt. Institute for Slow Learners, Muzaffargarh who replied to the explanation which was examined and found unsatisfactory. The DEO (SE), D.G Khan, in the light of gravity of the charges and the unsatisfactory / vogue response submitted by Mr. Khalid Waleed, Headmaster recommended that formal departmental inquiry proceedings may be initiated against him under the PEEDA Act, 2006 on the charges of inefficiency, misconduct and corruption.

2. **AND WHEREAS**, upon receipt of report, the undersigned being the Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 ('Act'), in due consideration of the facts of the case, is of the opinion that there are sufficient grounds to proceed against **Mr. Khalid Waleed**, Headmaster (BS-17+10% Special Pay), Govt. Institute for Slow Learners, Muzaffargarh ('accused officer') on the charges of inefficiency, misconduct and corruption, under section 5 read with Section 9 of the Act *ibid*. I, therefore, order initiation of disciplinary proceedings through a regular inquiry against the accused officer under the Act *ibid* by appointing **Mr. Muhammad Sajjad Haider, Headmaster (BS-18), Govt. Higher Secondary School of Special Education for HIC (Boys), Multan** as Inquiry Officer to proceed against the accused officer in terms of Section 5 read with Section 9 of the Act *ibid*.

4. The Inquiry Officer will proceed against the accused officer on the following charges of inefficiency, misconduct and corruption:

- i. Mr. Khalid Waleed consistently failed to mark his attendance on the biometric machine when leaving the office and allowed his subordinate staff to bypass this requirement as well. This reflects poor administration and a deliberate act of negligence.
- ii. On 28.06.2024, the day of inspection by DEO (SE), D.G Khan, Mr. Khalid Waleed marked Muhammad (Storekeeper) and Asif Manzoor (Naib Oasid) as on casual leave but failed to present the leave applications. He claimed the leave was granted via phone, but no official documentation exists to support this. This suggests that he either shielded absent staff or deliberately facilitated their absence, contrary to professional conduct and duty.
- iii. Biometric data for subordinate staff showed significant discrepancies compared to the physical attendance register. Mr. Muhammad Irfan, Mr. Asif Manzoor, and Mr. Ghulam Qumbar were recorded as present in the attendance register on various days but were absent according to biometric records, reflecting a lack of control over attendance management. For instance, Mr. Irfan was marked present in the attendance register but was absent in the biometric data from 25.05.2024 to 01.06.2024 and again from 22.06.2024 to 28-06-2024. Similarly, Mr. Asif Manzoor was marked present in the attendance register but absent in the biometric data on 21.06.2024 and 28.06.2024. This pattern continued with Mr. Ghulam Qumbar, who was present in the attendance register but absent in the biometric data on multiple occasions (10-05-2024, 16-05-2024, 25-05-2024, 28-05-2024, 10-06-2024, and 26-06-2024).
- iv. Mr. Khalid Waleed, as Chair of the Bid Evaluation Committee constituted for the purchase of uniforms with defined TORs, failed to invite the committee members, responsible for overseeing quality and quantity, for the mandatory physical counting of the uniforms. He proceeded with the distribution of uniforms without proper verification, signing of inspection note and its quality testing, thereby violating the Terms of Reference (TORS), Rule 148 of the General Financial Rules, and DDO Handbook Rule 5.41, which require the examination (quality testing), counting, and recording of received goods. This breach raises concerns about whether the actual quantity of uniforms was acquired and suggests non-compliance with transparency and financial regulations.
- v. Mr. Khalid Waleed violated the PPRA Rules and engaging in mis-procurement. On 16-01-2024, he floated a tender notice on the PPRA website for procurement estimated at Rs. 500,000/-. However, he

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uploaded two inconsistent tender notices, one in Urdu and one in English, which were not identical. Notably, the Urdu version required a 02% bid security, while the English version stipulated a fixed amount of Rs. 50,000/- as per Clause No. 9 of the tender enquiry form. Additionally, although the tender notice sought bids for Rs. 500,000/-, the procuring agency ultimately purchased goods worth Rs. 750,000/-. This constitutes a clear instance of mis-procurement and represents a serious violation of the procurement rules. He also failed to provide sales tax invoices from bidder despite payment.

- vi. Mr. Khalid Waleed did not publish or prepare bidding documents for the purchase of uniforms; instead, it only prepared a tender notice and tender enquiry form, which is a clear violation of Clause 25 of the PPRA Rules 2014. As Head of Procuring Agency, he failed to prepare the standard bidding documents and did not seek tenders in accordance with the required specifications for uniforms as notified in Notification No. DGSE-DP-2022/Uniform/Spec/11305 dated 22.09.2022. Moreover, it was also found that he purchased a sandal instead of shoes for special students in violation to notified incentives. During school visit, the quality of the uniforms was found to be substandard and few students reported non-receipt of shoes. Upon further investigation by DEO (SE), it was revealed that neither the supply of uniforms was examined by any member of Bid Evaluation Committee nor the same got tested from any competent forum to ensure the quality.
- vii. Uniforms were distributed by Mr. Khalid Waleed in summer vacations without intimation to the members of Bid Evaluation Committee whilst Storekeeper, Driver and Chowkidar distributed the uniforms whilst there is no entry in the school bus logbook as to how the special students came to collect their uniforms, raising suspicions for uniform delivery. The teaching staff and members of the Bid Evaluation Committee were not involved in the distribution process, and instead, the accused officer unilaterally formed an ambiguous "Uniform Distribution Committee" without formal documentation or any specific date for the distribution. Moreover, male staff, particularly class-IV staff, was assigned to distribute uniforms to female students, violating Child Protection SOPs, as no female staff was deputed to handle the preparation and distribution of girls' dresses, which should have been overseen by female personnel for ethical and practical reasons. Committee members, including the Storekeeper, Driver, and two Chowkidars, provided undated undertakings on plain paper, claiming that the uniforms were distributed, which raises doubts about the authenticity of the process. Further, attempts to verify the legitimacy of

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the distribution through the phone numbers (03074939269, 03088225928, 03036988985) as written on uniform delivery register provided in the records were unsuccessful, as the numbers were found to belong to individuals from other districts, such as Okara and Sahiwal, further suggesting fraudulent or suspicious record-keeping. These actions demonstrate a clear failure to follow proper protocols, adhere to ethical standards, and maintain transparency, indicating gross negligence and potential malfeasance in the uniform distribution process.

- viii. During the inspection on 28-06-2024, it was found that the school was in a deplorable condition, with classrooms filled with abnormal levels of dust, clearly not cleaned for days. Despite his written defence dated 09-07-2024, where he attributed the dust to the region's climate and the sweeper's illness, the state of the classrooms and school equipment showed severe negligence. The office computer was covered in dust and in poor condition, while the classroom whiteboards were broken, undersized, and inadequately maintained. Furthermore, the water cooler filters were in a hazardous state, filled with fungus and unfit for use, posing a health risk to students and staff. Stagnant water was also found near the cooler, reflecting a lack of dengue prevention activities. His failure to maintain basic cleanliness and hygiene has directly endangered the safety and well-being of the school community.
- ix. An analysis made by DEO (SE), D.G Khan revealed withdrawals of amount of Rs. 581,927/- in the last quarter of the financial year 2024, with no corresponding records, store items, or articles produced during the inspection. Furthermore, the school's condition did not reflect the expenditures incurred. In the Headmaster's written reply dated 11-07-2024, ambiguous responses were provided concerning the expenditures under various account heads. Upon producing physical records on 13-07-2024, a detailed review was conducted. It was found that the Headmaster failed to provide a reasonable justification for the expenditures, with repeated purchases made without attached requisitions or proper documentation. This prima facie indicates that the funds were embezzled and not utilized in the institution's best interests, as evidenced by the school's pathetic condition. After a thorough scrutiny of the bills, it was determined that an amount of Rs.674014/- is potentially embezzled.

5. The accused officer is directed to submit his written defence to the Inquiry Officer, within 07 days of the receipt of this order. If he fails to submit his written defence within the prescribed period, it shall be presumed that either he has no defence to offer or he has declined to offer the same and he has accepted the charges.

6. **Mr. Muhammad Imran, Superintendent (BS-17) Office of District Education Officer (Special Education), D.G Khan** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

7. In case, the accused officer desires to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, he may do so with prior arrangement with the Departmental Representative within **03** days of the receipt of this Order.

8. The Inquiry Officer will submit report and recommendations to the undersigned within sixty days (**60 days**) of the initiation of inquiry in terms of Section 10(6) of the Act *ibid*.

Shahida 25/3/2025
(SHAHIDA FARRUKH NAVEED)
SECRETARY to
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore the
March 25 /2025

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), D.G. Khan.
3. **Mr. Muhammad Sajjad Haider**, Headmaster (BS-18), Govt. Higher Secondary School of Special Education for HIC (Boys), Multan / **Inquiry Officer**.
4. **Mr. Muhammad Imran**, Superintendent (BS-17) Office of District Education Officer (Special Education), D.G Khan / **Departmental Representative** is directed to ensure delivery of this order to the accused officer through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officer, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Accused Officer / Mr. Khalid Waleed**, Headmaster (BS-17+10% Special Pay), Govt. Institute for Slow Learners, Muzaffargarh
6. PS to Secretary Special Education Department.

Shahida
26/3/25
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT