

**ORDER**

No. SO(ESTT)10-552/2014. WHEREAS, Deputy Director (Admn.), Directorate General of Special Education Punjab Lahore vide letter dated 05.01.2024 forwarded a visit report of the Govt. Special Education Center, D.G Khan ('Centre') upon the visits conducted by District Education Officer (Special Education), D.G. Khan ('DEO') on 23.11.2023 and 09.12.2023. The report delineated that performance and conduct of **Ms. Madiha Hanif**, Senior Special Education Teacher (H.I Field / BS-17) / former Headmistress, Govt. Special Education Center, D.G Khan presently reported to department ('accused officer') was unsatisfactory. The DEO further stated that during surprise visits on 23.11.2023 and 09.12.2023, several issues were identified at the Centre. On 23.11.2023, the school gate was locked causing inconvenience, government assets were exposed to theft, premises were dirty despite a newly appointed sweeper, teaching staff violated norms by bringing their children to class, assistive devices were poorly maintained, staff arrived late, and security measures like cameras were lacking. Additionally, costly items were carelessly placed outside, the new rented building lacked facilities, and budget inefficiencies were noted regarding uniform procurement. On 09.12.2023, half of the staff was on leave, students were absent, and the school was in poor condition. The accused officer's actions, including inadequate budget management and negligence in securing a suitable building, led to chaos and legal issues. The DEO recommended disciplinary action for the accused officer's misconduct and inefficiency.

2. **AND WHEREAS**, after receipt of report, disciplinary proceedings through a regular inquiry under the Section 5 read with Section 9 of the **PEEDA Act, 2006 ('Act')** were initiated against the accused officer vide order of inquiry dated 07.05.2024 substituted vide order of inquiry dated 01.08.2024 by appointing **Mr. Muhammad Sajjad Haider**, Headmaster (BS-18), Govt. Secondary School of Special Education for HIC (Boys), Multan as Inquiry Officer on the following charges of inefficiency and misconduct:

- i. On November 23, 2023, at 0830 hours, during surprise visit by the District Education Officer (Spl. Edu.), D.G. Khan, due to the inefficiency of the accused officer, the gate of the Centre was found locked, causing inconvenience for the female teaching staff and special needs students. Subsequently, at approximately 0840 hours, an unidentified individual opened the main gate of the Centre, thereby exposing government assets to potential theft risks.
- ii. During both visits of DEO (on November 23, 2023, and December 9, 2023) the premises of the Centre was found to be heavily laden with dust and clay, notwithstanding the recent appointment of a Sweeper. Additionally, classroom furniture was also found disarranged which shows inefficiency of the accused officer.

- iii. During the visit on November 23, 2023, majority of the teaching staff was found to be accompanied by their children within the classrooms, which contravened the established norms and standards governing class teaching practices. On both occasions of inspection (on November 23, 2023, and December 9, 2023) it was noted that costly wheelchairs, along with other essential assistive devices and valuable items belonging to the Centre, were kept outdoors without proper storage, consequently exposing them to wear and tear and loss to resources of the Centre. This inefficiency on the part of accused officer was also projecting an unfavourable image of the Centre.
- iv. During visit on November 23, 2023, the bus of the Centre arrived late at 0845 hours, and upon its arrival, it was found to be significantly soiled with dust and clay. During the aforementioned inspection, all class-IV staff members were found to be absent initially, arriving late thereafter. Furthermore, considerable number of the teaching staff, including the accused officer, also arrived late. Furthermore, on November 23, 2023, 50% of the non-teaching staff was absent from duty, and Mr. M. Imran, the designated sweeper, was also absent as well. However, attendance for Mr. M. Imran was marked, which manifestly shows negligence and inefficiency of the accused officer.
- v. During both inspection visits, it was found that the security cameras are not installed in the Centre, through which safety and security of children with special needs has been compromised. It was further found that valuable items such as the generator, exercise cycles, and other costly equipment were carelessly placed outside, posing potential risks of theft and loss. It was further found that the accused officer had acquired a new rented building for the Centre, which notably lacks essential civic amenities and a PTCL connection. This deficiency has resulted in the inability to synchronize the biometric machine with the Directorate General of Special Education (DGSE). Moreover, the rental rate for the building secured by the accused officer for the Centre is excessively high, set at Rs. 210,000/- per month. The rent of the building also fails to align with the structural features and covered area of the building.
- vi. During visit on November 23, 2023, it was found by the DEO that the plastic glass attached to the water cooler designated for special students was leaky and broken. Furthermore, the average daily attendance of students at the Centre consistently fell below the minimum benchmark required for the establishment of a primary school.
- vii. The accused officer demanded supplementary budgetary allocations for uniform, yet she failed to utilize the existing budget amounting to Rs. 500,000/- allocated for this purpose revealing inefficiencies in financial management. The accused officer neglected to procure winter uniforms, thereby depriving special-needs students of their entitlement. The accused officer in her written response submitted before the visiting officer/DEO, cited budgetary constraints for non-provision of uniforms, despite the

available funds being adequate to procure three sets of uniforms (one for winter and two for summer). An unaccounted amount of Rs. 308,563/- was found to be present in the Centre's bank account, and documentation or bank reconciliation statement was not available justifying parking of said amount.

viii. During visit on December 9, 2023, it was found by the DEO that 50 % (fifty percent) of the staff was on leave, and no students were in attendance at the school. The teachers who were present on that day were found to be sitting outdoors, enjoying with their children. This absence of students was attributed to the accused officer allowing the driver to take leave without making prior alternative arrangements.

3. **AND WHEREAS**, the Inquiry Officer after conducting thorough inquiry proceedings, strictly in accordance with the mandate of Act *ibid*, submitted inquiry report and recommended imposition of minor penalty of 'Censure' under Section 4(1)(a)(i) of the PEEDA Act, 2006 upon the accused officer.

4. **AND WHEREAS**, upon receipt of inquiry report, Show Cause cum Personal Hearing Notice under Section 13(4) of Act *ibid* was issued to the accused officer directing her to submit additional defence, *if any*, and also to appear before **Deputy Secretary Special Education / Hearing Officer** appointed under Section 13(4)(c) of the Act *ibid*, for personal hearing. The Departmental Representative was also directed to appear before the Hearing Officer alongwith all record under Section 13(4)(e) of the Act *ibid*.

5. **AND WHEREAS**, the Hearing Officer submitted report of hearing proceedings stating therein that before the hearing proceedings the accused officer submitted additional defense reply and during the hearing proceedings she submitted further reply and while reiterating the stance taken by her during inquiry proceedings and in additional defense replies *inter alia*, contended that charges levelled against her are against the facts and record; that the DEO / Visiting Officer failed to take the entire facts of case and submitted report to this department which contains incorrect information. She denied the charges and stated that she submitted sufficient documentary evidence during course of inquiry proceedings to rebut the veracity of the charges but the inquiry officer without any incriminating evidence has recommended imposition of minor penalty. Lastly, she requested that she may be exonerated from the charges. The Hearing Officer further stated in the report that during the course of hearing proceedings, the Departmental Representative stated that all record related to the charges was provided to the accused officer and inquiry proceedings were conducted by the Inquiry Officer in accordance with the provisions of PEEDA, Act, 2006 and statements of all concerned were recorded. The Departmental Representative further stated that charges of inefficiency and misconduct stood partially / fully proved against the accused officer. He further stated that the stance of the accused officer which she took in her additional defense replies has already been evaluated by the Inquiry Officer. He further apprised that attendance / punctuality of the accused officer was compromised due to which staff also used to come late and more than one time, it was observed by DEO during visits that majority of the staff is either absent from duty or arrives late or granted leaves by the accused officer. He further stated that

minor penalty of Censure in light of gravity of partially proven charges, proposed by the Inquiry Officer commensurates with the guilt of accused officer.

6. **AND WHEREAS**, the Hearing Officer after considering the material related to the case available in the shape of inquiry report and keeping in view the findings and recommendations of the Inquiry Officer and hearing all concerned observed that the recommendations of the Inquiry Officer for imposing minor penalty of 'Censure' under Section 4(1)(a)(i) of the PEEDA Act, 2006 upon the accused officer is in accordance with law and also commensurates with magnitude of guilt of the accused officer.

7. **AND WHEREAS**, upon careful examination of the findings and recommendations of the Inquiry Officer, the additional defense replies submitted by the accused officer, the report of the Hearing Officer, and the available record on file, it is evident that the inquiry proceedings were conducted in strict compliance with the provisions of the Punjab Employees Efficiency, Discipline and Accountability (PEEDA) Act, 2006. The Inquiry Officer has adhered to the principles of due process as enshrined under the law. Throughout the inquiry proceedings, the accused officer was afforded ample opportunity to present her defense and substantiate her innocence. The findings and recommendations of the Inquiry Officer are firmly rooted in the available record and were formulated after a comprehensive evaluation of all aspects of the case, including the prevailing circumstances. It is further noted that the Inquiry Officer's recommendations are well-reasoned and supported by substantive findings. No valid exception can be taken to these conclusions. A review of the record indicates that the Inquiry Officer has exercised a judicious mind, fulfilled all legal requirements, and appropriately recommended the imposition of a penalty. Prima facie, the findings and recommendations align with the available record and the underlying intent of the law.

8. **AND WHEREAS**, after a comprehensive evaluation of record, it is evident that during the inquiry proceedings, serious inefficiencies in the accused officer's ability to maintain the Centre's operational standards were clearly established. Inspections revealed the Centre's premises in a dismal state, with accumulated dust, disorganized classrooms, and poorly maintained infrastructure. The accused officer's defense that these lapses were due to the recent appointment of a sweeper is baseless. As the head of the Centre, it was her core responsibility to ensure effective supervision, particularly of new staff, and to implement cleanliness protocols. Her prolonged failure to address these fundamental issues reflects gross negligence and inadequate oversight. The accused officer further failed to install security cameras and implement necessary safety measures, despite ample time and authority. Her justification, *that she focused on classroom setup after relocation of the Centre to new building*, is unpersuasive, as ensuring the safety of special-needs students and Government assets is a non-negotiable priority. Furthermore, essential equipment, including wheelchairs and exercise cycles, was left exposed to weather and theft, demonstrating a lack of accountability in managing government property. Her failure to enforce discipline was equally glaring. Attendance records and inquiry findings confirmed habitual late arrivals by both staff and the accused officer herself, setting a poor example and eroding her authority. Persistent low student attendance further highlighted a lack of engagement and monitoring. Her

defense, attributing absenteeism to isolated incidents such as a driver's unavailability, fails to address the broader pattern of mismanagement. The accused officer also demonstrated financial mismanagement, failing to utilize Rs. 500,000 allocated for student uniforms. Moreover, Rs. 308,563 remained unutilized in the Centre's account without any reconciliation. Her defense, citing procedural delays in opening student accounts, reflects a lack of initiative and foresight in financial planning. It is further noted that while the accused officer argued that relocating to a better building was a significant achievement, her inability to provide basic facilities, such as security cameras and biometric system, undermines this claim. It is also noticed that by repeatedly citing staff shortages, financial constraints, and personal challenges as excuses for her inefficiencies, the accused officer demonstrated an inability to adapt or prioritize effectively. The Inquiry Officer found these defenses to be unsubstantiated. After a thorough examination of the evidence, it is unequivocally established that the accused officer failed to perform her duties efficiently, diligently, and responsibly.

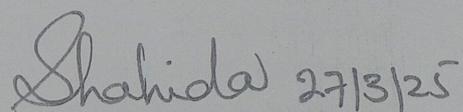
9. **NOW THEREFORE, I, Shahida Farrukh Naveed**, Secretary, Special Education Department being Competent Authority, *for reasons recorded herein above*, hold the view that the penalty recommended by the Inquiry Officer commensurates with the magnitude of the guilt of the accused officer, therefore, *while agreeing with the recommendations of the Inquiry Officer*, in exercise of powers vested upon me under Section 13(5)(ii) read with Section 4 of the PEEDA Act, 2006, minor penalty of '**Censure**' under Section 4(1)(a)(i) of the PEEDA Act, 2006 is hereby imposed upon the accused officer.

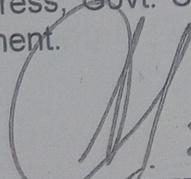
Dated Lahore, the
March 28th, 2025

No. & Date Even:

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

1. Accountant General, Punjab, Lahore.
2. Director General Special Education, Punjab, Lahore.
3. District Education Officer (Special Education), D.G Khan to ensure delivery of this order to the accused officer under intimation to this department.
4. Headmaster / Headmistress, Govt. Special Education Center, D.G Khan to ensure delivery of this order to the accused officer under intimation to this department.
5. Accused officer concerned / **Ms. Madiha Hanif**, Senior Special Education Teacher (H.I Field / BS-17) / former Headmistress, Govt. Special Education Center, D.G Khan presently reported to department.
6. PS to Secretary Special Education Department.


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


28/03/25
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT