

REGISTERED



No. SO(Estt.) 1-67 /2007
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the June 24, 2025

To

1. **Ms. Sadia Saman,**
Senior Special Education Teacher (BS-17 / HI Field),
Incharge Principal / DDO, Govt. Secondary School of Special Education
(H.I), Girls, Sahiwal.
2. **Mr. Abdul Aziz,**
Store Keeper (BS-11),
Govt. Secondary School of Special Education (H.I), Girls Sahiwal.

Subject:

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

WHEREAS, joint disciplinary proceedings were initiated against you by the Competent Authority vide order of inquiry dated 07.04.2025 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. Humera Anwar**, Deputy Director (BS-18), Govt. Al-Sahi Special Education Centre (M.C.C), Sahiwal (Devolved) as Inquiry Officer:

CHARGES AGAINST MS. SADIA SAMAN / ACCUSED OFFICER

- I. The accused officer while serving as Incharge Principal and Drawing and Disbursing Officer, was under a duty to supervise the admission process of board classes and to ensure compliance with deadlines and procedural formalities. Despite being informed as early as 27.12.2024 by Board of Intermediate and Secondary Education (BISE), Sahiwal that admission forms had not been received, she failed to take decisive remedial action. The accused officer continued to rely on verbal assurances of Mr. Abdul Aziz, Store Keeper for over three months without verifying facts or escalating the matter to higher authorities. The accused officer's prolonged inaction and failure to report this serious lapse contributed to the denial of examination opportunity to six (06) special students. This demonstrates gross inefficiency, failure to discharge supervisory responsibilities, and lack of administrative diligence.
- II. Upon learning of the delay, instead of initiating disciplinary or corrective measures, the accused officer transferred a sum of Rs. 30,000/- from her personal account to Mr. Abdul Aziz, Store Keeper without ensuring timely accountability, traceability, or confirmation of fee submission. The accused officer failed to obtain receipts or monitor the disbursement and utilization of public funds for a critical official function. This action reflects misuse of administrative discretion, poor financial oversight, and conduct unbecoming of an officer.

- III. That on 04.04.2025, being the Incharge Principal and administrative head of the institution, the accused officer failed to ensure her presence at the examination center or the school premises, despite being aware of the highly sensitive and time-bound nature of board examinations. The accused officer admitted to staying at home citing personal reasons while the school remained locked and unattended. The accused officer's absence without alternate arrangements or delegation of authority amounts to gross negligence, dereliction of duty, and misconduct.
- IV. The accused officer failed to manage the affairs of the school as on 04.04.2025, Mr. Ameer Hamza, Senior Clerk (BS-14), Mr. Abdul Aziz, Store Keeper (BS-11), Mr. Jamil Ahmad, Driver (BS-05), Shahbaz Ali, Lab Attendant (BS-01), Naeem John, Sweeper (BS-01) were absent from duty without approval of leave.

**CHARGES AGAINST MR. ABDUL AZIZ, STORE KEEPER /
ACCUSED OFFICIAL**

- I. The accused official was entrusted with the official responsibility of submission of admission forms of students of 9th and 10th classes to the Board of Intermediate and Secondary Education (BISE), Sahiwal, a duty assigned to him formally since 2019. The accused official despite receiving the fee amount failed to deposit the same within the time frame and kept the administration unaware of non-submission of admission fee of students on false pretext.
- II. The accused official despite receiving an amount of Rs. 30,000/- from the Incharge Principal for the specific purpose of submission of admission fee on 02.01.2025, failed to submit the admission forms of 9th class students within the stipulated deadline i.e., 03.01.2025 with triple fee, and subsequently misled the school administration about their status. The accused official's failure to perform this essential function directly resulted in six (06) special students being deprived of their right to appear in the Health & Physical Education paper scheduled on 04.04.2025, thereby seriously jeopardizing their academic future. Such grave negligence amounts to gross inefficiency and dereliction of official responsibilities.
- III. Despite receipt of funds from the Incharge Principal/DDO, the accused official willfully withheld the admission forms and did not submit them to the BISE, Sahiwal. The accused official repeatedly misrepresented to the Incharge Principal that the forms had been submitted and that roll number slips were expected soon. On multiple occasions, the accused official falsely attributed delays to courier issues, holidays, and board office procedures. It was only on 04.04.2025, the day of the examination, that it was discovered the accused official had not deposited the complete fee nor submitted the forms to the board. The accused official's actions constitute intentional misrepresentation, withholding of official documents, and willful misconduct.

IV. That on 04.04.2025, a critical day when students were scheduled to appear in their board examination, the accused official remained absent from duty without obtaining any prior permission and switched off his mobile phone, rendering himself inaccessible. This conduct reflects willful avoidance of duty, unauthorized absence, and gross disregard for the discipline and operational integrity of the institution.

V. The accused official received an amount of Rs. 30,000/- in lieu of admission fee of special students from Ms. Sadia Saman SSET-HI, Incharge Principal/DDO Govt. Secondary School of Special Education (H.I), Girls Sahiwal on 02.01.2025 via online bank transfer into his two different accounts and deposited only amount of Rs. 7980/- on 03.01.2025 and amount of Rs. 4980/- on 02.01.2025. The rest of amount has been embezzled by him.

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

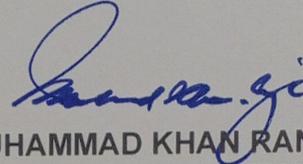
Sr. No.	Name of Accused Officer	Recommendation
1.	Ms. Sadia Saman, Senior Special Education Teacher (BS-17 / HI Field), Incharge Principal/DDO, Govt. Secondary School of Special Education (H.I), Girls, Sahiwal	<ul style="list-style-type: none"> It is recommended to impose minor penalty of 'withholding of increments for a period of 2 years' under section 4(a)(ii) of the Punjab Employees Efficiency Discipline and Accountability (PEEDA) Act, 2006. It is recommended to impose major penalty of 'recovery from pay, two third (2/3) that is Rs. 196320/- total amount Rs. 294480/- in lieu of fine from BISE Sahiwal', under section 4(b)(i) of the Punjab Employees Efficiency Discipline and Accountability (PEEDA) Act, 2006 if not exempted by BISE Sahiwal.
2.	Mr. Abdul Aziz, Store Keeper (BS-11), Govt. Secondary School of Special Education (H.I), Girls Sahiwal.	<ul style="list-style-type: none"> It is recommended to impose minor penalty of 'withholding of increments for a period of three years' under section 4(a)(ii) of the Punjab Employees Efficiency Discipline and Accountability (PEEDA) Act, 2006. It is recommended to impose major penalty of 'forfeiture of past service for two years' under section 4(b)(iii) of the Punjab Employees Efficiency Discipline and Accountability (PEEDA) Act, 2006. It is recommended to impose major penalty of 'recovery from pay, one third (1/3) that is Rs.

98168/- of total amount Rs.
294480/- in lieu of fine from
BISE Sahiwal', under section
4(b)(i) of the Punjab Employees
Efficiency Discipline and
Accountability (PEEDA) Act, 2006
if not exempted by BISE Sahiwal.

3. **AND WHEREAS**, in view of facts of the case and available record, 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, *as prescribed in Section 4 of the Act ibid*, 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 10.07.2025 at 01:00 P.m for this purpose. If you fail to appear, the case shall be decided *ex-parte*.



(MUHAMMAD KHAN RANJHA)
SECRETARY SPECIAL EDUCATION /
COMPETENT AUTHORITY

CC.

- i. **Mr. Imran Sher**, Superintendent (BS-17), Office of District Education Officer (Special Education), Sahiwal / **Departmental Representative** to ensure delivery of this notice to the accused officer / official and also to appear before the Secretary, Special Education Department on the date fixed for personal hearing alongwith relevant record.
- ii. District Education Officer (Special Education), Sahiwal, to ensure the delivery of this notice to the accused officer / official through all possible means under intimation to this department.
- iii. P.S. to Secretary, Special Education Department.