

REGISTERED



No. SO(Estt)23/120/2016
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the 29 August, 2025

To

Ms. Naila Khalid,
Junior Special Education Teacher (PD/BS-16),
Govt. (High) Special Education Centre, Layyah.

R/o: Ward No. 14, Mohallah Waghay Wala, Layyah
And
Asia Sports Chobara Road T.D.A Chowk, Layyah.

Mobile No: 0312-6664008 / 03350776115

Email: 13.mcs.19@gmail.com

Subject: SHOW CAUSE NOTICE UNDER SECTION 7(b) READ WITH SECTION 5(1)(a) OF THE PEEDA ACT, 2006

WHEREAS, Deputy Director (Admn), Directorate General of Special Education, Punjab, Lahore vide letter dated 01.07.2025 has forwarded letters of District Education Officer, Special Education, D.G Khan dated 19.06.2025 and Headmistress, Govt. Special Education Centre, Layyah dated 29.05.2025 wherein it has been informed that your conduct has been consistently irresponsible, unprofessional, and in blatant disregard of service norms. You remained willfully absent from duty on multiple occasions without prior approval or justification- specifically on 02.11.2024 to 03.11.2024 (2 days), 13.11.2024 to 19.11.2024 (7 days), 22.11.2024 to 27.11.2024 (6 days). In December 2024, you absented yourself for the entire month, attending school only on 17.12.2024. In January 2025, you were absent for the entire month except for 24th and 26th January and you remained absent from 01.02.2025 to 23.02.2025 (24 days). In the month of March 2025, you absented yourself on 01.03.2025 to 02.03.2025, 05.03.2025 to 09.03.2025, and 12.03.2025 to 14.03.2025. Moreover, it has also been reported that you have been continuously absent from your duty since 18.03.2025 to date without prior approval / permission of leave by the Competent Authority. It has also been reported that in addition to your chronic absenteeism, your performance as a teacher is grossly unsatisfactory. You remained failed to maintain your teacher's diary, student profiles files, and did not take part in health screening. Your overall attitude towards duty is negligent, non-serious, and unbecoming of a government officer, hence you have been found guilty of misconduct. Lastly, it has been requested to initiate disciplinary proceedings under the PEEDA Act, 2006.

2. **AND WHEREAS**, the undersigned being Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, in due consideration of the facts of the case, is of the view that you, **Ms. Naila Khalid**, Junior Special Education Teacher (PD Field / BS-16), Govt. (High) Special Education Centre, Layyah has been found guilty of misconduct on account of following charges:

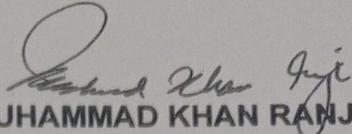
- i. You remained willfully absent from your duty on multiple occasions without prior approval or justification- specifically on 02.11.2024 to 03.11.2024 (2-days), 13.11.2024 to 19.11.2024 (7-days), 22.11.2024 to 27.11.2024 (6-days). In December 2024, you absented yourself for the entire month, attending school only on 17-12-2024. In January 2025, you were absent for the entire month except for 24th and 26th January. You also remained absent from 01.02.2025 to 23.02.2025 (24-days), and in March 2025, you absented yourself on 01.03.2025 to 02-03-2025 (2-days), 05.03.2025 to 09.03.2025 (5-days), and 12.03.2025 to 14.03.2025 (3-days). Furthermore, you have been found willfully absent from your duty w.e.f. 18.03.2025 to date without prior permission / approval of leave by the Competent Authority.
- ii. Your performance as a Junior Special Education Teacher (PD Field / BS-16) has remained unsatisfactory. You have failed to maintain your teacher's diary, student profiles files, and did not take part in health screening. Your overall attitude towards your duties is negligent, non-serious, and unbecoming of a Government Officer.

3. **AND WHEREAS**, the undersigned is of the opinion that in view of availability of sufficient documentary evidence on record, it is not necessary to hold an inquiry into the matter in view of the provision contained in Section 5 (1)(b) of the Act *ibid*. It is, therefore, decided to proceed against you under Section 7(b) read with Section 5 (1)(a) of Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

4. **NOW, THEREFORE**, you are hereby called upon to show cause in writing **within 07-days** of the receipt of this notice as to why one or more of the penalties as prescribed under Section 4 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 should not be imposed upon you.

5. Your reply to Show Cause Notice should reach the undersigned, within the said period failing which it shall be presumed that you have no defence to offer and you have admitted the charge.

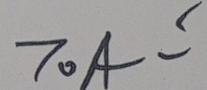
6. In case, you desire to consult any record on which the aforesaid charges are based or relevant to the aforesaid charge, you may do so with prior arrangements with the Section Officer (Estt.) of this Department **within 03-days** of the receipt of this notice.


(MUHAMMAD KHAN RANJHA)
SECRETARY
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

No. & Date Even:

A copy is forwarded to:

1. The Director General of Special Education, Punjab, Lahore.
2. The District Education Officer (Special Education), D.G Khan with the direction to ensure delivery of this Show Cause Notice to the accused officer through all possible means including delivery at her residential address and through email well in time.
3. Headmistress, Govt. Special Education Centre, Layyah with the direction to ensure delivery of this Show Cause Notice to the accused officer through all possible means including delivery at her residential address and through email well in time.
4. PS to Secretary Special Education Department.
5. Office file.


SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT

29/8/2025