

**PENALTY ORDER**

No. SO(ESTT)1-67/2007. WHEREAS, joint disciplinary proceedings were initiated against Ms. Sadia Saman, Senior Special Education Teacher (BS-17 / HI Field), Incharge Principal / DDO, Govt. Secondary School of Special Education (H.I), Girls, Sahiwal ('accused officer No.1') and Mr. Abdul Aziz, Store Keeper (BS-11), Govt. Secondary School of Special Education (H.I), Girls Sahiwal ('accused officer No.2') 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 wilfully 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 wilful 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 **wilful 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 submitted inquiry report, wherein the Inquiry Officer recommended imposition of following penalties upon the accused officers:

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">• Minor penalty of 'withholding of increments for a period of 2 years' under section 4(a)(ii) of the PEEDA Act, 2006.• 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 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">• Minor penalty of 'withholding of increments for a period of three years' under section 4(a)(ii) of the PEEDA Act, 2006.• Major penalty of 'forfeiture of past service for two years' under section 4(b)(iii) of the PEEDA Act, 2006.• 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 PEEDA Act, 2006 if not exempted by BISE Sahiwal.

3. **AND WHEREAS**, upon receipt of inquiry report, Show Cause-cum-Personal Hearing Notice dated 24.06.2025 under Section 13(4) of Act *ibid* was issued to the accused officers directing them to submit additional defence, *if any*, and also to appear before the undersigned on 10.07.2025 for personal hearing. The Departmental Representative was also directed to appear before the undersigned along with all record under Section 13(4)(e) of the Act *ibid*.

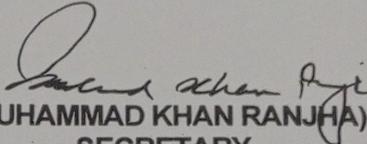
4. **AND WHEREAS**, the accused officers and Departmental Representative appeared on the date fixed and the accused officer No. 1 filed additional defence reply whereas, accused officer No.2 opted not to file additional defense reply and relied upon the reply filed before the Inquiry Officer. During the course of hearing, while reiterating the stance already adopted during the inquiry proceedings the accused officers, *inter alia*, contended that they had always performed duties diligently and with integrity, that lapses were attributable to misrepresentation by the Store Keeper, and that the Inquiry Officer had failed to objectively consider their defence. The Departmental Representative, however, submitted that the inquiry was conducted strictly in accordance with law, that the accused officers were provided full opportunity of defence, and that the charges of inefficiency and misconduct stood duly established beyond doubt.

5. **AND WHEREAS**, after careful and judicious consideration of the inquiry report, the defence pleas submitted by the accused officers, and the arguments advanced by the Departmental Representative, it is observed that the inquiry proceedings were conducted strictly in accordance with the provisions of the PEEDA Act, 2006. The accused officers were afforded ample opportunity to present their defence, and the principles of natural justice were duly observed. On evaluation of the record, the charges against both accused officers stand fully established. With respect to the charges levelled against **Ms. Sadia Saman**, it has been proved that despite explicit intimation from BISE, Sahiwal dated 27.12.2024 regarding non-receipt of admission forms, she failed to verify the matter, escalate it to higher authorities, or initiate remedial measures. Her reliance on mere verbal assurances of a subordinate for more than three months resulted in the deprivation of six special students from appearing in their examinations. Further, instead of adopting prescribed official procedures, she irregularly transferred Rs. 30,000/- from her personal account to the Store Keeper without ensuring any accountability mechanism. Such handling of public funds is irregular, reflects misuse of discretion, and demonstrates lack of financial prudence. It has also been established that on 04.04.2025, *while examinations were underway*, she absented herself without making alternate arrangements, and failed to ensure staff attendance despite explicit instructions from higher authorities. Her defence to rebut the charges is unconvincing, contradictory, and not supported by record. Accordingly, all charges against her stand proved. However, since the Board of Governors, BISE Sahiwal, has already accepted the appeal against the penalty of recovery, the said penalty does not survive. In the circumstances, the penalty of **'withholding of increment for one year'** will be sufficient and proportionate to the misconduct established.

6. **AND WHEREAS**, with regards the charges against **Mr. Abdul Aziz**, it is proved that despite being entrusted with responsibility and receipt of funds, he failed to submit the admission forms, thereby depriving six special students of their rightful opportunity to appear in the examinations. Out of the Rs. 30,000/- received, he deposited only Rs. 12,960/- while misappropriating the remaining balance. His plea that the amount constituted a "personal loan" is baseless, false, and an afterthought, having no corroboration from record. He continuously misled the Principal with fabricated excuses, deliberately concealing his omission. On 04.04.2025, he absented himself without permission, switched off his mobile phone, and remained inaccessible during official hours, thereby demonstrating wilful neglect of duty and lack of discipline. His defence is evasive, contradictory, and devoid of merit. The inquiry has established all charges against him beyond doubt. Accordingly, the major penalty of **'forfeiture of past service for two years'** is deemed justified and commensurate with the gravity of misconduct. However, in view of the acceptance of appeal by the Board of Governors, BISE Sahiwal against the fine imposed, the penalty of recovery is rendered redundant and does not survive.

7. **NOW THEREFORE**, I, **Muhammad Khan Ranjha**, Secretary Special Education / Competent Authority in the instant case, after having considered all the aspects, material relating to the case and *for reasons stated herein above*, in exercise of powers vested in me under Section 13(5) read with Section 4 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, impose the following penalties upon the accused officers;

Sr. No	Name of accused officer	Penalty imposed
1.	Ms. Sadia Saman, Senior Special Education Teacher (BS-17)	Minor penalty of 'withholding of increment for a period of one year' under section 4(1)(a)(ii) of the Punjab Employees Efficiency Discipline and Accountability Act, 2006.
2.	Mr. Abdul Aziz, Store Keeper (BS-11)	Major penalty of 'forfeiture of past service for two years' under Section 4(1)(b)(iii) of the Punjab Employees Efficiency Discipline and Accountability Act, 2006.


 (MUHAMMAD KHAN RANJHA)
 SECRETARY

GOVT. OF THE PUNJAB
 SPECIAL EDUCATION DEPARTMENT /
 COMPETENT AUTHORITY

Dated Lahore, the
September 08th /2025

No. & Date Even:

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

1. **Director General** Special Education, Punjab, Lahore.
2. **District Accounts Officer, Sahiwal.**
3. **District Education Officer (Special Education), Sahiwal** to ensure delivery of this order to the accused officers.
4. **Headmaster / Headmistress, Govt. Secondary School of Special Education (H.I), Girls, Sahiwal** to ensure delivery of this order to the accused officer/official.
5. **Accused officer No. 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.**
6. **Accused officer No. 2 / Mr. Abdul Aziz, Store Keeper (BS-11), Govt. Secondary School of Special Education (H.I), Girls Sahiwal**
7. PS to Secretary Special Education Department.

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 SECTION OFFICER (ESTT-I)
 SPECIAL EDUCATION DEPARTMENT

08/9/2025