

REGISTERED



GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

ORDER OF INQUIRY

No. SO(ESTT.)01-211/2005: **WHEREAS**, Assistant Director (Admn.), Directorate General of Special Education, Punjab, forwarded the Observation and Finding Report of the District Education Officer (Special Education), Rahim Yar Khan, regarding the handing over/taking over of official record by Ms. Saima Iqbal, Ex-Headmistress (BS-17), Government Special Education Centre, Khanpur, presently posted as Assistant Director (Examination), Directorate General of Special Education, Punjab. The report highlights serious irregularities, including missing/incomplete official record, bills and stock registers; shortages and discrepancies in Government stock; procurement at allegedly inflated rates; absence of supporting documents; improper record maintenance; suspected financial irregularities; non-functional Government assets; and inadequate cooperation in completing the handing over/taking over process. The findings, supported by relevant documentary evidence, have been submitted for consideration and further necessary action under the applicable law and rules.

2. **AND WHEREAS**, 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 **Ms. Saima Iqbal**, Ex-Headmistress (BS-17), Government Special Education Centre, Khanpur, District Rahim Yar Khan ('**accused officer**') on the charges of inefficiency and misconduct 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. Abdul Sattar, Director (Academics), Directorate General of Special Education, Punjab, Lahore** as Inquiry Officer to proceed against the accused officer in terms of Section 5 read with Section 9 of the Act *ibid*.

3. The Inquiry Officer will proceed against the accused officer on the following charges of inefficiency and misconduct;

- i. That the accused officer, while serving as Headmistress, Government Special Education Centre, Khanpur, failed to properly maintain, preserve and hand over the official record and mandatory registers of the Centre, including stock, issue, requisition, bills, cash-related and procurement record. During handing over/taking over proceedings, substantial record was found missing, incomplete or unavailable, and entries in the registers were deficient and unsupported by acknowledgements and requisite documents. Despite directions of the competent authority, the accused officer also failed to produce the complete record and official E-Pad credentials, thereby demonstrating gross negligence, inefficiency and failure to comply with official directions.
- ii. That the accused officer failed to properly safeguard and account for Government property and stock under her charge, as physical verification revealed shortages and discrepancies between the stock

registers and available articles, including missing/undetected CCTV cameras, fans, UPS/batteries and other Government assets. Certain articles recorded in the stock registers were not physically available, while some available assets were found non-functional or in poor condition. The accused officer further failed to adequately cooperate with the handing over/taking over committee, thereby impeding proper verification and completion of the charge handover process.

- iii. That the accused officer, while responsible for procurement and utilization of Government funds, failed to observe prescribed procurement and financial procedures by making purchases without complete supporting documentation, including requisitions, laboratory reports, transport record and approved revised rates; revising rates without documented approval of the Purchase Committee; and procuring various articles at allegedly inflated rates. The available record and physical verification indicate prima facie over-invoicing, irregular expenditure and suspected financial loss to Government, reflecting misconduct, negligence and failure to safeguard public funds.

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

5. **Mr. Umar Farooq, Assistant, Govt. Secondary School of Special Education for HIC, Khanpur, Rahim Yar Khan** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

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

7. 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*.


(SHOAIB IQBAL SYED)
SECRETARY
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore the
August 19 /2026

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), Rahim Yar Khan.
3. **Mr. Abdul Sattar, Director (Academics), Directorate General of Special Education, Punjab, Lahore / Inquiry Officer.**

4. **Mr. Umar Farooq**, Assistant, Govt. Secondary School of Special Education for HIC, Khanpur, Rahim Yar 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 / Ms. Saima Iqbal**, Ex-Headmistress (BS-17), Government Special Education Centre, Khanpur, District Rahim Yar Khan, presently posted as Assistant Director (Examination), Directorate General of Special Education, Punjab.
6. PS to Secretary Special Education Department.


19/8/2026
SECTION OFFICER (ESTT.I)
SPECIAL EDUCATION DEPARTMENT