

**ORDER OF INQUIRY**

No. SO(ESTT.)36-163/2016: WHEREAS, Assistant Director (Administration), Directorate General of Special Education, Punjab, forwarded the visit report of the District Education Officer (Special Education), Faisalabad, regarding her visit to Government Special Education Centre, Chak Jhumra, on 07.04.2026. It was observed that **Mr. Muhammad Saeed Hanif**, Junior Special Education Teacher (MC/BS-16) ("**accused officer No.1**"), was an absconder and had attended duty only for four days during 2026. The SESIS attendance record further revealed that he remained unauthorizedly absent for an aggregate of 92 days, on various dates from 01.01.2026 to 17.05.2026, without lawful authority or approval of the Competent Authority. It was further reported that **Ms. Amira Jabeen**, SSET (HI/BS-17), Headmistress ("**accused officer No.2**"), being responsible for supervision and reporting of staff attendance, failed to record accused officer No.1's prolonged and repeated absences as unauthorized absence and allegedly marked his attendance as leave or left relevant entries unmarked. She also failed to report his persistent absence to the Competent Authority. The visit report, SESIS attendance record and other material on file *prima facie* disclose misconduct and inefficiency on the part of both officers within the contemplation of the PEEDA Act, 2006.

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 considered view that there are sufficient grounds to proceed against **Mr. Muhammad Saeed Hanif**, Junior Special Education Teacher (MC/BS-16), Government Special Education Centre, Chak Jhumra ('**accused officer No. 1**') and **Ms. Amira Jabeen**, Senior Special Education Teacher (HI/BS-17), Headmistress, Government Special Education Centre, Chak Jhumra ("**accused officer No.2**") 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 **Ms. Farida Siraj, Principal (BS-19), Government Girls Higher Secondary School of Special Education for HI, Faisalabad** as Inquiry Officer to proceed against the accused officers in terms of Section 5 read with Section 9 of the Act *ibid*.

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

CHARGE AGAINST MR. MUHAMMAD SAEED HANIF, JSET (MC/BS-16) / ACCUSED OFFICER NO.1

- i. That, while serving as JSET (MC), Government Special Education Centre, Chak Jhumra, Mr. Muhammad Saeed Hanif, wilfully, deliberately and without any lawful authority or prior approval of the Competent Authority remained unauthorizedly absent from duty on the following dates:

Sr. No.	Period of Unauthorized Absence	Days
1.	01.01.2026 to 19.01.2026	19
2.	29.01.2026	01
3.	31.01.2026 to 01.02.2026	02

4.	03.02.2026	01
5.	05.02.2026 to 10.02.2026	06
6.	14.02.2026 to 17.02.2026	04
7.	19.02.2026	01
8.	21.02.2026 to 23.02.2026	03
9.	27.02.2026 to 03.03.2026	05
10.	07.03.2026 to 08.03.2026	02
11.	10.03.2026	01
12.	12.03.2026 to 31.03.2026	20
13.	03.04.2026 to 06.04.2026	04
14.	10.04.2026 to 12.04.2026	03
15.	17.04.2026 to 19.04.2026	03
16.	24.04.2026 to 26.04.2026	03
17.	01.05.2026 to 05.05.2026	05
18.	07.05.2026 to 10.05.2026	04
19.	12.05.2026	01
20.	15.05.2026 to 17.05.2026	03
Total Unauthorized Absence		92

Thereby, he remained unauthorizedly absent from duty for an aggregate period of Ninety-Two (92) days during the period from 01.01.2026 to 17.05.2026, without obtaining sanctioned leave or permission from the Competent Authority.

CHARGES AGAINST MS. AMIRA JABEEN, SSET (HI) / HEADMISTRESS (ACCUSED OFFICER NO. 2)

- i. That, being the Headmistress and administrative head of Government Special Education Centre, Chak Jhumra, you were responsible for staff discipline, supervision of attendance, maintenance of an accurate attendance record and prompt reporting of unauthorized absence. You failed to discharge these duties with due diligence and devotion to duty, constituting misconduct and inefficiency under the PEEDA Act, 2006.
- ii. That, despite the unauthorized absence of Mr. Muhammad Saeed Hanif, JSET (MC), for an aggregate period of 92 days from 01.01.2026 to 17.05.2026, you failed to report his absence to the Competent Authority or initiate action under the applicable rules, thereby facilitating his continued unauthorized absence.
- iii. That, despite unauthorized absence of Mr. Muhammad Seed Hanif on the dates specified below, you failed to mark him absent and instead showed his attendance as leave or left the relevant entries unmarked, thereby maintaining an incorrect attendance record and concealing the actual position from the Competent Authority:

01.01.2026–19.01.2026; 29.01.2026; 31.01.2026–01.02.2026; 03.02.2026; 05.02.2026–10.02.2026; 14.02.2026–17.02.2026; 19.02.2026; 21.02.2026–23.02.2026; 27.02.2026–03.03.2026; 07.03.2026–08.03.2026; 10.03.2026; 12.03.2026–31.03.2026; 03.04.2026–06.04.2026; 10.04.2026–12.04.2026; 17.04.2026–19.04.2026; 24.04.2026–26.04.2026; 01.05.2026–05.05.2026; 07.05.2026–10.05.2026; 12.05.2026; and 15.05.2026–17.05.2026.

iv. That, by failing to report the unauthorized absence and by maintaining an incorrect attendance record, you facilitated the delinquent officer's absence, undermined institutional discipline and frustrated the departmental accountability mechanism, amounting to misconduct, inefficiency and dereliction of duty under the PEEDA Act, 2006.

4. The accused officers are directed to submit their written defence to the Inquiry Officer, within **07** days of the receipt of this order. If they fail to submit their written defence within the prescribed period, it shall be presumed that either they have no defence to offer or they have declined to offer the same and they have accepted the charges.

5. Mr. Muhammad Akmal Shah, SSET (HI/BS-17), Government Secondary School for Special Education for HI Boys, Faisalabad 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's desires to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, they 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 28 /2026

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), Faisalabad.
3. **Ms. Farida Siraj**, Principal (BS-19), Government Girls Higher Secondary School of Special Education for HI, Faisalabad / **Inquiry Officer**.
4. **Mr. Muhammad Akmal Shah**, SSET (HI/BS-17), Government Secondary School for Special Education for HI Boys, Faisalabad / **Departmental Representative** is directed to ensure delivery of this order to the accused officers through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officers, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Accused Officer No. 1 / Mr. Muhammad Saeed Hanif**, Junior Special Education Teacher (MC), Government Special Education Centre, Chak Jhumra.
6. **Accused Officer No.2 / Ms. Amira Jabeen**, Senior Special Education Teacher (HI/BS-17), Headmistress, Government Special Education Centre, Chak Jhumra.
7. PS to Secretary Special Education Department.

SECTION OFFICER (ESTT.I)
SPECIAL EDUCATION DEPARTMENT