

**ORDER**

No. SO(Estt)2-32/2008. WHEREAS, visit of Govt. Secondary School of Special Education for PDC, Multan was conducted on 03.06.2023 and it was observed that **Ms. Shahnaz Bano**, Senior Special Education Teacher (Physically Handicapped Field), Incharge Principal, Govt. Secondary School of Special Education for Physically Disabled Children, Multan (**'accused officer'**) failed to perform her duties in befitting manner and consequent thereupon, due to her inefficiency administrative matters of Govt. Secondary School of Special Education for PDC, Multan were not properly handled. Accordingly, disciplinary proceedings were initiated against the accused officer vide Show Cause Notice dated 21.09.2023 under Section 7(b) read with Section 5(1)(a) of the Act *ibid* on the following charges of misconduct and inefficiency:

- i. At present, 103 special students are enrolled in the school out of which only 30-35 students were present on the day of visit.
- ii. 03-classes were being arranged in a hall in a crowded manner inspite of the fact that some empty rooms were not being utilized properly.
- iii. You and clerk of the school were occupying large rooms which shows bad management of resources.
- iv. No map of the school was available which may reflect scheme for distribution of classrooms. Class rooms were without name plates.
- v. Uniforms and stipend were not provided to the students since long and no serious efforts were made by you for taking budget from the district authority.
- vi. Mr. Shahbaz, SSET was absent from the duty but you reported that he was on exam duty. When you were asked to present his permission letter, you could not give any plausible explanation.
- vii. Physiotherapy room was not being used purposefully despite investing huge amount of funds for this facility.
- viii. You could not produce assessment files of special students conducted by Health Department during health screening despite repeated instructions.
- ix. No directional boards were fixed on any prominent place for public awareness despite repeated directions by the Department.

2. AND WHEREAS, the aforementioned Show Cause Notice instructed the accused officer to provide her written reply within seven days. As a result, she submitted a written reply which was reviewed and found to be unsatisfactory. Hence, in order to conclude the disciplinary proceedings, vide letter dated 24.10.2023, **Deputy Secretary**, Special Education was appointed Hearing Officer, *under Section 7 (d) of the Act ibid*, to provide the accused officer with a chance of a personal hearing and the accused officer was summoned to appear before the Hearing Officer on 01.11.2023 for hearing proceeding.

3. **AND WHEREAS**, the Hearing Officer after affording opportunities of personal hearing to the accused officer on 01.11.2023, 15.11.2023, 12.12.2023 and 20.12.2023, submitted report of hearing proceedings stating therein that during the course of hearing, the accused officer reiterated the stance she had previously made in her written reply and requested that she may be exonerated from the charges. The former District Education (Spl. Edu.). Multan and presently posted District Education Officer (Spl. Edu.), Multan, in contrast, presented all the relevant documentation for the case and asserted that all charges are established against the accused officer as per record, making the accused officer accountable for delinquent acts.

4. **AND WHEREAS**, after hearing the accused officer and all concerned, reviewing the accused officer's response, the pertinent documents in the file, as well as the evidence provided by the accused officer, the Hearing Officer observed in hearing report that ample opportunities were granted to the accused officer to vindicate her stance and to prove her innocence but she failed to place on record any new evidence to rebut the charges levelled against her. The Hearing Officer further observed that all the charges of inefficiency and misconduct levelled against the accused officer through Show Cause Notice stood proved. The Hearing Officer further observed that as per record the omissions and acts of inefficiency attributed to the accused officer do not stem from malicious intent. Furthermore, reports from both the current and former District Education Officers indicate that significant steps have been undertaken to address and rectify the identified shortcomings.

5. **AND WHEREAS**, after examination of written response submitted by the accused officer and findings of the Hearing Officer, along with the record that is available on file, with regards to charge No. 1 it is observed that without disregarding the fact that only 30-35 out of a total enrollment of 103 special students were present during the visit, it is essential to examine the justification provided by the accused officer in her defense. The accused officer asserted that the unavailability of funds, leading to the discontinuation of fuel supply, resulted in the discontinuation of pick and drop by the school buses, thereby causing reduced student attendance. However, a thorough examination of record reveals the absence of documentary evidence showcasing proactive measures taken by the accused officer to optimize student attendance or resolve operational issues with the buses. Consequently, the provided explanation fails to adequately address the circumstances, signifying a deficiency in efficiency on the part of the accused officer. With regards to charge No.2, it is noticed that the response provided by the accused officer lacks merit as she failed to utilize the school space effectively. The assertion that multiple classes are arranged in the hall due to space scarcity cannot be considered a valid reason. Even with limited space, the hall could have been utilized in a manner that reflects proper management and creates a welcoming environment. With regards to charge No. 3, it is observed that the accused officer has not contested the fact that the Principal's office and clerk's room are separate. She mentioned arranging a class in her office, citing low student attendance as the reason for not having a whiteboard in her office. However, *prima facie*, this indicates poor management of resources and space, reflecting inefficiency on the part of the accused officer.

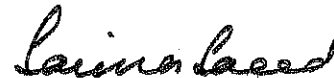
6. **AND WHEREAS**, with regards to charge No. 4, it is observed that neither map of the school illustrating the layout of classrooms was available, nor names plates were affixed on the class room. Therefore, this charge is substantiated. With regards to charge No. 5, it is observed that the justification provided by the accused officer, citing the unavailability of funds as the reason for

the inability to distribute uniforms and pay stipends, aligns with the records. Consequently, this charge cannot be considered substantiated. With regards to charge No. 6, it is observed that the accused officer contends that Mr. Shahbaz was not absent but rather on exam duty as assigned by the BISE, Multan. However, when questioned during the course of personal hearing by the Hearing Officer, regarding the submission of approved leave documentation to the appropriate authority and presented with the attendance register indicating the marking of Mr. Shahbaz's exam duty, the accused officer failed to provide a satisfactory response. It is further observed that DGSE through various correspondence has restrained the school to allow teachers to perform exam duty. The accused officer also violated such instructions.

7. **AND WHEREAS**, with regards to charge No. 7, it is observed that the accused officer has taken a generic stance without reference to any specific document through which the non-availability of Physiotherapist was reported. Record shows that the accused officer defied the directions of higher authorities and she failed to use Physiotherapy room purposefully despite investing huge amount of funds for this facility.

8. **AND WHEREAS**, with regards to charge No. 8, it is observed that admittedly, the accused officer failed to produced assessment files during the visit. The stance that no record was asked to be produced is incorrect. Hence, this charge is proved. With regards to charge No. 9, it is observed that according to the records, directional boards were not affixed for public awareness which also shows violation/defiance of directions issued by Directorate General of Special Education, Punjab, Lahore in this regard. Therefore, this charge is also substantiated.

9. **NOW THEREFORE**, I, **Saima Saeed**, Secretary Special Education / Competent Authority in the instant case, after having considered all the aspects and material relating to the case, *for reasons recorded herein above*, am of the view that the accused officer remained inefficient in discharge of her official duties and the charges stood proved, therefore, in exercise of powers vested upon me under Section 7(f) read with Section 4 of the Act *ibid* minor penalty of "**Censure**" in terms of Section 4(1)(a)(i) is imposed upon the accused officer.



(SAIMA SAEED)

SECRETARY to

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore, the
February 29 /2024

No. & Date Even:

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

1. Accountant General, Punjab, Lahore.
2. Director General Special Education, Punjab, Lahore.
3. District Education Officer (Special Education) Multan.
4. Accused Officer concerned / **Ms. Shahnaz Bano**, Senior Special Education Teacher (Physically Handicapped Field), Incharge Principal, Govt. Secondary

School of Special Education for PDC, Multan.

5. PS to Secretary Special Education Department.
6. Master file.



**SECTION OFFICER (ESTT.)
SPECIAL EDUCATION DEPARTMENT**