

REGISTERED



No. SO(Estt)2-54/2011
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the March 14th, 2024

To

Mr. Kashif Waheed,
Instructor Physical Education BS-17),
Govt. Special Education Centre, District Layyah.

Subject: **PERSONAL HEARING NOTICE UNDER SECTION 7(d) OF THE PUNJAB EMPLOYEES, EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006**

I am directed to refer to the subject cited above and to state that disciplinary proceedings were initiated against you by the Secretary Special Education being Competent Authority under Section 7(b) read with Section 5(1)(a) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 ('Act') vide Show Cause Notice dated 23.02.2024 on the following charges and it was decided to dispense with the inquiry in terms of Section 5(1)(a) of the Act *ibid*;

- 1. You were neither incharge of Special Education Centre, Layyah nor DDO powers were entrusted to you but you while misusing the official seal of Headmistress/Headmaster, submitted the salary change form of Ms. Nazia Mushtaq in District Accounts Office, Layyah. Hence, you exercise those powers which were not vested to you and performed such acts which you were not authorized to do.*
- 2. You unauthorizedly approved the causal leave request of two female teachers namely Ms. Adeela Iqbal JSET (HI Field) and Ms. Nadia Saif SSET (HI Field) of your Centre for 09.10.2023 whereas you were not officially assigned the duty of Incharge Headmaster of the Centre. Upon preliminary investigation by DEO (SE), D. G. Khan during the visit it was found that bogus leave applications were prepared with fake signatures for the absent staff.*

2. I am further directed to state that Show Cause Notice dated 23.02.2024 was served upon you in terms of Section 7(b) read with Section 5(1)(a) of the Act *ibid*, and you were directed to submit your written reply within 07 days. Your written reply has been received and examined by the Competent Authority and the same has been found unsatisfactory. Hence, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid*.

3. In view of above, I am further directed to inform you that in exercise of powers conferred under Section 7 of the Act *ibid*, Secretary Special Education / Competent Authority has decided to afford you an opportunity of personal hearing and has appointed **Deputy Secretary, Special Education Department** as Hearing Officer under Section 7(d) of the Act *ibid* for said purpose. Therefore, you are directed to appear before the **Deputy Secretary, Special Education Department** on **20.03.2024 at 01:00 P.M** in his office chamber at 31-Sher Shah Block, New Garden Town, Lahore for this purpose. If you fail to avail this opportunity, the case shall be decided *on the basis of available record*.

ISSUED BY THE ORDER OF
SECRETARY to
GOVT. OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

C.C:

1. PS to Deputy Secretary/ Hearing Officer, Special Education Department.
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 well in time.
3. The Headmaster, Govt. Special Education Centre, District Layyah with the direction to ensure delivery of this notice at residential address of the accused officer through special messenger under intimation to this department and to provide relevant record to the accused officer.
4. PS to Secretary Special Education Department.
5. Accused officer concerned.
6. Office file.


SECTION OFFICER (ESTT.)
SPECIAL EDUCATION DEPARTMENT