



No. SO(Estt)36-263/2019
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the 07th May, 2024

To

Ms. Maham Tanveer,
Junior Special Education Teacher (MC Field) (BS-16),
Govt. Special Education Centre, Kamalia,
District Toba Tek Singh.

R/o House No. 322, H-Block, Mohallah Ali Pur, Okara.

Mob No. 03226923579

Subject: **PERSONAL HEARING NOTICE UNDER SECTION 13(4) OF THE PUNJAB EMPLOYEES, EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006**

I am directed to refer to subject noted above and to state that disciplinary proceedings were initiated against you under Section 5 read with Section 9 of the Punjab Employees, Efficiency, Discipline and Accountability Act, 2006 ('Act') vide order dated 15.03.2024 on the following charges of inefficiency and misconduct by appointing **Mr. Qaiser Abbas Shah**, Principal (BS-19), Govt. Secondary School for Hearing Impaired, Jhang as Inquiry Officer:

- i. **The engagement of the accused officer as a contract employee is subject to the provisions outlined in the Contract Appointment Policy, 2004, as well as the terms and conditions delineated in the offer of appointment dated June 13, 2019, which were duly acknowledged by her upon commencement of her service. It is explicitly stated therein that a leave without pay for a duration of 90 days on medical grounds is permissible. However, in the event that such medical leave extends beyond a period of three months, her contractual agreement shall be subject to termination. The accused contravened these explicit provisions outlined in the Contract Appointment Policy, 2004, as well as the terms and conditions specified in the offer of appointment dated June 13, 2019, which she duly accepted. This violation is evidenced by her actions, wherein subsequent to availing a 90-day medical leave from January 11, 2022, to February 08, 2022 (29 days) and from January 09, 2023, to April 03, 2023 (85 days), she subsequently sought additional medical leaves, commencing from August 21, 2023, to November 03, 2023 (75 days), followed by periods from November 20, 2023, to December 03, 2023 (14 days) and from December 04, 2023, to December 15, 2023 (12 days), amounting to a cumulative period of 101 days. Throughout these**

periods, she remained willfully/unauthorizedly absent from duty without prior permission / approval of leave by the Competent Authority. Furthermore, the application for grant of medical leave have been declined / rejected by the Competent Authority vide order dated 08.01.2024 substantiated by the rationale that, being a contract employee, post the utilization of the stipulated 90-days medical leave period, any additional leaves on medical grounds are not admissible under the prevailing terms and conditions and Contract Appointment Policy, 2004.

- ii. The accused officer is absent from duty w.e.f. 16.12.2023 till date without approval of leave by the Competent Authority which shows that conduct of the accused officer towards performance of her duties is highly prejudicial to good service / discipline and tantamount to gross misconduct.

2. **AND WHEREAS**, the Inquiry Officer, after finalizing the inquiry proceedings, has submitted inquiry report to this department on 26.04.2024 (copy of **Inquiry Report has already been sent to you**). The Inquiry Officer has recommended the imposition of following penalties:

- i. Since the charges of misconduct on account of willful absence from duty on account of availing unauthorized / unlawful / self-claimed / self-sanction medical leave without prior permission / sanction from Competent Authority stand proved against Ms. Maham Tanveer, Junior Special Education Teacher (MC Field) (BS-16) Govt. Special Education Centre, Kamalia District Toba Tek Singh, hence, she may be awarded Major Penalty of "**Removal from Service**" under section 4(1)(b)(v) of the PEEDA Act, 2006.
- ii. The accused officer treated accordingly as per clause 3 (XVIII)(8) of the Contract Appointment Policy, 2004 and her contract may be terminated.

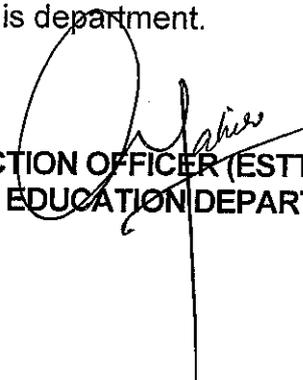
3. In view of above, I am further directed to inform you that in exercise of powers conferred under Section 13(4) of the Act *ibid*, Secretary Special Education has decided to afford you an opportunity of personal hearing and has appointed **Deputy Secretary, Special Education Department** as Hearing Officer under Section 13(4)(c) of the Act *ibid* for said purpose. Therefore, you are directed to appear before the **Deputy Secretary, Special Education Department / Hearing Officer** on **16.05.2024 at 02:00 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
DEPUTY SECRETARY
SPECIAL EDUCATION DEPARTMENT/
HEARING OFFICER**

C.C:

1. PS to Deputy Secretary, Special Education Department / Hearing Officer.
2. District Education Officer (Special Education), Faisalabad to ensure the delivery of this Notice to the accused officer on her official and residential address under intimation to this department.
3. Mr. Farhan Rasool, Senior Special Education Teacher (HI Field) (BS-17) Govt. Deaf & Defective Hearing School for Boys, Gujrat / Departmental Representative to ensure delivery of this order to the accused officer and discharge duties as per Section 12 of the PEEDA Act, 2006.
4. Principal, Govt. Special Education Centre, Kamalia to ensure the delivery of this order to the accused officer on her official and residential address and through all possible means under intimation to this department.
5. PS to Secretary Special Education Department.


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