

REGISTERED



GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

ORDER OF INQUIRY

No. SO(ESTT.)10-552/2014: WHEREAS, Deputy Director (Admn.), Directorate General of Special Education Punjab Lahore vide letter dated 05.01.2024 has forwarded a visit report of the Govt. Special Education Center, D.G Khan ('Centre') upon the visits conducted by District Education Officer (Special Education), D.G. Khan ('DEO') on 23.11.2023 and 09.12.2023. The report delineates that performance and conduct of **Ms. Madiha Hanif**, Senior Special Education Teacher (H.I Field / BS-17) / former Headmistress, Govt. Special Education Center, D.G Khan presently reported to department ('accused officer') is unsatisfactory. The DEO has further stated that during surprise visits on 23.11.2023 and 09.12.2023, several issues were identified at the Centre. On 23.11.2023, the school gate was locked causing inconvenience, government assets were exposed to theft, premises were dirty despite a newly appointed sweeper, teaching staff violated norms by bringing their children to class, assistive devices were poorly maintained, staff arrived late, and security measures like cameras were lacking. Additionally, costly items were carelessly placed outside, the new rented building lacked facilities, and budget inefficiencies were noted regarding uniform procurement. On 09.12.2023, half of the staff was on leave, students were absent, and the school was in poor condition. The accused officer's actions, including inadequate budget management and negligence in securing a suitable building, led to chaos and legal issues. The DEO recommended disciplinary action for the accused officer's misconduct and inefficiency.

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. Madiha Hanif**, Senior Special Education Teacher (H.I Field / BS-17) / former Headmistress, Govt. Special Education Center, D.G Khan presently reported to department 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. Wajiha Kabir, Headmistress (BS-18), Govt. (Middle) Special**

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Education Centre, Fazilpur, Rajanpur 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. On November 23, 2023, at 0830 hours, during surprise visit by the District Education Officer (Spl. Edu.), D.G. Khan, due to the inefficiency of the accused officer, the gate of the Centre was found locked, causing inconvenience for the female teaching staff and special needs students. Subsequently, at approximately 0840 hours, an unidentified individual opened the main gate of the Centre, thereby exposing government assets to potential theft risks.
- ii. During both visits of DEO (on November 23, 2023, and December 9, 2023) the premises of the Centre was found to be heavily laden with dust and clay, notwithstanding the recent appointment of a Sweeper. Additionally, classroom furniture was also found disarranged which shows inefficiency of the accused officer.
- iii. During the visit on November 23, 2023, majority of the teaching staff was found to be accompanied by their children within the classrooms, which contravened the established norms and standards governing class teaching practices. On both occasions of inspection (on November 23, 2023, and December 9, 2023) it was noted that costly wheelchairs, along with other essential assistive devices and valuable items belonging to the Centre, were kept outdoors without proper storage, consequently exposing them to wear and tear and loss to resources of the Centre. This inefficiency on the part of accused officer was also projecting an unfavorable image of the Centre.
- iv. During visit on November 23, 2023, the bus of the Centre arrived late at 0845 hours, and upon its arrival, it was found to be significantly soiled with dust and clay. During the aforementioned inspection, all class-IV staff members were found to be absent initially, arriving late thereafter. Furthermore, considerable number of the teaching staff, including the accused officer, also arrived late. Furthermore, on November 23, 2023, 50% of the non-teaching staff was absent from duty, and Mr. M. Imran, the designated sweeper, was also absent as well. However, attendance for Mr. M. Imran was marked, which manifestly shows negligence and inefficiency of the accused officer.
- v. During both inspection visits, it was found that the security cameras are not installed in the Centre, through which safety and security of children with special needs has been compromised. It was further found that valuable items such as the generator, exercise cycles, and other costly equipment were carelessly placed outside, posing potential risks of theft and loss. It was further found that the accused officer had acquired a new rented building for the Centre, which notably lacks essential civic amenities and a PTCL connection. This

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deficiency has resulted in the inability to synchronize the biometric machine with the Directorate General of Special Education (DGSE). Moreover, the rental rate for the building secured by the accused officer for the Centre is excessively high, set at Rs. 210,000/- per month. The rent of the building also fails to align with the structural features and covered area of the building.

- vi. During visit on November 23, 2023, it was found by the DEO that the plastic glass attached to the water cooler designated for special students was leaky and broken. Furthermore, the average daily attendance of students at the Centre consistently fell below the minimum benchmark required for the establishment of a primary school.
- vii. The accused officer demanded supplementary budgetary allocations for uniform, yet she failed to utilize the existing budget amounting to Rs. 500,000/- allocated for this purpose revealing inefficiencies in financial management. The accused officer neglected to procure winter uniforms, thereby depriving special-needs students of their entitlement. The accused officer in her written response submitted before the visiting officer/DEO, cited budgetary constraints for non-provision of uniforms, despite the available funds being adequate to procure three sets of uniforms (one for winter and two for summer). An unaccounted amount of Rs. 308,563/- was found to be present in the Centre's bank account, and documentation or bank reconciliation statements was not available justifying parking of said amount.
- viii. During visit on December 9, 2023, it was found by the DEO that 50 % (fifty percent) of the staff was on leave, and no students were in attendance at the school. The teachers who were present on that day were found to be sitting outdoors, enjoying with their children. This absence of students was attributed to the accused officer allowing the driver to take leave without making prior alternative arrangements.

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 he has no defence to offer or she has declined to offer the same and she has accepted the charges.

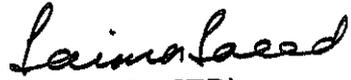
5. **Deputy District Education Officer (Spl. Edu.), D.G. Khan** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

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

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prior arrangement with the Departmental Representative within **03** days of the receipt of this Order.

7. The Inquiry Officer will submit her 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*.

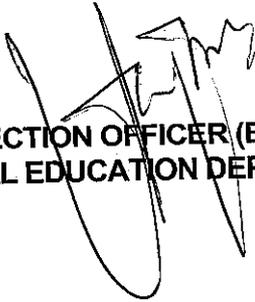

(SAIMA SAEED)
SECRETARY to
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore the
May 7th /2024

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), DG Khan.
3. **Ms. Wajiha Kabir**, Headmistress (BS-18), Govt. (Middle) Special Education Centre, Fazilpur, Rajanpur / **Inquiry Officer**.
4. **Deputy District Education Officer (Spl. Edu.), D.G. 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 her*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Accused officer / Ms. Madiha Hanif**, Senior Special Education Teacher (H.I Field / BS-17) / former Headmistress, Govt. Special Education Center, D.G Khan presently reported to department.
6. **Headmaster / Headmaster / Headmistress**, Govt. Special Education Center, Karor Lal Easan.
7. PS to Secretary Special Education Department.


SECTION OFFICER (ESTT.)
SPECIAL EDUCATION DEPARTMENT