

REGISTERED



GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT

ORDER OF INQUIRY

*Lain Saad*

**No. SO(ESTT.)45-109/2012: WHEREAS**, Deputy Director (Admn.), Directorate General of Special Education Punjab Lahore vide letter dated 03.04.2024 has forwarded report initiated by District Education Officer (SE), DG, Khan wherein it has been stated that performance and conduct of **Ms. Shehnaz Anjum**, Senior Teacher (BS-17), former Incharge Govt. Special Education Centre for PHC (Devolved) DG Khan (**'accused officer'**). The report delineates inefficiency, misconduct and corruption of the accused officer. The allegations include corrupt practices, frequent absence from duty, arriving late, and not adhering to office timings. During her tenure, there were instances of poor budget management, misuse of public funds, and neglect of safety measures, particularly concerning the safety of children with special needs. Specific instances of misappropriation of funds, such as authorizing excessive expenditure for bus repairs without following proper procurement procedures, have been cited. It is also alleged that she engaged in fictitious bidding and failed to deliver promised services despite spending public funds. Moreover, there were discrepancies in reporting attendance and participation rates of students, with suspicions of inflating numbers. Ms. Shehnaz Anjum's habitual delay set a negative example for staff and students alike, while her neglect of safety protocols endangered students. Allegations of procurement irregularities and substandard uniform procurement has also been reported. Lastly, it has been requested to initiate disciplinary proceedings under PEEDA Act, 2006 against the accused officer on the account of Inefficiency, Misconduct and Corruption, in the light of above charge sheets and facts, made by DEO(SE), D.G. Khan.

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, was of the view that there are sufficient grounds to proceed against the accused officer on the charges of inefficiency, misconduct and corruption, under section 5 read with Section 9 of the Act *ibid*. I, therefore, vide order dated 11.06.2024 disciplinary proceedings through a regular inquiry were initiated against the accused officer under the Act *ibid* but afterwards it was communicated that incorrect name of the inquiry officer has inadvertently been mentioned in the order dated 11.06.2024 and the Departmental Representative appointed through order dated 11.06.2024 has been promoted and transferred out of division. Now therefore, in order to correct the name of Inquiry Officer and Departmental Representative, through this substituted order of inquiry, **Mr. Muhammad Sharif, Headmaster (BS-18), Govt. (Middle) Special Education Centre, Hasilpur** is hereby appointed as Inquiry Officer to proceed against the accused officer in terms of Section 5 read with Section 9 of the Act *ibid*.

3. **Mr. Muhammad Sharif**, Headmaster (BS-18), Govt. (Middle) Special Education Centre, Hasilpur being Inquiry Officer will proceed against the accused officer on the following charges of inefficiency and misconduct:

- i. During her tenure as the Incharge of the Centre, she displayed inefficiency and failed on multiple fronts, including poor budget management, misuse of public funds, wastage of public resources, and neglecting essential safety measures such as the installation of security cameras in school premises and buses, compromising the safety of children with special needs.
- ii. She in her capacity as Incharge has misappropriated funds by authorizing expenditure of Rs. 796,800/- for the repair of a bus without adherence to proper procurement procedures during the financial year 2022-23. She has violated the principles of procurement and procurement rules by unilaterally identifying the scope of repair work for the bus without obtaining the necessary inspections from the Motor Vehicle Examiner or any Technical Workshop.
- iii. On 13.06.2023, financial bids were opened followed by the issuance of a work order on 14.06.2023, despite the fact that financial bids opening meeting was scheduled for 15.06.2023. Moreover, signatures of Procurement Committee members were also missing on the financial bids. In addition thereto, signatures of committee members on any procurement documents, including bidding documents, technical evaluation reports, financial evaluation of bids are missing.
- iv. Despite the purported objective of strengthening the pick and drop facility for children with special needs, she failed to provide the promised service despite incurring an expenditure of Rs. 800,000/-. This misuse of public funds for personal gain is a serious violation of trust and public duty as despite incurring huge repair expenditure the vehicle did not cover even a single Kilometer for pick and drop and is still off-road.
- v. The accused officer has failed to provide photographic evidence depicting the condition of the bus before and after repair, indicating a lack of accountability and transparency in the management of public resources. Disparities between the initially identified scope of work and the documented scope of work in the bills further contribute to suspicions of fraudulent activity.
- vi. In 2022, the petrol expenditure was only Rs. 96,895/- compared to Rs. 219,065/- in the preceding year i.e. 2021, despite lower petrol prices at that time. These numbers envisages that the pick and drop facility

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remained suspended for disabled students. This failure to facilitate transportation of special needs students impacted enrolment rates negatively.

- vii. At present daily attendance of the school stands at a mere 15-20 students, indicating a failure on the part of the accused officer to administer school affairs professionally. She admitted normal students as disabled students to inflate enrolment numbers. Furthermore, only 30 students participated in school exams, suggesting a discrepancy between reported and actual attendance.
- viii. During surprise inspections by DEO (Spl. Edu.), D.G Khan, the accused officer was found absent from duty on many occasions. Analysis of attendance data from the biometric machine revealed numerous violations and inaccurate recording of attendance times in the attendance register compared to biometric data, and failure to mark attendance upon leaving. The accused officer also falsely marked her attendance on several occasions. As per biometric data the accused officer did not mark attendance on 24 & 31 August, 2023, 01.09.2023 to 06.09.2023, 10,11,14,16,24 & 30 November, 2023, 21.12.2023, 23.12.2023 to 27.12.2023, 29.12.2023, 03.02.2024 and 10.02.2024 but she has marked her attendance in the attendance register which shows that she used to mark attendance on the register on days, when she actually did not attend the school.
- ix. She neglected safety and security protocols by failing to install security cameras in the school and in buses, disregarding Government and DGSE directives. This negligence poses significant risks to the safety of special needs students and violates established safety guidelines.
- x. She is also engaged in procurement irregularities by splitting uniform procurements and disregarding specified quality standards. The uniforms procured under her leadership were substandard and ill-suited to the geographical weather conditions of the region, compromising the comfort and well-being of special needs students.

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. **Mr. Muhammad Younas, Superintendent (BS-17), Govt. High Special Education Centre, Mianchannu** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

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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 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*.



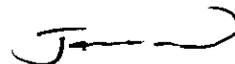
(SAIMA SAEED)  
SECRETARY to  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

Dated Lahore the  
August 07 /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. **Mr. Muhammad Sharif**, Headmaster (BS-18), Govt. (Middle) Special Education Centre, Hasilpur / **Inquiry Officer**.
4. **Mr. Muhammad Younas**, Superintendent (BS-17), Govt. High Special Education Centre, Mianchannu / **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. Shehnaz Anjum**, Senior Teacher (BS-17), former Incharge Govt. Special Education Centre for PHC (Devolved) DG Khan.
6. **Headmaster / Headmistress**, Govt. National Special Education Centre for PHC (Devolved) D.G. Khan.
7. PS to Secretary Special Education Department.



SECTION OFFICER (ESTT.)  
SPECIAL EDUCATION DEPARTMENT