

**REGISTERED**



No. SO(Estt)27-116/2012  
**GOVERNMENT OF THE PUNJAB**  
**SPECIAL EDUCATION DEPARTMENT**  
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the August 20th / 2024

To

**Ms. Rabia Bibi,**  
Educator (BS-16),  
Incharge Headmistress, Govt. Institute for Slow Learners, Toba Tek  
Singh.

Subject: **SHOW CAUSE NOTICE UNDER SECTION 7(b) READ WITH  
SECTION 5(1)(a) OF THE PEEDA ACT, 2006**

*Faisalabad*

**WHEREAS,** Deputy Director (Admn), Directorate General of Special Education Punjab vide letter dated 10.07.2024 forwarded a visit report sent by District Education Officer (Spl. Edu), Faisalabad ('DEO (SE), Faisalabad') dated 14.06.2024 after conducting visit of Govt. Institute for Slow Learners, Toba Tek Singh ('Institute') on 11.06.2024. Through the visit report, DEO (SE), Faisalabad has apprised that she paid a surprise visit at Govt. Institute for Slow Learners, Toba Tek Singh on 11.06.2024 and the Institute gate was locked from inside and it was opened after repeated bells. The Institute was not presenting a picture of an educational institute and the only person present in the Institute was Mr. Mohsin Waqar (Store Keeper) who by his conduct was seemed to have just awoke and his bedding was also found lying in hall of the Institute. Ms. Rabia Bibi, Educator (BS-16) / Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh was absent from her duty without intimation and/or prior permission / approval and no class IV employee was present in the Institute. All the non-teaching staff was found absent on 11.06.2024. Moreover, the cleanliness of Institute was very poor. The Institute premises was covered in dust, presenting a deplorable state of affairs. The class rooms were found stuffed with garbage and there was no assembling / arrangement of furniture in view of summer vacations. Absence of school bus (*being a public asset*) from Institute's premises without any official assignment and without permission / intimation, represents a severe breach of established protocols and non-compliance of official directions regarding administrative affairs of Institutes during summer vacations 2024 notified vide letter No. 803/DEO(Spl.Edu)Fsd/2024 dated 23.05.2024. No official record / registers were found in the Institute, even the attendance register was not available in the Institute. The reporting officer in her report, has also stated that she had already pointed irregularities of the Institute as observed during her last visit on 09.03.2024 and the Incharge Headmistress was already issued an explanation upon her inefficiency and misconduct vide letter No. DEO (SPL EDU)Fsd/2024 dated 11.03.2024. Lastly, it has been requested that disciplinary proceedings may be initiated against Ms. Rabia Bibi, Educator (BS-16) / Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh on account of inefficiency and misconduct.

2. **AND WHEREAS**, the undersigned being Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, in due consideration of the facts of the case, is of the view that you, **Ms. Rabia Bibi**, Educator (BS-16) / Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh has been found guilty of misconduct and inefficiency on account of following charges:

- i. Your performance as Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh is found to be unsatisfactory as on the day of the surprise visit i.e., 11.06.2024 by District Education Officer (Spl. Edu.), Faisalabad, the gate of the Institute was locked from the inside and opened after repeated ringing of the bell.
- ii. During the visit on 11.06.2024, you were found absent from your duty without intimation and / or prior approval / permission of the leave. Furthermore, there was no Class IV employee present in the Centre, only Mr. Mohsin Waqar (Store Keeper) was present in the Institute who appeared to have just woken up, evidenced by his bedding lying in the hall of the Institute.
- iii. You displayed inefficient and negligent behaviour in carrying out your official responsibilities and managing the Institute's administrative issues. During the visit, the cleanliness condition of the Institute was found pathetic. The classrooms were filled with garbage and lacked proper furniture arrangement during the summer vacations, which reflects a failure in administrative duties. Moreover, the washrooms were also unclean.
- iv. You breached established protocols and not complied with official directives issued by the DEO (SE), Faisalabad vide letter No. 803/DEO(Spl.Edu)Fsd/2024 dated 23.05.2024 as the Institute's bus, which is a public asset, was found not present in the premises of the Institute without official assignment or intimation to the competent authority. The absence of the school bus without an official assignment or prior permission of the competent authority constitutes a significant violation of administrative guidelines.
- v. During the visit on 11.06.2024, it was also found that official record and registers, including the attendance register, were not maintained and even attendance register was not found despite the fact that repeated instructions from time to time were issued regarding marking of attendance on Bio-Matric machine, no officer/official was marking attendance on Bio Matric machine and even on the attendance register.

3. **AND WHEREAS**, on account of availability of sufficient documentary record/evidence, the undersigned is of considered view that it is not necessary to

*Rabia Bibi*

hold an inquiry into the matter in view of the provision contained in Section 5 (1)(b) of the Act *ibid*. It is, therefore, decided to proceed against you under Section 7(b) read with Section 5 (1)(a) of the Act *ibid*.

4. **NOW, THEREFORE**, you are hereby called upon to Show Cause in writing **within 07-days** of the receipt of this notice as to why one or more of the penalties as prescribed under Section 4 of the Act *ibid* should not be imposed upon you.

5. Your reply to Show Cause Notice should reach the undersigned, within the said period failing which it shall be presumed that you have no defence to offer.

6. In case, you desire to consult any record on which the aforesaid charge is based or relevant to the aforesaid charge, you may do so with prior arrangements with the **Section Officer (Estt.)** of this Department **within 03-days** of the receipt of this notice.

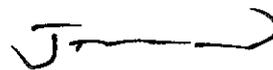
  
(SAIMA SAEED)  
SECRETARY

GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

**No. & Date Even:**

A copy is forwarded to:

1. Director General Special Education Punjab, Lahore.
2. District Education Officer (Special Education), Faisalabad to ensure delivery of this Notice to the accused officer well in time, under intimation to this department.
3. PS to Secretary, Special Education Department.
4. Office file.



SECTION OFFICER (ESTT.)