

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 09th September, 2024

To

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

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 20.08.2024 on the following charge of inefficiency and misconduct and it was decided to dispense with the inquiry in terms of Section 5(1)(a) of the Act *ibid*:

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- 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.

2. I am further directed to state that Show Cause Notice dated 20.08.2024 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.

3. Your reply to the said Show Cause Notice has been examined by the Competent Authority and the same has been found to be unsatisfactory. Hence, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid*.

4. 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 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 / Hearing Officer** on **19.09.2024 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
SECRETARY to
GOVT. OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

C.C:

1. Deputy Secretary, Special Education Department / Hearing Officer.
2. District Education Officer (Special Education), Faisalabad to ensure delivery of this Notice to the accused officer on her official and residential address through all possible means under intimation to this department and **TO ATTEND THE SCHEDULE PERSONAL HEARING ALONGWITH COMPLETE RECORD OF THE CASE AND CONCISE STATEMENT REGARDING PERFORMANCE OF THE ACCUSED OFFICER.**
3. PS to Secretary Special Education Department.



(JAMIL AHMAD)
SECTION OFFICER (ESTT.)
SPECIAL EDUCATION DEPARTMENT