

REGISTERED



GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

ORDER OF INQUIRY

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No. SO(ESTT.)10-653/2014: **WHEREAS**, unethical videos of students of Government Special Education Centre, Karor Lal Easan, District Layyah were recorded and potentially distributed / viewed. Due to the seriousness of this matter a Probe Committee was constituted to conduct a thorough investigation and ascertain the facts surrounding the incident. Deputy Director (Admn), Directorate General of Special Education Punjab vide letter dated 22.05.2024 forwarded probe report. The Probe Committee found that the said incident has occurred due to negligence of **Ms. Shagufta Naz**, Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah presently under suspension and reported to department ('**accused officer No. 1**') and teaching staff of Government Special Education Centre, Karor Lal Easan, District Layyah. Accordingly, it has been recommended that joint inquiry under PEEDA Act, 2006 may be initiated against accused officer No. 1, **Ms. Sumaira Faiz**, Senior Special Education Teacher (P.D Field / BS-17), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 2**'), **Mr. Muhammad Kamran**, Junior Special Education Teacher (V.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 3**'), **Ms. Aasma Batool**, Junior Special Education Teacher (H.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 4**') and **Ms. Fouzia Khanum**, Junior Special Education Teacher (PD Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 5**') on the charges of inefficiency and misconduct.

2. **AND WHEREAS**, in view of the facts and circumstances of the case and keeping in view the seriousness and gravity of the allegations, 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 view that there are sufficient grounds to proceed against, against above named accused

officers on the charges of inefficiency and misconduct, under Section 5 read with Section 9 of the Act *ibid*. I, therefore, orders initiation of joint disciplinary proceedings through a regular inquiry against the accused officers under the Act *ibid* by appointing **Ms. Mah Jabeen, Headmistress (BS-18), Govt. Special Education Centre, Renala Khurd, District Okara** as Inquiry Officer to proceed against the accused officers in terms of Section 5 read with Section 9 of the Act *ibid*.

3. The Inquiry Officer will proceed against the accused officers on the following charges of inefficiency and misconduct:

**CHARGES AGAINST MS. SHAGUFTA NAZ / ACCUSED OFFICER
NO. 1**

1. The accused officer, in her capacity as Chairperson of the Centre Child Protection Committee, failed to implement the Child Protection Standard Operating Procedures (SOPs) as mandated by the Special Education Department. Furthermore, she failed to provide a secure learning environment for special students at the Govt. Special Education Centre, Karor Lal Easan, and submitted an incorrect compliance report to higher authorities. She neglected to enforce day officer duties aimed at preventing incidents and failed to promptly report issues to the department/higher authorities, thereby compromising the safety and well-being of the students.
2. During her tenure as Incharge Headmistress, unethical videos of special students were recorded within the school premises, indicating gross negligence in her official duties. As class Incharge, the accused officer failed to monitor the activities of her students, one of whom was involved in the unethical incident. Despite repeated concerns from parents about the co-seating of male and female students in elementary and secondary classes, she failed to take corrective action, directly leading to the recording of inappropriate videos.
3. The accused officer's lack of monitoring and oversight allowed students to engage in unethical acts within the school premises, with repeated incidents occurring over a year and a half. Despite her awareness of these incidents, she failed to report them to the department and neither did she take any corrective action in this regard, thereby exposing vulnerable special students to further harm. This inaction reflects her inefficiency and gross misconduct in safeguarding the students under her care. Her inefficiency and poor class management were evident when, as class Incharge, she neglected to monitor the activities of her students, resulting

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in one of her students, Mr. Umer Zulfiqar, being involved in an unethical act captured on video.

4. The accused officer failed to ensure that the school maintained the required one-month backup of DVR recordings, as per the department's SOPs. Instead, only one week's backup was found, highlighting her inefficiency in implementing departmental policies and safeguarding school premises.
5. In April 2024, following the matric exams, students were left unsupervised during practical exam preparations, and were allowed to attend without uniforms. No teachers were deputed to monitor the special students, and the accused officer failed to enforce restrictions on smartphone usage within the institution. These actions, or lack thereof, signify serious lack of oversight and negligence on her part.
6. The accused officer failed to review CCTV footage of the school buses, resulting in a serious breach of departmental policies, including allowing special needs students to serve as conductors. The bus attendance register was improperly maintained, lacking the signatures of teachers or Incharge, which evidences her failure in ensuring proper administrative oversight. Similar discrepancies were found in the Chowkidar attendance register, further indicating inefficiencies in her management and record-keeping duties.
7. The accused officer failed to maintain the newly constructed purpose-built building, which was found in disrepair and filled with dust, further indicating her inability to manage the Centre's facilities and academic environment effectively.
8. The accused officer failed to activate and engage the School Management Council during her tenure as Incharge Headmistress. This failure, coupled with other managerial deficiencies, underscores her inefficiency in fulfilling her responsibilities as both a teacher and the Incharge Headmistress.
9. Due to her poor academic oversight, teacher diaries were found incomplete, lacking necessary signatures, and not countersigned by her as the Incharge Headmistress. This neglect demonstrates a lack of accountability over the teaching staff and poor assessment practices, adversely affecting the students' education.

CHARGES AGAINST MS. SUMAIRA FAIZ / ACCUSED OFFICER **NO. 2**

1. Ms. Sumaira Fiaz, in her capacity as a senior teacher, failed to efficiently perform her duties by neglecting to ensure a safe and secure learning environment. The probe revealed that male and female students were inappropriately seated in the same classroom, a situation that raised

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concerns from parents. Her failure to address these concerns demonstrates gross inefficiency and disregard for her responsibilities.

2. As a member of the Child Protection Committee, Ms. Sumaira Fiaz failed to enforce the department's Standard Operating Procedures (SOPs), specifically concerning the protection and well-being of students. Her failure to provide proper oversight contributed to multiple incidents that were neither reported nor appropriately addressed by the teaching staff. Furthermore, she failed to report these issues to higher authorities, compromising the safety of the students under her care.
3. Ms. Sumaira Fiaz admitted to viewing unethical videos involving students and attempted informal resolutions. However, she failed to document these incidents or take corrective measures as required by departmental policy. Her failure to restrict the use of smartphones within the class / school premises constitutes serious lapse of oversight and deliberate negligence in the performance of her duties.

CHARGE AGAINST MR. MUHAMMAD KAMRAN / ACCUSED OFFICER NO. 3

Mr. Muhammad Kamran, as a member of the Child Protection Committee, failed to implement the required Child Protection Standard Operating Procedures (SOPs) mandated by the directive HM/GSEC/KRR/45 dated 19.03.2024. His neglect in executing these procedures directly undermined the safety and protection of special students, thereby compromising their learning environment. Furthermore, Mr. Kamran failed to provide a secure learning environment, reflecting his inability to effectively fulfill his responsibilities. His inaction on these critical issues not only jeopardized student safety but also demonstrated a lack of commitment to his role within the Committee. He did not report these issues to the department/higher authorities for timely resolution, exacerbating the risks faced by students and indicating a serious lapse in judgment. His inaction in this regard signifies a failure to uphold the standards of conduct expected from a member of the Child Protection Committee.

CHARGE AGAINST MS. AASMA BATOOL / ACCUSED OFFICER NO. 4

Ms. Aasma Batool has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to provide a secure learning environment for special students, which is a fundamental aspect of her responsibilities. Her inefficiency and poor class management were

Sumaira Fiaz

evident when, as class Incharge, she neglected to monitor the activities of her students, resulting in one of her students, Ms. Shumaila Kousar, being involved in an unethical act captured on video. Furthermore, she failed to report these critical issues to higher authorities for timely resolution, exacerbating the situation. The recording of unethical videos within the Govt. Special Education Centre, Karor Lal Easan, underscores significant deficiencies in Ms. Assma Batool's performance as a teacher. The probe proceedings revealed that male and female students were inappropriately seated in the same classroom. Despite acknowledging that she viewed the videos, she failed to report them to higher authorities. She neglected to restrict smartphone use within the classroom and failed to effectively oversee students activities. Her lack of action not only undermined the safety and well-being of her students but also reflects a serious dereliction of her professional duties.

CHARGE AGAINST MS. FOUZIA KHANUM / ACCUSED OFFICER NO. 5

Ms. Fouzia Khanum has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to ensure a secure learning environment for special students, a fundamental aspect of her responsibilities. Furthermore, she neglected to report these critical issues to the department for timely resolution, exacerbating the situation and demonstrating a lack of accountability. Ms. Fouzia Khanum displayed inefficiency by failing to maintain necessary academic activities logs, which are essential for effective oversight and were expected to be duly countersigned by the Incharge Head. These failures indicate a significant lapse in her professional conduct and commitment to her duties as a teacher.

4. The accused officers are directed to submit their written defense to the Inquiry Officer, within 07 days of the receipt of this order. If they fail to submit their written defense within the prescribed period, it shall be presumed that either they have no defense to offer or they have declined to offer the same and they have accepted the charges.

5. **Mr. Muhammad Ghaffar**, Superintendent (BS-17), Government Gunj Shakar, Special Education Complex, Okara 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 officers desires to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, they may do so

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

7. The Inquiry Officer will submit 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
November 11th /2024

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), D.G Khan.
3. **Ms. Mah Jabeen**, Headmistress (BS-18), Govt. Special Education Centre, Renala Khurd, District Okara / **Inquiry Officer**.
4. **Mr. Muhammad Ghaffar**, Superintendent (BS-17), Government Gunj Shakar, Special Education Complex, Okara / **Departmental Representative** is directed to ensure delivery of this order to the accused officers through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officers, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Ms. Shagufta Naz**, Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah presently under suspension and reported to department.
6. **Ms. Sumaira Faiz**, Senior Special Education Teacher (P.D Field / BS-17), Government Special Education Centre, Karor Lal Easan, District Layyah.
7. **Mr. Muhammad Kamran**, Junior Special Education Teacher (V.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
8. **Ms. Aasma Batool**, Junior Special Education Teacher (H.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
9. **Ms. Fouzia Khanum**, Junior Special Education Teacher (PD Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
10. PS to Secretary Special Education Department.

 11/11/24

SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT